



**Wednesday, October 22, 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

- | | |
|--|--------------------------------|
| <p>1. <u>Call to Order</u>
Chairman Greg Pettis</p> <p>1A. <u>Pledge of Allegiance</u></p> <p>2. <u>Roll Call</u></p> <p>3. <u>Presentations</u>
a) Presentation to Robert Beigie – 30 years of service. (Mike Morrow)</p> <p>4. <u>Finalization of Agenda</u></p> <p>5. <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)</p> | <p>Receive Comments</p> |
|--|--------------------------------|

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.

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

7. **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 report, and backup report, for September, 2014 (Pages 1-6)
 - b) Monthly Budget Report for August, 2014 (Pages 7-8)
 - c) Credit card statement for August, September, 2014 (Pages 9-16)
 - d) Ridership Report for August, September, 2014 (Pages 17-20)
 - e) SunDial Operational Notes for September, 2014 (Pages 21-22)

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

8. **Approval of Minutes** **Approve**
- a) Request to the Board to approve the Minutes of the September 17, 2014 Special Board of Directors meeting. (Pages 23-47)
 - b) Request to the Board to approve the Minutes of the September 24, 2014 Regular Board of Directors meeting. (Pages 48-55)
9. **Approval of Change Order (Rudy Le Flore)** **Approve**
Request to the Board of Directors to grant authorization to the General Manager to negotiate and execute a change order with IBI Group for Architectural Design Work for the Administration Building and Transit Hub Project. (Pages 56-58)
10. **Approval of Contract for Telephone Lines (Rick Barone)** **Approve**
Request to the Board of Directors to delegate authority to the General Manager to Negotiate and Execute a contract with TelePacific communications for the Administration Building Project. (Pages 59-60)

11. **[Award of Contract for Purchase of Paratransit Vehicles](#)** **Approve**
(Rick Barone)
Request to the Board of Directors to grant authorization to the General Manager to approve award of a contract to Creative Bus Sales, for four (4), (two expansion & two replacement) paratransit vehicles. (Pages 61-62)
12. **[Second Reading of Conflict of Interest Code Policy Ordinance #14-1](#)** **Approve**
(Carolyn Rude)
Request to the Board to approve the second reading of the updated Conflict of Interest Code Policy, Ordinance #14-1. (Pages 63-78)
13. **[Approval of ACCESS Advisory Committee Members](#)** **Approve**
(Apolonio Del Toro)
Recommend that the Board of Directors approve two new members to the ACCESS Advisory Committee. (Page 79)
14. **[Approval of 2015 Board Meeting Schedule](#)** **Approve**
(Carolyn Rude)
Request to the Board to approve Board meeting dates for 2015. (Pages 80-81)

----- **INFORMATION** -----

15. **[Update on the Operations Building Facilities Schedule](#)** **Information**
(Rudy Le Flore)
Update to the Board on the Operations Facilities schedule, a 'furnish and install' project. (Pages 82-84)

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

16. **[Advertising Plan](#)** **Discussion**
(Michael Williams)
Overview of a new Agency Advertising plan. (Page 85)

17. **General Manager's Report**

18. **Next Meeting Date**

December 3, 2014

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

19. **Adjourn**



FINANCE COMMITTEE AGENDA

October 22, 2014

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 report, and backup report, for September, 2014 (Pages 1-6)
- b) Monthly Budget Report for August, 2014 (Pages 7-8)
- c) Credit card statement for August, September, 2014 (Pages 9-16)

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

6. **Appoint a New Finance Committee Chair and Vice Chair**

Approve

Committee members to appoint a new Chair and Vice Chair of the Finance Committee for fiscal year 2015.

7. **Approval of Change Order (Rudy Le Flore)**

Approve

Review request to the Board of Directors to grant authorization to the General Manager to negotiate and execute a change order with IBI Group for Architectural Design Work for the Administration Building and Transit Hub Project. (Pages 17-19)

8. **Approval of Contract for Telephone Lines (Rick Barone)**

Approve

Request to the Board of Directors to delegate authority to the General Manager to Negotiate and Execute a contract with TelePacific communications for the Administration Building Project. (Pages 20-21)

9. **[Award of Contract for Purchase of Paratransit Vehicles](#)** (Rick Barone) **Approve**
Review request to the Board of Directors to grant authorization to the General Manager to approve award of a contract to Creative Bus Sales, for four (4), (two expansion & two replacement) paratransit vehicles. (Pages 22-23)
10. **Adjourn**

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 2014**

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

Vendor Name	Description	Check #	Check	Amount
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	662488	9/11/2014	\$1,408,153.97
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	662588	9/24/2014	\$944,151.53
Desert Business Interiors	Furniture Fixtures &	662446	9/2/2014	\$255,343.65
HEALTH NET	Group Health Ins Prem	662499	9/11/2014	\$250,215.37
SO CAL GAS CO.	Utilities	662624	9/24/2014	\$122,100.68
PERMA - Insurance	Gen Lib/WC	662619	9/24/2014	\$98,012.64
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	662677	9/26/2014	\$65,298.31
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	662570	9/15/2014	\$63,761.93
ARCADIS U.S., INC.	Construction Managing	662574	9/24/2014	\$55,114.50
ARCADIS U.S., INC.	Construction Managing	662470	9/11/2014	\$38,337.28
GEOCON WEST, INC.	Administration Building Fees	662496	9/11/2014	\$29,258.00
METLIFE SBC	Dental Insurance	662510	9/11/2014	\$26,382.91
IMPERIAL IRRIGATION DIST	Utilities	662600	9/24/2014	\$25,522.99
GOODYEAR TIRE & RUBBER COMPANY,	Bus Tire Lease	662595	9/24/2014	\$25,125.76
IBI GROUP	Engineer Services	662598	9/24/2014	\$18,386.70
IBI GROUP	Engineer Services	662500	9/11/2014	\$14,741.76
PERMA - Insurance	Gen Lib/WC	662523	9/11/2014	\$14,529.61
CV PLASTICS, INC.	Plastic for bus stops	662486	9/11/2014	\$9,716.69
RUTAN & TUCKER, LLP	Legal fees	662566	9/15/2014	\$8,705.92
I I D	Administration Building Fees	662680	9/29/2014	\$8,000.00
AMERICAN CAB	Taxi Voucher Program	662467	9/11/2014	\$7,460.45
G & K SERVICES	Uniform service	662494	9/11/2014	\$7,253.66
CREATIVE BUS SALES, INC.	Bus Repair Parts	662648	9/26/2014	\$6,489.77
Michelin North America, Inc.	Tire Leasing	662606	9/24/2014	\$6,436.29
YELLOW CAB OF THE DESERT	Taxi Voucher Program	662538	9/11/2014	\$6,427.76
NAPA AUTO PARTS	Vehicle Repair Parts	662613	9/24/2014	\$6,237.82
Michelin North America, Inc.	Tire Leasing	662511	9/11/2014	\$5,975.00
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	662453	9/5/2014	\$5,706.65
PVC CONSULTING, LLC	Fuel Cell Bus	662525	9/11/2014	\$5,700.00
AMALGAMATED TRANSIT UNION	Union Dues	662641	9/26/2014	\$5,405.22
AMALGAMATED TRANSIT UNION	Union Dues	662539	9/15/2014	\$5,381.21
IMPERIAL IRRIGATION DIST	Utilities	662663	9/26/2014	\$5,032.20
KBM FACILITY SOLUTIONS	Janitorial Servs	662601	9/24/2014	\$4,925.00
ROMAINE ELECTRIC CORP.	Repair Parts	662526	9/11/2014	\$4,856.43
CREATIVE BUS SALES, INC.	Bus Repair Parts	662583	9/24/2014	\$4,493.88
ROMAINE ELECTRIC CORP.	Repair Parts	662622	9/24/2014	\$4,171.48
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	662452	9/5/2014	\$4,089.98
STEPHEN A. CRANE	Advertisement	662569	9/15/2014	\$4,000.00
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	662540	9/15/2014	\$3,909.35

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 2014

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

Vendor Name	Description	Check #	Check	Amount
ALLIEDBARTON SECURITY SERVICES	Security Services	662466	9/11/2014	\$3,845.32
NEW FLYER	Bus Parts	662518	9/11/2014	\$3,642.45
CUMMINS PACIFIC, LLC	Bus Repair Parts	662585	9/24/2014	\$3,530.05
NEW FLYER	Bus Parts	662615	9/24/2014	\$3,529.94
RBF / MICHAEL BAKER CORP	Solar Panel Project	662621	9/24/2014	\$3,447.69
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	662642	9/26/2014	\$3,324.92
VERIZON WIRELESS	Wireless Cell Service	662537	9/11/2014	\$2,930.68
CUMMINS PACIFIC, LLC	Bus Repair Parts	662485	9/11/2014	\$2,755.47
EYE MED	Employee Benefits	662490	9/11/2014	\$2,614.75
STRICKLAND KENNY INC.	Lubricants & Oils	662533	9/11/2014	\$2,564.50
ADAM VILLARREAL-Adam's Wrought Iron	Bus Shelter Repairs	662463	9/11/2014	\$2,300.00
CARQUEST OF THE DESERT	Repair Parts	662450	9/5/2014	\$2,272.49
TIME WARNER CABLE	Utilities	662534	9/11/2014	\$2,200.00
SOUTHWEST NETWORKS, INC.	Network Consultants	662568	9/15/2014	\$2,062.50
BJRRTEC WASTE & RECYCLING	Facility Trash Removal	662577	9/24/2014	\$1,926.18
SOUTHWEST NETWORKS, INC.	Network Consultants	662531	9/11/2014	\$1,912.50
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	662681	9/29/2014	\$1,879.36
LA QUINTA RESORT	Holiday Event items	662457	9/5/2014	\$1,875.00
FLEET-NET CORPORATION	Software & Licenses	662492	9/11/2014	\$1,860.00
DS AIR	Agency Supplies	662489	9/11/2014	\$1,812.78
STRICKLAND KENNY INC.	Lubricants & Oils	662626	9/24/2014	\$1,741.96
DESERT CITY CAB	Taxi Voucher Program	662487	9/11/2014	\$1,726.47
CREATIVE BUS SALES, INC.	Bus Repair Parts	662546	9/15/2014	\$1,694.55
GEOCON WEST, INC.	Administration Building Fees	662554	9/15/2014	\$1,685.00
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	662507	9/11/2014	\$1,653.75
GENFARE	Farebox	662594	9/24/2014	\$1,651.94
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	662459	9/5/2014	\$1,582.98
TK SERVICES, INC.	Bus Repair Parts	662460	9/5/2014	\$1,525.54
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	662589	9/24/2014	\$1,525.00
LUMINATOR HOLDING LP	Signage	662508	9/11/2014	\$1,519.24
ALLIEDBARTON SECURITY SERVICES	Security Services	662640	9/26/2014	\$1,508.52
TURBO IMAGES INC.	Bus Decals/Logos	662632	9/24/2014	\$1,503.48
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	662559	9/15/2014	\$1,419.70
Jesus Mendez	Construction - Roofing	662503	9/11/2014	\$1,400.00
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	662456	9/5/2014	\$1,298.01
SMARTDRIVE SYSTEMS, INC.	Security Equipment	662530	9/11/2014	\$1,240.00
CDS OFFICE PRODUCTS, INC.	OFFICE SUPPLIES	662542	9/15/2014	\$1,183.34
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	662603	9/24/2014	\$1,160.10
DESERT ALARM, INC.	Security Services	662586	9/24/2014	\$1,120.00
TOTAL FUNDS BY HASLER	Postage Supplies	662631	9/24/2014	\$1,000.00

Total of Checks Over \$1,000	\$3,666,238.51
Total of Checks Under \$1,000	\$32,849.05
Total of All Checks for the Month	\$3,699,087.56
Total Amount of Checks Prior Years Same Month	\$2,873,522.72

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Hydrogen & CNG Div 1 & 2 (Jul)	662624	09/24/14	\$122,100.68	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG/Hydrogen Electricity-Div 1 (Aug)	662600	09/24/14	\$25,522.99	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Portion of cost to purchase tires (Jul)	662595	09/24/14	\$25,125.76	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662648	09/26/14	\$6,489.77	Y	N		Operating
MICHELIN NORTH AMERICA	Cost to lease fleet tires	662606	09/24/14	\$6,436.29	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	662613	09/24/14	\$6,237.82	Y	N		Operating
MICHELIN NORTH AMERICA	Cost to lease fleet tires	662611	9/11/2014	\$5,975.00	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG Div 2 (Aug)	662663	09/26/14	\$5,032.20	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	662526	09/11/14	\$4,858.43	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662583	09/24/14	\$4,493.88	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	662622	09/24/14	\$4,171.48	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	662452	09/05/14	\$4,089.98	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	662518	09/11/14	\$3,642.45	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	662585	09/24/14	\$3,530.05	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	662615	09/24/14	\$3,529.94	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	662485	09/11/14	\$2,755.47	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	662533	09/11/14	\$2,564.50	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	662450	09/05/14	\$2,272.49	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	662626	09/24/14	\$1,741.96	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662546	09/15/14	\$1,694.55	Y	N		Operating
GENFARE	Cost of printing fare media	662594	09/24/14	\$1,651.94	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	662459	9/5/2014	\$1,582.98	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	662460	09/05/14	\$1,525.54	Y	N		Operating
LUMINATOR HOLDING	Cost to purchase vehicle parts	662508	9/11/2014	\$1,519.24	Y	N		Operating
TURBO IMAGES	Cost to purchase vehicle parts	662632	09/24/14	\$1,503.48	Y	N		Operating
SMARTDRIVE SYSTEMS	Security equipment maintenance (Aug)	662530	09/11/14	\$1,240.00	Y	N		Operating
	Sub-total			\$251,286.87				
Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
VERIZON WIRELESS	Agency Cell Phones (Aug)	662537	09/11/14	\$2,930.68	Y	N		Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2) (Sept)	662534	09/11/14	\$2,200.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2 (Aug)	662577	09/24/14	\$1,926.18	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	662681	09/29/14	\$1,879.36	Y	N		Operating
LA QUINTA RESORT	Cost of Deposit for Gala Event	662457	09/05/14	\$1,875.00	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System (Sept)	662492	09/11/14	\$1,860.00	Y	N		Operating
DS AIR	Cost to purchase Reflective Vest for Agency	662489	09/11/14	\$1,812.78	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	662589	09/24/14	\$1,525.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment (HR)	662559	09/15/14	\$1,419.70	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment (HR)	662456	09/05/14	\$1,298.01	Y	N		Operating
CDS OFFICE PRODUCTS	Cost of office supplies	662542	09/15/14	\$1,183.34	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment (HR)	662603	09/24/14	\$1,160.10	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	662631	09/24/14	\$1,000.00	Y	N		Operating
	Sub-total			\$22,070.15				
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 (Jul)	662488	09/11/14	\$1,408,153.97	Y	Y	\$2,177,112.00	Capital

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
DOUG WALL CONSTRUCTION	Admin Building Project - Construction (Aug)	662588	09/24/14	\$944,151.53	Y	Y	\$1,232,960.00	Capital
DESERT BUSINESS INTERIORS	Admin Building Project - Furniture	662446	09/02/14	\$255,343.65	Y	Y	\$255,343.65	Capital
ARCADIS	Admin Building - Construction Management (7/28-8/24)	662574	09/24/14	\$55,114.50	Y	Y	\$112,932.00	Capital
ARCADIS	Admin Building - Construction Management (8/30-7/27)	662470	09/11/14	\$38,337.28	Y	Y	\$168,046.00	Capital
GEOCON WEST, INC.	Admin Building Project - Material Testing (1/27-2/23)	662496	09/11/14	\$29,258.00	Y	Y	\$20,472.00	Capital
IBI GROUP	Admin Building Project - Architect (Aug)	662598	09/24/14	\$18,386.70	Y	Y	\$472,937.00	Capital
IBI GROUP	Admin Building Project - Architect (Jul)	662500	09/11/14	\$14,741.76	Y	Y	\$491,324.00	Capital
PERMA -WC	Pass-through LAW/CX to PERMA	662523	09/11/14	\$14,529.61	Y	N		Operating
CV PLASTICS, INC.	Cost for Shelter Enhancement	662486	09/11/14	\$9,716.69	Y	N		Capital
RUTAN & TUCKER, LLP	Cost for legal general services (Aug)	662566	09/15/14	\$8,705.92	Y	Y	\$228,813.00	Operating
IID	Admin Building Project - Electricity Cost	662680	09/29/14	\$8,000.00	Y	N		Capital
AMERICAN CAB	Taxi voucher program - federal program	662467	09/11/14	\$7,460.45	Y	N		Capital
G & K SERVICES	Cost to service uniforms (Aug)	662484	09/11/14	\$7,253.66	Y	Y	\$234,706.00	Operating
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	662538	09/11/14	\$6,427.76	Y	N		Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	662453	09/05/14	\$5,706.65	Y	N		Capital
PVC CONSULTING	Fuel Cell Bus Project (Tigger III)	662625	09/11/14	\$5,700.00	Y	Y	\$6,200.00	Capital
KBM (MOORE MAINTENANCE)	Cost for janitorial services (Sept)	662601	09/24/14	\$4,925.00	Y	Y	\$58,879.00	Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant (Jan & Aug)	662569	09/15/14	\$4,000.00	Y	Y	\$0.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Aug)	662466	09/11/14	\$3,845.32	Y	Y	\$32,998.00	Operating
RBF / MICHAEL BAKER CORP	Solar Panel Project	662621	09/24/14	\$3,447.69	Y	Y	\$65,687.00	Capital
ADAM VILLARREAL (ADAM'S WROUGHT IRON)	Cost for Shelter Enhancement	662463	09/11/14	\$2,300.00	Y	N		Capital
SOUTHWEST NETWORKS	Cost for temp help in IT & Apollo (8/18-8/31)	662568	09/15/14	\$2,062.50	Y	Y	\$12,547.00	Operating
SOUTHWEST NETWORKS	Cost for temp help in IT & Apollo (8/1-8/17)	662531	09/11/14	\$1,912.50	Y	Y	\$14,609.00	Operating
DESERT CITY CAB	Taxi voucher program - federal program	662487	09/11/14	\$1,726.47	Y	N		Capital
GEOCON WEST, INC.	Admin Building Project - Material Testing (7/14-8/10)	662554	09/15/14	\$1,685.00	Y	Y	\$18,787.00	Capital
KIMCO STAFFING SERVICES, INC.	Admin Building Project - Cost for temporary employment	662507	09/11/14	\$1,653.75	Y	N		Capital
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Aug)	662840	09/26/14	\$1,508.52	Y	Y	\$31,489.00	Operating
Jesus Mendez (JESSE THE ROOFER)	Cost for Facility Improvements	662503	09/11/14	\$1,400.00	Y	N		Capital
DESERT ALARM	Security monitoring services (Sept)	662586	09/24/14	\$1,120.00	Y	Y	\$11,200.00	Operating
	Sub-total			\$2,862,574.88				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group Health insurance premium (Sept)	662499	09/11/14	\$250,215.37	Y	N		Operating
PERMA - Insurance	W/C & General liabilities (Sept)	662619	09/24/14	\$98,012.64	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	662677	09/26/14	\$65,298.31	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	662570	09/15/14	\$63,761.93	Y	N		Operating
METLIFE SBC	Employee benefits (Sept)	662510	09/11/14	\$26,382.91	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	662641	09/26/14	\$5,405.22	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	662539	09/15/14	\$5,381.21	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	662540	09/15/14	\$3,909.35	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	662642	09/26/14	\$3,324.92	Y	N		Operating
EYE MED	Employee benefits (Sept)	662490	09/11/14	\$2,614.75	Y	N		Operating
	Sub-total			\$524,306.61				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.								
Total Checks Over \$1000				\$3,666,238.51				

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
Summary								
Total of Checks Over \$1,000				\$3,666,238.51				
Total of Checks Under \$1,000				\$32,849.05				
Total of All Checks for the Month				\$3,699,087.56				
Total Amount of Checks Prior Year - Same Month				\$2,873,522.72				

SunLine Transit Agency
Budget Variance Report
August 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,650,835	259,382	304,220	(45,837)	480,271	608,439	(128,168)
Other Revenue	1,270,570	105,129	105,889	239	213,007	211,778	1,229
Total Operating Revenue	4,921,305	364,511	410,109	(45,598)	693,278	820,218	(126,939)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	611,062	581,187	70,105	1,245,570	1,362,374	116,004
Operator & Mechanic Overtime	735,920	119,548	66,327	(53,322)	212,285	132,653	(79,632)
Administration Salaries & Wages	4,052,438	290,314	337,703	47,389	615,310	675,406	60,096
Administration Overtime	15,770	1,930	1,314	(616)	3,172	2,628	(544)
Fringe Benefits	7,118,088	564,630	593,172	28,343	1,108,831	1,186,344	77,513
Communications	114,380	8,831	9,532	701	17,590	19,063	1,474
Legal Services - General	250,000	8,053	20,833	12,780	15,628	41,667	26,037
Computer/Network Software Agreement	268,581	21,961	22,382	421	44,020	44,764	743
Uniforms	79,100	8,682	6,592	(2,090)	15,955	13,183	(2,772)
Contracted Services	423,620	39,833	35,302	(4,531)	66,551	70,603	4,052
Equipment Repairs	4,000	328	333	5	535	667	132
Security Services	70,000	5,521	5,833	313	11,188	11,667	479
Fuel - CNG	1,431,912	125,950	119,326	(6,624)	264,113	238,652	(25,461)
Fuel - Hydrogen	146,546	10,682	12,212	1,531	21,554	24,424	2,871
Tires	267,330	151,216	22,277	(128,938)	151,401	44,555	(106,847)
Office Supplies	73,893	3,518	6,158	2,640	7,859	12,316	4,447
Travel/Training	127,300	7,818	10,608	2,790	17,215	21,217	4,002
Repair Parts	840,950	73,988	70,079	(6,909)	143,099	140,158	(2,941)
Facility Maintenance	29,000	2,093	2,417	330	4,683	4,833	151
Electricity - CNG & Hydrogen	171,000	12,837	14,250	1,413	24,018	28,500	4,482
Natural Gas	1,333,000	125,579	111,083	(14,596)	271,505	222,167	(49,339)
Water	5,200	285	433	148	549	867	318
Insurance Losses	375,000	(43,628)	31,250	74,876	(24,159)	62,500	86,659
Insurance Premium - Property	9,919	0	827	827	8,063	1,653	(6,410)
Repair Claims	45,000	0	3,750	3,750	23,827	7,500	(16,327)
Fuel Taxes	128,800	11,619	10,733	(886)	22,451	21,467	(985)
Other Expenses	3,238,796	217,667	269,900	52,233	540,455	539,799	(656)
Self Consumed Fuel	(1,544,841)	(136,766)	(128,737)	8,029	(285,961)	(257,474)	28,487
Total Operating Expenses (Before Depreciation)	28,044,924	2,246,966	2,337,077	90,111	4,547,319	4,674,154	126,835
Operating Expenses in Excess of Operating Revenue		\$ (1,882,455)			\$ (3,854,041)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	483,498	494,931	(11,433)	989,889	989,862	27
State - LTF	13,506,121	1,099,511	1,125,510	(26,999)	2,251,081	2,251,020	61
Federal - 5307, 5311, 5316, 5317 & CMAC	3,678,324	259,446	303,527	(7,081)	613,071	613,054	17
Total Subsidies	23,123,619	1,842,455	1,925,968	(44,513)	3,854,041	3,853,937	104
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
August 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	20,156,438	1,587,804	1,679,703	91,899	3,185,168	3,359,406	174,238
Services	2,050,030	152,295	170,836	18,541	299,646	341,672	42,026
Fuels & Lubricants	1,706,158	143,795	142,180	(1,615)	304,852	284,360	(20,492)
Tires	267,330	151,216	22,278	(128,939)	151,401	44,555	(106,846)
Materials and Supplies	1,139,813	93,064	94,984	1,920	181,386	189,969	8,583
Utilities	1,752,697	161,519	146,058	(15,461)	339,720	292,116	(47,604)
Casualty & Liability	1,817,625	63,779	151,469	87,690	308,781	302,938	(5,844)
Taxes and Fees	128,800	11,619	10,733	(886)	22,451	21,467	(984)
Miscellaneous Expenses	570,874	18,641	47,573	28,932	39,875	95,146	55,271
Self Consumed Fuel	(1,544,841)	(136,766)	(128,737)	8,029	(285,961)	(257,474)	28,488
Total Operating Expenses (Before Depreciation)	28,044,924	2,246,966	2,337,077	90,111	4,547,319	4,674,154	126,835
Revenues:							
Passenger Revenue	3,650,635	258,382	304,220	(45,838)	480,271	608,439	(128,168)
Other Revenue	1,270,670	106,129	105,889	240	213,007	211,778	1,229
Total Operating Revenue	4,921,305	364,511	410,109	(45,598)	693,278	820,218	(126,940)
Net Operating Gain (Loss)		\$ (1,882,455)			\$ (3,854,041)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	483,498	494,931	(11,433)	989,889	989,862	27
State - LTF	13,506,121	1,099,511	1,125,510	(25,999)	2,251,081	2,251,020	61
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	299,446	306,527	(7,081)	613,071	613,054	17
Total Subsidies	23,123,619	1,882,455	1,926,968	(44,513)	3,854,041	3,853,937	105
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		



September 2014 Statement

Page 1 of 3



Open Date: 08/21/2014 Closing Date: 09/18/2014

Account:

Visa® Business Card
SUNLINE TRANSIT

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

New Balance \$3,032.43
Minimum Payment Due \$31.00
Payment Due Date 10/17/2014

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	+	\$3,425.76
Payments	-	\$3,425.76 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,032.43
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,032.43
Past Due		\$0.00
Minimum Payment Due		\$31.00
Credit Line		\$40,000.00
Available Credit		\$36,967.57
Days in Billing Period		29

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 000648532



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

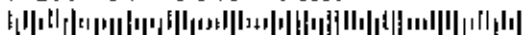
- ☎ to pay by phone
- ☎ to change your address

Automatic Payment

Account Number: _____

Your new full balance of \$3,032.43 will be automatically deducted from your account on 10/11/14.

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





Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$3032.43 will be automatically deducted from your bank account on 10/14/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions		RUDE, CAROLYN			Credit Limit
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/08	09/05	2801	UNITED 0162421074624 800-932-2732 TX MORROW/MICHAEL 10/12/14 PALMSPRINGS TO LOS ANGELES LOS ANGELES TO HOUSTON HOUSTON TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$588.70	_____
09/08	09/05	2819	UNITED 0162421075045 800-932-2732 TX DELTORO/APOLON 10/10/14 PALMSPRINGS TO LOS ANGELES LOS ANGELES TO HOUSTON HOUSTON TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$539.70	_____
09/08	09/04	0851	UNITED 0162420963637 800-932-2732 TX THOMASJR/MANNI 10/11/14 ONTARIO CAL TO HOUSTON HOUSTON TO ONTARIO CAL	\$513.20	_____
Total for Account				\$1,641.60	

Transactions		SKIVER, LAURALEE			Credit Limit
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
09/15	09/12	6129	USAIRWAYS0377493259952 BELLEVUE WA EDWARDS/TOMMY 10/11/14 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO HOUSTON HOUSTON TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$319.70	_____
09/15	09/12	0377	AMERICAN PUBLIC TRANS 202-4964800 DC	\$850.00	_____
09/15	09/12	4005	APTA HOUSING OFFICE FALLS CHURCH VA	\$221.13	_____
Total for Account				\$1,390.83	



September 2014 Statement 08/21/2014 - 09/18/2014

Page 3 of 3

SUNLINE TRANSIT (CPN)

Cardmember Service ☎ 1-866-552-8855

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Payments and Other Credits		
09/15	09/15		PAYMENT THANK YOU	\$3,425.76CR	
			Total for Account	\$3,425.76CR	

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.

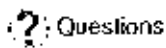
**APR for current and future transactions.

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	YFS	\$0.00	13.99%	
**PURCHASES	\$3,032.43	\$0.00	YFS	\$0.00	13.99%	
**ADVANCE	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-808-352-6456
Fax: 1-866-807-9053



Questions
Cardmember Service
P.O. Box 6353
 Fargo, ND 58125 6353



Mail payment coupon with a check

Cardmember Service
P.O. Box 790408
St. Louis, MO 63179 0408



Online
myaccountaccess.com

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: September 18, 2014

Carolyn Rude

Detail:

09/05/14	United Airlines	Airfare – Deputy Chief Operations Officer, Michael Morrow to attend APTA Conference in Houston; (Employee not attending; will use credit voucher for future conference.)	\$ 588.70
09/05/14	United Airlines	Airfare – Chief Operations Officer, Apolonio Del Toro, to attend APTA Conf.-Leadership APTA in Houston, Oct. 10-15.	\$ 539.70
09/05/14	United Airlines	Airfare – Deputy Chief Operations Officer-Transportation, Mannie Thomas, to attend APTA meeting in Houston; (Employee not attending; will use credit voucher for future conference.)	\$ 513.20
Total Amount			\$1641.60

Lauren Skiver

Detail:

09/12/14	US Airways	Airfare – Deputy Performance Officer, Tommy Edwards, to attend APTA Conference in Houston. Oct. 11–15.	\$ 319.70
09/12/14	APTA	Registration – Deputy Performance Officer, Tommy Edwards, to attend APTA Conference in Houston. Oct. 11–15.	\$ 850.00
09/12/14	APTA Housing	Hotel Deposit – Deputy Performance Officer, Tommy Edwards, to attend APTA Conference in Houston. Oct. 11–15.	\$ 221.13
Total Amount			\$1390.83

Credit:

09/15/14	Payment		\$3425.76CR
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August 2014 Statement

Page 1 of 3



Open Date: 07/22/2014 Closing Date: 08/20/2014

Account

Visa® Business Card
SUNLINE TRANSIT

Cardmember Service ☎ 1-866-552-8855
BUS 6 13



Activity Summary

Previous Balance	+	\$2,599.91
Payments	-	\$2,499.91CR
Other Credits	-	\$100.00CR
Purchases	+	\$3,425.76
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,425.76
Past Due		\$0.00
Minimum Payment Due		\$35.00
Credit Line		\$40,000.00
Available Credit		\$36,574.24
Days in Billing Period		30

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 000648533

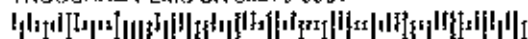


24-Hour Cardmember Service: 1-866-552-8855

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

0

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



Automatic Payment

Account Number:

Your new full balance of \$3,425.76
will be automatically deducted from your
account on 09/15/14.



August 2014 Statement 07/22/2014 - 08/20/2014

Page 2 of 3



SUNLINE TRANSIT

Cardmember Service 1-866-552-8855

Important Messages

Your payment of \$3425.76 will be automatically deducted from your bank account on 09/15/2014. 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					
07/23	07/21	4459	MAYFLOWER PARK HOTEL SEATTLE WA	\$1,322.88	_____
07/31	07/30	5350	GRILL CONCEPTS - P PALM DESERT CA	\$171.07	_____
Total for Account				\$1,493.95	

Transactions SKIVER, LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
08/05	07/31	0493	AMERICAN PUBLIC TRANS WASHINGTON DC MERCHANDISE/SERVICE RETURN	\$100.00cr	_____
Purchases and Other Debits					
08/06	08/05	7560	EXPEDIA*EXPEDIA*181931 800-367-3476 NV	\$1,311.56	_____
08/08	08/06	8395	OMNI PARKER HOUSE BOSTON MA	\$353.66	_____
08/14	08/12	8329	USAIRWAYS0377439016960 BELLEVUE WA BELTON/KIANA A 08/30/14 BALTIMORE TO PHILADELPHIA PHILADELPHIA TO LOS ANGELES	\$176.60	_____
08/18	08/15	9051	LAX AIRPORT LOT P 7 LOS ANGELES CA	\$90.00	_____
Total for Account				\$1,831.81	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
08/14	08/14		PAYMENT THANK YOU	\$2,499.91cr	_____
Total for Account				\$2,499.91cr	

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



August 2014 Statement 07/22/2014 - 08/20/2014

Page 3 of 3

SUNLINE TRANSIT (CPN

Cardmember Service 1-866-552-8855

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	YES	\$0.00	13.99%	
**PURCHASES	\$3,425.76	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-8455
Fax: 1-866-807-9053



Questions

Cardmember Service
P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check

Cardmember Service
P.O. Box 790408
 St. Louis, MO 63179-0408



Online

myaccountaccess.com

End of Statement

SUNLINE TRANSIT

Receive Email Updates

Sign up for important updates and special offers for your credit card account to be delivered to your inbox.

Provide your email address at email.myaccountaccess.com.

30216 8/07

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: August 20, 2014

Carolyn Rude

Detail:

07/21/14	Mayflower Park Hotel	Hotel Charges for Chief Operations Officer, Apolonio Del Toro to attend Leadership APTA meeting in Seattle, WA. Included in FY 2015 budget.	\$1322.88
07/30/14	Grill Concepts	Board meeting lunch – July, 2014	\$ 171.07

Total Amount **\$1493.95**

Lauren Skiver

Detail:

07/31/14	APTA	Credit: Registration for APTA Expo – transaction error	\$ 100.00CR
08/05/14	Expedia	Hotel charges for CEO/General Manager, Lauren Skiver, to attend APTA Board Nominating Committee meeting for APTA Board members. To be reimbursed.	\$1311.56
08/06/14	Omni Parker House, Bos.	Hotel charges for CEO/General Manager, Lauren Skiver, to attend Center for Transportation and the Environment ZEB Procurement Committee Meeting in Boston – expenses to be reimbursed. Approved by Board.	\$ 353.65
08/12/14	US Airways	Airline charge-reservation made in error; reimbursed by employee.	\$ 176.60
08/15/14	LAX Airport	Airport charge – auto parking for CEO/General Manager, Lauren Skiver to attend APTA Board Nominating Committee meeting.	\$ 90.00
		Total Amount	\$1831.81

Credit:

08/14/14	Payment		\$2499.91CR
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SunLine Transit Agency Monthly Ridership Report August 2014

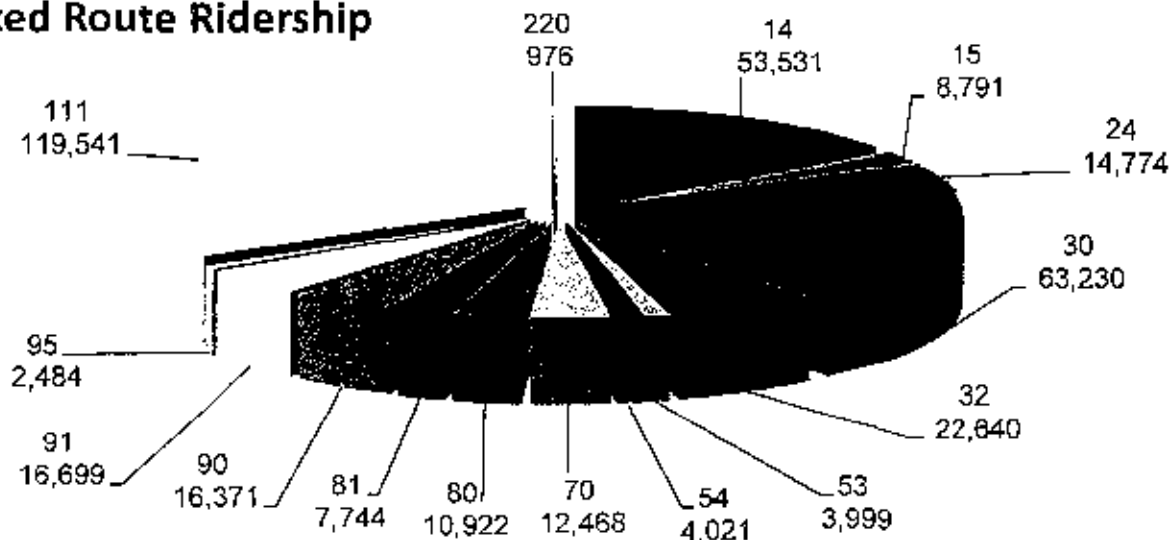
FY
2014 & 2015

Fixed Route Route Description	Aug 2014	Aug 2013	Jul 2014	Month Var.	% Var.	FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
										Monthly	YTD	Monthly	YTD
14 DHS/PS	53,531	40,530	49,423	13,001	32.1%	102,954	79,907	23,047	28.8%	1,732	3,560	645	1,215
15 DHS	8,791	7,146	6,706	1,645	23.0%	15,497	13,942	1,555	11.2%	261	453	19	40
24 PS	14,774	13,384	12,590	1,390	10.4%	27,364	26,651	713	2.7%	408	927	149	329
30 CC/PS	63,230	52,086	57,974	11,144	21.4%	121,204	100,799	20,405	20.2%	2,249	4,568	463	855
32 PD/RM/TP/CC/PS	22,640	19,972	20,865	2,668	13.4%	43,505	39,398	4,107	10.4%	1,013	2,090	203	417
53 PD/IW	3,999	4,048	3,706	(49)	-1.2%	7,705	8,253	(548)	-6.6%	139	284	11	36
54 Indio/LQ/IW/PD	4,021	-	4,553	4,021	0.0%	8,574	-	8,574	0.0%	261	550	21	29
70 LQ/BD	12,468	12,661	12,455	(193)	-1.5%	24,923	25,255	(332)	-1.3%	622	1,292	30	61
80 Indio	10,922	11,077	10,359	(155)	-1.4%	21,281	21,584	(303)	-1.4%	220	421	63	136
81 Indio	7,744	8,260	7,400	(516)	-6.2%	15,144	15,603	(459)	-2.9%	211	442	86	186
90 Coachella/Indio	16,371	17,924	15,991	(1,553)	-8.7%	32,362	34,276	(1,914)	-5.6%	576	1,152	53	124
91 WCh/Th/Mec/Oas	16,699	16,259	14,714	440	2.7%	31,413	30,927	486	1.6%	406	869	58	110
95 WCh/Th/Mec/NS	2,484	-	2,556	2,484	0.0%	5,040	-	5,040	0.0%	83	179	11	17
111 PS to Indio	119,541	123,181	116,235	(3,640)	-3.0%	235,776	239,731	(3,955)	-1.6%	4,618	9,216	930	1,756
220 PD to Riverside	976	1,245	1,048	(269)	-21.6%	2,024	2,610	(586)	-22.5%	63	129	2	14
Fixed route total	358,191	327,773	336,575	30,418	9.3%	694,766	638,936	55,830	8.7%	12,862	26,132	2,744	5,325
Demand Response													
SunDial	11,975	11,396	12,095	579	5.1%	24,070	23,008	1,062	4.6%				
System total	370,166	339,169	348,670	30,997	9.1%	718,836	661,944	56,892	8.6%				
	Aug-14	Aug-13	Jul-14										
Weekdays:	21	22	* 22										
Saturdays:	5	4	4										
Sundays:	5	5	* 5										
Total Days:	31	31	31										

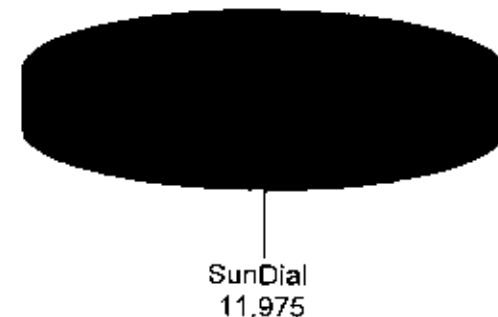
Please note:
 *Running the Saturday/Sunday service on July 4, 2014, Independence Day Holiday (effective May 2014). Weekday and Sunday total days reflect the change.
 Route 54 implemented on January 6, 2014 - Weekday service only.
 Route 95 implemented on September 1, 2013 - Weekday service only.

SunLine Transit Agency Monthly Ridership Report August - 2014

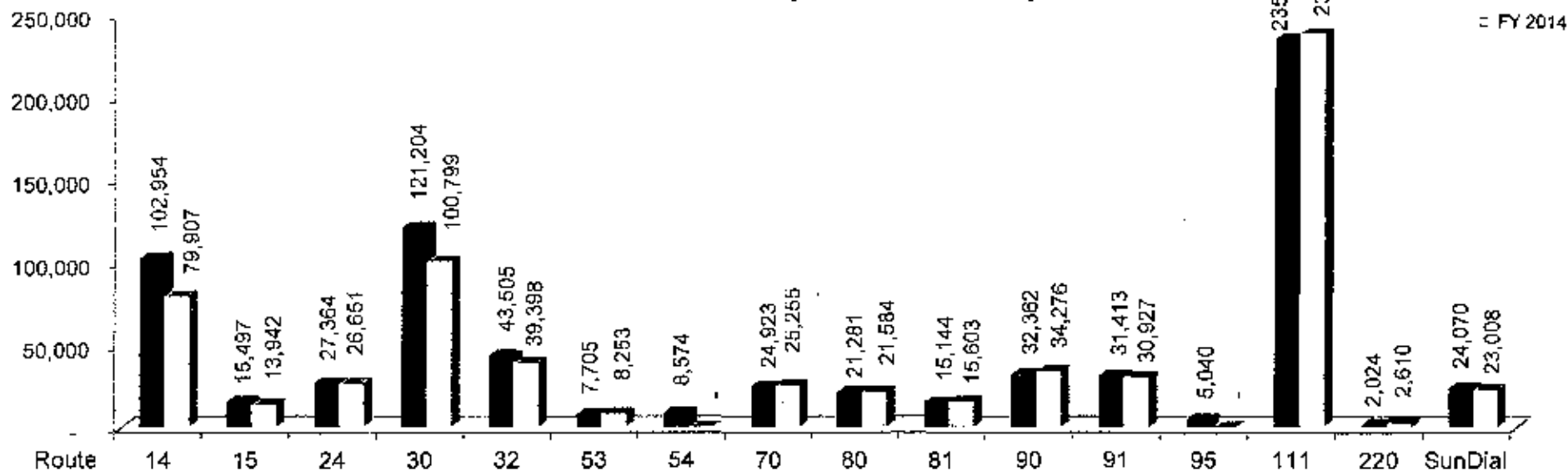
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



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



SunLine Transit Agency Monthly Ridership Report September 2014

FY
2014 & 2015

Fixed Route	Route Description	Sep 2014	Sep 2013	Aug 2014	Month Var.	% Var.	FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	58,887	47,171	53,531	11,716	24.8%	161,841	127,078	34,763	27.4%	1,732	5,292	702	1,917
15	DHS	10,392	10,135	8,791	257	2.5%	25,889	24,077	1,812	7.5%	315	768	19	59
24	PS	17,073	17,832	14,774	(759)	-4.3%	44,437	44,483	(46)	-0.1%	399	1,326	227	556
30	CC/PS	68,995	59,150	63,230	9,845	16.6%	190,199	159,949	30,250	18.9%	2,022	6,590	461	1,316
32	PD/RM/TP/CC/PS	25,826	25,143	22,640	683	2.7%	69,331	64,541	4,790	7.4%	1,101	3,191	189	606
53	PD/IW	5,357	5,273	3,999	94	1.8%	13,072	13,526	(454)	-3.4%	157	441	33	69
54	Indio/LQ/IW/PD	9,483		4,021	9,483	0.0%	18,057	-	18,057	0.0%	352	902	59	88
70	LQ/BD	20,146	22,743	12,468	(2,597)	-11.4%	45,069	47,998	(2,929)	-6.1%	824	2,116	33	94
80	Indio	11,752	11,918	10,922	(166)	-1.4%	33,033	33,502	(469)	-1.4%	266	687	62	198
81	Indio	8,177	9,117	7,744	(940)	-10.3%	23,321	24,720	(1,399)	-5.7%	165	607	65	251
99	Coachella/Indio	19,139	19,580	16,371	(441)	-2.3%	51,501	53,856	(2,355)	-4.4%	595	1,747	85	209
91	I/Cch/Th/Mec/Oas	20,116	19,824	16,699	292	1.5%	51,529	50,751	778	1.5%	506	1,375	42	152
95	I/Cch/Th/Mec/NS	2,613	2,309	2,484	304	13.2%	7,653	2,309	5,344	231.4%	62	241	7	24
111	PS to Indio	129,791	133,912	119,541	(4,121)	-3.1%	365,567	373,643	(8,076)	-2.2%	5,046	14,262	1,009	2,765
220	PD to Riverside	1,009	1,224	976	(215)	-17.6%	3,033	3,834	(801)	-20.9%	66	195	10	24
Fixed route total		408,766	385,331	358,191	23,435	6.1%	1,103,532	1,024,267	79,265	7.7%	13,608	39,740	3,003	8,328
Demand Response														
SunDial		12,930	11,469	11,975	1,461	12.7%	37,000	34,477	2,523	7.3%				
System total		421,696	396,800	370,166	24,896	6.3%	1,140,532	1,058,744	81,788	7.7%				
		Sep-14	Sep-13	Aug-14										
	Weekdays:	* 21	21	21										
	Saturdays:	4	4	5										
	Sundays:	* 5	5	5										
	Total Days:	30	30	31										

Please note:

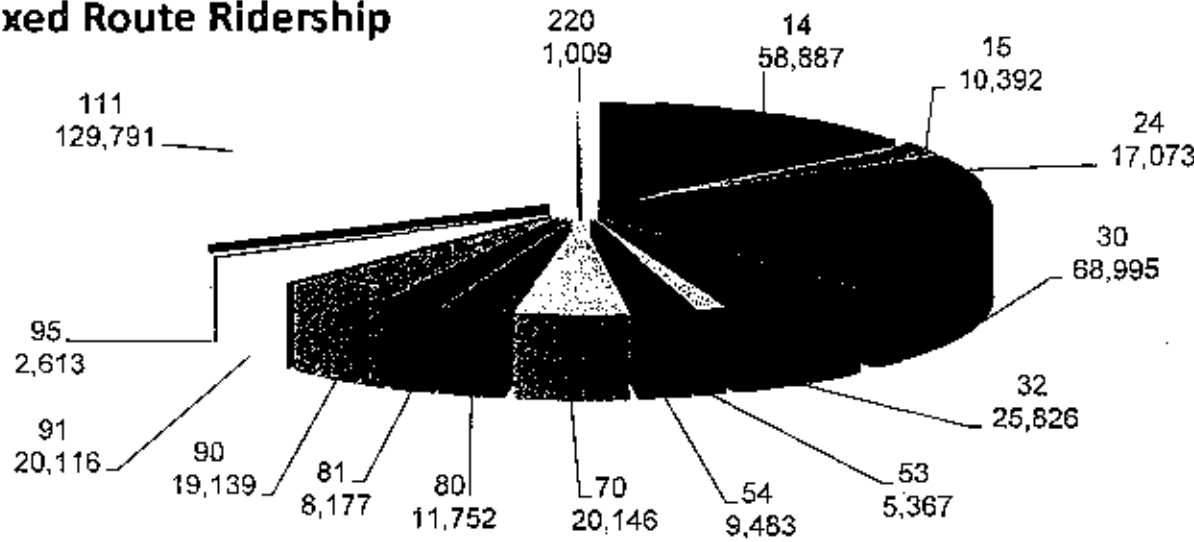
*Running the Saturday/Sunday service on September 1, 2014, Labor Day Holiday (effective May 2014). Weekday and Sunday total days reflect the change.

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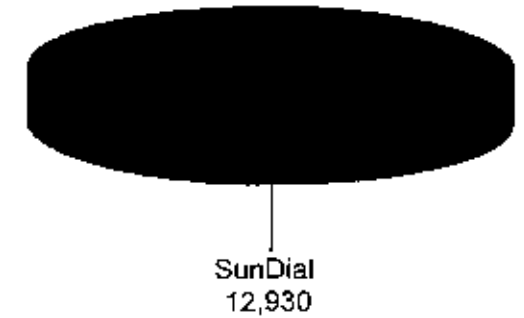
Issued: 10/6/2014

SunLine Transit Agency Monthly Ridership Report September - 2014

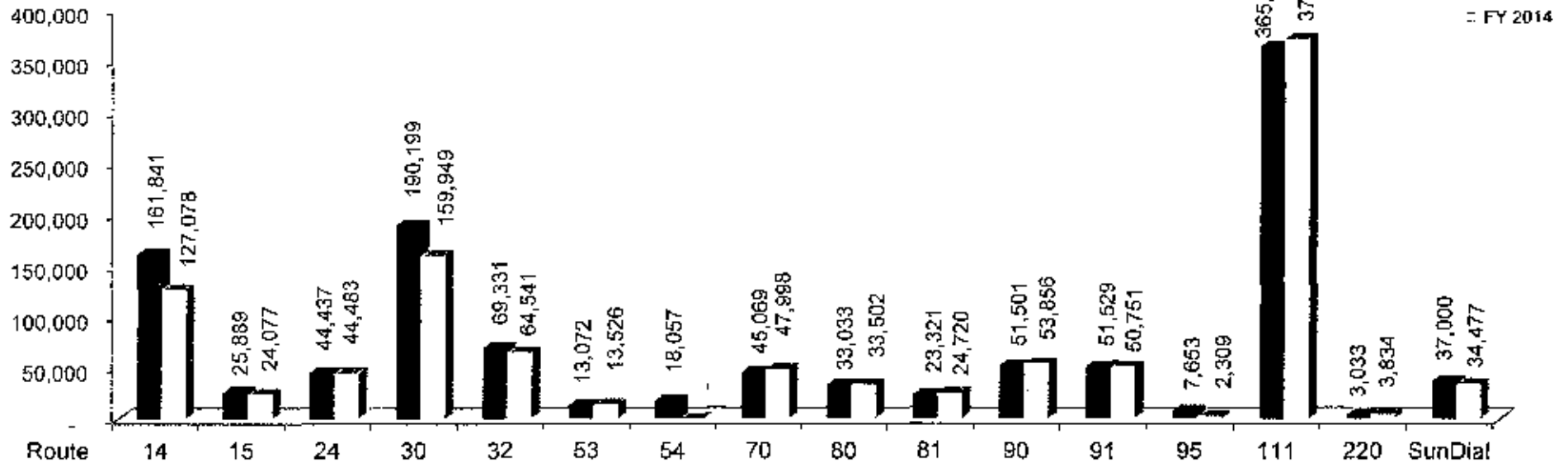
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



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



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
August 2014

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.4	94.3	Total trips carried in the on-time window
1,056	653	Total trips late during the month
10,312	11,473	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,396	11,975	Total passengers for the month
101,148	104,298	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
2	5	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>	
1,524	1,790	Total Mobility Device Boarding's

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



**SunDial Operational Notes
September 2014**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
88.1	91.47	Total trips carried in the on-time window
1,344	1,077	Total trips late during the month
10,439	12,630	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,469	12,930	Total passengers for the month
99,906	111,109	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	1	Total preventable collisions

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
2	5	Total Onboard Inspections
3	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>	
1,526	1,936	Total Mobility Device Boarding's

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

**MINUTES
SPECIAL MEETING
SunLine Transit Agency
Board of Directors Meeting
September 17, 2014**

A Special meeting of the SunLine Transit Agency Board of Directors was held at 8:00 am on Wednesday, September 17, 2014, at the Indian Wells Golf Resort, The Players Room, 44-500 Indian Wells Ln. Indian Wells, CA 92210.

1. **Call to Order**

The Special meeting of the SunLine Transit Agency Board was called to order at 8:00 a.m. by Chairman Greg Pettis.

2. **Roll Call**

Completed.

Members Present

Greg Pettis, Chairman, Councilmember, City of Cathedral City
Douglas Hanson, Vice Chairman, Councilmember, City of Indian Wells
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
Glenn Miller, Councilmember, City of Indio
Steven Hernandez, Councilmember, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

None.

3. **Presentations**

4. **Finalization of Agenda**

No changes.

5. **Public Comments**

Non-Agenda Items – None.
Agenda Items – None.

6. **Board Member Comments**

None.

7. **Agency Visioning Session**

General Manager, Lauren Skiver, welcomed and thanked the Board for setting aside time in their schedules to talk about the Agency's vision. Ms. Skiver introduced the Agency's two new members of the Executive Team; Al Hillis, the

new Chief Financial Officers, and Michael Williams, the new Chief Administration Officer. Ms. Skiver stated to the Board that the session today is not about creating a vision necessarily; that is a long process. It is also not about creating a long range plan as that too is a long process. Ms. Skiver stated that today is about the Executive Team getting together with the Board to collect some thoughts about the future of the Agency, where we are currently excelling, and celebrate that. The meeting agenda is as follows:

Meeting Agenda

- Welcome/Introductions
- Year In Review
- Performance Management
- Alternative Fuels
 - 10 Minute Break
- SunLine Funding/Revenue
 - 10 Minute Break
- Service Performance and Long Range Planning Process
- Wrap Up / Break-out discussions

Ms. Skiver discussed the list below that provides major accomplishments of the Agency that took place over the last year, including enhanced community involvement and new events. The focus on the Agency's image and community involvement, as directed by the Board, has been demonstrated over this past year.

A Year in Review

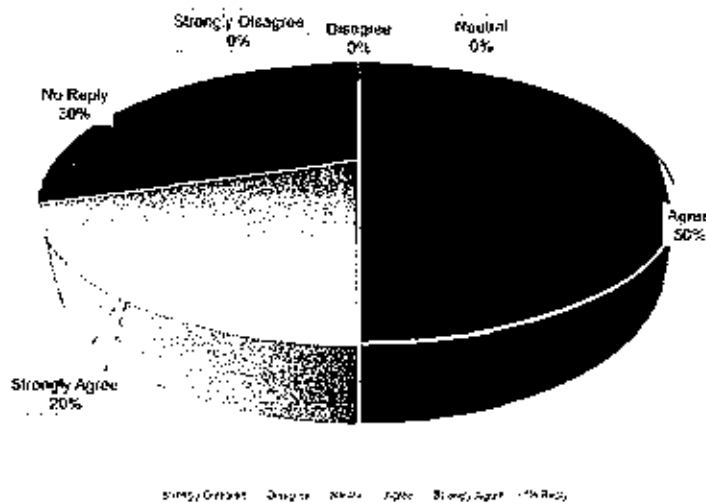
- Major Accomplishments
 - Settlement of Union Contract
 - Projected completion of the new administration building
 - Two 8th Generation Hydrogen-Electric Fuel Cell buses
 - Agency-wide reorganization
 - Implementation of Performance Management
 - Successful Federal Triennial Review
 - Conducted mid-year audit review
 - Award of two CMAQ projects
 - Line 15 DHS
 - Van Pool Program
 - Enhanced Community Involvement and new events
 - Pantry to People (Food drive)
 - Pack the Bus (back packs and supplies for students)
 - Student Art Contest
 - "We Love our Customers" appreciation event
 - Haunted Bus
 - Golf Cart Parade
 - Line 111 Music Festival

- Transit Ambassador Program (service changes, construction that impacts service, SunLine teams on the street to provide support and communication on the line.)

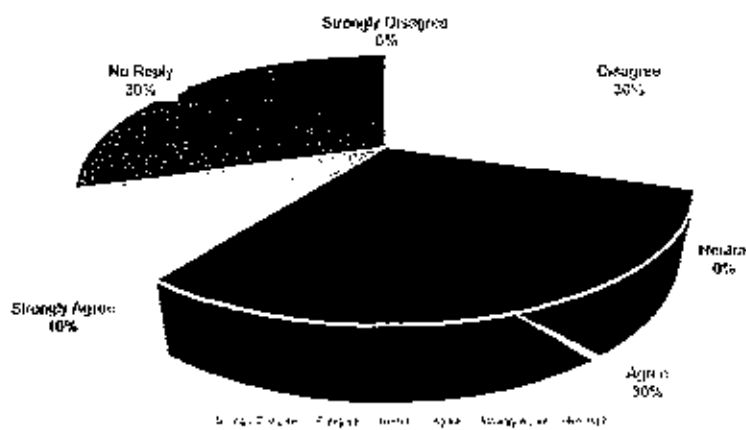
Prior to the Session, a survey was provided to all Board Members to complete concerning the Agency. Ms. Skiver thanked the Board for their responses. The results will be discussed today, and in future meetings, on moving forward to better serve the community.

BOARD SURVEY RESULTS:

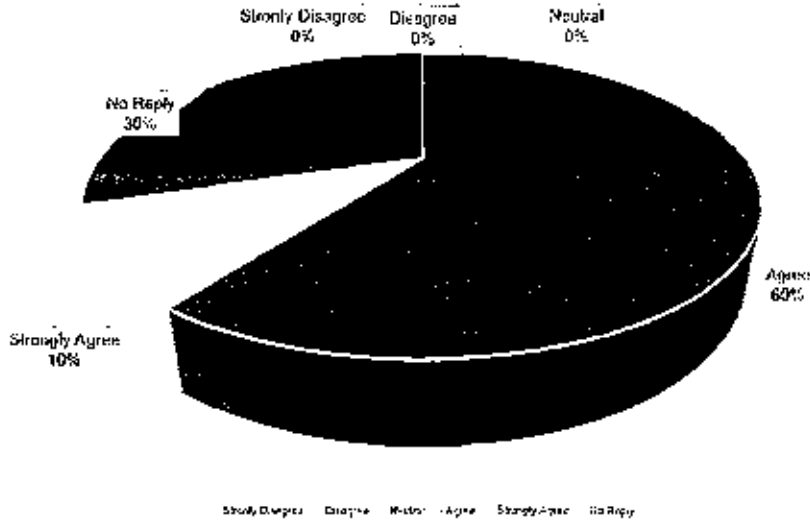
SunLine is working effectively to provide transportation to areas that are in need of service. Please describe below other priorities or under served communities.



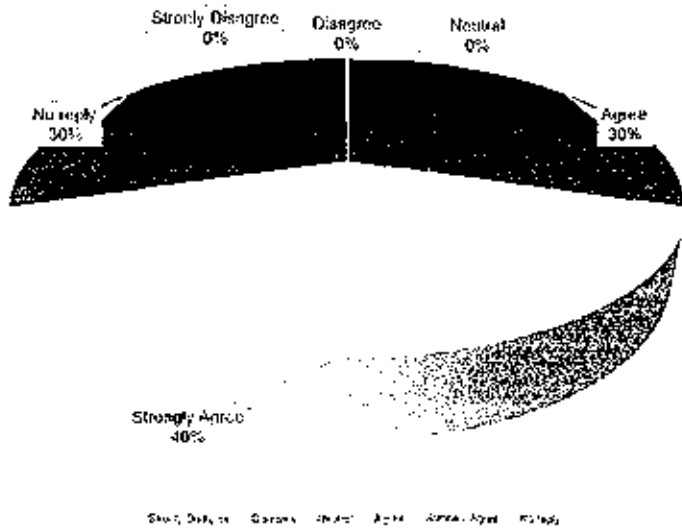
SunLine is effectively marketing transportation to the public.



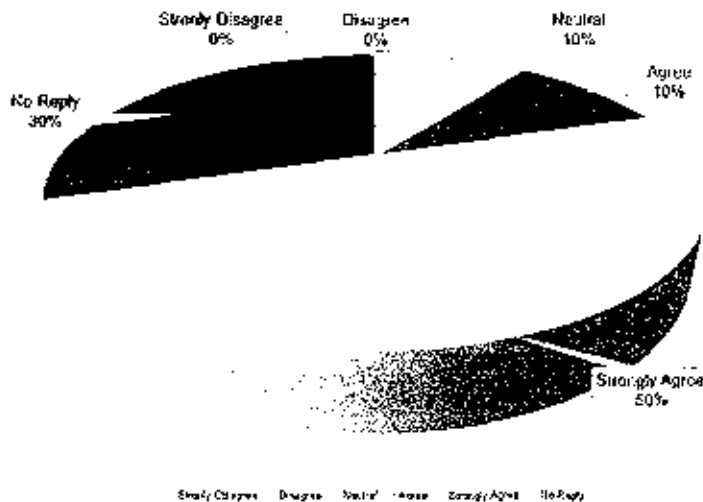
SunLine is meeting your expectations with respect to customer service.



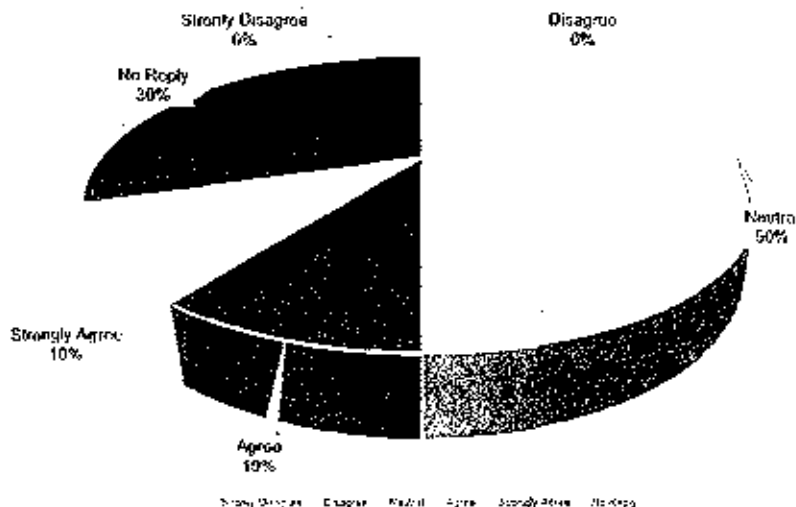
SunLine has a positive image as a member of the Coachella Valley community.



SunLine is progressing with alternative fuels technology consistent with your vision and expectations.



SunLine is exhibiting transparency in its business transactions.



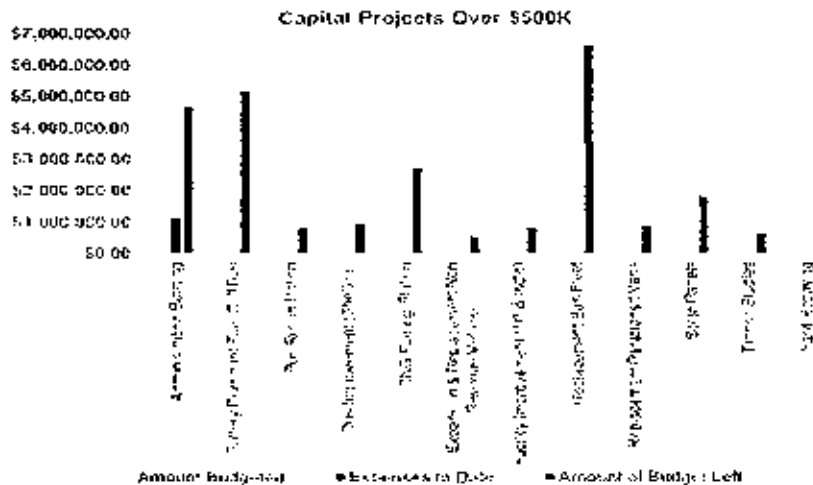
Ms. Skiver thanked the Board for the valuable information, providing impressions on key features and aspects of the Agency as changes are made.

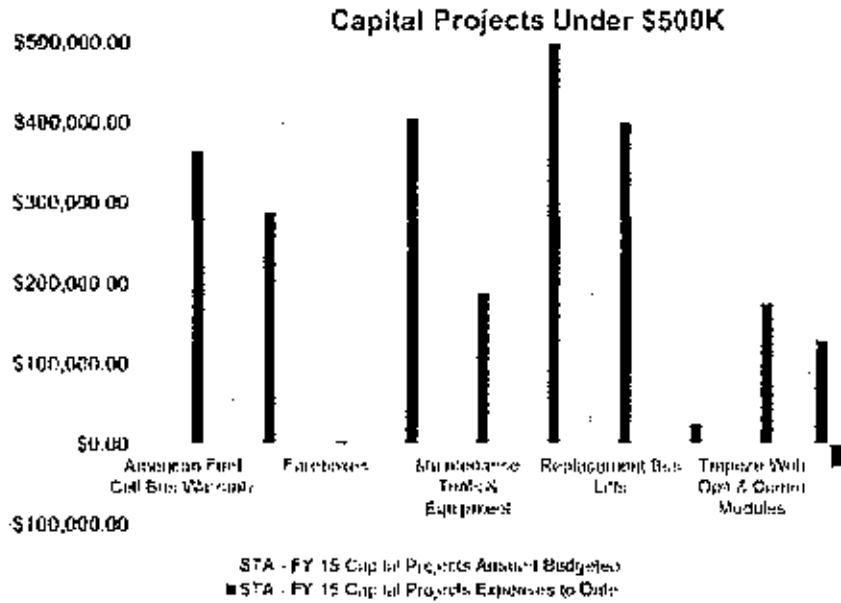
Chief Performance Officer, Rudy Le Flore, discussed with the Board, performance management and the direction of the Agency, as well as the projected outcomes. He stated that the actions required by the Agency is service design standards, effective performance measurement system and systematic and continued service evaluation methods.

PERFORMANCE MANAGEMENT:

- The provision of cost efficient and effective bus transit service is the basic premise upon which transit service is developed and the goal that all public transportations agencies strive to achieve.
- To attain this goal, public transit agencies must design their services around clear and defined principles, as well as a process to monitor the results achieved and to respond accordingly.
- This requires service design standards, an effective performance measurement system, and a systematic and continuous service evaluation methodology.
- SunLine's opportunity was to transfer a personality based organization into a performance based organization.
- Performance Management is the alignment of People, Processes, and the Utilization of Data to improve organizational performance.
 - Reorganized to establish clear lanes of accountability
 - Integrated compliance into operations
- Compliance Office established focused on ADA, EEO, DBE and Labor Requirements.
 - People issues are being addressed through a number of recruitments, appointments, and reassignments to establish well defined roles and responsibilities.
 - Performance Metrics are being defined and tracked.
 - Data sources are being validated.
- Departments have been challenged to produce meaningful measures of performance centered on the themes of Quality, Cost, and Timeliness.
- Project Management resources being applied to manage Capital Budget.

Performance Metics of the Agency:

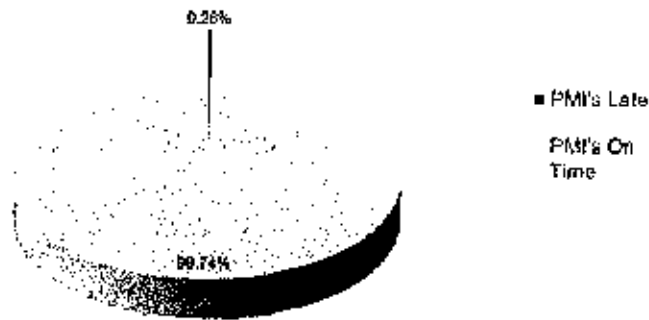




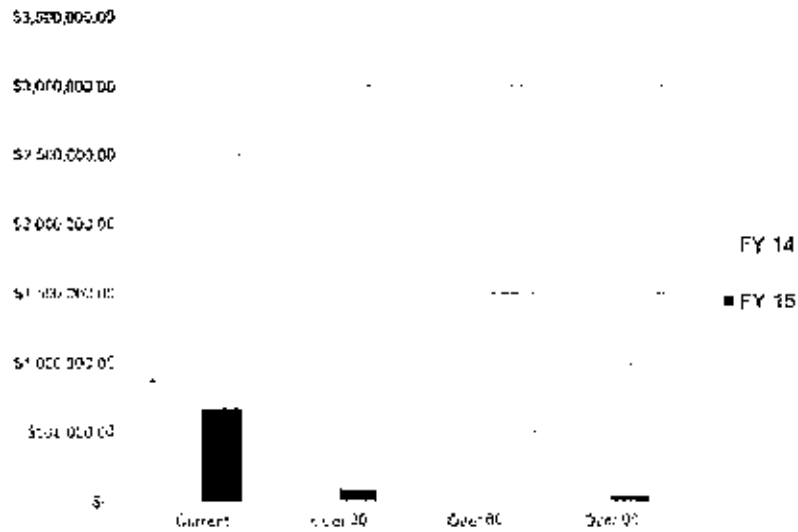
Fixed Route PMI Performance FY13

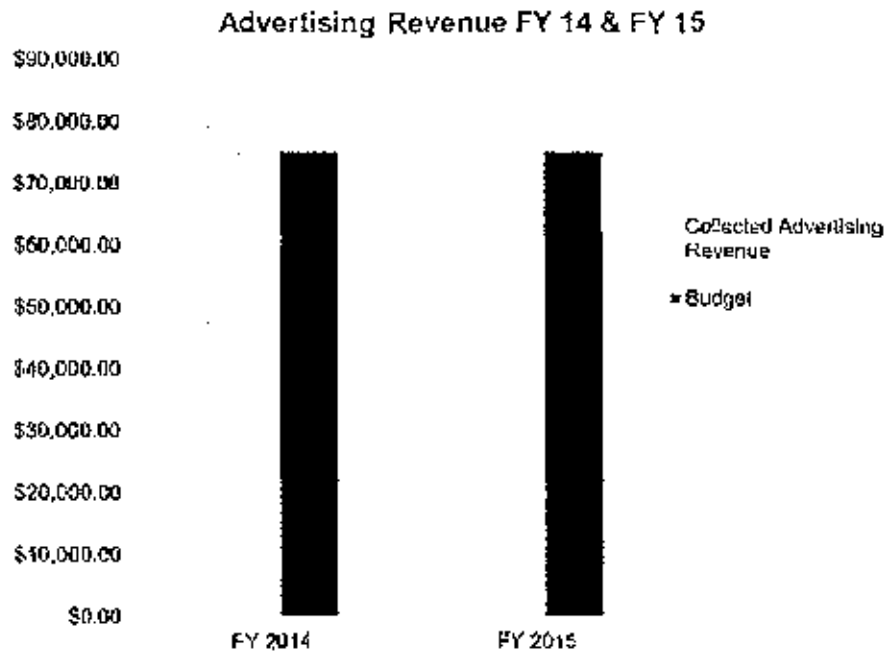
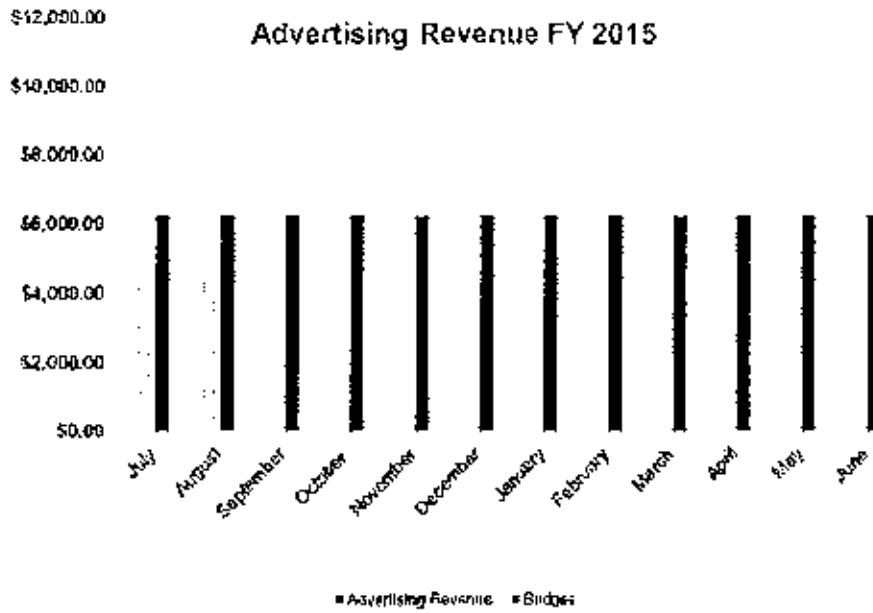


Fixed Route PMI Performance FY14

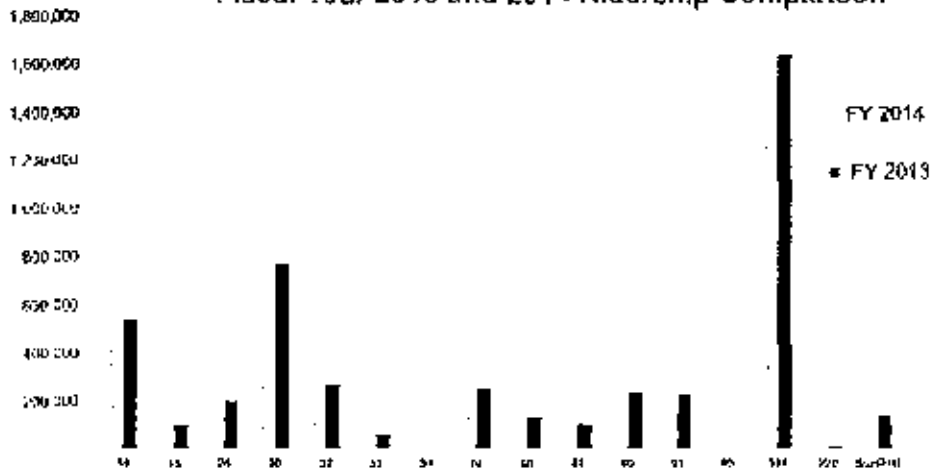


AP Aging - Year to Year Comparison

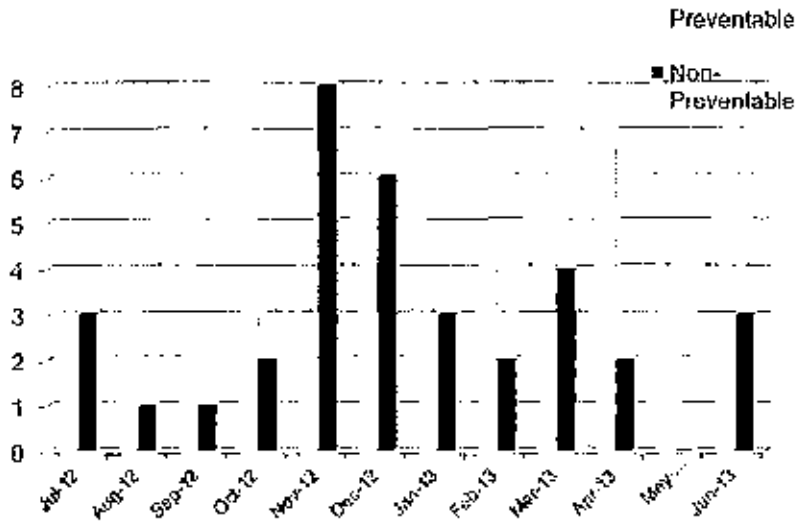




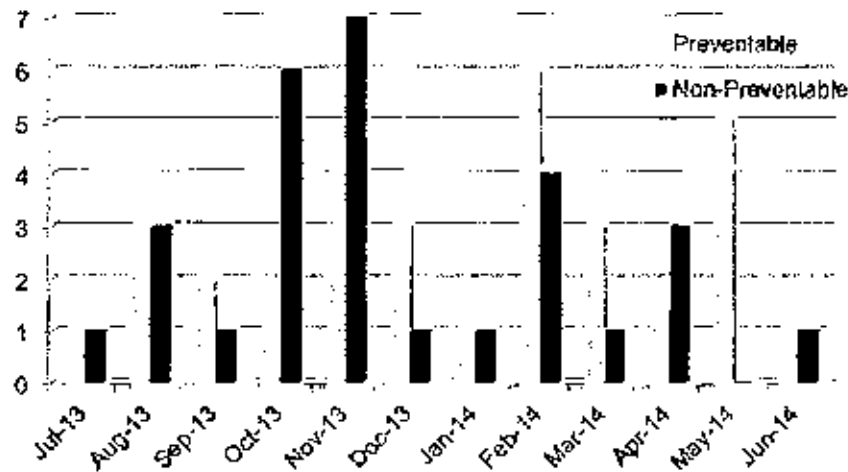
Fiscal Year 2013 and 2014 Ridership Comparison



Preventable and Non-Preventable Collisions 2012-2013



Preventable and Non-Preventable Collisions 2013-2014



Residual Funding

- Matrix of funding amounts by funding type
 - Discussion of Matrix handout

Next Steps

- Solidify Management Team
 - Administrative Analyst
 - Deputy Chief Financial Officer
 - Deputy Chief Administrative Officer
- Finalize Performance Evaluation System
- Finalize Metric Books
- Reviewing Key Agency Processes
 - HR Processes Analyzed
 - HR Corrective Actions Taken
 - Solidifying department function
- Produce Increased Levels of Management Data

Mr. Lo Flore discussed the Agency's involvement in alternative fuels, including SunFuels, fuelings costs and outstanding initiatives and proposals.

Alternative Fuels

SunFuels

- Fueling Stations
 - Internal production saves at least \$1.00 per GGE (Gallon of Gas Equivalent). Savings estimated at \$1.5 Million

- External Sales creates \$800,000 in revenue excluding fueling credit sales.
- Fuel Prices to SunLine
 - CNG \$1.08
 - Hydrogen \$ 9.50
 - Gasoline \$3.75
 - Diesel \$ 3.95
- Vehicle Efficiency
 - Deisel 2.4 Miles Per DGE
 - CNG 3.0 Miles Per GGE
 - Hydrogen Fuel Cell 7.6 Miles Per GGE

SunLine Fleet

- Compressed Natural Gas
 - 66 Fixed Route
 - 31 Paratransit
 - 40 Non-Revenue
- Fuel Cell Buses
 - FC-2 = ISE Advanced Technology Vehicle
 - FC-3 = American Fuel Cell Bus
 - FC-4/5 = Buses built on AFCB Platform
- Future Bus
 - Battery Dominant Fuel Cell Bus

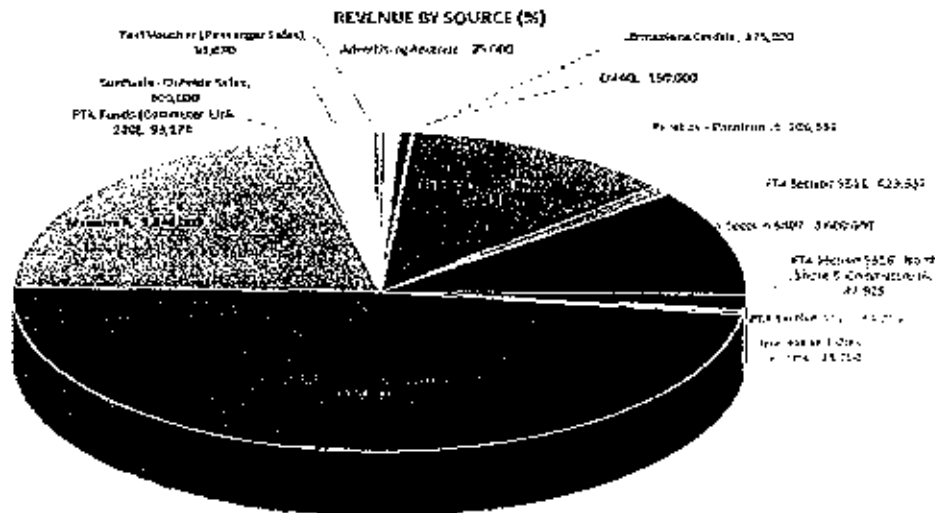
Outstanding Initiatives/Proposals

- Lo/No Proposal
 - Of the \$24.9 million available in LoNo grant funds, \$21.6 million is for buses and \$3.3 million to support facilities and related equipment.
 - SunLine Proposal-
 - \$9,940,107 Federal Share
 - \$2,750,000 Federal and Local Match
 - Total \$12,690,108
- TIGER FY 14 - Transportation Investment Generating Economic Recovery
 - Proposal Facilities Upgrades \$24 Million, \$6 Million Match Includes Technology Center of Excellence
- Disadvantaged Communities Cap and Trade
 - CARB Grants
- Center of Excellence

Mr. Le Flore discussed grant funding/revenue, as well as the procurement process.

SunLine Funding/Revenue

SunLine Operations Funding:



State and Local Funding:

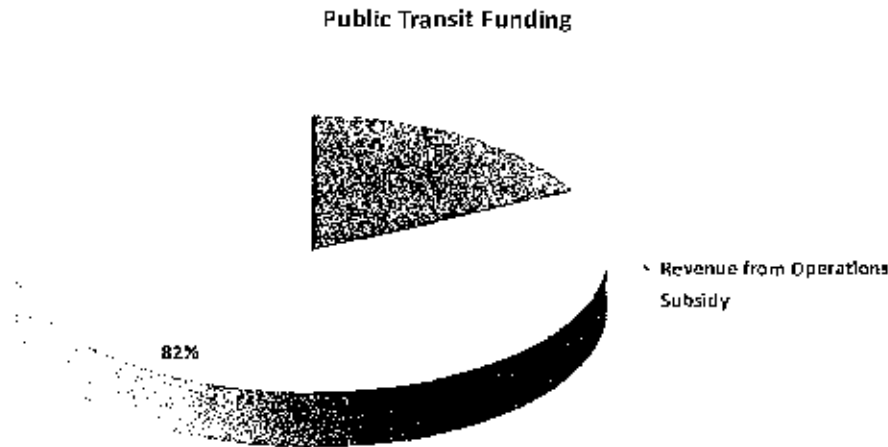
- **Local Transportation Funding (48 Percent of Budget)**
 - The 1971 Transportation Development Act (TDA) allows each county to impose a 0.25% sales tax for transportation purposes through the Local Transportation Fund (LTF). The BOE collects and distributes this tax revenue to each county based on a pro rata basis.
- **Measure A (20.1 Percent of Budget)**
 - In 1988 voters approved Measure A, Riverside County's half-cent sales tax for transportation. Between 1990 and 2006, cities and county areas in the Coachella Valley received \$119.6 million. In 2002, Measure A was extended by Riverside County voters. Now, Measure A will continue to fund transportation improvements through 2039.

Federal Funding:

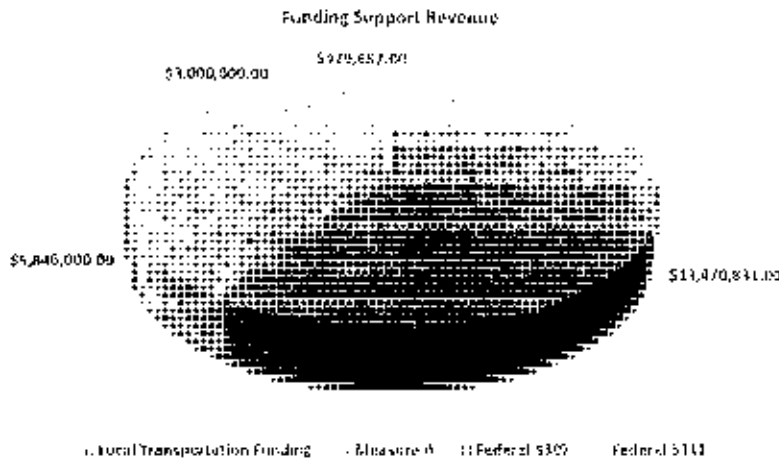
- **49 USC 5307 (10.7 percent of Budget) Urbanized Area**
 - Money distributed to Transit Agencies based on a formula or areas of 50,000 to 199,999 in population, the formula is based on population and population density. For areas with populations of 200,000 and more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guide way revenue vehicle miles, and fixed guide way route miles as well as population and population density.

- The Federal share is not to exceed 80 percent of the net project cost. The Federal share may not exceed 50 percent of the net project cost of operating assistance.
- 49 USC 5311 (1.5 percent of the Budget) Non-Urbanized Area
 - Formula allocated on Rural Areas through the State of California who is the Designated Recipient.
- Federal CMAQ, FTA 5316, FTA 5317, and Interest Income comprises the remaining funding.
- 49 USC 5311 (1.5 percent of the Budget) Non-Urbanized Area
 - Formula allocated on Rural Areas through the State of California who is the Designated Recipient.
- Federal CMAQ, FTA 5316, FTA 5317, and Interest Income comprises the remaining funding.

Transit Subsidy:



Funding Streams:



Funding Rules

- 49 CFR 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - Code of Federal Regulations that imposes a plethora of rules, circulars, and regulations
 - Incorporated into agreements with FTA and Prop 1B
- FTA Master Agreement
 - Contracts terms signed by SunLine (incorporates more rules)
- Transportation Development Act – Public Utilities Code 99200
 - Legal requirements associated with local LTF and STA. Establishes requirements with RCTC.
- 49 CFR 5307
 - Establishes Triennial Reviews and other oversight from FTA
- 49 CFR 5311
 - Since funding flows through Caltrans, imposes Caltrans oversight requirements

SunLine Major Requirements

- EEO Plan
- Disadvantaged Business Enterprise Plan
- Transportation Development Act Triennial Performance Audit
- FTA Triennial Review
- OMB-133 Single Audit
- Title VI
- Annual Audit
- Drug and Alcohol Program
- Facilities Management Plan
- Vehicle Management Plan
- SRTP and LRTP
- State Controller Report
- Procurement Manual
- Inventory Asset Listing

Procurement Examples

- Administration Building
 - SunLine hiring a Architect = Government Code 4524, FTA 4220.1F
 - SunLine hiring a General Contractor= Public Contract Code, 4220.1F
 - SunLine hiring a Inspection and Testing Firm = Government Code 4525, FTA 4220.1F
 - SunLine hiring a Non-Professional Services = FTA 4220.1F

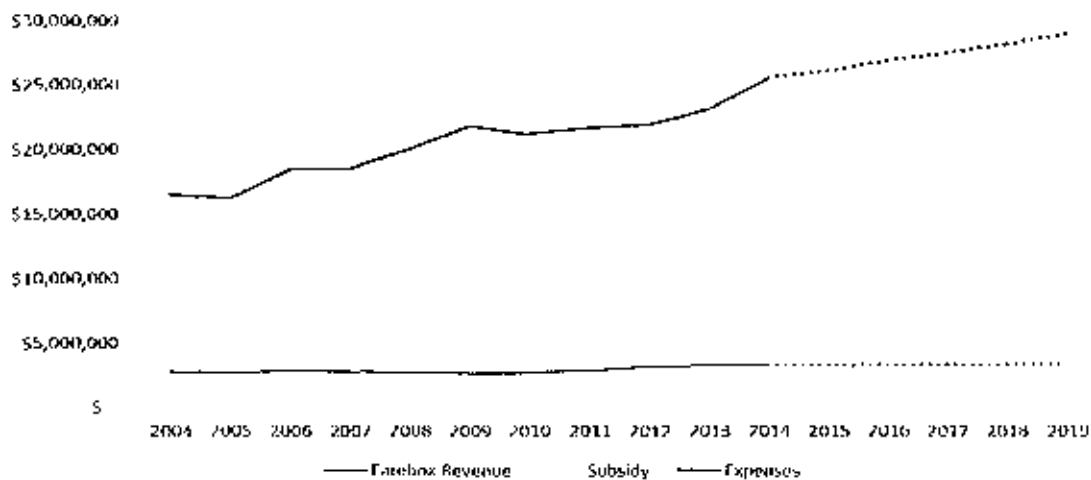
Procurement

- FTA 4220.1F
 - Third Party Procurement Guidelines
 - Prohibition on Local Preferences

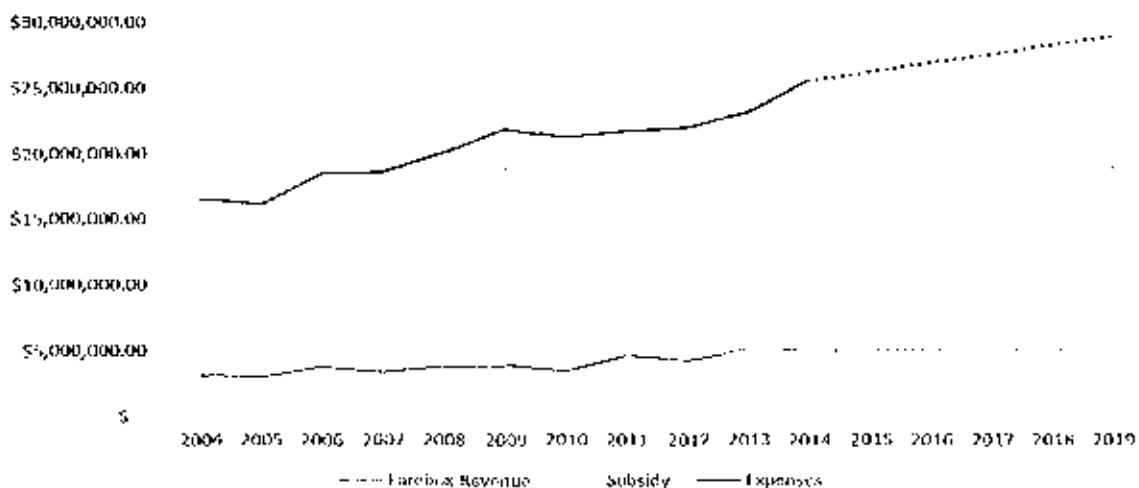
- Public Contacts Code
 - Design Build
 - Construction
 - IFB
- Government Code 4525
 - Architect and Engineering Services

Chief Financial Officer, Al Hillis, addressed the Board providing an overview of Finance, including revenue, expenses, farebox requirements and recovery ratio, and finance open issues.

**Revenue Farebox Revenue and Expense Analysis 2004-2014
Forecast 2014-2019**



Farebox TDA Requirement 2004-2014 - Forecast 2014-2019



Farebox Recovery Ratio

Fiscal Year	Farebox Recovery Ratio	Farebox Recovery Ratio (TDA)
2004	16.67%	19.20%
2005	16.58%	18.83%
2006	15.41%	20.78%
2007	15.13%	18.06%
2008	13.18%	18.88%
2009	12.30%	17.77%
2010	12.78%	16.24%
2011	13.36%	21.52%
2012	14.61%	19.65%
2013	14.37%	22.47%
2014	13.02%	19.77%
*2015	12.76%	19.36%
2016	12.51%	18.95%
2017	12.26%	18.55%
2018	12.01%	18.16%
2019	11.77%	17.78%

* Indicates forecasted amounts.

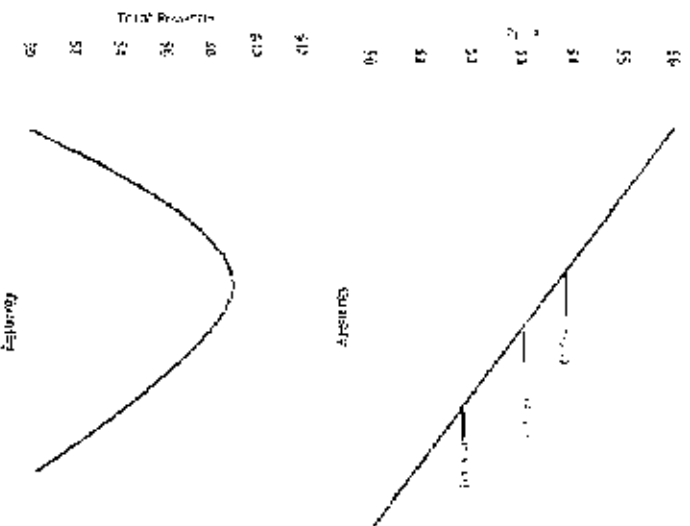
Farebox Recovery Ratio

Federal Transit Administration: Proportion of revenue generated through fares by its paying customers as a percentage of the cost of its total operating expenses.

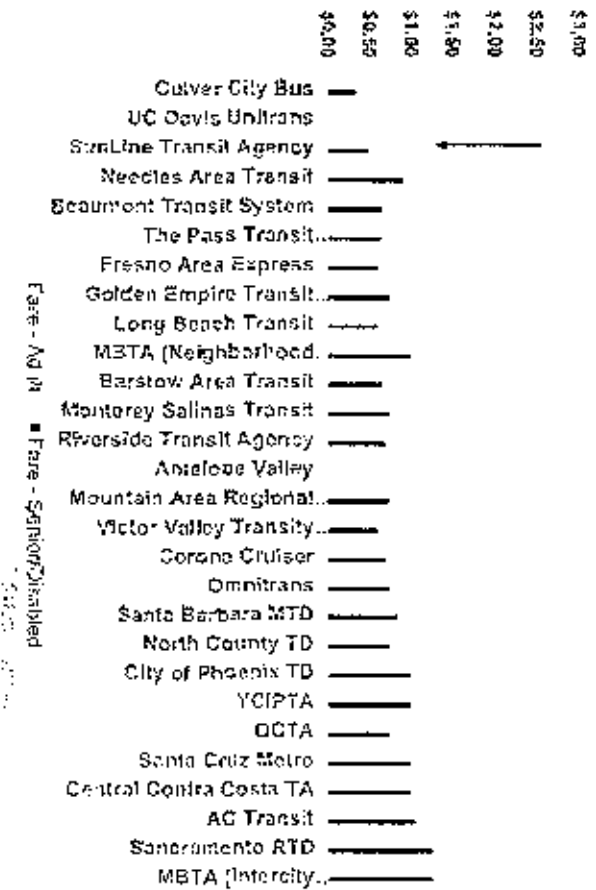
Transportation Development Act (TDA): Proportion of revenue generated through fares by its paying customers *and local support funds* as a percentage of the cost of its total operating expenses.

*Local support funds, as defined by RCTC, are all local revenues received to support the operations of a transit system and may include, but are not limited to, interest earnings, alternative fueling services and advertising revenues.

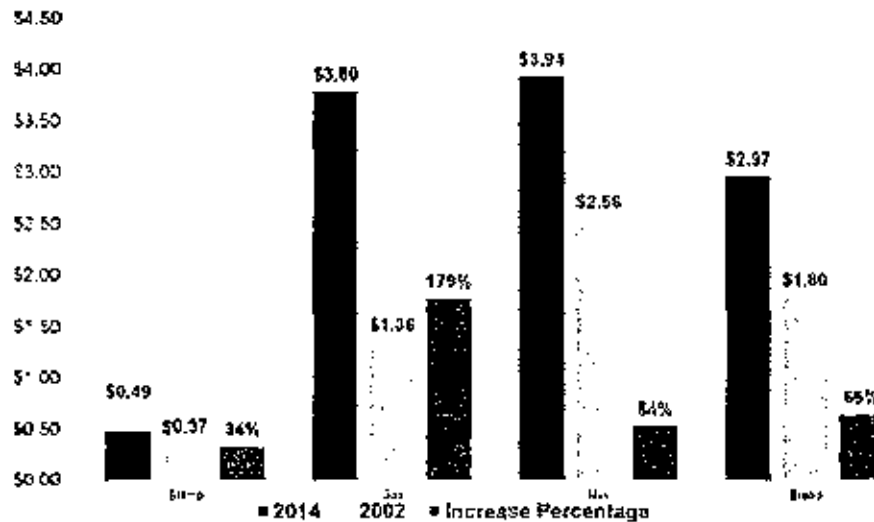
Pricing



Transit System Fare Comparison



Item Cost Comparison Chart



Next Steps

- Prepare Fare Analysis to include
 - Review of all fare types to determine usage
 - Review the discount on all fare types to determine reasonableness
 - Explore the use of transfers
 - Review and update Draft Fare Study from 2011

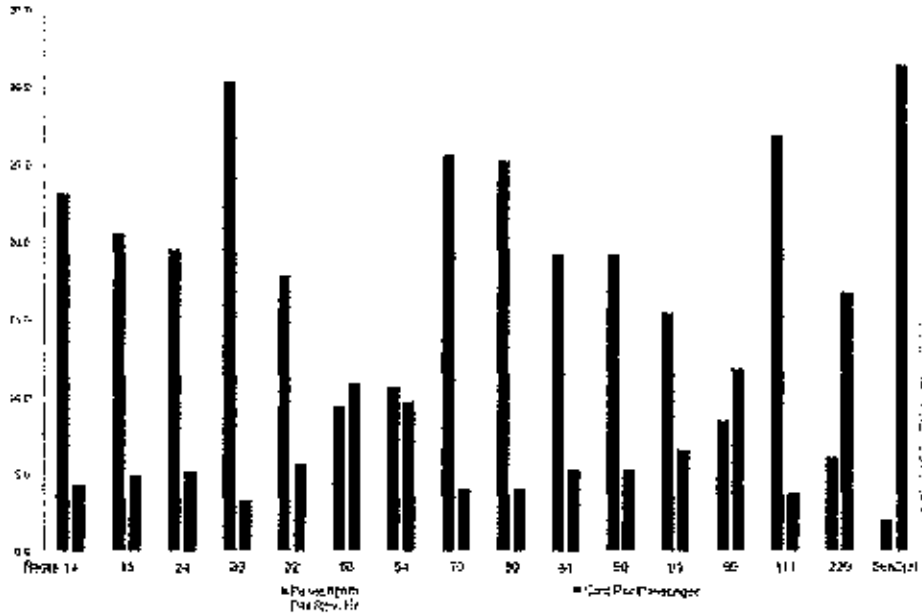
SERVICE PERFORMANCE AND LONG RANGE PLANNING PROCESS

Ms. Skiver opened the discussion on service performance – what is working and what is not at the Agency.

Current Service Performance

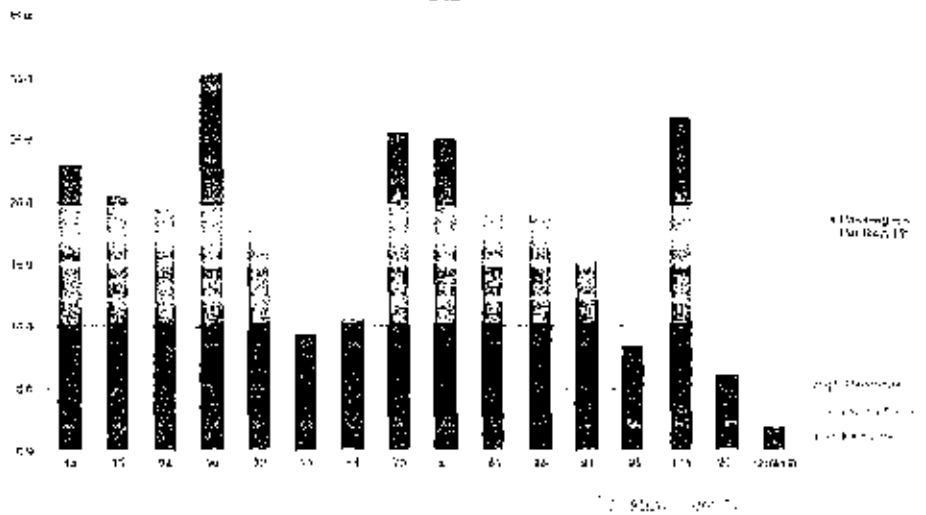
- Monitoring Service Performance
- Develop service standards or benchmarks to evaluate routes and overall system performance
- FY 2013/14 Data
 - Passengers per hour of revenue vehicle operations
 - Cost per passenger per hour of revenue vehicle operations
 - Passenger revenues collected per revenue vehicle hour

SunLine Transit Agency Fiscal Year 2014 Route Performance Statistics

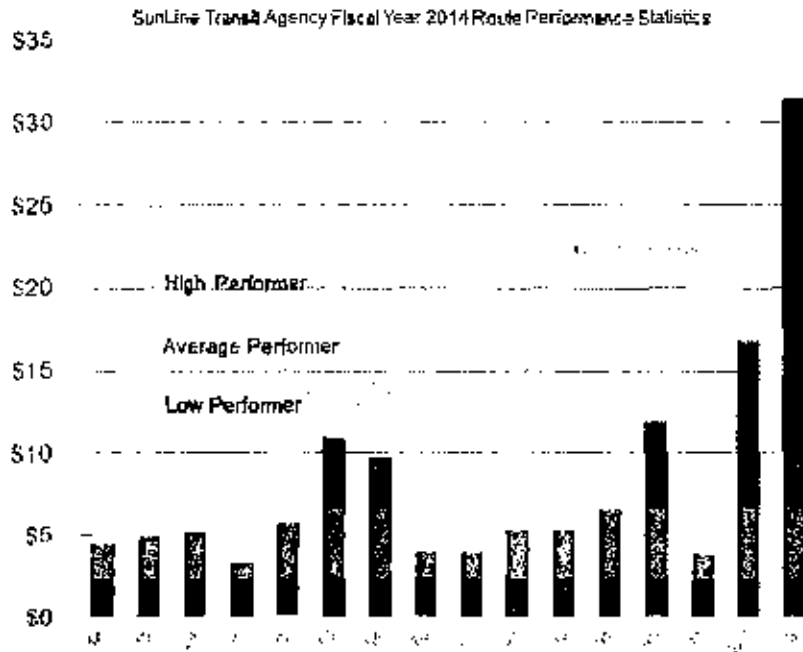


Average Passengers per Revenue Vehicle Hour

SunLine Transit Agency Fiscal Year 2014 Route Performance Statistics

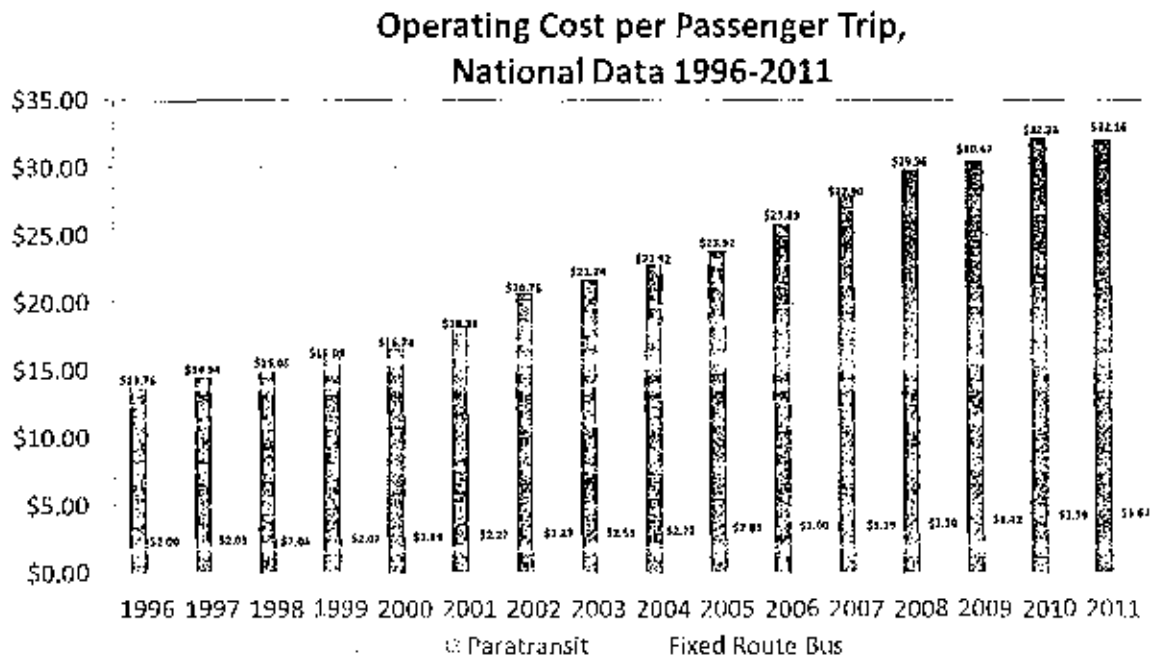


Average Cost per Passenger



Ms. Skiver discussed paratransit service and the costs of providing that service, which is the most expensive service that any transit agency provides.

Paratransit Service



Paratransit Service

- Why is paratransit so much more costly on a per-passenger basis than fixed route?
 - The key reason is that paratransit carries very few passenger trips compared to fixed route in the same amount of time.
 - Increasing numbers of passengers on fixed route service can fit onto a bus until there is no more room for standees, with a very low marginal cost for each additional passenger trip. Each new paratransit trip responds to a rider's individualized request for service, with a new origin and new destination. The marginal cost of an additional passenger on paratransit may be as high as the full cost for a trip.
 - Trends in residency for the Coachella Valley and shrinking resources available for service providers and non-profit agencies that support people with disabilities and older adults indicate that the demand for paratransit service could dramatically increase in the next two to five years. SunLine's plans must include more attention to the demands for paratransit, eligibility for the service and alternatives designed to provide mobility and access under the fixed route umbrella.

The Agency's new Chief Administrative Officer, Michael Williams, continued the discussion on current service performance, as well as planning for the future.

Current Service Performance (fixed route)

- Route 53
 - Staff is looking at route alignment to Xavier High School (no ridership) and possible realignment options such as serving The Living Desert
 - Additional outreach efforts to major employers along the route
- Route 95
 - This is a relative new route implemented in Sept. 2013
 - Staff is exploring realignment options of route to capture more rural areas
 - Additional public outreach efforts
- Route 220
 - Route was implemented in Sept. 2012 in partnership with the RTA for a 3 year period.
 - Only 2 early morning trips to Riverside and to late evening trips to Palm Desert.
 - Staff will coordinate with the RTA on route profile, increase service during peak hours and marketing based on available funding option

Who Are We?

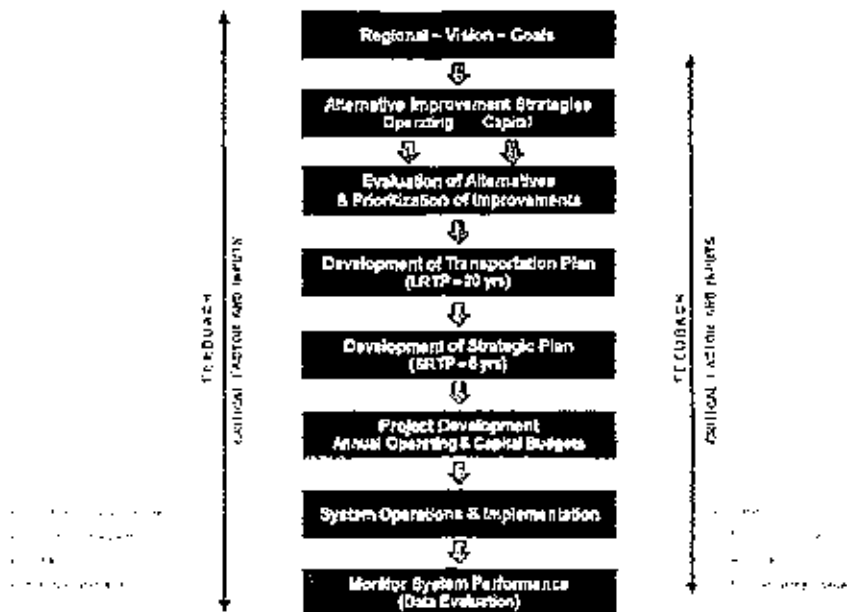
- SunLine Transit Agency (STA)
 - We can all agree that we are more than just bus routes and stops
- Our Role in the Region:

- Enhancing quality of life
- Providing Accessibility and mobility
- Economic growth and vitality
- Environmental – Air Quality
- Influence growth patterns (land use)

STA Guiding Principles

- **VISION**
 - SunLine Transit Agency is the regional transportation mode of choice.
- **MISSION STATEMENT**
 - To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley
- **OUR GOALS**
 - To provide dynamic organizational leadership and change consistent with the growth of the transit agency
 - To continue the advancement of innovative transportation and alternative fuel technologies
 - To provide leadership for the region’s mobility needs
 - To provide high quality transportation services that are safe, efficient, and effective

L RTP Planning Process



L RTP Planning Process

- Describes vision for the region, and policies, operational strategies, and projects to achieve it

- Covers at least the next 20 years
- Leads to an intermodal system
- Reflects public involvement
- Contains a financial plan and is fiscally constrained
- LRTP is updated every 5 years

The Board is required to consider:

- Economic vitality of the region
- Safety of the transportation system
- Security of the transportation system
- Accessibility and mobility options
- Environmental protection, energy conservation, and quality of life
- Integration and connectivity of the system
- Efficient system management and operation
- System preservation

Effective Planning Pays Off

- Modal connectivity to provide access, mobility, and ease in travel for all citizens
- Quality communities
- Environmental protection
- Regional economic development
- Safer transportation systems
- Equitable and efficient use of scarce financial resources

Next Steps

- Identify and develop parameters to initiate the LRTP process
- Coordinate with Board and other stakeholders in the region to develop LRTP
- Continue to develop and forge closer relationships with Cities Planning Staff

Future Service Enhancements

- PediCabs
 - Cities support unified approach and have supported SunLine Services Group collecting data on operations
- Bike Share
 - Same as above
- Van Pool
 - \$1.7 Million CMAQ grant
 - Utilizes a third-party to plan and execute service
- Palm Springs Buzz
 - SunLine bus stop sharing
 - Duplicate service prevention
 - Technical assistance
- Airport Service Request

• **Indio Service Request**

Indio Expansion Request

	Route Expansions	Goal	Estimated Cost
Improvement of Sunline Service	City of Indio - Redesign route Line 80 - Monroe Ave. 42 Jackson Hwy 111	Provide only passengers to the new Walmart supercenter with current 80 minute headway.	\$0
	City of Indio - Redesign route Line 81 - Add Line 80 discontinued segment	Continue covering Line 80 discontinued segment with current 60 minute headway	\$0
		Grand Total	\$0
Improvement of Sunline Service	City of Indio - Discontinue route Line 81	Invest money from Line 81 to expand service from 11:10 Lines 80 82 and 83 will cover the discontinued segments from Line 81.	-\$274,366
	City of Indio - New route Line 82 - Highway 111 Golf Center Fwy Ave 45 Jackson Ave. 44 Monroe Ave. 42 Caspian and Showcase - Deviated route: Ave. 40, Madison Ave 38, Jefferson (1 ampm trip)	Proposed route will provide additional service from 5:30am to 9:16pm with a 60 minute headway	\$299,081
Improvement of Sunline Service	City of Indio - Implement new route Line 83 - Highway 111, new Blvd Civic Jackson Reqs. Park, Miles Town, Ave. 48, Madison Center and Ave. 46	Proposed route will operate service from 5:00am to 9:53pm with a 60 minute headway. Expand service to the new Walmart neighborhood market	\$140,715
		Grand Total	\$365,704

Ms. Skiver thanked the Board members for the opportunity to discuss the details of the Agency's vision and for taking time out of their busy schedules to attend this session. Vice Chairman Hanson thanked Ms. Skiver and staff for providing the value information discussed.

8. **Adjourn**

Chairman Pettis adjourned the meeting at 1:10p.m.

Respectfully Submitted,

Carolyn Rude
 Carolyn Rude
 Clerk of the Board

MINUTES
SunLine Transit Agency
Board of Directors Meeting
September 24, 2014

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:12 pm on Wednesday, September 24, 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 12:12 p.m. by Vice Chairman Douglas Hanson.

2. **Roll Call**

Completed.

Members Present

Greg Pettis, Chairman, Councilmember, City of Cathedral City, via teleconference Hyatt Regency Minneapolis, 1300 Nicollet Mall, Minneapolis, MN 55403

Douglas Hanson, Vice Chairman, Councilmember, City of Indian Wells

Paul Lewin, Councilmember, City of Palm Springs

G. Dana Hobart, Councilmember, City of Rancho Mirage

Don Adolph, Mayor, City of La Quinta

Glenn Miller, Councilmember, City of Indio

Emmanuel Martinez, Mayor Pro Tem, City of Coachella

John J. Benoit, Supervisor, County of Riverside

Members Absent

Russell Betts, Mayor Pro Tem, City of Desert Hot Springs

Robert Spiegel, Councilmember, City of Palm Desert

3. **Presentations**

General Manager, Lauren Skiver, addressed the Board. She called upon Norma Stevens, SunLine Public Outreach Specialist. Ms. Skiver thanked Ms. Stevens for her hard work not only for this event, but for the many events that she has personally worked on, using her community outreach skills to make them happen. Mr. Skiver stated that Ms. Stevens, along with other staff members - Stephanie Buriel, Harman Singh, Jim Rayl, work very hard to make these events happen. Ms. Stevens addressed the Board inviting Lisa Mowery-Jones and Lt. Sean from the Salvation Army to come forward. They were the recipients of the "Pack the Bus" backpack and school supply drive. Lt. Sean stated that they are proud to be a part of the presentation to Walmart on behalf of the Salvation Army and SunLine. Lt. Sean stated that staff is responsible for all of the activities for the Salvation Army across the Coachella Valley. He stated there are a lot of people in need and this is another opportunity to fulfill that need. Lt. Sean stated that it is important to provide backpacks and school supplies to needy children; it brings a big smile to their face. Lt. Sean stated that this boost gives these

children a kick start for the academic year. Lt. Sean thanked Ms. Stevens and Walmart for partnering for this event. Ms. Stevens further stated that as public servants of the community, it comes from the top. She stated that Ms. Skiver's vision and goals for SunLine is for the Agency to become more a part of the community to serve not only as provider of the valuable resource of public transit, but also serving in many other ways. Ms. Stevens thanked Ms. Skiver for that vision. She then thanked Walmart for partnering with SunLine for this needed event. Walmart allowed SunLine to park the bus right in front of the store, which brought more attention to the drive. Ms. Stevens stated that SunLine appreciates the support and the Agency hopes to continue the relationship and work together on other projects. Ms. Stevens presented a representative from Walmart, Leo, with a plaque for their participation. He addressed the Board stating that Walmart is committed in taking care of the community in whatever way they can. When possible, Walmart will join SunLine in helping the community. Ms. Skiver thanked Leo for partnering with SunLine and stated that the donations helped a lot of kids in the community.

4. **Finalization of Agenda**

No changes.

5. **Public Comments**

Non-Agenda Items – None.

Agenda Items – None.

6. **Board Member Comments**

None.

7. **Consent Calendar**

- a) Checks over \$1,000 for July, August, 2014
- b) Monthly Budget Reports for June, July, 2014
- c) Credit card statement for July, 2014
- d) Contracts Signed in Excess of \$25,000
- e) Ridership Report for July, 2014
- f) SunDial Operational Notes for July, August 2014

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

8. **Approval of Minutes**

Mayor Adolph moved to approve the minutes of the July 30, 2014 Board meeting. The motion was seconded by Councilmember Hobart. Vice Chairman Hanson asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Councilmember Lewin, City of Palm Springs, and Mayor Pro Tem Martinez, City of Coachella.

9. **Award of Contract for VoIP Phone System**

Purchasing Administrator, Rick Barone, addressed the Board. He stated that before the Board is recommendation to grant authorization to the General Manager to approve award of a contract to ShoreTel Communications for a Voice over Internet Protocol Phone System at a price "Not to Exceed" \$150,000, upon review as to form and legality by Legal Counsel. Mr. Barone stated that an RFP has been brought to the Board in the early part of the year for a phone system. The RFP process proved to be difficult in evaluating the different technology. A different approach was taken with a technical evaluation completed by the IT Administrator and the Project Manager who has knowledge of the needs of the new building. Ms. Barone stated that staff went through the GSA, General Services Administration, process, selecting items from the catalogue that are needed, coming up with a good solution that is before the Board.

Councilmember Lewin moved to approve staff recommendation. The motion was seconded by Councilmember Hobart. Vice Chairman Hanson asked if there was opposition. Given none, the motion was approved by a unanimous vote.

10. **Approval of Contract for Bus Stop Site Engineering Services**

Purchasing Administrator, Rick Barone, addressed the Board. He stated that before the Board is recommendation to grant authorization to the General Manager to approve award of a contract with Psomas in the amount of \$155,239.12 for bus stop site engineering services, upon review as to form and legality by Legal Counsel. SunLine has a need to put more shelters and stops on the streets. Prior to moving forward, some of the stops need engineer drawings for retaining walls, sidewalk extension, and other upgrades.

Councilmember Miller asked for the timeline of getting everything in place to then get the shelters in the locations. Mr. Barone stated that we have already made a preliminary award for the shelters themselves. The contractor is waiting for the drawings. The drawings will come out in phases. Priorities have been set with the engineering firm for stops that need shelters. The commitment by the contractor is that within four weeks, we will receive the drawings. We will then move forward with the shelter contractor to put in the shelters. Councilmember Miller stated that staff should work with each individual city to approve the drawings. Anila Petke, Transit Infrastructure Technician, stated that she has been working with the jurisdictions and they are aware of the plans. She stated that the shelters should be installed by first part of January.

Councilmember Lewin complimented the Board, the General Manager and staff for adding more shelters throughout the Valley.

Supervisor Benoit asked about the route that was added in Desert Hot Springs; he asked if there are shelters included in this list. Ms. Petke stated no, they are

not. She stated that she spoke with Rita at the Supervisor's office, and informed her that SunLine staff will review the ridership at the new locations in the Desert Edge community. Staff will then coordinate with the County if improvements are needed. Given the fact that there are no sidewalks in that area, there will need to be extensive work to have bus shelters or benches installed. Supervisor Benoit stated that it is a very remote area. He stated that there is a post with two stools. He stated maybe we could get something installed in the interim. Ms. Petke stated staff would be happy to look into that in the future. Supervisor Benoit stated that it is very hot and there is no place to sit. He would like staff to go ahead with minimal expense at those few stops. Ms. Petke stated she would be happy to look into that.

Councilmember Miller stated that if we know we have other routes coming, maybe we can have shelters in place and ready to go when a route begins service.

Vice Chairman Hanson asked Ms. Skiver to respond. Ms. Skiver reminded the Board that there are performance standards; typically we would look at transfer points or the performance of a line. There is a significant cost that goes into the engineering and installation of any improvements to a line or the stops. Ms. Skiver also stated that we don't have the ability to make improvements where there are no ADA attributes. When we begin to do that, we take on the burden of all those attributes – curb cuts, sidewalks from origin to destination. Ms. Skiver stated that we can take a closer look at the Line 15 and what we can do in the interim. She also said it is a good idea to look at attributes that are not as costly as a shelter that can be installed temporarily while we are building ridership. Ms. Skiver stated that before we implement large improvements, there are a set of performance standards. A shelter at a stop can cost \$60,000 to \$80,000. We want to pursue through a ridership persona, rather than a need; we do recognize there is a need. Ms. Skiver stated that we look to be more prepared with attributes and amenities for our riders and we will come back to the Board with ideas on how that can be completed.

Supervisor Benoit moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Martinez. Vice Chairman Hanson asked if there was opposition. Given none, the motion was approved by a unanimous vote.

11. **Execution of Option for Legal Services**

Purchasing Administrator, Rick Barone, addressed the Board. He stated that before the Board is recommendation to ratify and authorize the General Manager to exercise the second year option of the contract with Rutan and Tucker, in a not to exceed amount of \$250,000. In 2012, an award of contract was given to Rutan and Tucker for one year, with four additional one-year renewals. This request is for the second year option.

Vice Chairman Hanson stated that this item was discussed in the Finance Committee meeting held earlier and was unanimously recommended for approval.

Mayor Adolph moved to approve staff recommendation. The motion was seconded by Councilmember Lewin. Vice Chairman Hanson asked if there was opposition. Given none, the motion was approved by a unanimous vote.

12. **Approval of Contract for Cable Television**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that before the Board is staff recommendation to approve cable television services for the new Administration Building. The item is before the Board as it is a contract that expands for three years, as well as for installation costs.

Supervisor Benoit moved to approve staff recommendation. The motion was seconded by Councilmember Lewin. Vice Chairman Hanson asked if there was opposition. Given none, the motion was approved by a unanimous vote.

13. **First Reading of Conflict of Interest Code Policy Update**

Clerk of the Board, Carolyn Rude, addressed the Board. Before the Board is the 1st reading of the Ordinance of the Conflict of Interest Code Policy. Every two years local public agencies are required to review their Conflict of Interest Codes. Ordinance #14-1 updates titles that have changed due to the Agency reorganization. The list of covered positions has been updated to reflect those changes. There are no changes to the California Code.

Councilmember Miller moved to approve the first reading of the Conflict of Interest Code Policy, Ordinance #14-1. The motion was seconded by Mayor Pro Tem Martinez. Vice Chairman Hanson asked if there was opposition. Given none, the motion was approved by a unanimous vote.

14. **Closure of Inactive Bank Accounts**

Chief Financial Officer, Alton Hillis, addressed the Board. Mr. Hillis stated that there are two inactive bank accounts; one is an Employee Relief Fund that has since been transferred to another bank; therefore, we have no responsibility for the account. The other account was created as a petty cash account. Both are inactive with zero balances. The recommendation is to approve the Resolution to close both accounts.

Supervisor Benoit moved to approve staff recommendation. The motion was seconded by Mayor Adolph. Vice Chairman Hanson asked if there was opposition. Given none, the motion was approved by a unanimous vote.

15. **Administration Building Schedule**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He provided the Board with an update on the impact of the recent flood to the Administration

building from a cost and schedule standpoint. He stated that he wanted to correct information provided to the Finance Committee earlier this morning. Mayor Adolph asked a specific question about flood insurance. Mr. Le Flore stated that we are self-insured. We do have insurance, but not specifically flood insurance. He stated that the deductible is \$100,000. Mr. Le Flore stated, that with respect to costs, there are two affected areas – removal of the debris and remediation aspects. We are working with the county to satisfy the remediation requirements. Both requirements together would be approximately \$80,000 maximum. We are working to mitigate that, but wanted to bring to the Board's attention that costs may be incurred due to the storm damage. Those costs are currently within the approved budget. With respect to schedule, Mr. Le Flore stated that there may be a schedule impact; we are not sure at this time. We need to work with the County to see what the level of remediation is. Mr. Le Flore stated that he is hesitate to forecast as he is not sure and he does not want to give the Board inaccurate information. Mr. Le Flore stated that he will keep the Board informed if there is a schedule impact. As of now, it does not appear that there is a clear impact.

Supervisor Benoit asked Mr. Le Flore if there was any impact to the building. Mr. Le Flore stated that the building was not affected.

16. **Inventory Audit Report**

Materials and Inventory Manager, Javier Flores, addressed the Board. He stated that on July 1st, SunLine conducted a fiscal year end count of all currently active vehicle parts in accordance with the Office of Management & Budget (OMB) Circular A-133. As part of the single audit requirement, this process was observed by the accounting firm of Lance, Soll & Lunghard, LLP. SunLine inventoried over 2800 different items totaling \$422,000. The final inventory count showed a deviation of less than 1% for a total of \$211.00. This low deviation percentage can be attributed to SunLine's constant monitoring of inventory by use of min/max levels, cycle counts and Maintenance personnel adhering to utilization procedures.

17. **General Manager's Report**

General Manager, Lauren Skiver, addressed the Board. She stated that we continue to work on the operational and marketing planning for the Line 111 Music Festival. She thanked the Board members for the opportunity to come to the City Council meetings and for the donations pledged by the cities. She stated that we continue to move forward with the event, which is scheduled for November 1st. There will be more advertising and media attention on this, including ads in our shelters, as well as publicity by the Coachella Valley Arts Scene. We did choose a logo, in combination with the Coachella Valley Arts Scene. Ms. Skiver stated that we are happy with the progress made so far. Ms. Skiver further stated that there has been a selection of the Pun Group to complete the FY 14 audit. They are local from La Quinta. The CFO from RCTC served on the selection panel. Ms. Skiver stated that we reached out to others to

participate in the selection process to ensure that we have a broad level of expertise. The SunLine staff also assisted with the selection. The schedule is being created and the process should be started soon. Ms. Skiver updated the Board on the purchase of the furniture for the Administrative building. The move is coming closer. Ms. Skiver stated that the work of staff was instrumental on achieving a savings of \$81,312.71 on the purchase of the furniture. It is important to note that this saving was not based on buying cheaper, less durable furniture. We purchased furniture with durability and ergonomic features for the comfort of the employees. Ms. Skiver thanked the Board for participating in the Visioning session. She stated as demonstrated in the Board packet, staff went back and instituted the Board's thoughts on collectively bringing information to the Board that helped to see the actions requested. She stated that there were discussions with staff on how to present financial information and other information from the Agency. Ms. Skiver stated that the Board will start to see graphs of performance metrics, which can be accessed online. Ms. Skiver thanked the Clerk of the Board and staff for a great job in quickly taking the Board comments and instituting in this packet to demonstrate that staff heard the requests and is improving. Ms. Skiver thanked Supervisor Benoit for his help, as well as the County, for assistance in draining the water and clearing the debris at the front gate due to the flooding. She stated that she knows that the County was inundated with requests and needs for assistance throughout the Valley. She stated that the Agency was impacted in service operation with the front gate being out of commission. Ms. Skiver thanked Arcadis and Doug Wall, our contractor, who came out with the equipment to help move some of the debris and mud that accumulated.

Supervisor Benoit stated that there was a great team, doing a great job. He stated that the County was inundated, but did focus on getting the bus entry open as quickly as possible. Ms. Skiver stated the mud and water was deep. She thanked the team that worked all through the weekend to ensure that the continuity of the operations were maintained.

Vice Chairman Hanson stated that as a first time chairing the Board, the book provided by the Clerk of the Board made his job easy. He also stated that last week the Board was involved in a strategic visioning session, which is the first in six years. He stated that the session was tremendously beneficial and he congratulated Ms. Skiver and the staff. Vice Chairman Hanson stated that the Board spent a half a day in Indian Wells going over the vision of SunLine. He stated that it was beneficial to him as a Board member, as was to all members. Supervisor Benoit further stated that the session was well done and very time efficient.

Ms. Skiver stated that there has been discussion about the Access Advisory Committee in the past. We are working more closely with people with disabilities and older adults who need our services. She introduced Linda Samulski who has been instrumental in moving many projects along and ensuring that the voice of

people with disabilities is heard. Ms. Samulski is great to work with focusing on ensuring that our services expand in a way that includes everyone in the community. Ms. Skiver thanked Ms. Samulski for attending the meeting. Ms. Samulski stated that she came to the meeting to get to know the Board.

Ms. Skiver introduced Alton Hillis, SunLine's new Chief Financial Officer and Michael Williams, SunLine's new Chief Administrative Officer.

Vice Chairman Hanson stated that it has been an honor to serve as the Chairman for the day. He thanked the Board and staff.

18. **Next Meeting Date**

October 22, 2014

12 o'clock Noon – Kelly Board Room

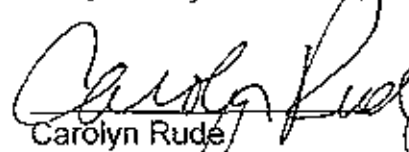
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

19. **Adjourn**

Vice Chairman Hanson adjourned the meeting at 12:43p.m

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

CHANGE ORDER LOG
May 2014

Original Contract Value **\$359,532.00**

Modification No. 1 (Expand IBI Group's services to assist SunLine Transit Agency with a Design/Bid/Build Deliver system for this project.)	\$272,000.00
Change Order No. 1 (Additional Renderings: Court Yard & Interior Board Room)	\$7,999.85
Change Order No. 2 (County of Riverside Processing Fee)	\$28,000.00
Modification No. 2 (Expand the Architect's services to assist the Owner with Construction Administration and Support Services for the Administration Building and Transit Hub Project.)	\$244,000.00
Change Order No. 3 (Scope of Commissioning Services)	\$25,300.00
Change Order No. 4 (Board Room & Related Spaces Phase I)	\$4,413.40
Change Order No. 5 (Maintenance & Operations Modular Bldg. - Utilities Infrastructural Phase I)	\$19,858.00
Change Order No. 6 (Emergency Power Generator)	\$20,742.00
Change Order No. 7 (Revise Asphalt Paved Road to Concrete Road)	\$6,542.30
Change Order No. 8 (Assistance to Owner in preparing the Owner's Project Requirements (OPR) for LEED Commissioning Requirement)	\$3,025.60
Change Order No. 9 (Harry Oliver Trail - Modified Curb Inlet/Catch Basin and Existing Verizon Line Support)	\$4,678.60

Change Order No. 10 Board Room & Related Spaces - Redesign Phase III	\$13,737.00
Change Order No. 11 General Manager's Office/Employee Work Room/Miscellaneous Casework Revisions - Redesign Phase II	\$8,034.20
Change Order No. 12 *Maintenance & Ops. Mod. Bldg./Bus Wash Waste Water Pre-Treatment System - Utilities Infrastructure Phase II \$5,108.20 *Trash Enclosure Mod. \$3,810.80 *Field Verification of Existing Grades at West Wall/Future Roadway/Drive Approach \$1,827.60 *Off-Site Water & Sewer Revisions \$12,513.80	\$23,260.40
Total CO's	\$681,591.35

SunLine Transit Agency

DATE: October 22, 2014 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Purchasing Administrator
RE: Approval of Contract for Telephone Lines

Recommendation

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a contract with TelePacific communications for the Administration Building Project for a value Not To Exceed \$22,100.00, which includes 36 months of service.

Background

SunLine has used TelePacific for all phone charges and wishes to continue service with them in the new building. This item is being brought to the Board of Directors for approval because the agreement extends for 36 months. Policy requires that any agreement in excess of one (1) year needs approval of the Board of Directors.

This item covers a one-time installation charge of \$500.00, and a monthly charge of \$600.00 for 36 months.

TelePacific is the largest competitor to AT&T, Verizon and CenturyLink in California and Nevada and has proven to be a more cost effective local and long distance carrier. This service will provide new lines and equipment to our new facility and serve as our local and long distance carrier. TelePacific has provided a proposal for installation and 36 month service. Staff has reviewed this proposal and agrees with the scope.

The timing of this agreement is sensitive because these services will ideally be available to staff when the new administrative building is occupied later this year.

Selection of Contract Type

SunLine is using the standard TelePacific utility and service agreement.

Rational for Method of Procurement

Using SunLine's Purchasing Policies and Procedure Manual, it was determined that a Non Competitive Single Source procurement and no other contract type is acceptable due to the necessity of SunLine to continue to use existing TelePacific equipment; therefore, any new equipment must be compatible. SunLine would have to pay for substantial duplication cost by using another contractor.

Reason for Contractor Selection


TelePacific was chosen because of the need for compatibility with existing equipment and schedule.

Pricing

SunLine is being charged discounted market rates by TelePacific.

Fiscal Impact

Funds for this service is included in the Capital and Operating Budget. This item covers a one-time installation charge of \$500.00, and a monthly charge of \$600.00 for 36 months, for a total \$22,100.00.



Rick Barone

SunLine Transit Agency

DATE: October 22, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Purchasing Administrator

RE: Award of Contract for Paratransit Buses

Recommended Action

Recommend that the Board of Directors grant authorization to the General Manager to approve award of a contract to Creative Bus Sales, for four (4), (two expansion & two replacement) paratransit buses, upon review as to form and legality by Legal Counsel. Total cost \$434,577.76, (\$108,644.44/bus).

Background

SunLine's paratransit fleet currently consists of thirty one (31) El Dorado Aero-Tech Ford Cut-A-Way CNG powered buses. With increased demand for paratransit service, there is a need to expand the fleet by two (2) expansion vehicles and two (2) replacement vehicles that have reached the end of their useful life.

Staff has requested vehicle assignments from the CalAct-Morongo Basin Transit Authority (MBTA) Cooperative procurement to be spread over the next two or three years. Vehicle assembly and delivery schedule needs to be determined.

Selection of Contract Type

The contract is a Firm Fixed-Price contract which contains a ceiling that represents a guaranteed maximum price.

Rational for Method of Procurement

The CalAct – MBTA Cooperative is a competitive procurement that has been approved by the FTA and the State of California Department of General Services. The Cooperative provides a federal and California State compliant purchasing solution that allows agencies to select the vehicle that best meets our transit needs. The Cooperative offers a variety of ADA compliant vehicles from a low floor minivan, to large cutaway vehicles.

Reason for Contractor Selection or Rejection

The El Dorado Aero Tech paratransit bus was selected because they are consistent with the current SunLine paratransit fleet and expedites the procurement. Creative Bus Sales is the authorized dealer for the El Dorado Aero Tech paratransit bus in Southern California and was awarded a contract through the Cooperative. By continuing with the El Dorado Aero Tech brand, SunLine is standardizing the fleet while keeping inventory and parts cost to a minimum.

Basis for the Contract Price

The CalAct-MBTA Cooperative is a compliant acquisition method that uses competitive market based pricing leveraging the buying power of multiple state-wide agencies. Prices are determined to be fair and reasonable based on competition.

Financial Impact

SunLine's total cost for these vehicles will be \$434,577.76. Federal & State funds will be used to pay for these vehicles. These funds were approved in the FY15 budget.



Rick Barone

ORDINANCE NO. 14-1

AN ORDINANCE OF SUNLINE TRANSIT AGENCY AMENDING AND ADOPTING A
CONFLICT OF INTEREST CODE.

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency ("SunLine") is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

WHEREAS, amendments to the Political Reform Act, Government Code sections 81000, et seq., have and foreseeably will require local agencies to amend their conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

WHEREAS, the provisions of Title 2, section 18730 of the California Code of Regulations require the formulation of disclosure categories in addition to incorporation by reference of its terms.

NOW, THEREFORE, the Board of Directors of SunLine Transit Agency does hereby ordain as follows:

PART 1: That all previously adopted resolutions and ordinances approving various Conflict of Interest Codes for SunLine Transit Agency are hereby rescinded.

PART 2: That SunLine Transit Agency hereby adopts a Conflict of Interest Code as follows:

CONFLICT OF INTEREST CODE

A. Code Adopted. The terms of Title 2, section 18730 of the California Code of Regulations as presently constituted or amended by the FPPC are hereby incorporated by reference to operate, along with the balance of this Ordinance, as the Conflict of Interest Code for SunLine Transit Agency. A copy of said section 18730 effective as of the date of this ordinance is attached hereto as Appendix C. Appendix C along with the disclosure categories attached in Appendices A and B and the provisions of this Ordinance, constitute the Conflict of Interest Code of SunLine Transit Agency.

B. Filing. Pursuant to Title 2, section 18730(b)(4) of the California Code of Regulations, those employees designated in Appendix A shall file statements of economic interest with the Clark of the Board to whom the Board of Directors of SunLine Transit Agency hereby delegates the authority to carry out the duties of filing officer.

C. Public Investments. Those persons who manage public investments and are covered by Title 2, section 18720 of the California Code of Regulations will file statements of economic

interests pursuant to Government Code section 87200 as required by the FPPC instead of being deemed to be designated by this Conflict of Interest Code.

D. Prohibition Concerning Prospective Employment. No SunLine employee shall make, participate in making, or otherwise use his or her official position to influence any governmental decision directly relating to any person with whom he or she is negotiating or has any arrangement concerning, prospective employment. For purposes of this Ordinance, the term "person" includes any natural person, corporation or other form of business entity and extends to any of its agents.

E. Federal Transit Administration Requirements. In addition to the Ethics Policy adopted by the Board of Directors, the following shall further apply as written standards of conduct applicable to SunLine's employees and Board of Directors:

1. No employee, officer, agent, immediate family member, or Board member of SunLine shall participate in the selection, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved.

2. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- (a) The employee, officer, agent, or Board member,
- (b) Any member of his/her immediate family,
- (c) His or her partner, or
- (d) An organization that employs, or is about to employ, any of the above.

3. SunLine's officers, employees, agents, or Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

PART 3: SunLine shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine at a regular meeting held on the _____ day of _____, 2014.

Date: _____

Robert A. SpiegelGreg Pettis
Chairman of the Board of
Directors of SunLine Transit Agency

Date: _____

C. Mikel OglesbyLauren Skiver
General Manager/CEO of SunLine Transit Agency

Date: _____

Carolyn Rude
Clerk of the Board

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
General Manager/CEO	I, II, III
Director of Finance	I, II, III
Director of Administration and Human Resources /EEO Officer	I, II, III
Director of Operations	I, II, III
Director of Maintenance	I, II, III
Director of Planning	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief Administrative Officer	I, II, III
Deputy Chief Administrative Officer	I, II, III
Chief Operations Officer	I, II, III
Deputy Chief Operations Officer	I, II, III
Deputy Chief Operations Officer – Maintenance	I, II, III
Clerk of the Board	I, II, III
EEO Officer	I, II, III
Alternative Fuels Manager	I, II, III
Purchasing Agent/Administrator	I, II, III
Information Systems and Technology Specialist	I, II, III
Fuel Systems Specialist II	I, II, III

Materials & Inventory Manager I, II, III

Materials Inventory Technician I, II, III

Procurement Officer I, II, III

Consultants¹ I, II, III

Any other employee at the
discretion of the General Manager/CEO

¹The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX B

CATEGORY NO. I: INTERESTS IN REAL PROPERTY

Category I relates to real property which is located in part or in whole in the jurisdiction of SunLine. As used in this section "jurisdiction" includes: (1) within the jurisdictional boundaries of SunLine Transit Agency ("SunLine"), (2) within two miles of the jurisdictional boundaries of SunLine, or (3) within two miles of land located outside of the jurisdictional boundaries of SunLine Transit Agency which is owned or used by SunLine.

Category I, "interest in real property" includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater. The \$2,000 threshold referenced in this category applies to the value of the interest, not to the value of the property itself.

The terms "interest in real property" and "leasehold interest" does not include the interest of a tenant in a periodic tenancy of one month or less.

CATEGORY NO II: PERSONAL INCOME

Category II relates to income. "Income" means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater.

(a) "Income," other than a gift, does not include income received from any source outside the jurisdiction of SunLine, not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this Code. For purposes of this category, "jurisdiction" is limited to the jurisdictional boundaries of SunLine and does not include any radius around it.

(b) "Income" also does not include:

(1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100 of the Government Code).

(2) Salary and reimbursement for expenses or per diem received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

(3) Any devise or inheritance.

(4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.

(5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.

(6) Redemption of a mutual fund.

(7) Alimony or child support payments.

(8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:

(A) The loan is secured by the principal residence of the employee; or

(B) The balance owed does not exceed ten thousand dollars (\$10,000).

(9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if he or she is acting as an agent or intermediary for any person not covered by this paragraph.

(10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).

(11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

(12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

CATEGORY NO. III:

BUSINESS ENTITIES

Category III relates to business entities, including parents, subsidiaries or otherwise related business entities, which (1) have an interest in real property located in part or in whole within the jurisdictional boundaries of SunLine, within two miles thereof or within two miles of land owned or used by SunLine, (2) do business or plan to do business within the jurisdictional boundaries of SunLine or (3) have done business within the jurisdictional boundaries of SunLine at any time during the two years prior to the time that the disclosure statement of the relevant designated employee is filed. "Business entity" means any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category III includes any investment in a business entity. Investment means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to

the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially a 10-percent interest or greater.

Category III includes the disclosure of any business position held by the filer. "Business position" means any business entity in which the filer is a director, officer, partner, trustee, employee, or holds any position of management, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the date the statement is required to be filed.

§ 18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of *Government Code section 87300* or the amendment of a conflict of interest code within the meaning of *Government Code section 87306* if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, *Government Code sections 81000*, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in *Government Code section 87100*, and to other state or local laws pertaining to conflicts of interest.

(h) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (*2 Cal. Code of Regs. sections 18110*, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in *Government Code section 87200* if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, *Government Code sections 87200*, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, *Government Code section 87200*; and

(C) The filing officer is the same for both agencies. n1

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the

economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. n2

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or

appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to *Government Code section 87302.6*, the day after the closing date of the most recent statement filed by the member pursuant to *2 Cal. Code Regs. section 18754*.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property is required to be reported, the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$ 2,000), exceeds ten thousand dollars (\$ 10,000), exceeds one hundred thousand dollars (\$ 100,000), or exceeds one million dollars (\$ 1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$ 500) or more in value, or fifty dollars (\$ 50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$ 1,000) or less, greater than one thousand dollars (\$ 1,000), greater than ten thousand dollars (\$ 10,000), or greater than one hundred thousand dollars (\$ 100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$ 10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of *Government Code Section 89501* shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by *Government Code section 89506*.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$ 420.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$ 420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of *Government Code section 89503* shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency

has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$ 500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$ 500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars (\$ 100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$ 250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$ 2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$ 2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status,

aggregating five hundred dollars (\$ 500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$ 1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to *Government Code section 83114* and 2 Cal. Code Regs. sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, *Government Code sections 81000-91014*. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of *Government Code section 87100* or *87450* has occurred may be set aside as void pursuant to *Government Code section 91003*.

1 Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an, original is signed and verified by the designated employee as if it were an original. See *Government Code section 81004*.

2 See *Government Code section 81010* and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence; of the filer.

4 Investments and interests in real property which have a fair market value of less than \$ 2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

AUTHORITY: Note: Authority cited: *Section 83112, Government Code*. Reference: *Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code*.

SunLine Transit Agency

DATE: October 22, 2014 ACTION
TO: Board of Directors
FROM: Chief Operations Officer
RE: New ACCESS Advisory Committee Member Approval

Recommended Action

Recommend that the Board of Directors approve two new members to the ACCESS Advisory Committee as approved and presented by the current members.

Background

At the September 9, 2014 ACCESS Advisory Committee meeting, currently seated members unanimously approved two new members (one primary and one alternate) as presented to the Committee by the Membership Subcommittee. Bylaws of the Committee require approval by the Board of Directors.

The recommended members are:

1. Angelica Chappell, Community Access Center, Senior Low Vision Advocate.
2. Mario Janesin (alternate), Community Access Center, Systems Change Advocate/Community Organizer.

There are no known conflicts of interest. There are currently six members on the ACCESS Advisory Committee. The Committee meets bi-monthly.

Staff will continue to review the processes and plans for Access Advisory Committee and SunLine paratransit services. Staff will return to the Board with updates and recommendations on improvements to enhance overall efficiency of the service as part of the Performance Management Program.

Fiscal Impact

None.


Apolonio Del Toro

SunLine Transit Agency

DATE: October 22, 2014 **ACTION**
TO: Board of Directors
FROM: Clerk of the Board
RE: Establishing Board Meeting Dates for 2015

Recommendation

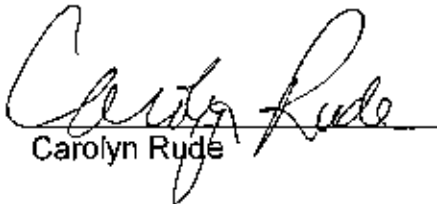
Recommend that the Board of Directors approve the Board meeting dates for 2015 as listed on the attached schedule.

Background

The attached schedule follows SunLine tradition of holding Board meetings on the 4th Wednesday of the month, with a few exceptions. We have combined the July & August meetings to be held on the last Wednesday in July, and have also combined the November & December meetings, holding it on the first Wednesday in December. There are no known conflicts.

Fiscal Implications

None.


Carolyn Rude

SunLine Transit Agency
BOARD MEETING SCHEDULE FOR 2015

January 28

February 25

March 25

April 22

May 27

June 24

July 29

September 23

October 28

December 2

NOTE: The majority of all Board meetings are held at noon on the 4th Wednesday of the month with a few exceptions. There is a combined July/August Board meeting, which is held the last Wednesday in July, and a combined November/December meeting, which is held the first Wednesday in December. Special Board meetings may be called by the Chairman if needed. All Regular meetings are held in the Kelly Board Room at the SunLine Transit Agency Thousand Palms headquarters.

SunLine Transit Agency

DATE: October 22, 2014 INFORMATION
TO: Board of Directors
FROM: Chief Performance Officer
RE: Operations Facilities Building Schedule

Background

In December of 2013, the Board of Directors approved facility improvements. At that time, staff advised the Board that this project would have an estimated cost of \$400,000.

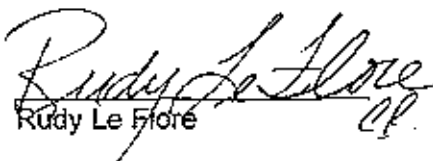
At the May, 2014 Board Meeting, staff advised the Board that the Operations Facilities would be a 'furnish and install' project funded with approved facilities improvement funds.

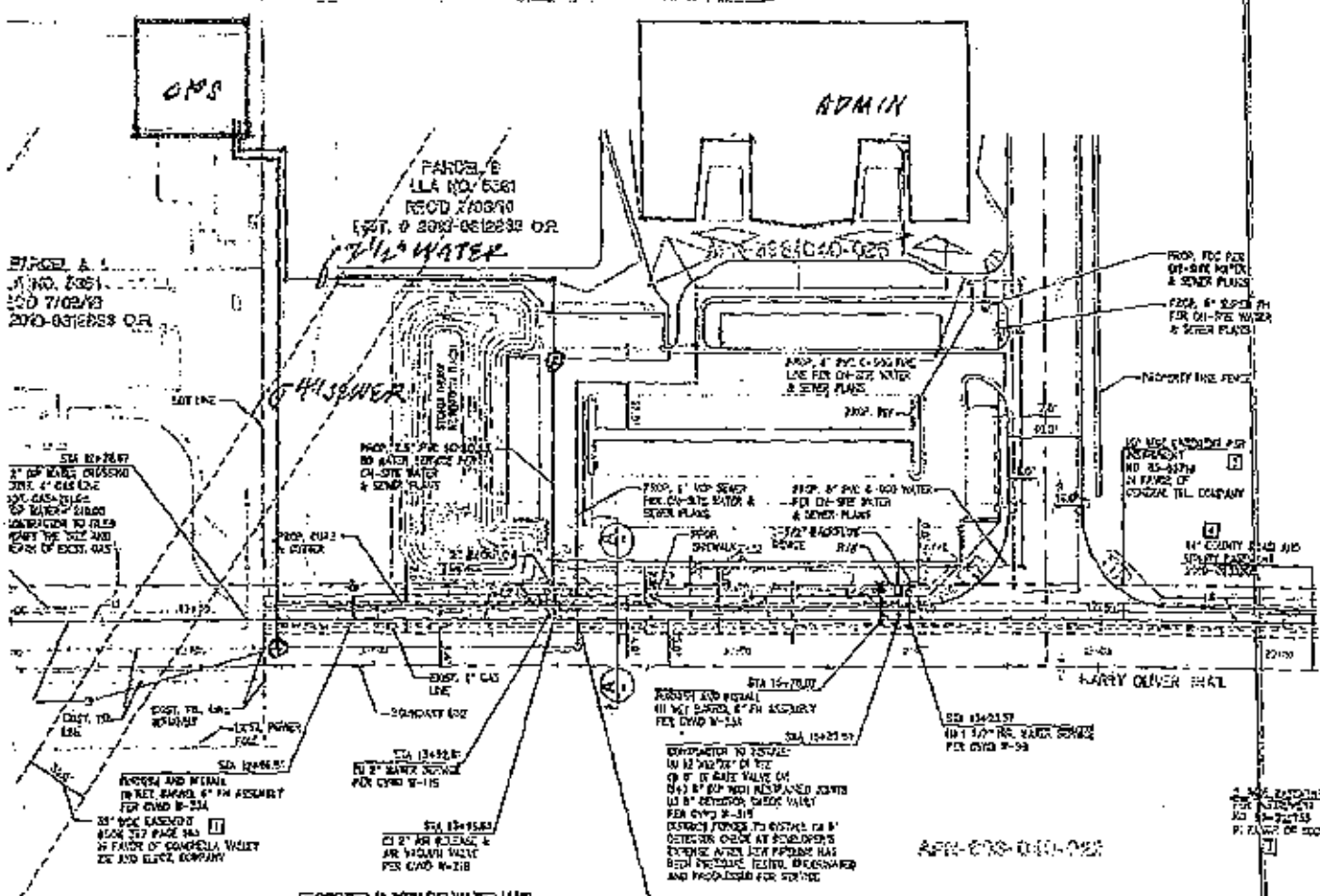
This report is to advise the Board of the progress of that effort. Staff has included the infrastructure for this facility in the current construction efforts for the Administration Building, saving the Agency a significant amount of money on the power, water, and sewer needs for this project.

This project is anticipated to be completed in the 1st quarter of calendar year 2015 giving time for the administrative lead time for the procurement action, and the product lead time for the modular structure.

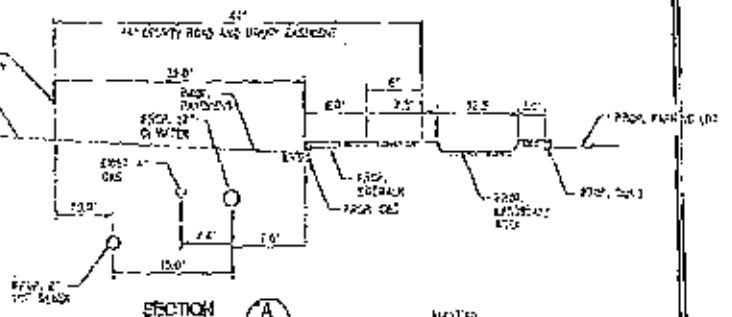
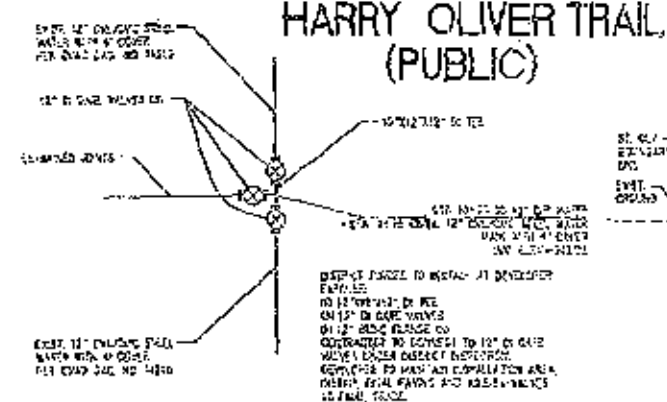
Fiscal Impact

There is no fiscal impact associated this report.


Rudy Le Flore

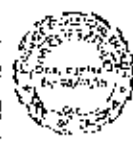


PROPOSED 12" DIAMETER WATER MAIN
WITH RESTRAINED JOINTS AND POLYETHYLENE ENCASUREMENT
**HARRY OLIVER TRAIL
(PUBLIC)**



NOTE
NO PERMANENT STRUCTURE WITHIN 10 FEET OF THIS WATER MAIN. ANY SUCH STRUCTURE SHALL BE RELOCATED OR REMOVED AT THE OWNER'S RISK AND EXPENSE. EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED AT ALL TIMES.

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	11/14/18
2	AS SHOWN	11/14/18



VA Consulting, Inc.
REGISTERED PROFESSIONAL ENGINEERS

4000 W. 10th St.
Arlington, VA 22204

PREPARED BY: [Signature]
DATE: 11/14/18

ENCLOSURE: 12" DIAMETER WATER MAIN WITH RESTRAINED JOINTS AND POLYETHYLENE ENCASUREMENT AT THE INTERSECTION OF HARRY OLIVER TRAIL AND BASKET ROAD.

EXAMPLES

MODULAR GENIUS
SMART BUILDING

