



**Wednesday, March 25, 2015
12:00 Noon
New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Greg Pettis
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
a) High Impact Governance (Lauren Skiver)
5. **Finalization of Agenda**
6. **Public Comments**
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

Receive Comments

NON AGENDA ITEMS

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

AGENDA ITEMS

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

7. Board Member Comments**Receive Comments**

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

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

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

- a) Checks over \$1,000 report for January, 2015 (Pages 1-3)
- b) Credit card statement for January, 2015 (Pages 4-7)
- c) Monthly Budget Variance Report for January, 2015 (Pages 8-11)
- d) Contracts Over \$25,000 for January/February, 2015 (Page 12)
- e) Ridership Report for January, 2015 (Pages 13-14)
- f) SunDial Operational Notes for January, 2015 (Page 15)

9. FY 14 Single Audit Report (Al Hillis, Sr.)**Receive and File**

Receive and File the FY 14 Agency audit report. (Page 16)
([Single Audit separate attachment](#))

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

Request to the Board to approve the Minutes of the March 4, 2015 Board of Directors meeting. (Pages 17-31)

11. Nominate and Approve Vice Chairman (Chairman Pettis)**Approve**

Board to nominate and approve vacant Vice Chairman position for the Agency. (Page 32)

12. Change of Committee Assignments (Chairman Pettis)**Approve**

Board to approve any changes to current committee assignments. (Pages 33-34)

13. **Resolution for Grant Funding through the Low Carbon Transit Operations Program (LCTOP) (Al Hillis, Sr.)** **Approve**
Request to the Board of Directors approve the attached Resolution that delegates authority to the CEO/General Manager to direct the Agency staff to apply for grants and obtain revenues. (Pages 35-38)
14. **Approval of Contract to Purchase Four Paratransit Vehicles (Apolonio Del Toro)** **Approve**
Request to the Board to delegate authority to the CEO/General Manager to approve award of contract for purchase of four paratransit vehicles. (Pages 39-40)
15. **Financial & Personnel Software Management Procurement (Tommy Edwards)** **Approve**
Request to the Board to delegate authority to the CEO/General Manager to negotiate a contract for the purchase of financial and Personnel Management software. (Pages 41-43)
16. **Solar Panel Change Order Approval (Tommy Edwards)** **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed \$110,000 with Renova Energy Corporation to cover costs for relocating connection of T1 Bus Port Solar PV System (480 modules) from T1 Old Administration grid to T3 new Administration Building grid. (Pages 44-45)

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

17. **Performance Management Metrics (Rudy Le Flore)** **Information**
Report to the Board on the Performance Management Metrics. (Pages 46-57)
18. **Coachella Festival Update (Beverly Barr-Ford)** **Information**
Report to the Board on providing additional transportation service during the annual Coachella Festival. (Page 58)

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

19. **CEO/General Manager Evaluation Process (Carolyn Rude)** **Information**
Discuss with the Board of Directors the timeframe and process for the CEO/General Manager evaluation. (Pages 59-61)
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20. General Counsel

Report on existing litigation Judith Fields v. SunLine Transit Agency, Case Number PSC 1302612.

21. General Manager's Report

22. Next Meeting Date

April 22, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

23. Adjourn

SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2015

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
RENOVA ENERGY CORP.	Solar Panel Project	101048	1/16/2015	\$386,612.00
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	<u>663540</u>	<u>1/8/2015</u>	<u>\$272,945.08</u>
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus delivery 5	101007	1/16/2015	\$146,100.00
BP ENERGY COMPANY	CNG & Hydrogen	101009	1/16/2015	\$81,500.34
PERMA	Workers Comp (Jan 2015)	663662	1/30/2015	\$73,583.00
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663706	1/31/2015	\$66,221.60
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663680	1/30/2015	\$65,935.24
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663590	1/8/2015	\$65,563.05
GOODYEAR TIRE	Bus Tire Lease (Final Payment)	101034	1/16/2015	\$50,251.54
APPLE VALLEY COMMUNICATIONS	Audio/Visual Equip Boardroom	663599	1/28/2015	\$49,521.70
ST. BOARD OF EQUALIZATION	Fuel Taxes	663601	1/28/2015	\$40,742.00
PSOMAS	Engineer Services	101047	1/16/2015	\$38,138.30
<u>METLIFE SBC</u>	<u>Dental Insurance</u>	<u>663600</u>	<u>1/28/2015</u>	<u>\$27,390.56</u>
SO CAL GAS CO.	Utilities	101050	1/16/2015	\$24,535.60
PERMA	Gen Liability (Jan 2015)	663661	1/30/2015	\$24,443.55
IMPERIAL IRRIGATION DIST	Utilities	663644	1/30/2015	\$22,458.35
ST. BOARD OF EQUALIZATION	Fuel Taxes	663673	1/30/2015	\$17,001.00
NEW FLYER	Bus Parts	663562	1/8/2015	\$16,081.13
PERMA	Workers Comp- L. Kelly	663663	1/30/2015	\$14,240.24
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	663499	1/8/2015	\$12,090.00
Michelin North America, Inc.	Tire Leasing	663651	1/30/2015	\$11,066.42
RBF / MICHAEL BAKER CORP	Solar Panel Project	663666	1/30/2015	\$10,030.77
MICHELIN NORTH AMERICA, INC.	Tire Leasing	663555	1/8/2015	\$9,996.32
CREATIVE BUS SALES, INC.	Bus Repair Parts	663516	1/8/2015	\$8,640.86
CUMMINS PACIFIC, LLC	Bus Repair Parts	101020	1/16/2015	\$8,357.78
AMERICAN CAB	Taxi Voucher Program	663604	1/30/2015	\$7,651.01
RUTAN & TUCKER, LLP	Legal fees	663669	1/30/2015	\$7,623.22
G & K SERVICES	Uniform service	101029	1/16/2015	\$7,539.49
DESIGN COLLECTIVE GROUP	Furniture Fixtures & Equip	663597	1/9/2015	\$7,225.20
AVAIL TECHNOLOGIES	ITS Implementation	101006	1/16/2015	\$6,814.08
GRAVES & KING LLP	Insurance Losses	663539	1/8/2015	\$6,794.59
PHOTOMATION PHOTO LAB	Fuel Cell Bus	101046	1/16/2015	\$6,730.80
CATALYTIC INDUSTRIAL GROUP, INC	Facility Improvements	663511	1/8/2015	\$6,377.33
IMPERIAL IRRIGATION DIST	Utilities	663549	1/8/2015	\$6,073.71
G & K SERVICES	Uniform service	663533	1/8/2015	\$6,069.04
KAISER HENGESBACH, PC	Insurance Losses	663645	1/30/2015	\$5,999.29
TRUCK GEARS, INC.	Bus Repair Parts	663589	1/8/2015	\$5,918.60
YELLOW CAB OF THE DESERT	Taxi Voucher Program	663687	1/30/2015	\$5,244.61
AMALGAMATED TRANSIT UNION	Union Dues	663603	1/30/2015	\$5,186.16

SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2015

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
AMALGAMATED TRANSIT UNION	Union Dues	663500	1/8/2015	\$5,186.16
KBM FACILITY SOLUTIONS	Janitorial Servs	663646	1/30/2015	\$4,925.00
DESERT ALARM, INC.	Facility Improvements	663518	1/8/2015	\$4,800.00
THE PUN GROUP, LLP	Audit Services (SLT)	101054	1/16/2015	\$4,700.00
ATLAS COPCO COMPRESSORS LLC	CNG/NGV/HYDRO Parts	663503	1/8/2015	\$4,315.49
STRICKLAND KENNY INC.	Lubricants & Oils	663585	1/8/2015	\$4,023.00
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	101038	1/16/2015	\$4,010.14
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663610	1/30/2015	\$3,964.02
GRAVES & KING LLP	Insurance Losses	663635	1/30/2015	\$3,941.92
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663507	1/8/2015	\$3,915.10
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663689	1/31/2015	\$3,705.52
SOFTCHOICE CORP.	Software Computer Equip	101051	1/16/2015	\$3,544.32
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	663630	1/30/2015	\$3,306.46
VERIZON WIRELESS	Cell Phone Service	101058	1/16/2015	\$3,151.87
HOME DEPOT CRD SRVS	Facility Maintenance	663547	1/8/2015	\$3,037.12
VALLEY LOCK & SAFE	Facility Improvements	101057	1/16/2015	\$2,995.68
NYHART COMPANY	Pension Consultant	663657	1/30/2015	\$2,884.65
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>663526</u>	<u>1/8/2015</u>	<u>\$2,853.65</u>
DESERT CITY CAB	Taxi Voucher Program	663620	1/30/2015	\$2,714.19
BURRTEC WASTE & RECYCLING	Facility Trash Removal	663607	1/30/2015	\$2,698.80
NAPA AUTO PARTS	Vehicle Repair Parts	663655	1/30/2015	\$2,693.00
HOME DEPOT CRD SRVS	Facility Maintenance	663642	1/30/2015	\$2,480.19
PALM SPRINGS MOTORS, INC.	Sundial Veh Parts	663659	1/30/2015	\$2,479.80
GRAINGER	Facility Maintenance	663538	1/8/2015	\$2,452.06
ALLIEDBARTON SECURITY SERVICES	Security Services	101004	1/16/2015	\$2,395.92
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	663650	1/30/2015	\$2,360.49
ELLSWORTH TRUCK & AUTO	Repair Parts	663522	1/8/2015	\$2,335.48
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663622	1/30/2015	\$2,310.00
SOUTHWEST NETWORKS, INC.	Network Consultants	663582	1/8/2015	\$2,212.50
CARQUEST OF THE DESERT	Repair Parts	663615	1/30/2015	\$2,107.58
FIESTA FORD, INC.	Repair Parts/Support	101024	1/16/2015	\$1,943.59
GAS COMPANY, THE	Indio Facility Gas	101030	1/16/2015	\$1,934.80
INDOFF INC.	Office Equip	663551	1/8/2015	\$1,890.00
FLEET-NET CORPORATION	Software & Licenses	101026	1/16/2015	\$1,860.00
GRAINGER	Facility Maintenance	663634	1/30/2015	\$1,762.46
APPLIED TRAINING SYSTEMS, INC.	HR Performance Software	663688	1/31/2015	\$1,700.00
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663521	1/8/2015	\$1,695.00
KIMCO STAFFING SERVICES, INC.	Temp. Emp Admin Bldg	101040	1/16/2015	\$1,663.38

SunLine Transit Agency
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For the month of January 2015

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Vendor Name	Description	Check #	Check	Amount
SWRCB ACCOUNTING OFFICE	Annual Operating Permit-Div 2	663676	1/30/2015	\$1,632.00
SWRCB ACCOUNTING OFFICE	Annual Operating Permit-Div 1	663586	1/8/2015	\$1,632.00
GENFARE	Farebox	663534	1/8/2015	\$1,597.60
CREATIVE BUS SALES, INC.	Bus Repair Parts	101018	1/16/2015	\$1,585.31
ST. BOARD OF EQUALIZATION	Use Sales Tax	663704	1/31/2015	\$1,585.00
OFFICE DEPOT	Office Supplies	101043	1/16/2015	\$1,514.75
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	663565	1/8/2015	\$1,406.88
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	663612	1/30/2015	\$1,369.58
TOMMY EDWARDS	Travel/Meetings	663678	1/30/2015	\$1,366.43
PDC MACHINES, INC	Sun Fuel Parts	663568	1/8/2015	\$1,346.40
CDW GOVERNMENT, INC	Software/Hardware	101014	1/16/2015	\$1,299.68
SMARTDRIVE SYSTEMS, INC.	Security Equipment	663579	1/8/2015	\$1,240.00
FIESTA FORD, INC.	Repair Parts/Support	663530	1/8/2015	\$1,217.72
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	663552	1/8/2015	\$1,143.29
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	663509	1/8/2015	\$1,131.59
DESERT ALARM, INC.	Security Services	663619	1/30/2015	\$1,120.00
WESTGATE CENTER FOR	Staff Development	663686	1/30/2015	\$1,095.00
FAST UNDERCAR	Repair Parts	663625	1/30/2015	\$1,087.75
CAL-TEST	D&A Onsite Testing	663611	1/30/2015	\$1,082.70
PACKET FUSION, INC.	VOIP Phone System	663658	1/30/2015	\$1,031.29
TOTALFUNDS BY HASLER	Postage Supplies	663679	1/30/2015	\$1,029.59
Total of Checks Over \$1,000				\$1,775,157.46
Total of Checks Under \$1,000				\$39,683.51
Total of All Checks for the Month				\$1,814,840.97
Total Amount of Checks Prior Years Same Month				\$2,162,248.10



January 2015 Statement



Open Date: 12/19/2014 Closing Date: 01/21/2015

Account*

Visa® Business Card
SUNLINE TRANSIT

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

New Balance	\$721.24
Minimum Payment Due	\$10.00
Payment Due Date	02/17/2015
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	+	\$3,588.60
Payments	-	\$3,588.60 _{CR}
Other Credits	-	\$9.27 _{CR}
Purchases	+	\$730.51
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$721.24
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$43,000.00
Available Credit		\$42,278.76
Days in Billing Period		34

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

Automatic Payment

Account Number: _____
Your new full balance of \$721.24 will be automatically deducted from your account on 02/17/15.

SUNLINE TRANSIT
CENTRAL BILL
32505 HARRY OLIVER TRL
THOUSAND PLMS 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 \$721.24 will be automatically deducted from your bank account on 02/17/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$3000. Your new credit line appears on this statement.

Beginning on November 1, 2014, Employee cardmembers will no longer be individually liable for charges made on this Account.

The Business (which includes the individual or co-obligor(s) who executed the application for credit or has otherwise agreed to be liable) is liable for all charges to the Account, including, without limitation, all fees and INTEREST CHARGES assessed to all Cards issued to designated Employee cardmembers (each, an "Employee").

We may provide the Business with the Employee's charge activity, Account status and any Account delinquency information. If the Business elects to be billed centrally or in the event of the Employee's termination of employment or affiliation, the Business is authorized to make payment directly to us of funds due to the Employee in reimbursement for business expenses charged with the Card which have not yet been paid.

Transactions RUDE, CAROLYN Credit Limit: \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/15	01/14	0010	WWW TOYSWEBMART COM JACKSON WY MERCHANDISE/SERVICE RETURN	\$9.27CR	_____
Purchases and Other Debits					
01/12	01/10	2959	HILTON HOTELS PHOENIX AZ	\$730.51	_____
Total for Accoun				\$721.24	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/14	01/14		PAYMENT THANK YOU	\$3,588.60CR	_____
Total for Accoun				\$3,588.60CR	



January 2015 Statement 12/19/2014 - 01/21/2015

Page 3 of 3

SUNLINE TRANSIT

Cardmember Service 1-866-552-8855

2015 Totals Year-to-Date	
Total Fees Charged in 2015	\$0.00
Total Interest Charged in 2015	\$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	YES	\$0.00	13.99%	
**PURCHASES	\$721.24	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us

Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
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.

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: January 21, 2015

Carolyn Rude - Detail:

01/12/15	Hilton Hotels	Hotel charges for EEO Officer, Vanessa Mora, to attend training in Phoenix, Arizona for five nights. Breakfast and dinner included.	\$ 721.24
Total Amount			\$ 721.24

Lauren Skiver – Detail
No charges

Total Amount **\$ 0.00**

Total Amount **\$ 721.24**

Credits:

01/14/15	Toyswebmart.com	Credit – no merchandise ordered	\$ 9.27CR
01/14/15	Payment		\$3,588.60CR

SunLine Transit Agency
Budget Variance Report
January 2015

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	3,650,635	287,126	304,220	(17,093)	1,920,371	2,129,537	(209,167)
Other Revenue	1,270,670	149,733	105,889	43,844	840,903	741,224	99,678
Total Operating Revenue	4,921,305	436,860	410,109	26,751	2,761,273	2,870,761	(109,488)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	638,386	681,187	42,801	4,370,904	4,768,309	397,405
Operator & Mechanic Overtime	795,920	103,310	66,327	(36,984)	574,883	464,287	(110,597)
Administration Salaries & Wages	3,897,652	334,629	324,804	(9,824)	2,220,803	2,273,630	52,827
Administration Overtime	15,770	1,450	1,314	(136)	10,100	9,199	(901)
Fringe Benefits	7,063,352	729,427	588,613	(140,814)	4,010,207	4,120,289	110,082
Communications	114,380	9,258	9,532	274	64,108	66,722	2,613
Legal Services - General	195,460	4,599	16,288	11,689	55,449	114,018	58,570
Computer/Network Software Agreement	268,581	21,331	22,382	1,051	156,642	156,672	30
Uniforms	79,100	5,813	6,592	779	47,539	46,142	(1,398)
Contracted Services	423,620	20,075	35,302	15,226	212,018	247,112	35,094
Equipment Repairs	4,000	-	333	333	1,463	2,333	870
Security Services	70,000	5,843	5,833	(10)	39,150	40,833	1,683
Fuel - CNG	1,431,912	134,873	119,326	(15,547)	853,835	835,282	(18,554)
Fuel - Hydrogen	146,546	12,261	12,212	(49)	91,023	85,485	(5,538)
Tires	267,330	8,704	22,277	13,574	172,635	155,942	(16,693)
Office Supplies	73,893	7,426	6,158	(1,268)	29,582	43,104	13,522
Travel/Training	137,300	6,664	11,442	4,777	42,313	80,092	37,779
Repair Parts	840,950	77,660	70,079	(7,581)	508,692	490,554	(18,138)
Facility Maintenance	29,000	2,257	2,417	159	21,585	16,917	(4,669)
Electricity - CNG & Hydrogen	171,000	12,922	14,250	1,328	86,776	99,750	12,974
Natural Gas	1,333,000	143,069	111,083	(31,986)	884,049	777,583	(106,466)
Water	5,200	1,081	433	(648)	3,463	3,033	(430)
Insurance Losses	375,000	58,876	31,250	(27,626)	214,030	218,750	4,720
Insurance Premium - Property	9,919	-	827	827	8,063	5,786	(2,277)
Repair Claims	45,000	199.50	3,750	3,551	44,113	26,250	(17,863)
Fuel Taxes	128,800	12,671	10,733	(1,938)	85,585	75,133	(10,452)
Other Expenses	3,492,836	208,817	291,070	82,252	1,334,529	2,037,488	702,959
Self Consumed Fuel	(1,544,841)	(147,254)	(128,737)	(18,517)	(945,730)	(901,157)	(44,572)
Total Operating Expenses (Before Depreciation)	28,044,924	2,414,348	2,337,077	(77,271)	15,197,811	16,359,539	1,161,728
Operating Expenses in Excess of Operating Revenue		\$ (1,977,489)			\$ (12,436,538)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	507,907	494,931	(12,976)	3,194,256	3,464,518	270,262
State - LTF	13,506,121	1,155,018	1,125,510	(29,508)	7,263,975	7,878,571	614,596
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	314,563	306,527	(8,036)	1,978,307	2,145,689	167,382
Total Subsidies	23,123,619	1,977,489	1,926,968	(50,521)	12,436,538	13,488,778	1,052,240
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
January 2015

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	19,946,938	1,807,201	1,662,245	(144,956)	11,186,897	11,635,714	448,817
Services	2,224,990	165,706	185,416	19,710	1,132,975	1,297,911	164,936
Fuels & Lubricants	1,706,158	160,406	142,180	(18,226)	1,023,810	995,259	(28,552)
Tires	267,330	8,704	22,278	13,574	172,635	155,943	(16,693)
Materials and Supplies	1,139,813	96,238	94,984	(1,253)	648,847	664,891	16,043
Utilities	1,752,697	177,642	146,058	(31,584)	1,118,013	1,022,407	(95,606)
Casualty & Liability	1,817,625	108,995	151,469	42,473	623,045	1,060,281	437,236
Taxes and Fees	128,800	12,671	10,733	(1,938)	85,585	75,133	(10,452)
Miscellaneous Expenses	605,414	24,038	50,451	26,413	151,733	353,158	201,425
Self Consumed Fuel	(1,544,841)	(147,254)	(128,737)	(18,517)	(945,730)	(901,157)	(44,572)
Total Operating Expenses (Before Depreciation)	28,044,924	2,414,348	2,337,077	(77,271)	15,197,811	16,359,539	1,161,728
Revenues:							
Passenger Revenue	3,650,635	287,126	304,220	(17,093)	1,920,371	2,129,537	(209,167)
Other Revenue	1,270,670	149,733	105,889	43,844	840,903	741,224	99,678
Total Operating Revenue	4,921,305	436,860	410,109	26,751	2,761,273	2,870,761	(109,488)
Net Operating Gain (Loss)		\$ (1,977,489)			\$ (12,436,538)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	507,907	494,931	(12,976)	3,194,256	3,464,518	270,262
State - LTF	13,506,121	1,155,018	1,125,510	(29,508)	7,263,975	7,878,571	614,596
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	314,563	306,527	(8,036)	1,978,307	2,145,689	167,382
Total Subsidies	23,123,619	1,977,489	1,926,968	(50,521)	12,436,538	13,488,778	1,052,240
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - Sunline Transit

Passenger Revenue - Unfavorable

- YTD passenger fare revenue up 4% from last fiscal year, however, it is not reaching the projected 8% in the budget.
- The budget accounts for an increase in passenger revenue due to the extension of Line 111 to Coachella. This has yet to take affect as of January 2015. There are expense savings that offset the unfavorable balance in passenger revenue.

Other Revenue - Favorable

- General retail CNG customers have increased usage by 10 %.
- More CNG credit customers have been added and current customers have increased usage. Thus increasing usage by 21% compared to the same period in FY14.
- YTD advertising revenue above budgeted amount by \$74K.

Operator & Mechanic Salaries & Wages - Favorable

- Operators on extended leave for long term disability or workers compensation.
- Line 111 extension to Coachella has yet to affect. A majority of the expenses associated with that extension would be coming from wages. Accordingly, there are some wage savings in operations.

Operator & Mechanic Overtime - Unfavorable

- Operators on extended leave for long term disability or workers compensation.

Administration Salaries & Wages - Favorable

- Vacant positions in Operations, HR, Finance & IT account for the salary savings for administration.
- A portion of the salary savings will be offset by an increase in temporary help services in the respective divisions.

Administration Overtime - Unfavorable

- Administration overtime expenses are within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- The vast majority of unemployment taxes are paid in the first quarter of the calendar year. Accordingly, January & February will be reducing the favorable YTD balance within better range of budget.
- Vacant positions in HR, Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- Sunline currently has four contracted employees. These individuals do not receive fringe benefits
- Operators on extended leave for long term disability or workers compensation.

Communications - Favorable

- Communication expenses are within an acceptable range of the budgeted amount.

Legal Services - General - Favorable

- YTD use of legal counsel is lower than projected.

Computer/Network Software Agreement - Favorable

- Software agreement expenses are within an acceptable range of the budgeted amount.

Uniforms - Unfavorable

- Uniform expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable

- Expenses for hydrogen support are lower than projected.
- Community and Customer Relations contracted services below budget. Expenses against outsourced marketing will be utilized beginning in March.

Equipment Repairs - Favorable

- Equipment repair expenses are within an acceptable range of the budgeted amount.

Security Services - Favorable

- Security service expenses are within an acceptable range of the budgeted amount.

Fuel - CNG - Unfavorable

- Unfavorable variance due to increased cost of unexpected issues with the fuel station.

Fuel - Hydrogen - Unfavorable

- Repair parts expenses for hydrogen are higher than expected. This increases the cost of internal consumption.

Tires - Unfavorable

- Sunline Transit Agency changed tire vendor to Michelin from Goodyear. The Goodyear tires were expensed to a single period. Entire amount will be paid over a 6 month period.

Office Supplies - Favorable

- Office supply expense savings across multiple divisions account for the current surplus.

Travel/Training - Favorable

- Travel & training savings can be attributed low YTD expenses in Sunfuels, Admin Operations, HR, Executive Office, IT and Performance Office.

Repair Parts -Unfavorable

- There was an increased need to conduct vehicle repairs resulting from unexpected failures such as transmission breakdowns.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for the ice machine at Indio driver's lounge.
- Facility maintenance expenses over budget in Thousand Palms due to an inspection and following repairs for the hydraulic lifts in the shop.

Electricity - CNG & Hydrogen - Favorable

- YTD electricity expense savings largely due to hydrogen production through January being lower than projected.

Natural Gas - Unfavorable

- The unfavorable balance is due to an increase in CNG production and natural gas charges.

Water - Unfavorable

- Water expenses are within an acceptable range of the budgeted amount.

Insurance Losses - Favorable

- The current favorable balance is attributed to recoveries claimed by PERMA on the behalf of Sunline.

Insurance Premium - Property - Unfavorable

- Full FY15 premium property insurance payment made in July 2014.

Repair Claims - Unfavorable

- Repairs for bus 569 from February 4, 2014 accident. Work completed in July 2014.
- Repairs for bus 713 from August 2014 accident. Work completed in September.
- Repairs for bus 710 from April 3, 2014 accident. Work Completed in November 2014.

Fuel Taxes - Unfavorable

- Fuel tax expenses are over budget due to retail CNG sales being higher than expected.

Other Expenses - Favorable

- The surplus is attributed to unused expenses being re-allocated from different accounts. The amounts were adjusted to the Finance department miscellaneous expense for control purposes. The funds will be kept as a surplus unless they are needed.
- After reconciling insurance accounts, the budgeted amount for insurance premium workers compensation is more than sufficient to cover the premiums & thus results in a large surplus.
- There was an adjustment of funds that reduced wages and fringe in Human Resources and increased the Consulting expense in Planning. This was a result of wage and fringe savings in Human Resources and a need for planning and grant services in Planning. As of January, there were no consulting expenses in the Planning department.

Self Consumed Fuel - Unfavorable

- The current unfavorable amount is attributed to a 24% increase in expenses to produce fuel and a 13% increase of fuel usage over the same period in FY14.

January- February 2015						
Vendor	Product/ Service	Need	Budgeted	Budgeted Amount	Cost	Type
Andrea Carter & Associates	Marketing Services	To provide public relations strategic planning, media relations, create an advertising program, improve community relations and stakeholder outreach in an effort to improve overall awareness and image of SunLine.	Approved as part of FY 2015 Annual Operating Budget	\$ 75,000	\$ 61,200	Executed Agreement



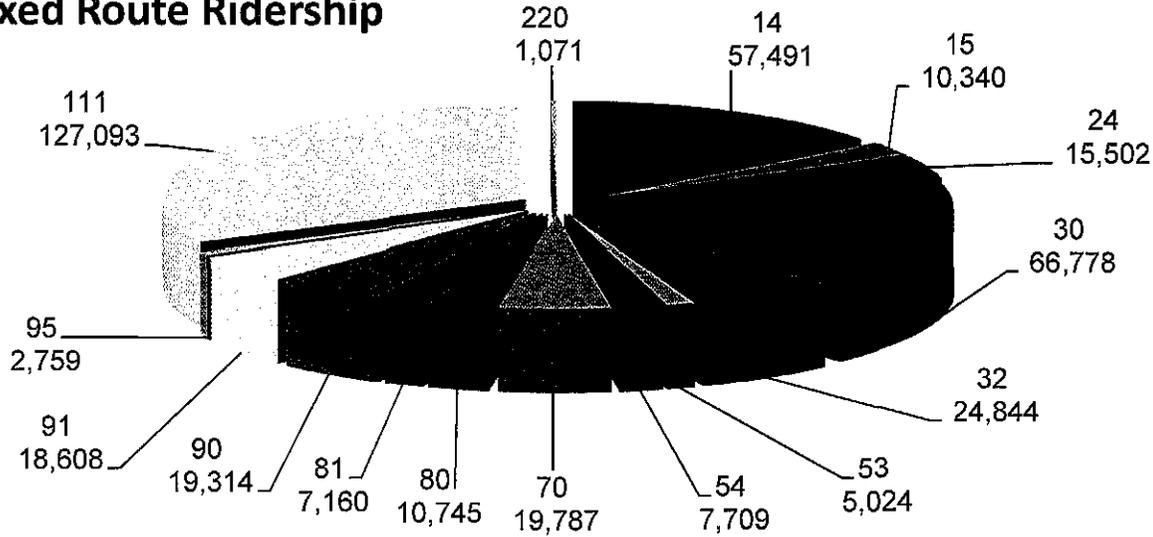
SunLine Transit Agency Monthly Ridership Report January 2015

Fixed Route Line	Description	Jan 2015	Jan 2014	Dec 2014	FY 2014 & 2015		FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	57,491	54,270	54,810	3,221	5.9%	394,277	328,493	65,784	20.0%	1,791	12,090	391	3,989
15	DHS	10,340	10,129	10,230	211	2.1%	68,021	64,175	3,846	6.0%	258	1,912	46	159
24	PS	15,502	18,057	15,427	(2,555)	-14.1%	109,393	117,147	(7,754)	-6.6%	297	2,735	270	1,468
30	CC/PS	66,778	68,579	65,656	(1,801)	-2.6%	462,189	416,241	45,948	11.0%	1,969	14,559	408	2,879
32	PD/RM/TP/CC/PS	24,844	26,752	23,673	(1,908)	-7.1%	171,039	168,304	2,735	1.6%	1,093	7,506	184	1,486
53	PD/IW	5,024	5,090	4,675	(66)	-1.3%	32,980	35,133	(2,153)	-6.1%	158	1,050	31	227
54	Indio/LQ/IW/PD	7,709	3,590	7,660	4,119	114.7%	51,992	3,590	48,402	1348.2%	259	2,120	41	377
70	LQ/BD	19,787	24,121	18,500	(4,334)	-18.0%	124,331	145,386	(21,055)	-14.5%	678	5,292	43	261
80	Indio	10,745	11,029	10,731	(284)	-2.6%	78,431	80,883	(2,452)	-3.0%	171	1,478	77	541
81	Indio	7,160	8,719	6,865	(1,559)	-17.9%	53,292	61,225	(7,933)	-13.0%	62	1,039	46	502
90	Coachella/Indio	19,314	20,437	18,868	(1,123)	-5.5%	128,848	134,113	(5,265)	-3.9%	534	3,792	117	734
91	I/Cch/Th/Mec/Oas	18,608	18,874	18,196	(266)	-1.4%	130,100	129,041	1,059	0.8%	526	3,496	53	343
95	I/Cch/Th/Mec/NS	2,759	2,796	2,661	(37)	-1.3%	18,441	12,441	6,000	48.2%	114	553	6	37
111	PS to Indio	127,093	141,272	127,788	(14,179)	-10.0%	886,730	940,620	(53,890)	-5.7%	4,465	32,260	826	6,484
220	PD to Riverside	1,071	1,180	1,017	(109)	-9.2%	7,621	8,537	(916)	-10.7%	44	425	16	61
Fixed route total		394,225	414,895	386,757	(20,670)	-5.0%	2,717,685	2,645,329	72,356	2.7%	12,419	90,307	2,555	19,548
Demand Response														
SunDial		12,685	11,739	13,625	946	8.1%	89,338	79,967	9,371	11.7%				
System total		406,910	426,634	400,382	(19,724)	-4.6%	2,807,023	2,725,296	81,727	3.0%				
		Jan-15	Jan-14	Dec-14										
	Weekdays:	* 21	23	** 22										
	Saturdays:	5	4	4										
	Sundays:	5	4	4										
	Total Days:	31	31	30										

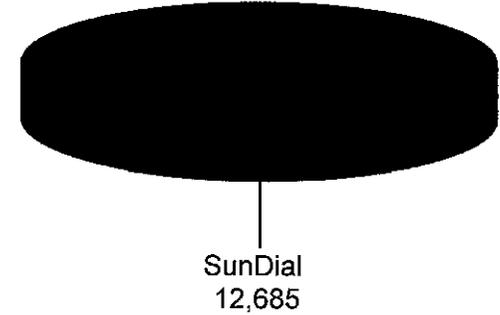
Please note:
 *Running the Saturday/Sunday service on January 1, 2015, New Year's Day Holiday (effective May 2014). Weekday and Sunday total days reflect the change.
 No transit service on **Thursday, December 25, 2014 due to **Christmas Day Holiday**.
 PSUSD schools out for Winter break from Mon., Dec. 22, 2014 to Fri., Jan. 9, 2015. DSUSD schools out for Winter break from Mon., Dec. 22, 2014 to Fri., Jan. 2, 2015.
 Route-54 implemented on January 6, 2014 - Weekday service only.

SunLine Transit Agency Monthly Ridership Report January - 2015

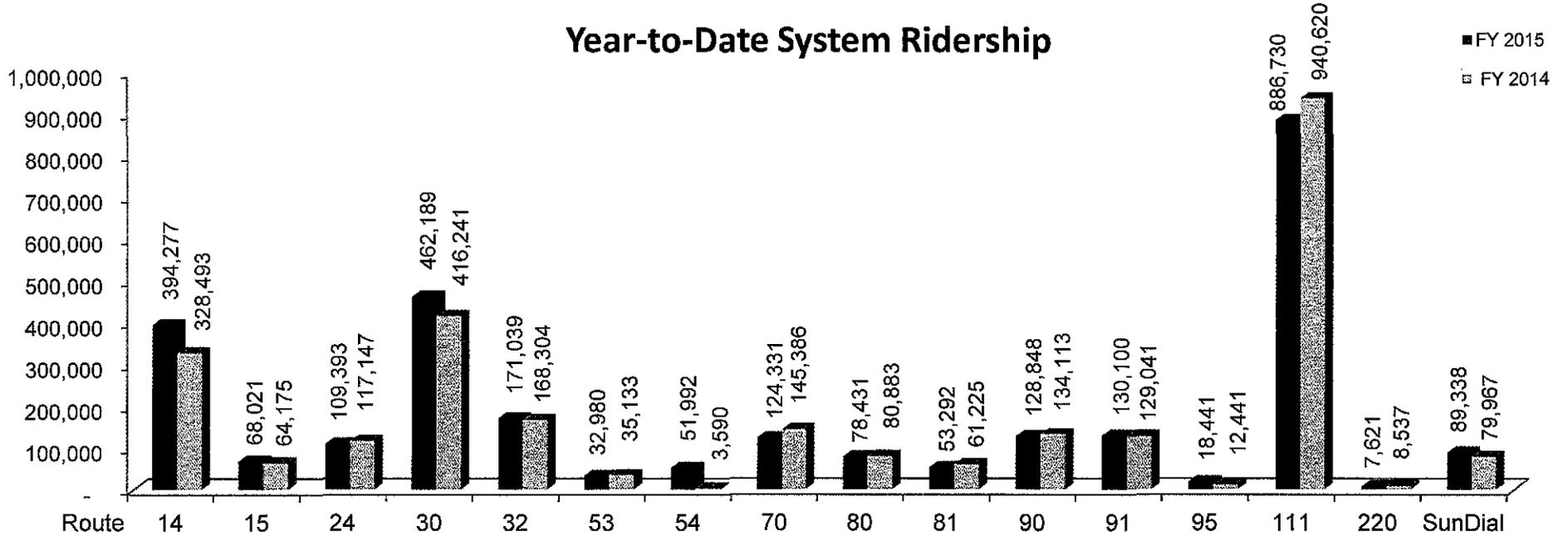
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
January 2015

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.0%	91.0%	Total trips carried in the on-time window
1,029	1,106	Total trips late during the month
10,717	11,339	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,739	12,685	Total passengers for the month
104,308	104,238	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>	
2	4	Total Ride-a-Long Evaluations
2	10	Total Onboard Inspections
0	8	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>	
1,592	1,814	Total Mobility Device Boarding's

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

SunLine Transit Agency

DATE: March 25, 2015
TO: Finance Committee
Board of Directors
FROM: Chief Financial Officer
RE: FY 14 Single Audit Report

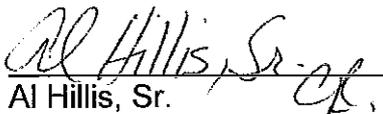
RECEIVE AND FILE

Recommendation

Recommendation to the Board of Directors to Receive and File the Annual fiscal year 2014 Single Audit Report.

Background

Federal law requires under the Single Audit Act that Agencies produce a single fiscal audit to meet the requirements set forth in OMB Circular A-133 and those of the funding agency. As stated at the January 28, 2015 Board meeting, the federal aspect of the single audit has been completed prior to the March deadline and is now being submitted to this Board to receive and file.


Al Hillis, Sr.

MINUTES
SunLine Transit Agency
Board of Directors Meeting
March 4, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, March 4, 2015 in the 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 12:16 p.m. by Chairman Greg Pettis.

2. Roll Call

Completed.

Members Present

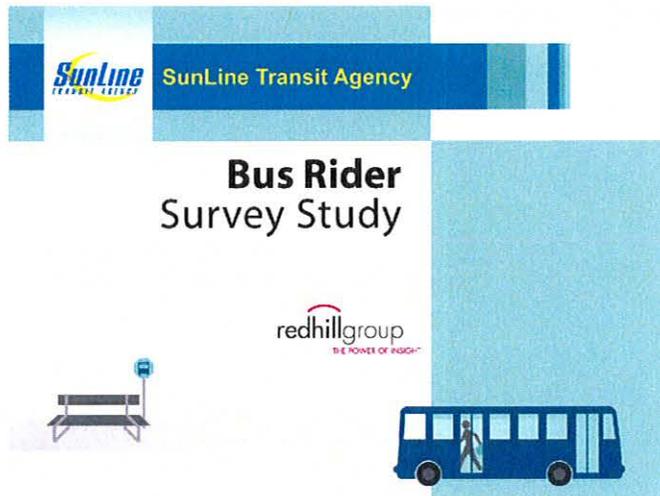
Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Councilmember, City of Palm Springs
Ted Weill, Councilmember, City of Rancho Mirage
Robert Spiegel, Mayor Pro Tem, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Kristy Franklin, Mayor Pro Tem, City of La Quinta
Troy Strange, Councilmember, City of Indio
John J. Benoit, Supervisor, County of Riverside

Members Absent

Steven Hernandez, Mayor, City of Coachella

3. Presentations

Ridership survey results by Judith McCourt from RedHill Group.



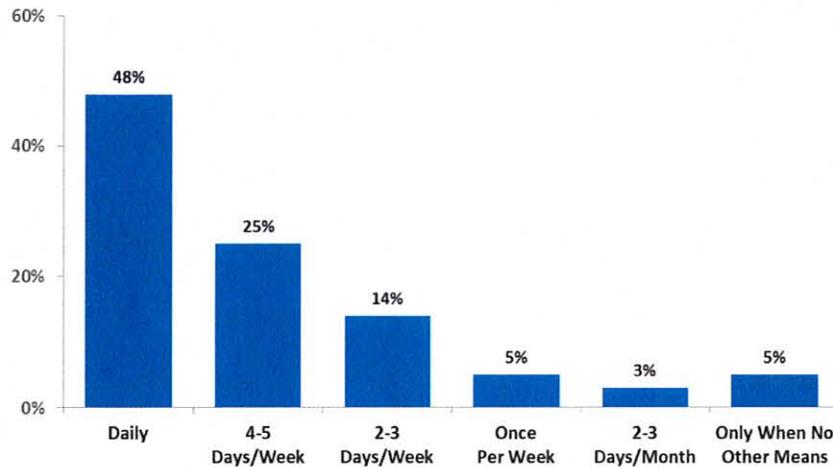
Project Overview

- To assist SunLine Transit Agency in matching its service and communications to the needs of the community, SunLine wants to understand its bus riders:
 - Travel patterns
 - Service needs
 - Satisfaction
 - Technology connectivity

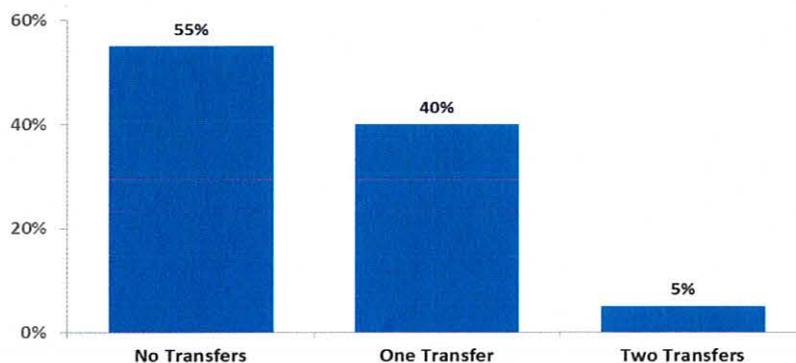
Methodology

- Self-administered survey in English and Spanish
- A sample of weekday and weekend riders to achieve a statistically valid representation of riders' opinions and travel patterns
- Results weighted by boarding for peak and off-peak periods, and weekday and weekend service

SunLine Transit Agency riders are transit dependent, live below the poverty level and use the bus often



Just over half of riders complete their trip with no transfers



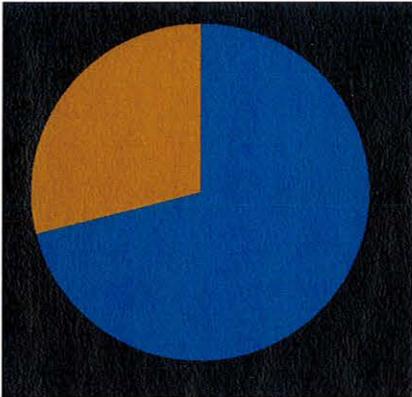
Key Findings

Almost three-quarters of riders can connect to the Internet using a smartphone or tablet which provides an opportunity for technology applications such as next bus arrival and other apps that allow riders to find information on the go

Internet Connectivity of Riders

No: 29%

Yes: 71%

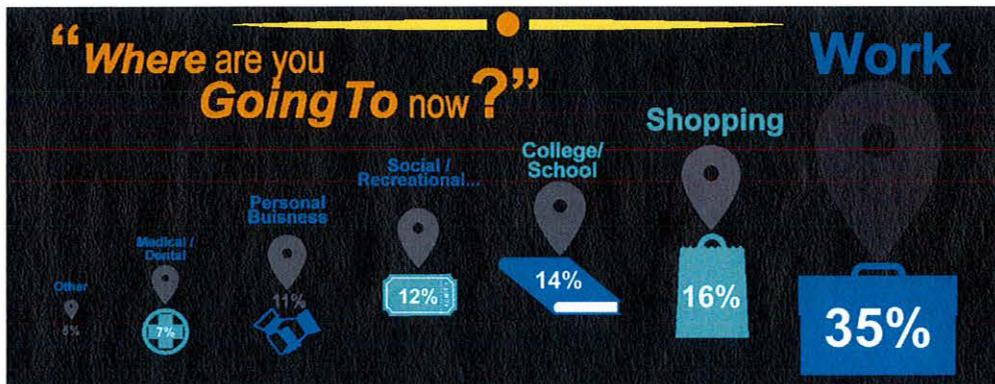


Key Findings

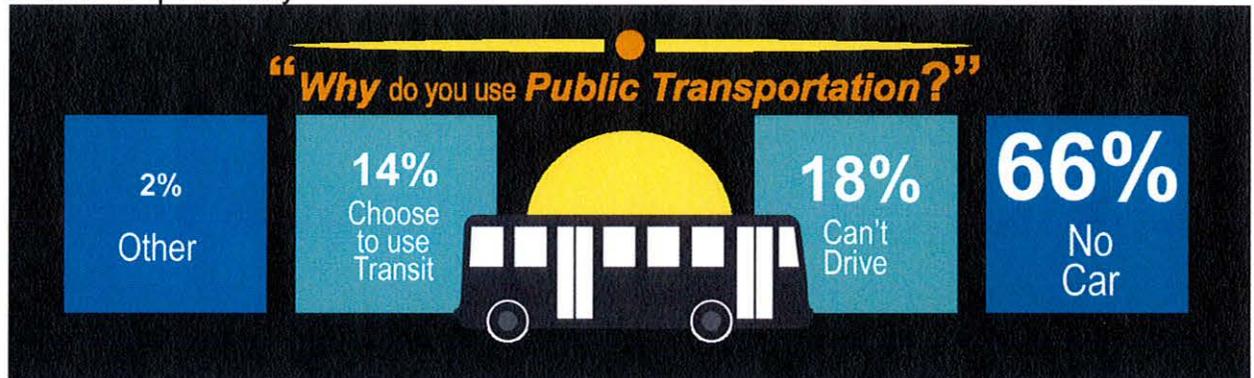
- 94% of riders say that their overall satisfaction with bus service either exceeds (44%) or meets their expectations (50%)
- Riders have a high level of satisfaction with the cost of a fare to travel on SunLine Transit
- Riders generally do not favor a fare increase to enable service improvements. One-third say they are willing to pay a higher fare for improved services

Top Trip Generators

Home-Based Trip Purpose



Transit Dependency

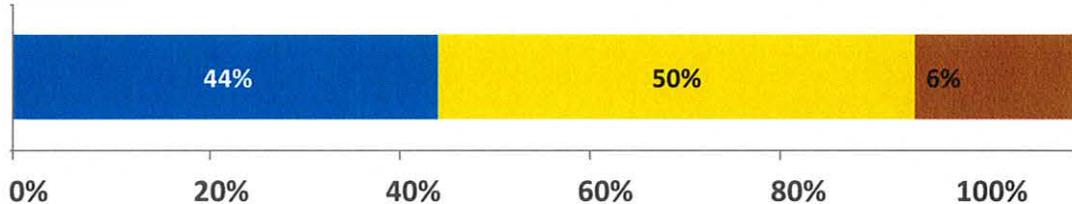


- Most riders use the bus because they either do not have a car or cannot drive
- 14% are choice riders

Overall Satisfaction

■ Exceeds Expectations
 ■ Meets Expectations
 ■ Does Not Meet Expectations

Total Satisfaction:



SunLine riders have a high overall level of satisfaction with SunBus services.

Service Satisfaction

- Rider satisfaction with individual service attributes is slightly lower than their overall satisfaction with the system
- Weekday: ratings 84% or higher
 - Hours the bus runs on weekdays
 - Convenience of routes and schedules
 - Frequency of service
 - Amount of time to travel

Of all factors measured riders are least satisfied with:

- Hours the bus runs on weekends
 - 23% exceeds expectations

- 41% meets expectations
- 36% does not meet expectations

Mayor Pro Tem Spiegel asked the cost of the technology that would allow people to use their phone to find out when the bus would arrive. Ms. Skiver stated that we are currently exploring the technology. Depending on the vendor that you use, and the system that we already have in place on our buses, we could get that for about \$150,000. Ms. Skiver stated that staff is exploring through a procurement process so that we can get next bus for our riders.

Supervisor Benoit asked about Wi-Fi on the bus – asked if we could get a cost estimate on that. Ms. Skiver stated that we are working on cost estimates on that. Currently, we have Wi-Fi on the Commuter link; putting on the entire fleet is something we would like to do as well. Ms. Skiver stated that it is not a high priority right now compared to the “next bus” because of the weather conditions and stop locations. We want to make sure that people can look at their phones, see the bus and when it will be arriving at the stop. Wi-Fi would be a project that we would prioritize as well. Supervisor Benoit stated that if we do determine at some point that a fare increase is necessary, this could be part of a good reason for an increase.

Chairman Pettis asked about riders purchasing pass versus cash. Ms. Skiver stated that we can provide data; we have farebox information about cash fare versus passes. We can get that information to the Board at the next meeting.

Supervisor Benoit stated that one thing that jumps out is that 74% of riders have a smart phone, or a table. He stated that many of our riders do not often own a car and are riding the bus to work. He was surprised it was that high of a number. Ms. McCourt stated it initially seemed high and surprising. However, if you take a look at national research, specifically low income households, this is often their connector. They don't have land lines anymore. The cell phone or a smart phone is very transportable. When you look at the cost of that technology, all be it high, it is so much less than if you have a computer – internet service. Ms. McCourt stated that what is happening is that the very low income people have cell or smart phones. Chairman Pettis stated that SCAG conducted a survey and 80% of the public would give up their significant other before they would part with their phones. Ms. McCourt further verified that as well.

Mayor Pro Tem Betts asked if there was a breakdown of the results by route. Ms. McCourt responded, yes. Ms. Skiver stated that we will provide the full survey to the Board. Within the time limits today, the highlights were presented.

Mayor Pro Tem Betts further stated that one thing that sticks out is that one third of riders stated that the hours do not meet the expectations. He stated that many people in his community tell him that they can't get home when their work shift is

over because the bus stops running at 11:00pm. Mayor Pro Tem Betts asked why the service is focused on Monday through Friday, 9:00am – 5:00pm. Ms. Skiver stated that transit service is based on density and ridership. The backbone of the network is based on when we capture the most amount of riders. Even though our ridership is different and we have folks riding at different times, we still have significant peaks of service Monday through Friday – people that work morning and afternoon. However, we are also looking at the service and see that these folks don't have a lot of options. They are happy with the option they have for the most part, but we know we are not serving this population in a way that would be as meaningful if we expand service hours and create more weekend service. That is part of what we are creating in our new service plan that will be brought to the Board. Ms. Skiver stated that it is important to remember that all transit networks are built on a Monday through Friday; all transit agencies run more service during the weekdays than weekends. We know that frequencies on the weekend, coverage and the hours later at night is a problem for our riders. We will be addressing those issues with some plans and bring before the Board.

Mayor Pro Tem Betts stated one thing is certain - the current management is certainly looking at these areas and he has a high confidence level that Staff will look at what can be solved, and it will be solved. Mayor Pro Tem Betts said to keep up the good work. Ms. Skiver stated when you expand hours on something already running, the cost of operation is not as high as creating new lines - somewhere we have never gone. Staff is looking to maximize increased funding so that the Agency can expand the hours out on a system that is already running. There would be just a little more labor costs. Ms. Skiver stated that Staff is going to be concentrating on the frequency, reliability and productivity of the service we are currently running before we put new services out in areas where we are not currently serving.

Councilmember Strange stated that he hopes that SunLine can look into growing ridership not only for those who need it, but in general.

Ms. McCourt stated that the numbers provided in the ridership survey are extraordinary overall. She stated that there are some opportunities, but this is a good report card for a report card. Ms. McCourt also thanked staff who was incredibly wonderful; she appreciated the support of both the operators and staff.

4. **Finalization of Agenda**
No changes to the agenda.
5. **Public Comments**
Non-Agenda Items - None.
Agenda Items – None.

6. Board Member Comments

Mayor Pro Tem Spiegel asked Ms. Skiver to talk about the International Hydrogen Fuel Cell Workshop held at SunLine February 25-26th. Ms. Skiver stated that SunLine hosted the workshop and it was highly successful. The SunLine team represented the Board well in ensuring that visitors from around the world were comfortable, were able to see our operation and were able to meet and talk about the future of hydrogen; not just in the United States, but around the world. Ms. Skiver stated that we learned a lot from our international partners who are deploying large fleets of hydrogen vehicles. Ms. Skiver stated that the international hydrogen community challenged our leadership, both federally and state, on why we are not moving to hydrogen quickly and what we can do to further fund the opportunities for hydrogen to become more successful in our country. Ms. Skiver stated that was a very interesting and authentic part of the meeting – to talk about how do we in the United States get around the diesel and combustible fuel market that we have built around ourselves. Ms. Skiver stated that we received strong interest from both federal and state partners to continue to work on the Center of Excellence for SunLine – creating a facility where public/private and international partners can come and learn about emerging energy and fuel consumption. All kinds of renewable energy can be studied, discussed and training held here at SunLine. Ms. Skiver stated that SunLine has been invited to go to Sacramento and talk more about the plan – what would it be and how would we envision it working. In addition, SunLine received strong interest on funding from both the state and federal side. Ms. Skiver stated that the meeting was very successful and we learned a lot. SunLine shined with multiple comments during the meeting and after, talking about what a great organization SunLine is.

Mayor Pro Tem Franklin asked about the Roadeo. Ms. Skiver stated that the Roadeo was great. The SunLine team put together a great event. She acknowledged and thanked staff – those in the meeting and those throughout the Agency who assisted in making the event a success. She stated that Victor Duran won the roadeo; he won last year as well. Last year Mr. Duran came in 10th in the APTA International roadeo, which was the highest Southern California driver – he is good. On April 4th SunLine will be hosting the regional roadeo; she invited the Board to attend. There will be transit agencies from all over competing. The flyer will be forwarded to the Board.

Voting for all approval and receive and file items will take place electronically.

7. Consent Calendar

- a) Checks over \$1,000 and backup report, for December, 2014
- b) Credit card statement for December, 2014
- c) Monthly Budget Report December, 2014
- d) Ridership Reports for December, 2014
- e) SunDial Operational Notes for December, 2014
- f) Performance Metrics

Mayor Pro Tem Betts, and Chairman of the Finance Committee, stated that the Finance Committee would like to pull Item C, Monthly Budget Variance report for December, 2014, to discuss further.

Mayor Pro Tem Spiegel moved to receive and file the consent calendar, items a., b., d., e., and f. The motion was seconded by Supervisor Benoit. Chairman Pettis asked Board Members to vote. The consent calendar was approved by a unanimous vote of 9-0.

Item C – Monthly Budget Report – December, 2014. Mayor Pro Tem Betts stated that the Finance Committee spent a good deal of time discussing the report and it is the Committee's opinion that Staff should provide some detail on the variance that amounts to potentially about \$2 million.

Chief Financial Officer, Al Hillis addressed the Board. He stated that each month Staff provides to the Board in the Consent Calendar, a variance report which provides the performance of the month and the aggregate of the month. Mid-year, staff calculated where we were going to go in a perspective way; in other words, we know the history of where we got from July to December. We want to know, if this continues, where we will wind up June 30th so we can plan. It appears that we will have a large credit against the budget which will allow SunLine to do one time projects. One that is foremost is the demolition and clearance of the old administrative building. That will consume a large part of that credit. Ms. Hillis stated that we have two conditions that came up recently. One of these conditions was that the President of the United States signed into law the \$.50 per gallon credit for the CNG that we consume. We have made a submission to the IRS to get that money, which is approximately \$900,000. The other condition is not so favorable. We rely heavily on the federal government for not only capital, but operating subsidy. In the FY 15 budget, we had projected a \$3 million federal assistance to meet operating expenses. We are tracking this closely because there was an argument of PEPRA, which I'm sure everyone here is aware of. The argument is that the Dept. of Labor refused to sign off on all the grants, which they have to do before they are released. They are holding up all the federal grants because they want some settlement on PEPRA. The settlement has been reached. A federal judge has already ruled that the state would prevail this case; however, they still have not released the grants. What this means for SunLine is that we temporarily have a \$3 million hole in our operating budget. We do have \$3 million in prior fiscal year federal dollars that has already been approved and we could use that unless it becomes an issue with the PEPRA situation. Worst case scenario, we do have a contingency plan that if we had to subsidize our operating budget, we would do that in what is called a theory of temporary capital; basically, we would delay payables from a 30 day payment to a 60 day payment. That would allow us to cover operating expenses until the end of fiscal year, or until this federal issues are resolved. There is no request for additional funds. We do have a contingency plan and we

are monitoring the situation and we will keep the Board informed. Hopefully by the Board meeting at the end of this month we can report something different.

Mayor Pro Tem Betts moved to receive and file the consent calendar, items c of the Consent Calendar. The motion was seconded by Supervisor Benoit. Chairman Pettis asked Board Members for a voice vote. Item C of the consent calendar was approved by a unanimous vote of 9-0.

8. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of the January 28, 2015 Board meeting. The motion was seconded by Councilmember Hutcheson. Chairman Pettis asked the Board Members to vote. The motion carried by a vote of 8 yes, with 1 abstention from City of Rancho Mirage.

9. Change of Committee Assignments

Item continued to March 25th meeting. Chairman Pettis asked Board members to review the current committee assignments and if there is a change request, please let him know. Chairman Pettis also asked the CEO/General Manager to place on the agenda, for the March 25th meeting, an item to elect a Vice Chairman of the Board, which has been vacant since November, 2014. We need to put a system in place for June.

Councilmember Weill asked about the number of members currently on the Litigation Committee; there are five members and should be three according to the Committee Bylaws. He asked if that will be remedied next month when the Committee assignments are confirmed. Legal Counsel, Bob Owen, stated that according to the Bylaws, there are three. The purpose is to keep it smaller so that the Committee can react more quickly. At the next meeting, three members will be appointed to the Litigation Committee. Chairman Pettis asked the Board member to let him know if they would like to serve on the Committee.

10. Approval of Purchase of Six Non-Revenue Vehicles

Chief Operations Officer, Apolonio Del Toro, addressed the Board. He stated that Staff recommends that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Galpin Ford for the purchase of six (6) support vehicles, CNG F-150 4x2 regular cab trucks, to sustain SunLine operations, subject to approval as to form by Legal Counsel. The total cost for this purchase is Not to Exceed \$216,864. Mr. Del Toro stated that SunLine operates many types of vehicles to support the Agency's needs – pick-ups, vans and relief cars. This is an everyday process to support cleaning of the bus shelters and for daily relief of the bus drivers. The procurement process for this is under a sole source. Currently Galpin Ford is the only dealer in the country to have these vehicles available to us. They meet California Air Resource Board requirements, as well as meeting the FTA 'buy American' requirement. The reason for this contract type – a firm-fixed price, is that it puts the onus on the vendor to carry the risk, which minimizes the administration

burden on SunLine. They are obligated to control the costs and deliver the vehicles effectively. The reason why we chose the F-150 is that it helps us keep our vehicles uniform. Our maintenance staff has tremendous experience maintaining the vehicles. It also minimizes the inventory and the training required to support these vehicles. The price was determined to be fair and reasonable when compared to a recent purchase of a similar type vehicle. There was an analysis conducted and determined to be fair and reasonable. The financial impact – there are state and local funds for this. It was approved in the FY 15 budget. The total cost of the purchase is \$216,864. Ms. Skiver stated that one of the things discussed in the Finance Committee is that SunLine is looking to do a pool procurement with the cities for CNG. Another factor is that 15 vehicles are not available on any kind of contracting vehicle for us. They won't be available until 2016. Ms. Skiver stated that what we want to do, because fleet vehicles are so intrinsic to what we do, we aren't relying on state contracts to buy our vehicles. We want to do a pool procurement with the cities that are using CNG so that we can all purchase these vehicles when we need them in the timeline necessary, and to be sure we get a competitive fair price. This would also allow cities that are currently trying to buy them on their own, and may have to spend more or be regulated to a state contract that does not meet their needs, we can get their options that they are looking to buy and include in the procurement documents. Ms. Skiver stated that she is meeting with the Cities to discuss to see if there is interest. We are trying to work around an issue where we are not buying 14 vehicles on a 15 cycle. Mr. Del Toro corrected his statement in the Finance Committee that the funds were federal. He stated that these funds are state and local funds.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Weill. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

11. Approval of Contract Modification with Apollo Video Technology

Chief Operations Officer, Apolonio Del Toro, addressed the Board. He stated that Staff recommends that the Board of Directors delegate authority to the CEO/General Manager to negotiate a contract modification with Apollo Video Technology for the installation of a bus camera recording system on 27 buses in an amount not to exceed \$175,142, subject to approval as to form by Legal Counsel. The original contract with Apollo Video Technology was approved by the Board in September 25, 2013 for the installment of equipment on 41 buses. This contract modification will enable SunLine to have the remaining buses utilizing the same Apollo platform and software for all fixed route buses, streamlining the video retrieval and archiving process. This contract modification will also minimize the additional software and equipment currently maintained by having different vendor systems on the exiting bus fleet. This is a single source procurement because of the like equipment already installed on 41 buses. A contract modification was selected because the Agency currently has an open contract with Apollo Video Technology. For the original contract type, SunLine

chose a Firm Fixed Price Contract because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine. The video upgrade RFP for the original contract to upgrade 41 New Flyers buses, including the video software and hardware to support these vehicles, was issued on March 7, 2013; five proposals were received and the evaluation process was completed. Apollo Technologies was determined to be the best responsive and responsible proposal. SunLine procurement conducted a price analysis of the upgrades for the additional buses and determined the prices fair and reasonable. Funds for this contract modification were obtained from Prop 1B for fiscal year 13/14. This project funding has been approved in Capital Budget FY15.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Weill. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

12. Construction Change Order Approval

Chief Performance Officer, Rudy Le Flore, addressed the Board. Mr. Le Flore stated that before them is a request to approve a change order. He stated that as the Board is aware, there are still things happening with the building of the Administration building – some open items with Doug Wall Construction. The change order before the Board is primarily for storm remediation and some other minor changes made to the site. The change order has been reviewed independently by our construction management firm and determined to be fair and reasonable. Mr. Le Flore stated that this is one in a number of change orders that will be negotiated to close out the project. The good news is that the project is running under budget. The amount of the change order is \$119,903. Mr. Le Flore stated that there is an attached listing of the type of change order and the topic.

Mayor Pro Tem Spiegel asked if there are handicap parking spaces at the new Administration Building. Ms. Skiver stated, yes, they are located in the front area of the building and to the right of the entrance.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Strange. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

13. Design Change Order Approval

Chief Performance Officer, Rudy Le Flore, addressed the Board. Mr. Le Flore stated that the change order is based on the fact that the project necessitated meetings every week as opposed to every other week. When the proposal was submitted by IBI, the architectural firm, they proposed every other week. SunLine required and demanded that they be here every week for the construction

meeting. Mr. Le Flore stated that he took 30% off of what they were requesting as some of the meetings had the topic of things that IBI created, in his opinion. Mr. Le Flore stated that the IBI Group agreed with the amount; he recommends approval of the change order with the IBI Group in the amount of \$22,093.

Councilmember Weill moved to approve staff recommendation. The motion was seconded by Councilmember Strange. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

14. Resolution to Accept Bus Transfer

Deputy Chief Performance Officer, Tommy Edwards, addressed the Board. He stated that Staff is bringing forth a recommendation that the Board of Directors approve the attached Resolution granting the CEO/General Manager authority to transfer a New Fuel Cell Electric Bus from the Connecticut Department of Transportation to SunLine Transit Agency. Mr. Edwards stated that Connecticut Transit approached SunLine with an opportunity to acquire a fuel cell bus through an agency transfer. This bus is being provided free of charge to SunLine. The Federal Transit Administration (FTA) agreed to the transfer. The FTA requires a Board Resolution to effectuate this transfer. This bus has companion technology to buses in the current SunLine hydrogen fuel cell electric bus fleet. This bus comes with about \$140,000 worth of support and training beneficial to SunLine. This training and support would be useful to the SunLine's Fuel Cell Electric Bus Program. The platform for the design of this bus is SunLine's American Fuel Cell Bus. Like the American Fuel Cell Bus, this vehicle will be used in revenue service. The remaining federal interest in this vehicle is approximately \$3,605,000. This interest will be subject to straight-line depreciation like all other federally funded buses. This bus will be maintained in accordance with and in compliance with FTA requirements. This vehicle will be included on SunLine's equipment inventory records. Connecticut Department of Transportation decided to opt out of their hydrogen program due to the fact that they lost their fueling facility that was in close proximity.

Councilmember Weill moved to approve staff recommendation. The motion was seconded by Councilmember Strange. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

15. Approval of Revised Checks Policy

Chief Financial Officer, Al Hillis Sr., addressed the Board. Staff recommends that the Board of Directors approve the attached revised Checks Policy# B-030403, with the following changes: 1. Change of position titles due to Agency reorganization; replace "designee" with specific employee position. 2. Update list of reoccurring vendors exempt of required signature as follows: 1. BP Energy Company. BP Energy Company supplies SunLine natural gas for the production of hydrogen and compressed natural gas; 2. Michelin North America. Tire Leasing; 3. MetLife SBC Supplemental (LTD/STD), Group Life and Dental Insurance. There are monthly reoccurring charges in excess of \$25,000. These vendors would be added to the current vendors already list in the policy: 1. U.S.

Bank – pension fund payments; 2. Health-Net – health care vendor; 3. Southern California Gas – natural gas transmission charge; 4. PERMA – insurance vendor; 5. Imperial Irrigation – electricity.

Mayor Pro Tem Spiegel stated that the Bylaws, Policy & Procedures Committee reviewed the changes and recommends approval. Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Weill. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

16. Approval of Revised Litigation Committee Bylaws

Legal Counsel, Bob Owen, addressed the Board. Mr. Owen stated that at the May 22, 2013 Board meeting, the Board approved the Bylaws for the Litigation Committee. The attached revision clarifies that litigation arising out of Workers' Compensation claims shall not be subject to the policies and procedures established by these Litigation Committee Bylaws. In addition, the proposed Bylaws delegates to the CEO/General Manager the authority to make a settlement decision for a Workers' Compensation claim; the CEO/General Manager reserves the right to submit settlement offer to full Board for approval.

Councilmember Weill moved to approve staff recommendation. The motion was seconded by Councilmember Strange. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

17. Approve Revised Policy# 070192 – Evaluation of the General Manager

Clerk of the Board, Carolyn Rude, addressed the Board. She stated that at the January 28, 2015 Board meeting, Chairman Pettis asked that he and Board Members Dana Hobart of Rancho Mirage and Rick Hutcheson of Palm Springs evaluate the current policy and bring back any changes to the Board for approval. Based on suggested changes, the attached policy incorporates these changes, which includes a proposed new Evaluation Form.

Chairman Pettis stated that those who have been on the Board for a while, we are trying to get some valuable information from this process. The Chairman stated that the new policy will not only help the Board, but the General Manager as well. Chairman asked if the Evaluation Form be made available to complete electronically.

Councilmember Hutcheson moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Spiegel. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

18. CEO/General Manager's Report

CEO/General Manager, Lauren Skiver addressed the Board. She stated that she wanted to further address Board Member Siegel's earlier comment about

ADA parking spaces – the ADA prescribes that parking spaces are positioned closest to the public entrance, so that is why the parking spaces are to the right. When you pull up to the parking lot, you see all the ride share spaces in front of the building; they are to be in relation to the front entrance, which would be on the right side of the building.

Ms. Skiver continued to provide a report on the Fuel Cell Conference. She stated that we continue to have positive interaction with the hydrogen community. As much as it was like planning a wedding, it more than brought a positive effect to the Agency and put us on the map as a well-organized, great team. Ms. Skiver thanked staff who worked hard to make sure that it was a great event. The FC-6 bus is here – a free bus. As mentioned in the Finance Committee, we are getting spoiled now; if it is not free, we are not sure we are interested. We continue to work on the fleet. We will be coming back to the Board with another bus. Many may not know that we have Van Hool sitting on property that has not been operating due to a fuel cell issue. CT also has another Van Hool that is comparable to that bus, so we are going to be taking delivery of that and trying to create one working bus from two that do not run. If successful, this will put us on the map as well – to continue to run equipment that is not running on two transit properties. Ms. Skiver stated that she will keep the Board updated. There is a lot to be done to make this work, but our team is excited about this research project – creating life out of two dead buses. The Center of Excellence - we are going to be working with CARB. Ms. Skiver stated that she will be traveling to D.C. this weekend. It is part of the budget approved travel, American Public Transportation Association Legislative Conference. Ms. Skiver has appointments with the Federal Transit Administration to talk more about SunLine and our needs. We will also bring up the issue with grants. Ms. Skiver stated that she will provide a follow up on the meetings with local officials, state officials and the federal government. Ms. Skiver further stated that in the agenda package, performance management charts were included. She thanked Mike Jones, Taxi Administrator, for his presentation where he used performance management and data driven visual charts to provide information. The Agency continues to move that program forward through the leadership of our Executive Team and Staff. This is the way we will be communicating with the Board in the future – showing data driven attributes of our system and how we are making decision based on the data. Eventually we hope to have dashboard charts on the website for the public to view, such as transit operation, on-time performance, budget adherence – things of that nature, so that our public can see how SunLine is performing. Ms. Skiver stated to the Board if they have any comments on the metrics, to let her know. She stated that the Board packets will change from a one dimensional staff report to something that is more informational and contain real data. Ms. Skiver stated that she would like the Board's comments on how we can best display that in a way that makes the best sense.

19. Closed Session

At 1:13pm Chairman Pettis stated that the Board needs to move into closed session. It didn't believe there will be any report following the closed session. Meeting will be adjourned following Closed Session. Legal Counsel stated that the Board would move into closed session for the following:

- A) CONFERENCE WITH LEGAL COUNSEL to discuss existing litigation pursuant to Subdivision (a) of Section 54956.9 of the Government Code. Judith Fields v. SunLine Transit Agency, Case Number PSC 1302612.
- B) CONFERENCE WITH LEGAL COUNSEL to discuss existing litigation pursuant to Subdivision (a) of Section 54956.9 of the Government Code. James Williams v. SunLine Transit Agency, Case Number PSC 1401530.
- C) CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (6 potential cases).

20. Next Regular Board Meeting Date

March 25, 2015

12 o'clock Noon, New Board Room

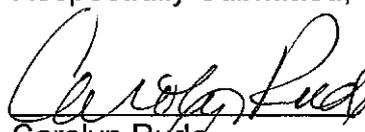
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

21. Adjourn

Chairman Pettis adjourned the meeting at 1:35p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Board of Directors

FROM: Greg Pettis, Chairman of the Board

RE: Election of Vice Chairman

Recommendation

Recommend that the Board of Directors accept nominations and elect the Vice Chairman of the Board to immediately serve through the remaining fiscal year 2015.

Background

Due to the vacated Vice Chairmanship in November, 2014, nominations for the Vice Chairman position will be accepted and the full Board will vote.

At the January, 2009 Board meeting, an Ad Hoc Committee was created to discuss the procedures for electing Board officers. On April 10, 2009, the Ad Hoc Committee met and agreed upon the following procedures for electing Board officers, and full Board approval was given:

“SunLine Transit Agency Board of Directors will elect the officers of the Board, Chairman and Vice Chairman, to serve on a fiscal year basis. The Chairman of the Board is to serve a one year term. The Vice Chairman will automatically ascend to the Chairman position without vote. The Chairman can serve only one term. The new Vice Chairman is immediately elected by the Board when the current Vice Chairman ascends to the Chair position.”

Financial Impact

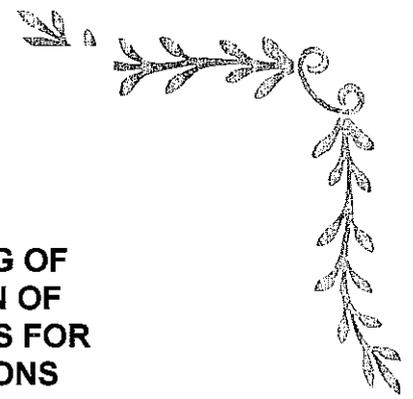
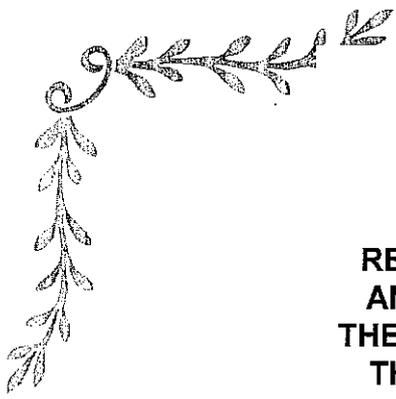
No financial impact.

**SunLine Transit Agency
Updated Board Committee Assignments**

FY 2015

	Finance Committee Meet prior to each Board meeting	Litigation Committee Meet prior to each Board meeting as needed	Bylaws, Policy & Procedures Committee Meet as needed
Greg Pettis			
Ty Peabody	M	M	
Russell Betts	C		
Rick Hutcheson	M	M	M
G. Dana Hobart		M	V
Robert Spiegel			C
Kristy Franklin	M	M	M
Troy Strange		M	M
Steve Hernandez	V		
Supervisor John Benoit			

**M indicates Committee Member; C indicates Committee Chair;
V indicates Committee Vice Chair**



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION FOR THE EXECUTION OF
THE CERTIFICATIONS AND ASSURANCES FOR
THE LOW CARBON TRANSIT OPERATIONS
PROGRAM (LCTOP)**

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the Department of Transportation has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to delegate authorization to execute those documents and any amendments thereto to the CEO/General Manager.

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

- 1) The CEO/General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the Department of Transportation to aid in the financing of planning and implementing any LCTOP funded transit projects.
- 2) The CEO/General Manager is authorized to execute and file with such applications an assurance or any other document required by the Department of Transportation.
- 3) The CEO/General Manager is authorized to furnish such additional information as the Department may require in connection with the application for the program of projects.

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

5) The CEO/General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the Department of Transportation for aid in the financing of planning and implementing funded transit projects, pursuant to the Low Carbon Transit Operations Program.

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

1) The CEO/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

ADOPTED THIS 25th DAY OF March, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Greg Pettis
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

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

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Operations Officer

RE: Award of Contract Paratransit Vehicles

Recommended Action

Management recommends that the Board grant authorization to the CEO/General Manager to approve award of a contract to Creative Bus Sales, for four (4) (2 expansion & 2 replacement) Paratransit Buses. Total cost \$434,577.76, (\$108,644.44/bus). Once authorization is received the contract will be submitted to Legal Counsel to Approve as to Form.

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) vehicles and replace (2) vehicles that have reached the end of their useful life.

Management has requested 25 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 need to be determined.

SunLine went to the Board for approval of four (4) (two expansion & two replacement) Paratransit Buses purchases in October of 2014. That order of vehicles will be received in April of 2015. This additional order will complete the requested amount of Paratransit bus vehicles for FY 15.

Reason for Selection of Procurement Process

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 Selection of Contract Type

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

Reason for Selection of the Contractor

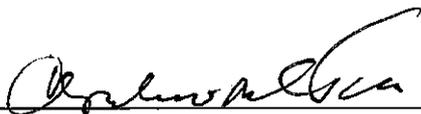
The El Dorado Aero Tech paratransit bus was selected because they are consistent with the current SunLine paratransit fleet and expedites the procurement. Creative Bus Sales is the authorized dealer for the El Dorado Aero Tech paratransit bus in Southern California and was awarded a contract through 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.

How Price was Determined Fair and Reasonable

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 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.



Apolonio Del Toro

Reason for Selection of the Procurement Process

For the procurement process, we found that we can use a purchasing agreement with National Joint Powers Alliance (NJPA). National Joint Powers Alliance is a public agency that serves as a member-focused cooperative for agencies throughout the country. NJPA offers a multitude of cooperatively contracted products, equipment, and service opportunities to education, government, and non-profit agencies.

Reason for Selection of the Contract Type

By using a purchasing contract such as NJPA, we can reduce the cost and time that would be encountered with an RFP process. Additionally, it will provide for a faster implementation of an enterprise resource that is needed for daily Agency operations.

Reason for Selection of Contractor

Tyler Technologies is an international firm with more than 9000 clients predominately in the public sector. Tyler Technologies is the leading provider of financial management information and it is well suited for SunLine whose balance sheet is \$70M and revenue and expenses are \$30M.

How Price was Determined Fair and Reasonable

With nearly 50,000 member agencies, NJPA utilizes its large purchasing power to secure competitive pricing of high quality products, equipment, and services. NJPA contracts save time and money because NJPA has legislative authority to procure contracts and uses the same competitive bidding process as municipalities. Members do not have to duplicate the process and can instead use contracts already procured by NJPA.

Financial Impact

Funding of \$1,000,000 is included in the capital projects budget available from Local Transportation Funds, and \$500,000 of State Transportation Assistance funds.



Tommy Edwards

National Joint Powers Agreement Background Information

Coachella Valley Area Agencies that use the NJPA:

City of Cathedral City
Coachella Valley Water District
City of Coachella
City of Desert Hot Springs
Imperial Irrigation District
City of Indian Wells
City of Palm Desert
College of the Desert
California State University San Bernardino
Palm Springs Unified School District
City of Palm Springs, CA
Palm Springs Aerial Tramway
Palm Springs Desert Resorts Convention
County of Riverside

Transit Agencies that use the NJPA:

Omni-trans
Riverside Transit Agency
San Diego Metropolitan Transit
Mountain Area Reg. Transit Authority
Nevada County Transit
Victor Valley Transit Authority
LA County Metropolitan Transit Authority
North San Diego county Transit
Santa Cruz Metro Transit

Tyler Technologies – Users in the Local Area:

Antelope Valley Transit Authority
City of Coachella
City of Indian Wells
Coachella Valley Association of Governments
City of La Quinta
Riverside County Transportation Authority
Riverside County Transportation Commission
Riverside County Assessor
East Valley Water District, Highland
Yucaipa Valley Water District
City of Beaumont
City of Rialto

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Performance Officer/Capital Projects

RE: Solar Panels Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in the amount of Not To Exceed \$110,000 with Renova Energy Corporation to cover costs for relocating connection of T1 Bus Port Solar PV System (480 modules) from T1 Old Administration grid to T3 new Administration Building grid.

Background

SunLine was awarded a competitive grant by the Federal Transit Administration and the Air Quality Management District. In reviewing the project in October 2014 during the process of applying for final permits for the Solar Project it was brought to our attention that the existing Administration modular trailers had permitting issues. After having several discussions with the County of Riverside Building & Safety Department, Contractor and Construction Manager a solution was made to tie in T1 –current bus port solar PV system to T3 – new Administration Building.

These changes include re-design costs, trenching, conduit and equipment as well as permit fees in coordination with the County of Riverside and net metering agreement with IID.

This change is supported by an independent technical evaluation from the Construction Management firm of RBF.

Financial Impact

This change order amount is within the Solar Project Budget of \$1,505,416 and is included in the FY 15 capital budget.


Tommy D. Edwards

Change Order Log

March 25, 2015

Original Contract Value: \$763,050.00

Change Order No.	Amount	Date	Revised Contract Value
1	109,028.93		\$872,078.93

SunLine Transit Agency

DATE: March 25, 2015 **INFORMATION**
TO: Board of Directors
FROM: The Chief Performance Officer
RE: Performance Management Update

Background

After a brief assessment period, the CEO/General Manager instituted performance management as a way to transfer a substantially personality driven organization into a performance oriented organization. To that end, the Performance Office was established.

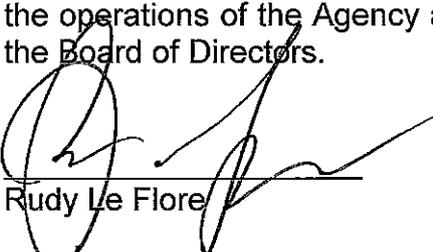
One of the goals of the Performance Office is to increase the involvement of all Staff in the successful execution of key processes crucial to the efficient operations of SunLine.

Essential to performance management is the alignment of the people and processes. To this end, Staff has made a number of personnel changes in an effort to improve overall performance. Secondly, Staff has put into place a performance evaluation system called ReviewSnap. This system is designed to improve accountability of staff and assign responsibility, accountability, and provide necessary authority for producing the desired outcomes of SunLine operations.

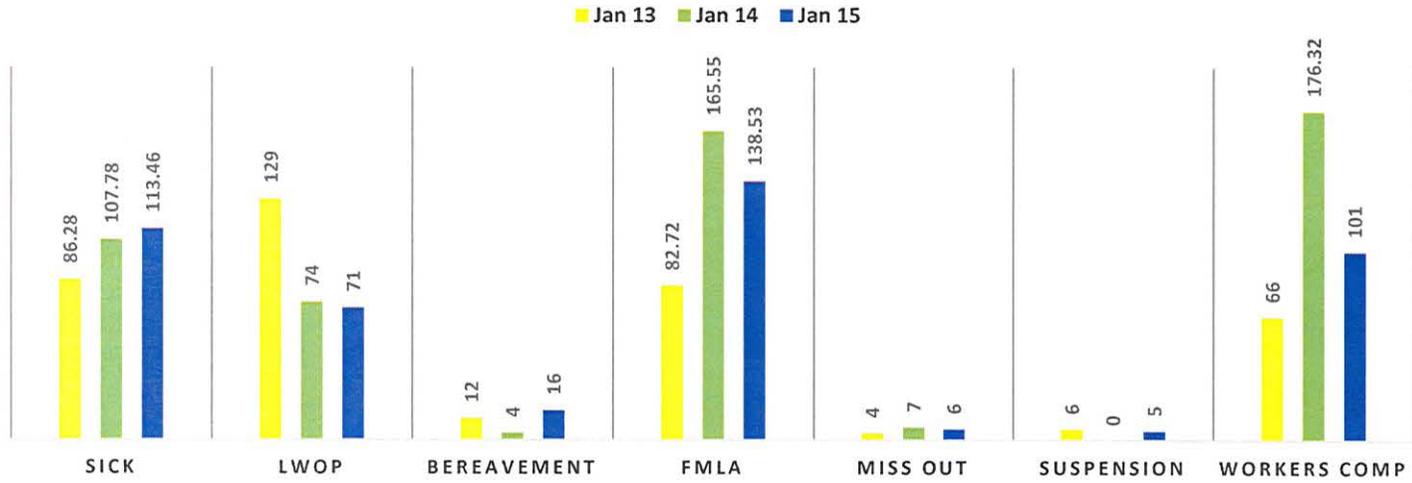
Metrics were also introduced as a way to provide leadership with objective data to improve decision making and to focus on the key processes that contribute to SunLine's overall mission.

Concurrent with this effort is the development of a Responsibility Pyramid, which ensures that SunLine has clearly identified the Subject Matter Experts and those accountable for satisfying the myriad of requirements associated with receiving transportation funding from the Federal Transit Administration and the State of California.

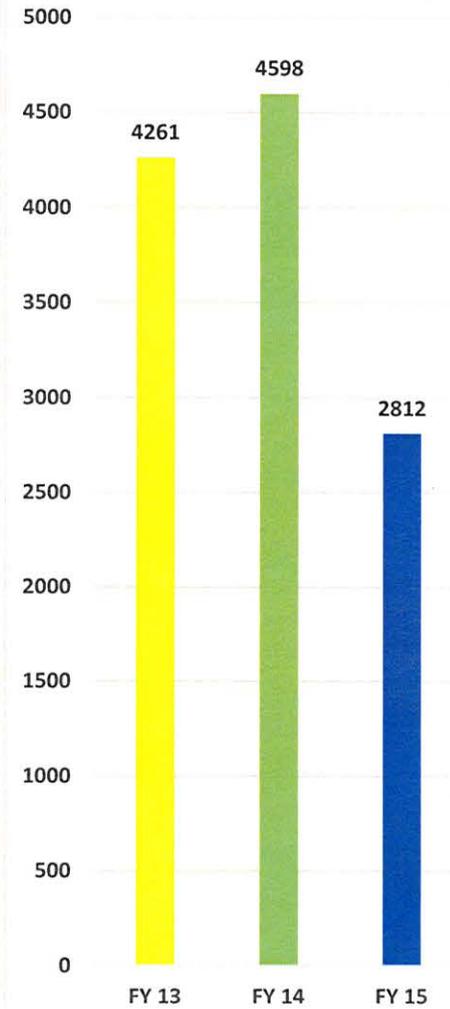
Attached hereto, are a few of the performance metrics that have been incorporated into the operations of the Agency and some of which Staff would like to present regularly to the Board of Directors.


Rudy Le Flore

DRIVER ABSENCE OCCURRENCES - JANUARY 2015



Occurrences YTD Comparison

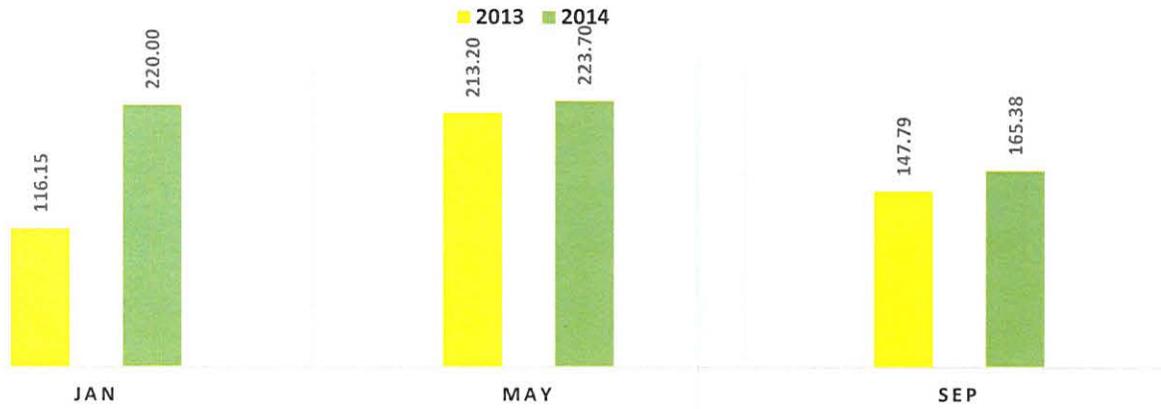


DRIVER ABSENCE OCCURENCES BY PERCENTAGES - JANUARY 2015

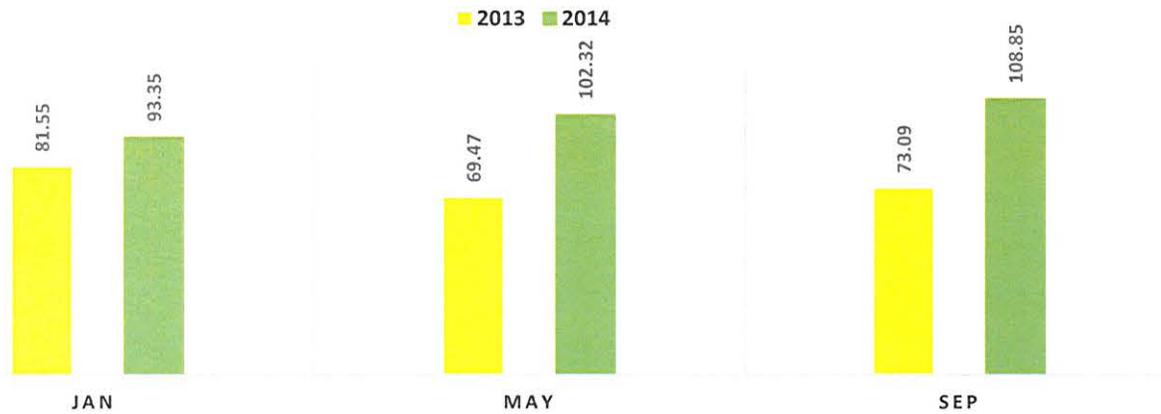


Absences include scheduled and unscheduled for both Paratransit and Fixed Route drivers. This information was gathered from Trapeze Ops Statistics.

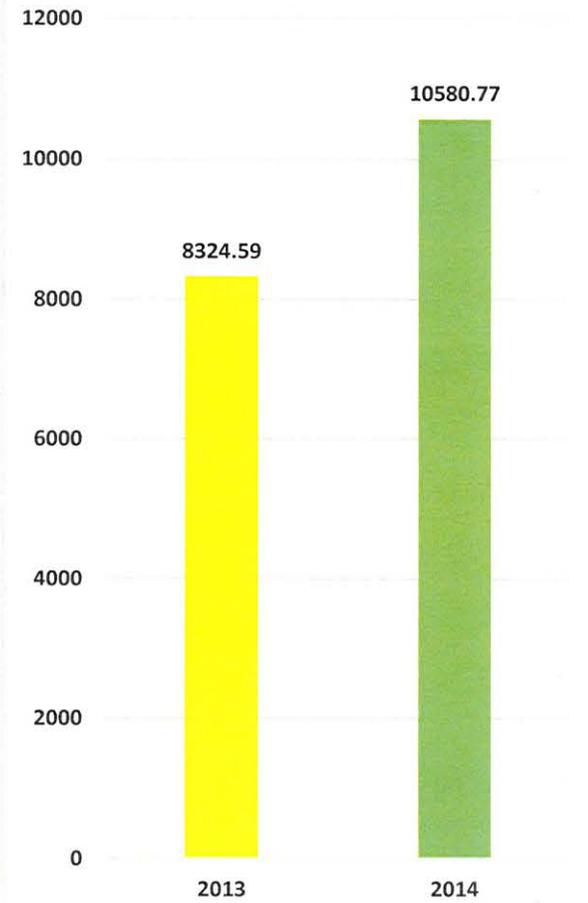
UNSCHEDULED OVERTIME BY BID PERIOD



SCHEDULED OVERTIME BY BID PERIOD

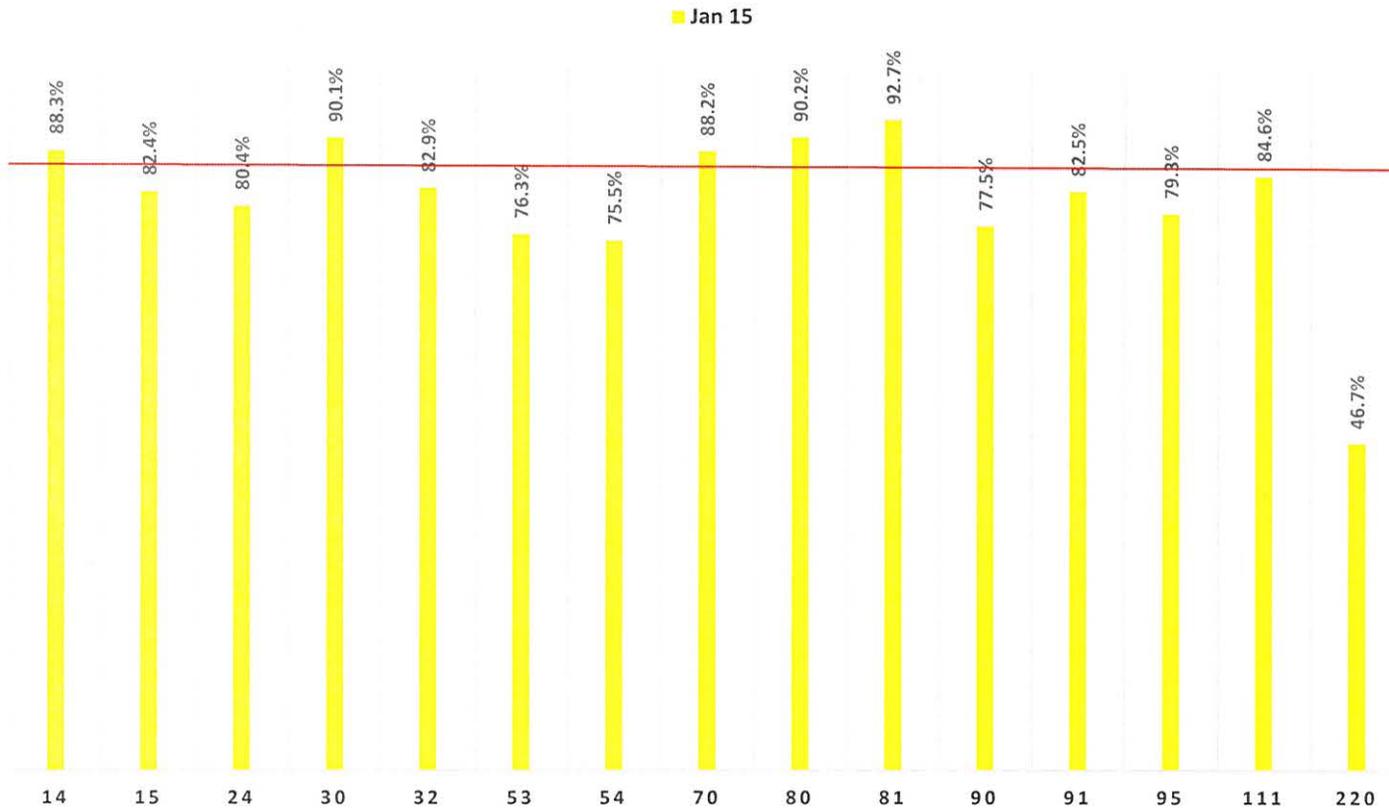


Scheduled & Unscheduled - Yearly Totals

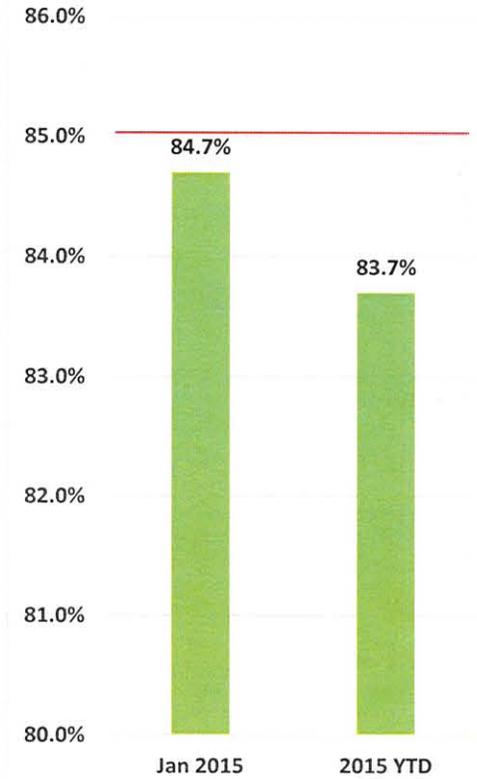


Goal: to reduce overtime by 50%

ON TIME PERFORMANCE % BY LINE JANUARY 2015



On Time Performance System Wide

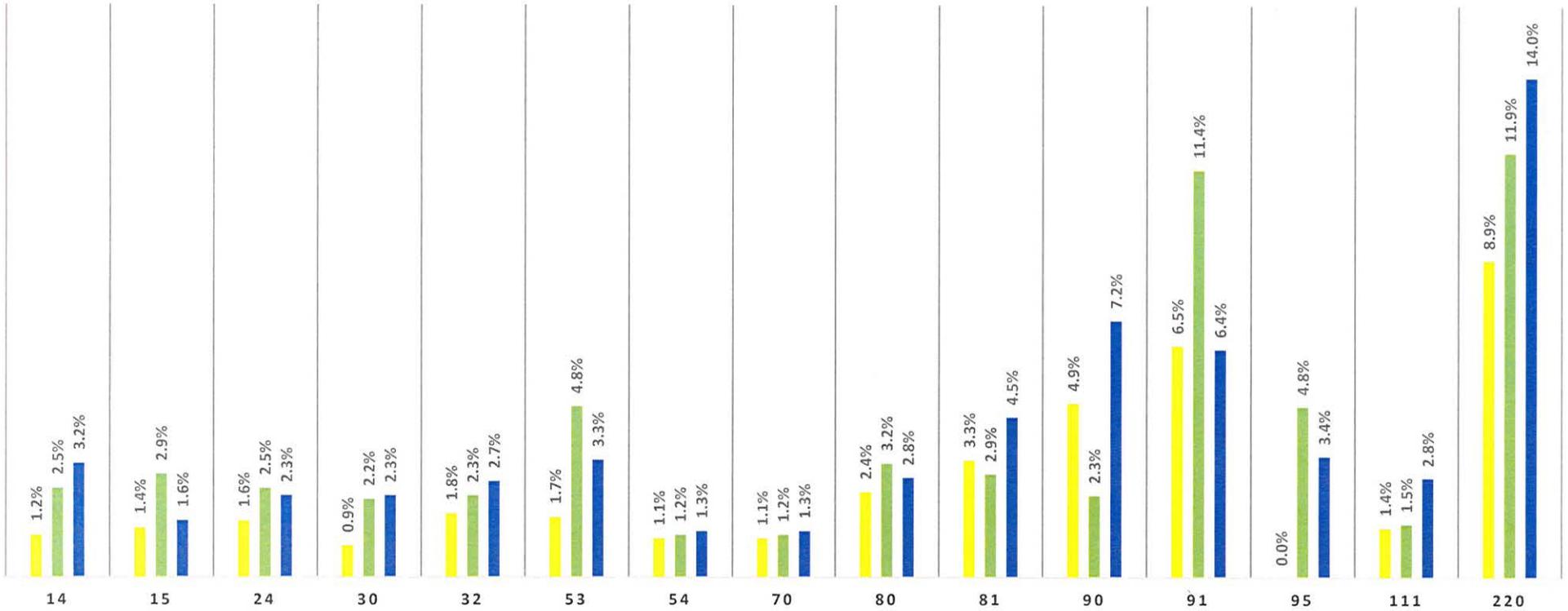


"On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

Goal: minimum target for On Time performance is 85%.

EARLY DEPARTURES - YEAR TOTALS

2013 2014 2015

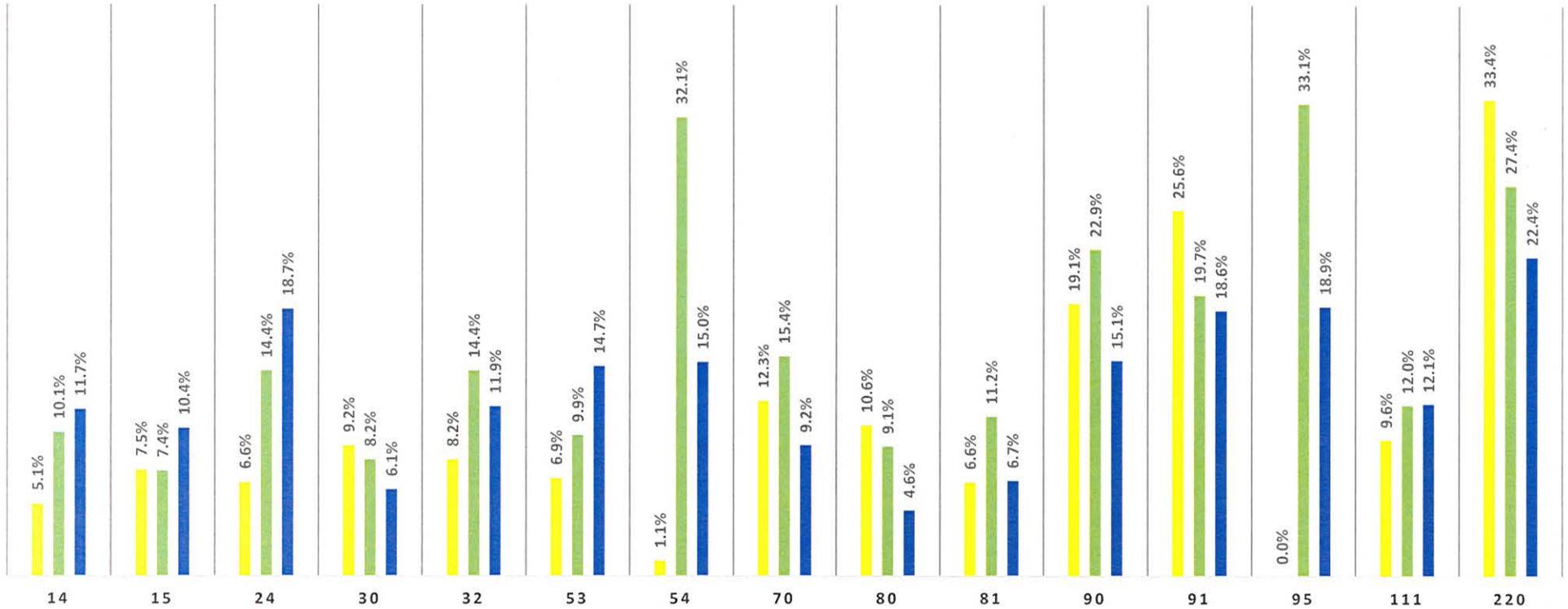


Early departure year totals is based on total number of departures.

Goal: to reduce early departures to 0% for each line.

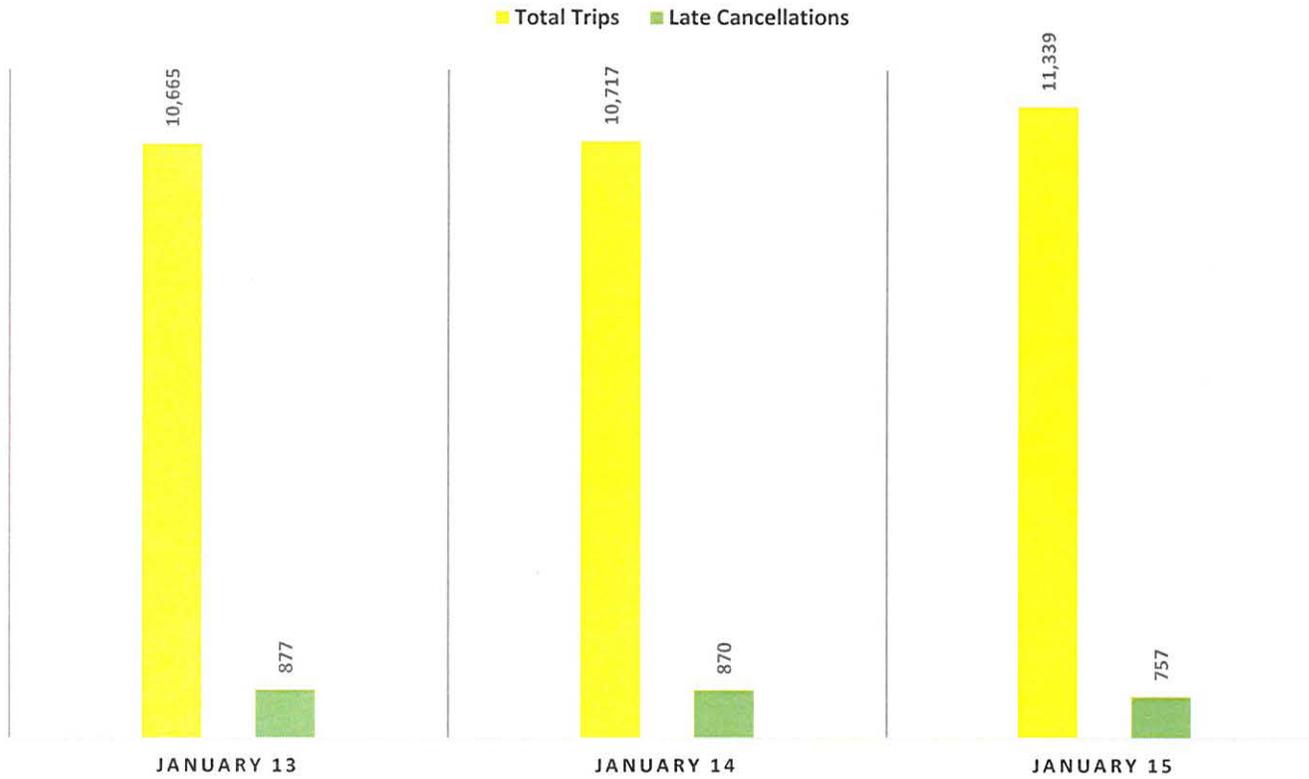
LATE DEPARTURES - YEAR TOTALS

2013 2014 2015

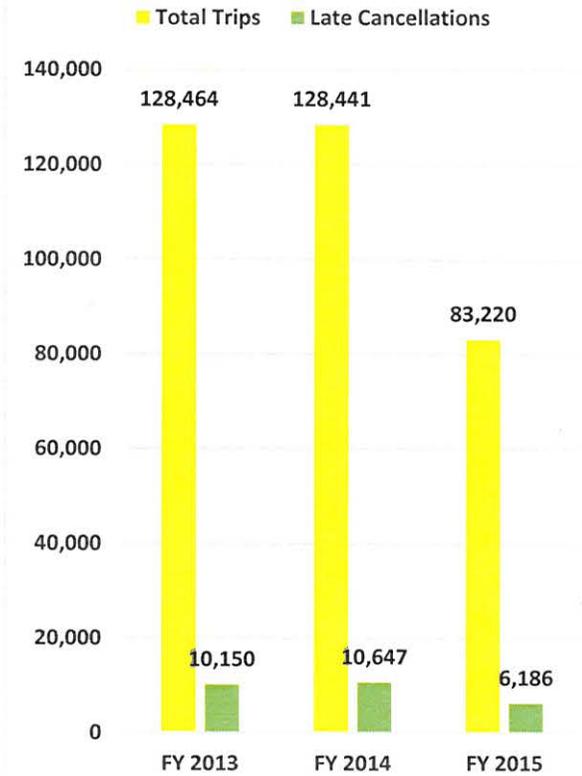


Late departure year totals is based on total number of departures.
 The line is running late with a departure greater than 5 minutes.
Goal: to reduce early departures to 0% for each line.

TOTAL TRIPS VS. LATE CANCELLATIONS JANUARY 2015



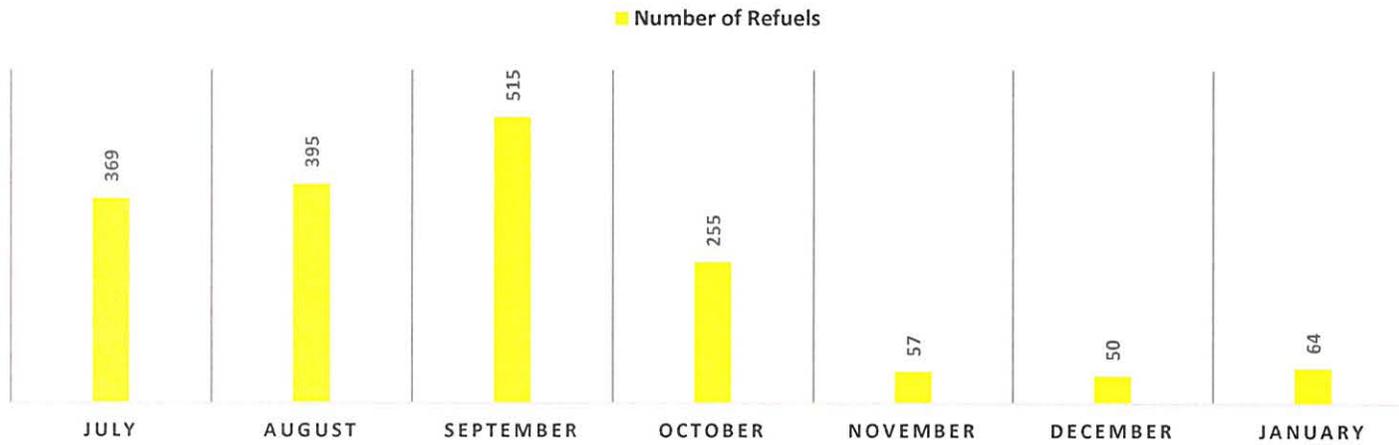
Total Trips vs. Late Cancellations Comparison



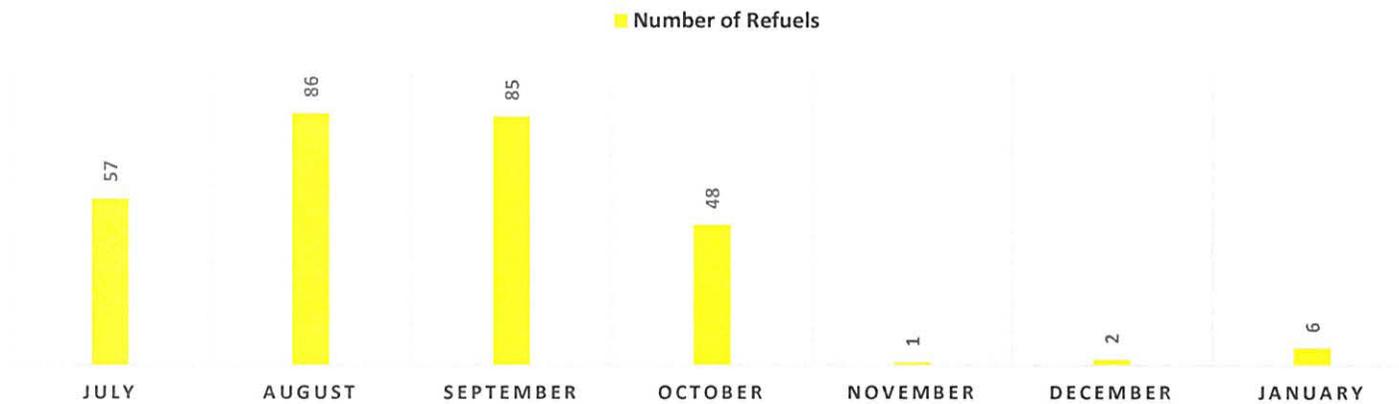
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

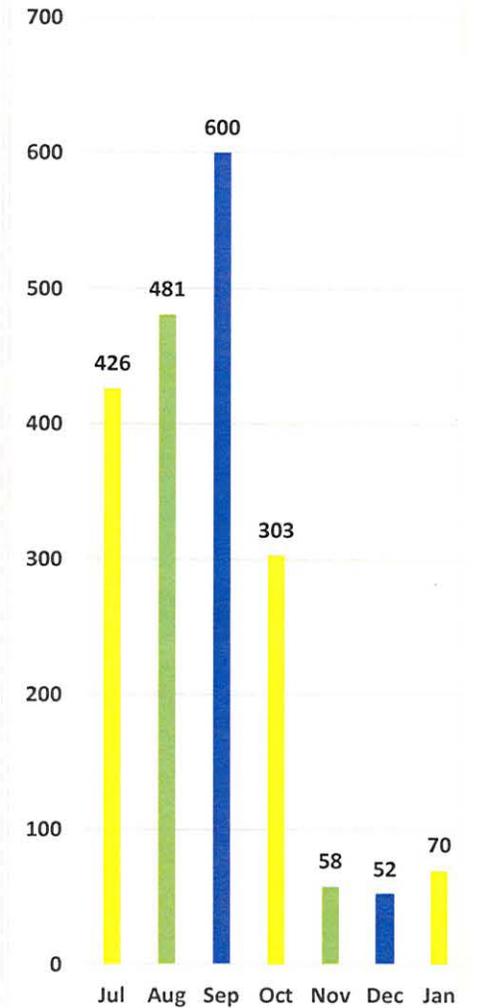
PARATRANSIT MID-SHIFT REFUELS (WEEKDAY) JANUARY 2015



PARATRANSIT MID-SHIFT REFUELS (WEEKEND) JANUARY 2015

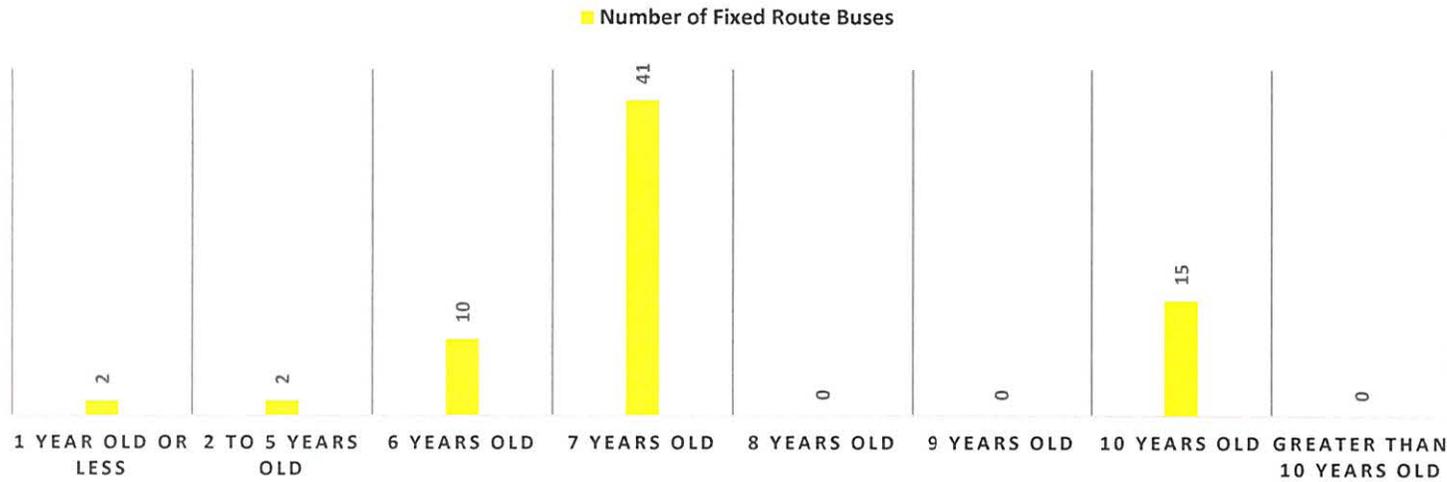


Total Number of Refuels by Month

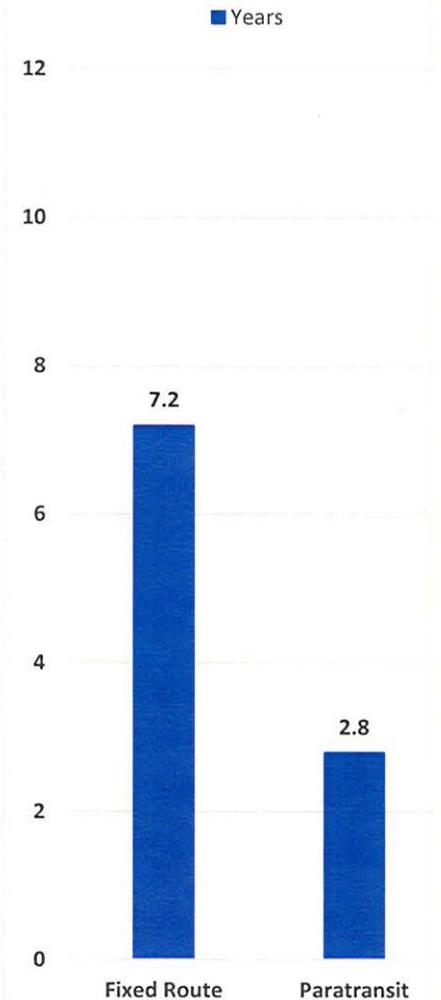


Measures the number of monthly mid-shift paratransit vehicle refuels for both weekday and weekends. Mid-shift refuels continue to be monitored to curb excessive deadhead miles and non-revenue hours.

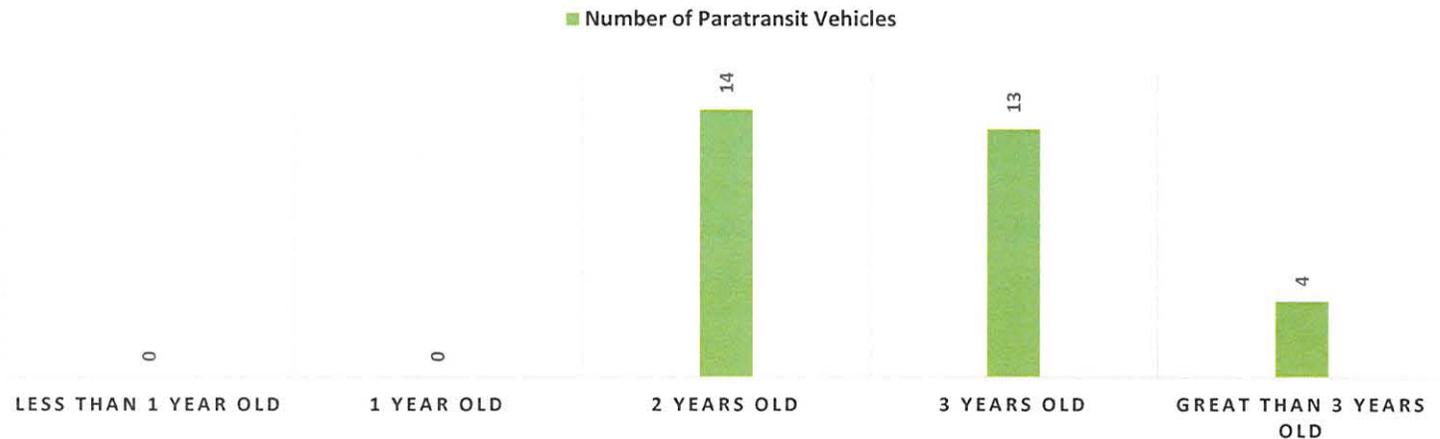
FIXED ROUTE FLEET AGE - JANUARY 2015



Average Age of Vehicles



PARATRANSIT FLEET AGE - JANUARY 2015



FIXED ROUTE

The average fleet age should be no greater than 10 years old according to the Service Standards Policy. The Fixed Route average fleet age currently stands at 7.2 years old.

Goal: to reduce the current 10 year standard average to a 6 year average. According to the Service Standards Policy, 1/12th of the fleet should be replaced each year; this is equal to 8.3% of the fleet for approximately 6 buses per year.

PARATRANSIT

Paratransit vans have a 3 year, 150,000 mile life. Currently, the paratransit fleet average age is 2.8 years old.

Goal: According to the Fleet Plan, the existing paratransit vehicle fleet requires 10 to 12 vehicles to be purchased annually for replacement.

FIXED ROUTE FLEET AVAILABILITY

JANUARY 2015

■ Percentage



PARATRANSIT FLEET AVAILABILITY

JANUARY 2015

■ Percentage

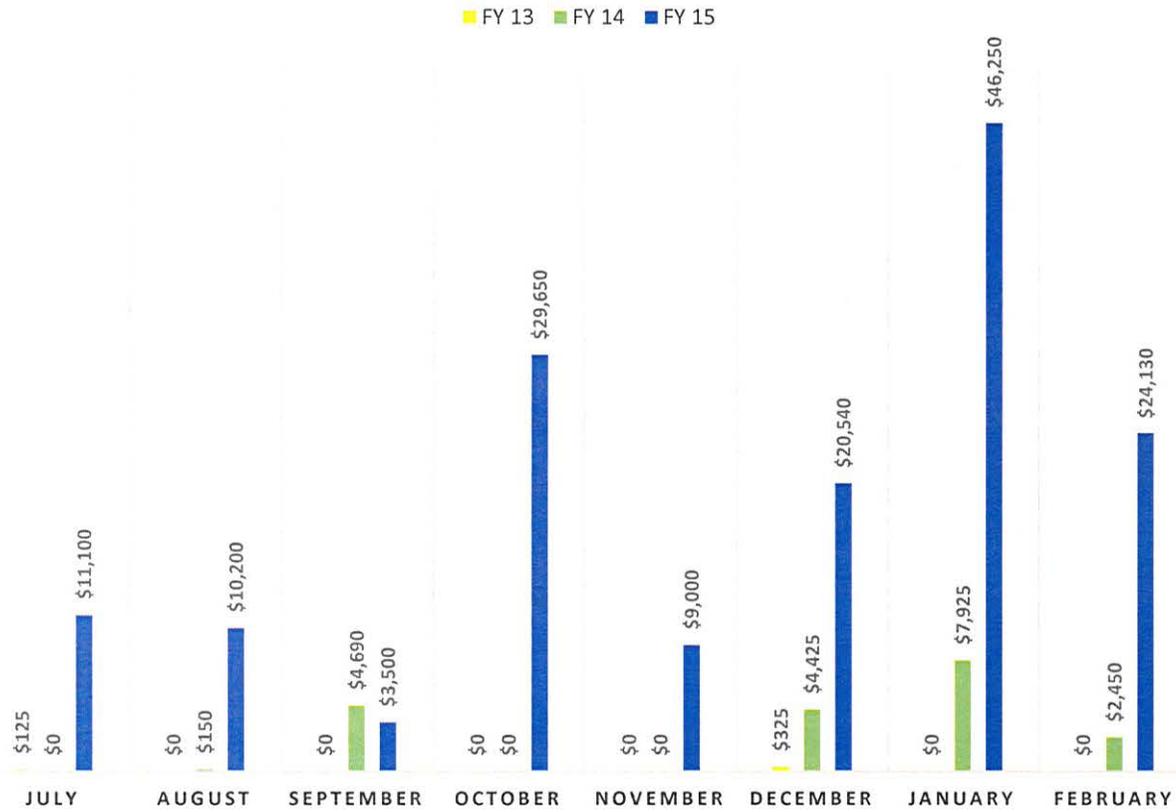


Hard Down = When a vehicle absolutely cannot go out on the road for the day. **This is noted as DL.**

Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.

Goal: 80% fleet availability, meaning buses and vehicles that are Hard Down or on Hold should only be 20%.

ADVERTISING REVENUE



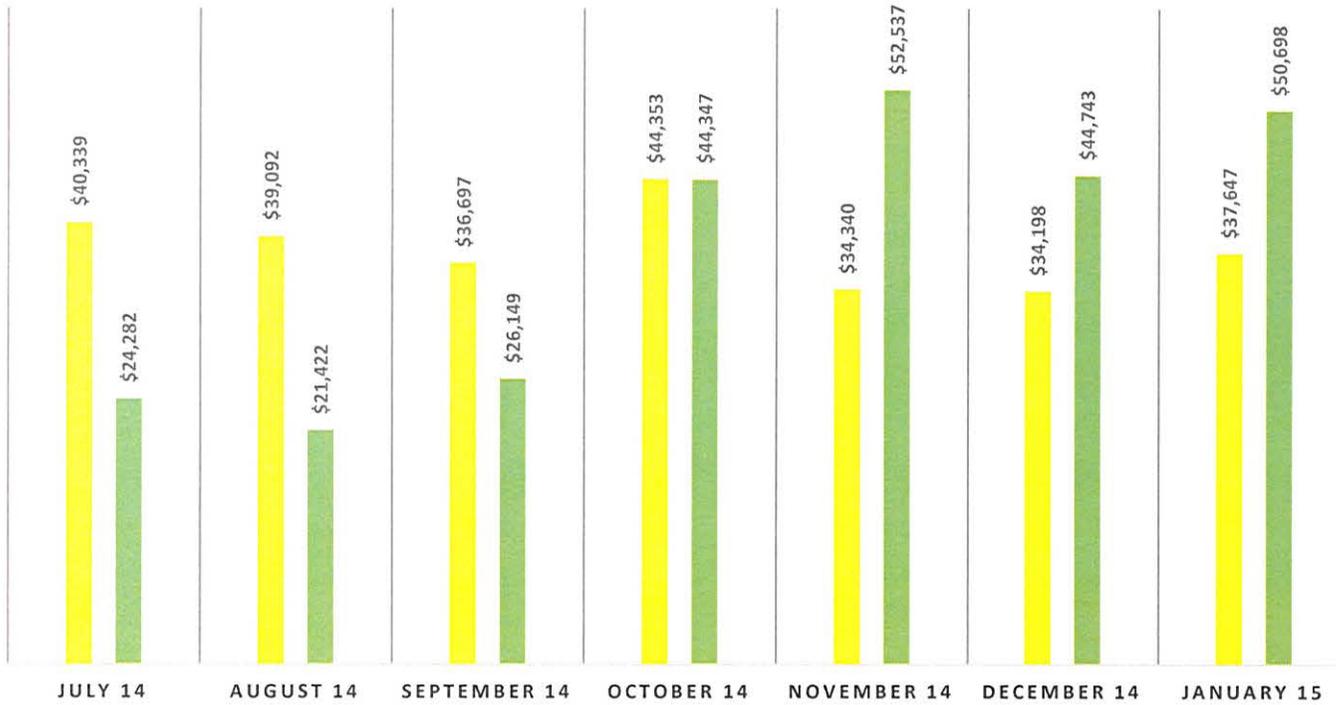
Yearly Totals



Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. SunLine Transit Agency budgeted \$75,000 in advertising revenue for FY 14/15. The red line represents the goal for FY 14/15.

TAXI EXPENSE VS. REVENUE AND VARIANCE JANUARY 2015

Expense Revenue



FY 15 YTD



Historical data of expense and revenue during on/off season.

SunLine Transit Agency

DATE: March 25, 2015
TO: Board of Directors
FROM: Deputy Administration Officer
RE: Coachella Festival

INFORMATION

Information

SunLine Transit Agency researched the feasibility of providing additional transportation service during the annual Coachella Festival which begins on April 10, 2015. A meeting was held between SunLine staff and Jim Curtis, Community Service Manager of the City of Indio. It was decided that SunLine would not provide additional service for this event for two reasons; 1- Goldenvoice, the event sponsor, has a transportation provider that they currently use and they would have limited use for our buses. 2- The only timeframe that assistance "might" prove beneficial is when the event ends (2am), as a shuttle. Since this timeframe is beyond our hours of operation, SunLine staff and Jim Curtis agreed that assistance is not practical at this time. We agreed to re-visit this topic in planning future events, when and if possible.



Beverly BardFord

SunLine Transit Agency

DATE: March 25, 2015 **DISCUSSION**
TO: Board of Directors
FROM: Clerk of the Board
RE: CEO/General Manager Evaluation

Background

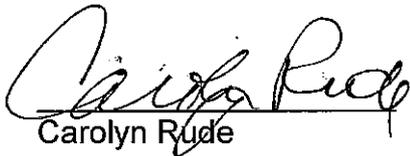
At the March 4, 2015 SunLine Board meeting, the Board of Directors approved a revised CEO/General Manager review process and form. To maximize the review process and ensure that ample time is set aside for this evaluation, it is suggested that a schedule be set to allow sufficient time to complete the evaluation process and include any considerations towards a pay adjustment in the budget process. The following decides the process per policy. A timeline is also included for your review.

1. Each member of the Board will evaluate the CEO/General Manager using the attached Evaluation Form. The individual evaluations will be submitted to the Chairman of the Board, or designee, who will compile a summary profile of Board Member ratings for use at the Annual Performance Review meeting. A summary of accomplishments and/or continued goals will be provided by the CEO/General Manager.
2. During, or subsequent to, the Annual Performance Review meeting, an Annual Performance Review Summary will be prepared by the Board Chairman or Board Member designee. This Summary will contain the major points of merit and needs presented in the evaluation discussions.
3. Subsequent to the Board's development of the Annual Performance Review Summary, the CEO/General Manager will provide information on current goals/objectives outcomes. These will be incorporated into the body of performance objectives toward which the General Manager will work during the ensuing [sic] year.
4. In addition, a list of up to five proposed priority goals/objectives for the ensuing fiscal year will be provided by the CEO/General Manager and each Board Member. When completing a summary of Board Member ratings, the Board Chair will condense/combine the most frequently mentioned objectives to 5-10 for discussion at the review of the CEO/General Manager.

AGENDA ITEM #18

5. In May of each year, the Board will devote a portion or all of one meeting to a discussion of the working relationship between the CEO/General Manager and the Board.
6. During the term of the agreement the Board may consider Salary Adjustments for the Employee.

This item is for discussion with the Board of Directors to ensure that a timeline is put in place to support a meaningful evaluation process.



Carolyn Rude

Recommended GM/CEO Evaluation Process





FINANCE COMMITTEE AGENDA

March 25, 2015

11:00 a.m.

**Conference Room 2
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 for January, 2015 (Pages 1-3)
 - b) Credit card statement for January, 2015 (Pages 4-7)
 - c) Monthly Budget Variance Reports for January, 2014 (Pages 8-11)
 - d) Contracts Over \$25,000 for January/February (Page 12)

6. **FY 14 Single Audit Report (Al Hillis, Sr.)** **Receive and File**
Receive and File the FY 14 Agency audit report. (Page 13)
([Single Audit separate attachment](#))

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

7. **Resolution for Grant Funding through the Low Carbon Transit Operations Program (LCTOP) (Al Hillis, Sr.)** **Approve**
Request to the Board of Directors approve the attached Resolution that delegates authority to the CEO/General Manager to direct the Agency staff to apply for grants and obtain revenues. (Pages 14-17)

8. **Approval of Contract to Purchase Four Paratransit Vehicles** **Approve**
(Apolonio Del Toro)
Request to the Board to delegate authority to the CEO/General Manager to approve award of contract for purchase of four paratransit vehicles. (Pages 18-19)
9. **Financial & Personnel Management Software Procurement** **Approve**
(Tommy Edwards)
Request to the Board to delegate authority to the CEO/General Manager to approve award of contract for the purchase of financial and Personnel Management software. (Pages 20-22)
10. **Solar Panels Change Order Approval** **Approve**
(Tommy Edwards)
Request to the Board of Directors to delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed \$110,000 with Renova Energy Corporation to cover costs for relocating connection of T1 Bus Port Solar PV System (480 modules) from T1 Old Administration grid to T3 new Administration Building grid. (Pages 23-24)
11. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2015

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
RENOVA ENERGY CORP.	Solar Panel Project	101048	1/16/2015	\$386,612.00
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	<u>663540</u>	<u>1/8/2015</u>	<u>\$272,945.08</u>
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus delivery 5	101007	1/16/2015	\$146,100.00
BP ENERGY COMPANY	CNG & Hydrogen	101009	1/16/2015	\$81,500.34
PERMA	Workers Comp (Jan 2015)	663662	1/30/2015	\$73,583.00
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663706	1/31/2015	\$66,221.60
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663680	1/30/2015	\$65,935.24
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663590	1/8/2015	\$65,563.05
GOODYEAR TIRE	Bus Tire Lease (Final Payment)	101034	1/16/2015	\$50,251.54
APPLE VALLEY COMMUNICATIONS	Audio/Visual Equip Boardroom	663599	1/28/2015	\$49,521.70
ST. BOARD OF EQUALIZATION	Fuel Taxes	663601	1/28/2015	\$40,742.00
PSOMAS	Engineer Services	101047	1/16/2015	\$38,138.30
<u>METLIFE SBC</u>	<u>Dental Insurance</u>	<u>663600</u>	<u>1/28/2015</u>	<u>\$27,390.56</u>
SO CAL GAS CO.	Utilities	101050	1/16/2015	\$24,535.60
PERMA	Gen Liability (Jan 2015)	663661	1/30/2015	\$24,443.55
IMPERIAL IRRIGATION DIST	Utilities	663644	1/30/2015	\$22,458.35
ST. BOARD OF EQUALIZATION	Fuel Taxes	663673	1/30/2015	\$17,001.00
NEW FLYER	Bus Parts	663562	1/8/2015	\$16,081.13
PERMA	Workers Comp- L. Kelly	663663	1/30/2015	\$14,240.24
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	663499	1/8/2015	\$12,090.00
Michelin North America, Inc.	Tire Leasing	663651	1/30/2015	\$11,066.42
RBF / MICHAEL BAKER CORP	Solar Panel Project	663666	1/30/2015	\$10,030.77
MICHELIN NORTH AMERICA, INC.	Tire Leasing	663555	1/8/2015	\$9,996.32
CREATIVE BUS SALES, INC.	Bus Repair Parts	663516	1/8/2015	\$8,640.86
CUMMINS PACIFIC, LLC	Bus Repair Parts	101020	1/16/2015	\$8,357.78
AMERICAN CAB	Taxi Voucher Program	663604	1/30/2015	\$7,651.01
RUTAN & TUCKER, LLP	Legal fees	663669	1/30/2015	\$7,623.22
G & K SERVICES	Uniform service	101029	1/16/2015	\$7,539.49
DESIGN COLLECTIVE GROUP	Furniture Fixtures & Equip	663597	1/9/2015	\$7,225.20
AVAIL TECHNOLOGIES	ITS Implementation	101006	1/16/2015	\$6,814.08
GRAVES & KING LLP	Insurance Losses	663539	1/8/2015	\$6,794.59
PHOTOMATION PHOTO LAB	Fuel Cell Bus	101046	1/16/2015	\$6,730.80
CATALYTIC INDUSTRIAL GROUP, INC	Facility Improvements	663511	1/8/2015	\$6,377.33
IMPERIAL IRRIGATION DIST	Utilities	663549	1/8/2015	\$6,073.71
G & K SERVICES	Uniform service	663533	1/8/2015	\$6,069.04
KAISER HENGESBACH, PC	Insurance Losses	663645	1/30/2015	\$5,999.29
TRUCK GEARS, INC.	Bus Repair Parts	663589	1/8/2015	\$5,918.60
YELLOW CAB OF THE DESERT	Taxi Voucher Program	663687	1/30/2015	\$5,244.61
AMALGAMATED TRANSIT UNION	Union Dues	663603	1/30/2015	\$5,186.16

SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2015

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
AMALGAMATED TRANSIT UNION	Union Dues	663500	1/8/2015	\$5,186.16
KBM FACILITY SOLUTIONS	Janitorial Servs	663646	1/30/2015	\$4,925.00
DESERT ALARM, INC.	Facility Improvements	663518	1/8/2015	\$4,800.00
THE PUN GROUP, LLP	Audit Services (SLT)	101054	1/16/2015	\$4,700.00
ATLAS COPCO COMPRESSORS LLC	CNG/NGV/HYDRO Parts	663503	1/8/2015	\$4,315.49
STRICKLAND KENNY INC.	Lubricants & Oils	663585	1/8/2015	\$4,023.00
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	101038	1/16/2015	\$4,010.14
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663610	1/30/2015	\$3,964.02
GRAVES & KING LLP	Insurance Losses	663635	1/30/2015	\$3,941.92
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663507	1/8/2015	\$3,915.10
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663689	1/31/2015	\$3,705.52
SOFTCHOICE CORP.	Software Computer Equip	101051	1/16/2015	\$3,544.32
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	663630	1/30/2015	\$3,306.46
VERIZON WIRELESS	Cell Phone Service	101058	1/16/2015	\$3,151.87
HOME DEPOT CRD SRVS	Facility Maintenance	663547	1/8/2015	\$3,037.12
VALLEY LOCK & SAFE	Facility Improvements	101057	1/16/2015	\$2,995.68
NYHART COMPANY	Pension Consultant	663657	1/30/2015	\$2,884.65
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>663526</u>	<u>1/8/2015</u>	<u>\$2,853.65</u>
DESERT CITY CAB	Taxi Voucher Program	663620	1/30/2015	\$2,714.19
BURRTEC WASTE & RECYCLING	Facility Trash Removal	663607	1/30/2015	\$2,698.80
NAPA AUTO PARTS	Vehicle Repair Parts	663655	1/30/2015	\$2,693.00
HOME DEPOT CRD SRVS	Facility Maintenance	663642	1/30/2015	\$2,480.19
PALM SPRINGS MOTORS, INC.	Sundial Veh Parts	663659	1/30/2015	\$2,479.80
GRAINGER	Facility Maintenance	663538	1/8/2015	\$2,452.06
ALLIEDBARTON SECURITY SERVICES	Security Services	101004	1/16/2015	\$2,395.92
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	663650	1/30/2015	\$2,360.49
ELLSWORTH TRUCK & AUTO	Repair Parts	663522	1/8/2015	\$2,335.48
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663622	1/30/2015	\$2,310.00
SOUTHWEST NETWORKS, INC.	Network Consultants	663582	1/8/2015	\$2,212.50
CARQUEST OF THE DESERT	Repair Parts	663615	1/30/2015	\$2,107.58
FIESTA FORD, INC.	Repair Parts/Support	101024	1/16/2015	\$1,943.59
GAS COMPANY, THE	Indio Facility Gas	101030	1/16/2015	\$1,934.80
INDOFF INC.	Office Equip	663551	1/8/2015	\$1,890.00
FLEET-NET CORPORATION	Software & Licenses	101026	1/16/2015	\$1,860.00
GRAINGER	Facility Maintenance	663634	1/30/2015	\$1,762.46
APPLIED TRAINING SYSTEMS, INC.	HR Performance Software	663688	1/31/2015	\$1,700.00
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663521	1/8/2015	\$1,695.00
KIMCO STAFFING SERVICES, INC.	Temp. Emp Admin Bldg	101040	1/16/2015	\$1,663.38

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2015**

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Vendor Name	Description	Check #	Check	Amount
SWRCB ACCOUNTING OFFICE	Annual Operating Permit-Div 2	663676	1/30/2015	\$1,632.00
SWRCB ACCOUNTING OFFICE	Annual Operating Permit-Div 1	663586	1/8/2015	\$1,632.00
GENFARE	Farebox	663534	1/8/2015	\$1,597.60
CREATIVE BUS SALES, INC.	Bus Repair Parts	101018	1/16/2015	\$1,585.31
ST. BOARD OF EQUALIZATION	Use Sales Tax	663704	1/31/2015	\$1,585.00
OFFICE DEPOT	Office Supplies	101043	1/16/2015	\$1,514.75
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	663565	1/8/2015	\$1,406.88
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	663612	1/30/2015	\$1,369.58
TOMMY EDWARDS	Travel/Meetings	663678	1/30/2015	\$1,366.43
PDC MACHINES, INC	Sun Fuel Parts	663568	1/8/2015	\$1,346.40
CDW GOVERNMENT, INC	Software/Hardware	101014	1/16/2015	\$1,299.68
SMARTDRIVE SYSTEMS, INC.	Security Equipment	663579	1/8/2015	\$1,240.00
FIESTA FORD, INC.	Repair Parts/Support	663530	1/8/2015	\$1,217.72
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	663552	1/8/2015	\$1,143.29
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	663509	1/8/2015	\$1,131.59
DESERT ALARM, INC.	Security Services	663619	1/30/2015	\$1,120.00
WESTGATE CENTER FOR	Staff Development	663686	1/30/2015	\$1,095.00
FAST UNDERCAR	Repair Parts	663625	1/30/2015	\$1,087.75
CAL-TEST	D&A Onsite Testing	663611	1/30/2015	\$1,082.70
PACKET FUSION, INC.	VOIP Phone System	663658	1/30/2015	\$1,031.29
TOTALFUNDS BY HASLER	Postage Supplies	663679	1/30/2015	\$1,029.59

Total of Checks Over \$1,000	\$1,775,157.46
Total of Checks Under \$1,000	\$39,683.51
Total of All Checks for the Month	\$1,814,840.97
Total Amount of Checks Prior Years Same Month	\$2,162,248.10



January 2015 Statement



Open Date: 12/19/2014 Closing Date: 01/21/2015

Account:

Visa® Business Card
SUNLINE TRANSIT

Cardmember Service 1-866-552-8855
BUS 13

New Balance	\$721.24
Minimum Payment Due	\$10.00
Payment Due Date	02/17/2015
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	+ \$3,588.60
Payments	- \$3,588.60 ^{CR}
Other Credits	- \$9.27 ^{CR}
Purchases	+ \$730.51
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$721.24
Past Due	\$0.00
Minimum Payment Due	\$10.00
Credit Line	\$43,000.00
Available Credit	\$42,278.76
Days in Billing Period	34

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

Automatic Payment

Account Number: _____
Your new full balance of \$721.24 will be automatically deducted from your account on 02/17/15.

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





January 2015 Statement 12/19/2014 - 01/21/2015

Page 2 of 3



SUNLINE TRANSIT (CPN 000648533)

Cardmember Service 1-866-552-8855

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 \$721.24 will be automatically deducted from your bank account on 02/17/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$3000. Your new credit line appears on this statement.

Beginning on November 1, 2014, Employee cardmembers will no longer be individually liable for charges made on this Account.

The Business (which includes the individual or co-obligor(s) who executed the application for credit or has otherwise agreed to be liable) is liable for all charges to the Account, including, without limitation, all fees and INTEREST CHARGES assessed to all Cards issued to designated Employee cardmembers (each, an "Employee").

We may provide the Business with the Employee's charge activity, Account status and any Account delinquency information. If the Business elects to be billed centrally or in the event of the Employee's termination of employment or affiliation, the Business is authorized to make payment directly to us of funds due to the Employee in reimbursement for business expenses charged with the Card which have not yet been paid.

Transactions RUDE CAROLYN Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/15	01/14	0010	WWW TOYSWEBMART COM JACKSON WY MERCHANDISE/SERVICE RETURN	\$9.27CR	_____
Purchases and Other Debits					
01/12	01/10	2959	HILTON HOTELS PHOENIX AZ	\$730.51	_____
Total for Account				\$721.24	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/14	01/14		PAYMENT THANK YOU	\$3,588.60CR	_____
Total for Account				\$3,588.60CR	



January 2015 Statement 12/19/2014 - 01/21/2015

Page 3 of 3

SUNLINE TRANSIT

Cardmember Service 1-866-552-8855

2015 Totals Year-to-Date	
Total Fees Charged in 2015	\$0.00
Total Interest Charged in 2015	\$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	YES	\$0.00	13.99%	
**PURCHASES	\$721.24	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us

Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
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.

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: January 21, 2015

Carolyn Rude - Detail:

01/12/15	Hilton Hotels	Hotel charges for EEO Officer, Vanessa Mora, to attend training in Phoenix, Arizona for five nights. Breakfast and dinner included.	\$ 721.24
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Total Amount			\$ 721.24
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Lauren Skiver – Detail
No charges

Total Amount			\$ 0.00
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Total Amount			\$ 721.24
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Credits:

01/14/15	Toyswebmart.com	Credit – no merchandise ordered	\$ 9.27CR
01/14/15	Payment		\$3,588.60CR

SunLine Transit Agency
Budget Variance Report
January 2015

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	3,650,635	287,126	304,220	(17,093)	1,920,371	2,129,537	(209,167)
Other Revenue	1,270,670	149,733	105,889	43,844	840,903	741,224	99,678
Total Operating Revenue	4,921,305	436,860	410,109	26,751	2,761,273	2,870,761	(109,488)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	638,386	681,187	42,801	4,370,904	4,768,309	397,405
Operator & Mechanic Overtime	795,920	103,310	66,327	(36,984)	574,883	464,287	(110,597)
Administration Salaries & Wages	3,897,652	334,629	324,804	(9,824)	2,220,803	2,273,630	52,827
Administration Overtime	15,770	1,450	1,314	(136)	10,100	9,199	(901)
Fringe Benefits	7,063,352	729,427	588,613	(140,814)	4,010,207	4,120,289	110,082
Communications	114,380	9,258	9,532	274	64,108	66,722	2,613
Legal Services - General	195,460	4,599	16,288	11,689	55,449	114,018	58,570
Computer/Network Software Agreement	268,581	21,331	22,382	1,051	156,642	156,672	30
Uniforms	79,100	5,813	6,592	779	47,539	46,142	(1,398)
Contracted Services	423,620	20,075	35,302	15,226	212,018	247,112	35,094
Equipment Repairs	4,000	-	333	333	1,463	2,333	870
Security Services	70,000	5,843	5,833	(10)	39,150	40,833	1,683
Fuel - CNG	1,431,912	134,873	119,326	(15,547)	853,835	835,282	(18,554)
Fuel - Hydrogen	146,546	12,261	12,212	(49)	91,023	85,485	(5,538)
Tires	267,330	8,704	22,277	13,574	172,635	155,942	(16,693)
Office Supplies	73,893	7,426	6,158	(1,268)	29,582	43,104	13,522
Travel/Training	137,300	6,664	11,442	4,777	42,313	80,092	37,779
Repair Parts	840,950	77,660	70,079	(7,581)	508,692	490,554	(18,138)
Facility Maintenance	29,000	2,257	2,417	159	21,585	16,917	(4,669)
Electricity - CNG & Hydrogen	171,000	12,922	14,250	1,328	86,776	99,750	12,974
Natural Gas	1,333,000	143,069	111,083	(31,986)	884,049	777,583	(106,466)
Water	5,200	1,081	433	(648)	3,463	3,033	(430)
Insurance Losses	375,000	58,876	31,250	(27,626)	214,030	218,750	4,720
Insurance Premium - Property	9,919	-	827	827	8,063	5,786	(2,277)
Repair Claims	45,000	199.50	3,750	3,551	44,113	26,250	(17,863)
Fuel Taxes	128,800	12,671	10,733	(1,938)	85,585	75,133	(10,452)
Other Expenses	3,492,836	208,817	291,070	82,252	1,334,529	2,037,488	702,959
Self Consumed Fuel	(1,544,841)	(147,254)	(128,737)	(18,517)	(945,730)	(901,157)	(44,572)
Total Operating Expenses (Before Depreciation)	28,044,924	2,414,348	2,337,077	(77,271)	15,197,811	16,359,539	1,161,728
Operating Expenses in Excess of Operating Revenue		\$ (1,977,489)			\$ (12,436,538)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	507,907	494,931	(12,976)	3,194,256	3,464,518	270,262
State - LTF	13,506,121	1,155,018	1,125,510	(29,508)	7,263,975	7,878,571	614,596
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	314,563	306,527	(8,036)	1,978,307	2,145,689	167,382
Total Subsidies	23,123,619	1,977,489	1,926,968	(50,521)	12,436,538	13,488,778	1,052,240
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
January 2015

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	19,946,938	1,807,201	1,662,245	(144,956)	11,186,897	11,635,714	448,817
Services	2,224,990	165,706	185,416	19,710	1,132,975	1,297,911	164,936
Fuels & Lubricants	1,706,158	160,406	142,180	(18,226)	1,023,810	995,259	(28,552)
Tires	267,330	8,704	22,278	13,574	172,635	155,943	(16,693)
Materials and Supplies	1,139,813	96,238	94,984	(1,253)	648,847	664,891	16,043
Utilities	1,752,697	177,642	146,058	(31,584)	1,118,013	1,022,407	(95,606)
Casualty & Liability	1,817,625	108,995	151,469	42,473	623,045	1,060,281	437,236
Taxes and Fees	128,800	12,671	10,733	(1,938)	85,585	75,133	(10,452)
Miscellaneous Expenses	605,414	24,038	50,451	26,413	151,733	353,158	201,425
Self Consumed Fuel	(1,544,841)	(147,254)	(128,737)	(18,517)	(945,730)	(901,157)	(44,572)
Total Operating Expenses (Before Depreciation)	28,044,924	2,414,348	2,337,077	(77,271)	15,197,811	16,359,539	1,161,728
Revenues:							
Passenger Revenue	3,650,635	287,126	304,220	(17,093)	1,920,371	2,129,537	(209,167)
Other Revenue	1,270,670	149,733	105,889	43,844	840,903	741,224	99,678
Total Operating Revenue	4,921,305	436,860	410,109	26,751	2,761,273	2,870,761	(109,488)
Net Operating Gain (Loss)		\$ (1,977,489)			\$ (12,436,538)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	507,907	494,931	(12,976)	3,194,256	3,464,518	270,262
State - LTF	13,506,121	1,155,018	1,125,510	(29,508)	7,263,975	7,878,571	614,596
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Total Subsidies	23,123,619	1,977,489	1,926,968	(50,521)	12,436,538	13,488,778	1,052,240
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - Sunline Transit

Passenger Revenue - Unfavorable

- YTD passenger fare revenue up 4% from last fiscal year, however, it is not reaching the projected 8% in the budget.
- The budget accounts for an increase in passenger revenue due to the extension of Line 111 to Coachella. This has yet to take effect as of January 2015. There are expense savings that offset the unfavorable balance in passenger revenue.

Other Revenue - Favorable

- General retail CNG customers have increased usage by 10 %.
- More CNG credit customers have been added and current customers have increased usage. Thus increasing usage by 21% compared to the same period in FY14.
- YTD advertising revenue above budgeted amount by \$74K.

Operator & Mechanic Salaries & Wages - Favorable

- Operators on extended leave for long term disability or workers compensation.
- Line 111 extension to Coachella has yet to affect. A majority of the expenses associated with that extension would be coming from wages. Accordingly, there are some wage savings in operations.

Operator & Mechanic Overtime - Unfavorable

- Operators on extended leave for long term disability or workers compensation.

Administration Salaries & Wages - Favorable

- Vacant positions in Operations, HR, Finance & IT account for the salary savings for administration.
- A portion of the salary savings will be offset by an increase in temporary help services in the respective divisions.

Administration Overtime - Unfavorable

- Administration overtime expenses are within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- The vast majority of unemployment taxes are paid in the first quarter of the calendar year. Accordingly, January & February will be reducing the favorable YTD balance within better range of budget.
- Vacant positions in HR, Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- Sunline currently has four contracted employees. These individuals do not receive fringe benefits
- Operators on extended leave for long term disability or workers compensation.

Communications - Favorable

- Communication expenses are within an acceptable range of the budgeted amount.

Legal Services - General - Favorable

- YTD use of legal counsel is lower than projected.

Computer/Network Software Agreement - Favorable

- Software agreement expenses are within an acceptable range of the budgeted amount.

Uniforms - Unfavorable

- Uniform expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable

- Expenses for hydrogen support are lower than projected.
- Community and Customer Relations contracted services below budget. Expenses against outsourced marketing will be utilized beginning in March.

Equipment Repairs - Favorable

- Equipment repair expenses are within an acceptable range of the budgeted amount.

Security Services - Favorable

- Security service expenses are within an acceptable range of the budgeted amount.

Fuel - CNG - Unfavorable

- Unfavorable variance due to increased cost of unexpected issues with the fuel station.

Fuel - Hydrogen - Unfavorable

- Repair parts expenses for hydrogen are higher than expected. This increases the cost of internal consumption.

Tires - Unfavorable

- Sunline Transit Agency changed tire vendor to Michelin from Goodyear. The Goodyear tires were expensed to a single period. Entire amount will be paid over a 6 month period.

Office Supplies - Favorable

- Office supply expense savings across multiple divisions account for the current surplus.

Travel/Training - Favorable

- Travel & training savings can be attributed low YTD expenses in Sunfuels, Admin Operations, HR, Executive Office, IT and Performance Office.

Repair Parts -Unfavorable

- There was an increased need to conduct vehicle repairs resulting from unexpected failures such as transmission breakdowns.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for the ice machine at Indio driver's lounge.
- Facility maintenance expenses over budget in Thousand Palms due to an inspection and following repairs for the hydraulic lifts in the shop.

Electricity - CNG & Hydrogen - Favorable

- YTD electricity expense savings largely due to hydrogen production through January being lower than projected.

Natural Gas - Unfavorable

- The unfavorable balance is due to an increase in CNG production and natural gas charges.

Water - Unfavorable

- Water expenses are within an acceptable range of the budgeted amount.

Insurance Losses - Favorable

- The current favorable balance is attributed to recoveries claimed by PERMA on the behalf of Sunline.

Insurance Premium - Property - Unfavorable

- Full FY15 premium property insurance payment made in July 2014.

Repair Claims - Unfavorable

- Repairs for bus 569 from February 4, 2014 accident. Work completed in July 2014.
- Repairs for bus 713 from August 2014 accident. Work completed in September.
- Repairs for bus 710 from April 3, 2014 accident. Work Completed in November 2014.

Fuel Taxes - Unfavorable

- Fuel tax expenses are over budget due to retail CNG sales being higher than expected.

Other Expenses - Favorable

- The surplus is attributed to unused expenses being re-allocated from different accounts. The amounts were adjusted to the Finance department miscellaneous expense for control purposes. The funds will be kept as a surplus unless they are needed.
- After reconciling insurance accounts, the budgeted amount for insurance premium workers compensation is more than sufficient to cover the premiums & thus results in a large surplus.
- There was an adjustment of funds that reduced wages and fringe in Human Resources and increased the Consulting expense in Planning. This was a result of wage and fringe savings in Human Resources and a need for planning and grant services in Planning. As of January, there were no consulting expenses in the Planning department.

Self Consumed Fuel - Unfavorable

- The current unfavorable amount is attributed to a 24% increase in expenses to produce fuel and a 13% increase of fuel usage over the same period in FY14.

January- February 2015						
Vendor	Product/ Service	Need	Budgeted	Budgeted Amount	Cost	Type
Andrea Carter & Associates	Marketing Services	To provide public relations strategic planning, media relations, create an advertising program, improve community relations and stakeholder outreach in an effort to improve overall awareness and image of SunLine.	Approved as part of FY 2015 Annual Operating Budget	\$ 75,000	\$ 61,200	Executed Agreement

SunLine Transit Agency

DATE: March 25, 2015
TO: Finance Committee
Board of Directors
FROM: Chief Financial Officer
RE: FY 14 Single Audit Report

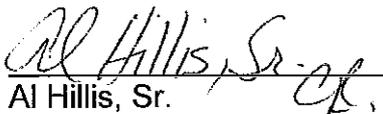
RECEIVE AND FILE

Recommendation

Recommendation to the Board of Directors to Receive and File the Annual fiscal year 2014 Single Audit Report.

Background

Federal law requires under the Single Audit Act that Agencies produce a single fiscal audit to meet the requirements set forth in OMB Circular A-133 and those of the funding agency. As stated at the January 28, 2015 Board meeting, the federal aspect of the single audit has been completed prior to the March deadline and is now being submitted to this Board to receive and file.


Al Hillis, Sr.

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Financial Officer

RE: Resolution to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolution that delegates authority to the CEO/General Manager to direct the Agency staff to apply for grants and obtain funding through the Low Carbon Transit Operations Program (LCTOP).

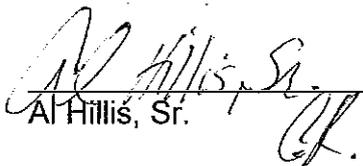
Background

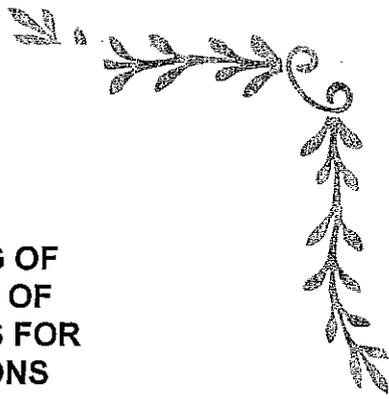
The State Legislature approved SB 862, the Cap and Trade trailer bill, which establishes long-term funding programs from the Cap and Trade program for transit, sustainable communities & affordable housing, as well as high speed rail. The Legislature established a Greenhouse Gas Reduction Fund. Five percent of these funds are appropriated by the State Controller, and administered by Caltrans, to the Low Carbon Transit Operations Program. The amount to \$25 million has been allocated for FY 2014-15 funds. This will be a recurring revenue source.

The Low Carbon Transit Operations Program provides funding allocations based on criteria included in the Public Utilities Code which are based on population and farebox revenue. SunLine will be applying for an appropriated funding award of \$155,907 which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

Fiscal Implications

If awarded the requested amount, this grant will provide state funding revenue of \$155,907 for the Agency.


Al Hillis, Sr.



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION FOR THE EXECUTION OF
THE CERTIFICATIONS AND ASSURANCES FOR
THE LOW CARBON TRANSIT OPERATIONS
PROGRAM (LCTOP)**

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the Department of Transportation has developed guidelines for the purpose of administering and distributing LCTOP-funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to delegate authorization to execute those documents and any amendments thereto to the CEO/General Manager.

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

- 1) The CEO/General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the Department of Transportation to aid in the financing of planning and implementing any LCTOP funded transit projects.
- 2) The CEO/General Manager is authorized to execute and file with such applications an assurance or any other document required by the Department of Transportation.
- 3) The CEO/General Manager is authorized to furnish such additional information as the Department may require in connection with the application for the program of projects.

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

5) The CEO/General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the Department of Transportation for aid in the financing of planning and implementing funded transit projects, pursuant to the Low Carbon Transit Operations Program.

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

1) The CEO/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

ADOPTED THIS 25th DAY OF March, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Greg Pettis
CHAIRMAN of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Operations Officer

RE: Award of Contract Paratransit Vehicles

Recommended Action

Management recommends that the Board grant authorization to the CEO/General Manager to approve award of a contract to Creative Bus Sales, for four (4) (2 expansion & 2 replacement) Paratransit Buses. Total cost \$434,577.76, (\$108,644.44/bus). Once authorization is received the contract will be submitted to Legal Counsel to Approve as to Form.

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) vehicles and replace (2) vehicles that have reached the end of their useful life.

Management has requested 25 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 need to be determined.

SunLine went to the Board for approval of four (4) (two expansion & two replacement) Paratransit Buses purchases in October of 2014. That order of vehicles will be received in April of 2015. This additional order will complete the requested amount of Paratransit bus vehicles for FY 15.

Reason for Selection of Procurement Process

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 Selection of Contract Type

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

Reason for Selection of the Contractor

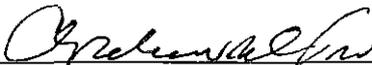
The El Dorado Aero Tech paratransit bus was selected because they are consistent with the current SunLine paratransit fleet and expedites the procurement. Creative Bus Sales is the authorized dealer for the El Dorado Aero Tech paratransit bus in Southern California and was awarded a contract through 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.

How Price was Determined Fair and Reasonable

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 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.



Apolonio Del Toro

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Performance Officer/Capital Projects

RE: Financial & Personnel Management Software Procurement

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Tyler Technologies for the purchase of Finance and Personnel Management software in an amount Not to Exceed \$460,894. Legal Counsel has approved the contract as to form.

Background

The current system, Fleet-Net was installed February 17, 1997, and upgraded from DOS to Windows December 24, 2008. The system contains a suite of finance modules that operate on a modified accrual basis; however, the system lacks the flexibility to analyze financial transaction and basic managerial accounting reports.

In 2014, SunLine Transit Agency began a review of the existing Enterprise Resource Planning (ERP) system in order to determine if it meets the current and future needs of the Agency. The review determined that the existing ERP system lacks a number of features that are needed for the future growth and management of the Agency.

SunLine Transit Agency developed a needs assessment for an ERP system and issued a Request For Information (RFI) based on the assessment. Six vendors responded with their product's ability to meet the Agency's needs. Four of the vendors' products were quality commercial oriented products. One vendor was the provider of the Agency's current ERP system. One vendor's product was specifically designed only for government agencies.

After careful review and discussion of the RFI, responses determined that Tyler Incode® would be the best fit for Agency needs. The features of Tyler Incode® that drove the choice was its focus on Grant/Fund Accounting, Project Accounting, built in Reporting for Government Entities, and the company's depth of market for government agencies.

Reason for Selection of the Procurement Process

For the procurement process, we found that we can use a purchasing agreement with National Joint Powers Alliance (NJPA). National Joint Powers Alliance is a public agency that serves as a member-focused cooperative for agencies throughout the country. NJPA offers a multitude of cooperatively contracted products, equipment, and service opportunities to education, government, and non-profit agencies.

Reason for Selection of the Contract Type

By using a purchasing contract such as NJPA, we can reduce the cost and time that would be encountered with an RFP process. Additionally, it will provide for a faster implementation of an enterprise resource that is needed for daily Agency operations.

Reason for Selection of Contractor

Tyler Technologies is an international firm with more than 9000 clients predominately in the public sector. Tyler Technologies is the leading provider of financial management information and it is well suited for SunLine whose balance sheet is \$70M and revenue and expenses are \$30M.

How Price was Determined Fair and Reasonable

With nearly 50,000 member agencies, NJPA utilizes its large purchasing power to secure competitive pricing of high quality products, equipment, and services. NJPA contracts save time and money because NJPA has legislative authority to procure contracts and uses the same competitive bidding process as municipalities. Members do not have to duplicate the process and can instead use contracts already procured by NJPA.

Financial Impact

Funding of \$1,000,000 is included in the capital projects budget available from Local Transportation Funds, and \$500,000 of State Transportation Assistance funds.


Tommy Edwards

National Joint Powers Agreement Background Information

Coachella Valley Area Agencies that use the NJPA:

City of Cathedral City
Coachella Valley Water District
City of Coachella
City of Desert Hot Springs
Imperial Irrigation District
City of Indian Wells
City of Palm Desert
College of the Desert
California State University San Bernardino
Palm Springs Unified School District
City of Palm Springs, CA
Palm Springs Aerial Tramway
Palm Springs Desert Resorts Convention
County of Riverside

Transit Agencies that use the NJPA:

Omni-trans
Riverside Transit Agency
San Diego Metropolitan Transit
Mountain Area Reg. Transit Authority
Nevada County Transit
Victor Valley Transit Authority
LA County Metropolitan Transit Authority
North San Diego county Transit
Santa Cruz Metro Transit

Tyler Technologies – Users in the Local Area:

Antelope Valley Transit Authority
City of Coachella
City of Indian Wells
Coachella Valley Association of Governments
City of La Quinta
Riverside County Transportation Authority
Riverside County Transportation Commission
Riverside County Assessor
East Valley Water District, Highland
Yucaipa Valley Water District
City of Beaumont
City of Rialto

SunLine Transit Agency

DATE: March 25, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Performance Officer/Capital Projects

RE: Solar Panels Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in the amount of Not To Exceed \$110,000 with Renova Energy Corporation to cover costs for relocating connection of T1 Bus Port Solar PV System (480 modules) from T1 Old Administration grid to T3 new Administration Building grid.

Background

SunLine was awarded a competitive grant by the Federal Transit Administration and the Air Quality Management District. In reviewing the project in October 2014 during the process of applying for final permits for the Solar Project it was brought to our attention that the existing Administration modular trailers had permitting issues. After having several discussions with the County of Riverside Building & Safety Department, Contractor and Construction Manager a solution was made to tie in T1 –current bus port solar PV system to T3 – new Administration Building.

These changes include re-design costs, trenching, conduit and equipment as well as permit fees in coordination with the County of Riverside and net metering agreement with IID.

This change is supported by an independent technical evaluation from the Construction Management firm of RBF.

Financial Impact

This change order amount is within the Solar Project Budget of \$1,505,416 and is included in the FY 15 capital budget.


Tommy D. Edwards

Change Order Log

March 25, 2015

Original Contract Value: \$763,050.00

Change Order No.	Amount	Date	Revised Contract Value
1	109,028.93		\$872,078.93

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, March 25, 2015
12:00 pm
New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

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

The Chair requests that all cellular phones and beepers be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Greg Pettis

2. **Roll Call**

3. **Finalization of Agenda**

4. **Presentations**

5. **Public Comments**

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

Receive Comments

NON AGENDA ITEMS

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

AGENDA ITEMS

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

6. Board Member Comments**Receive Comments**

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

----- **RECEIVE AND 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) SSG/SRA checks over \$1000 issued January, 2015. (Page 1)
- b) SSG/SRA Monthly Budget Reports January, 2015. (Pages 2-3)
- c) Taxi Vehicle/Rides Analysis (Pages 4-6)
- d) California Retail Gasoline Price Report (Page 7)

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

8. Approval of Minutes**Approve**

Minutes of the March 4, 2015 Board of Directors Meeting.
(Pages 8-13)

9. Committee Assignments (Chairman Pettis)**Approve**

Board to approve any changes to current committee assignments.
(Pages 14-15)

10. Resolution Setting Taxi Rates for March 31, 2015 – March 31, 2016 (Michael Jones)**Approve**

Request to the Board on the approval of the attached Resolution setting taxi rates for March 31, 2015 through March 31, 2016. (Pages 16-18)

11. Next Meeting Date

April 22, 2015, or as needed
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

12. Adjourn

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of January 2015

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
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 1/2/15	089987	1/7/2015	\$11,630.38
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 1/16/15	089993	1/30/2015	\$11,477.74
RUTAN & TUCKER, LLP	Legal fees (Dec 2014)	089992	1/30/2015	\$2,703.50
Total of Checks Over \$1,000				\$25,811.62
Total of Checks Under \$1,000				\$2,472.61
Total of All Checks for the Month				\$28,284.23
Total Amount of Checks Prior Years Same Month				\$87,546.52

SunLine Regulatory Agency
Budget Variance Report
January 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	325,000	26,223	27,083	(861)	159,268	189,583	(30,316)
Revenue Fines	5,000	350	417	(67)	7,150	2,917	4,233
Vehicle Inspection Revenue	17,000	2,300	1,417	883	13,900	9,917	3,983
New Driver Permit Revenue	6,000	390	500	(110)	5,220	3,500	1,720
Driver Transfer Revenue	1,620	360	135	225	1,600	945	655
Driver Renewal Revenue	9,200	960	767	193	4,535	5,367	(832)
Driver Permit Reinstatement/Replacement	165	45	14	31	290	96	194
Vehicle Permit Revenue	102,000	20,067	8,500	11,567	69,193	59,500	9,693
Interest Revenue	110	4	9	(6)	23	64	(42)
Other Revenue	-	-	-	-	3,000	-	3,000
Carryover Taxi Funds	8,950	-	746	(746)	-	5,221	(5,221)
Total revenue	475,045	50,698	39,587	11,857	264,178	277,110	(12,932)
Expenses:							
Salaries and Wages	226,918	19,007	18,910	(97)	132,795	132,369	(427)
Fringe Benefits	135,624	13,724	11,302	(2,422)	76,114	79,114	3,000
Services	75,028	2,647	6,252	3,605	39,611	43,766	4,155
Supplies and Materials	10,300	946	858	(87)	4,522	6,008	1,487
Miscellaneous	27,175	1,323	2,265	941	13,623	15,852	2,229
Total Expenses	475,045	37,647	39,587	1,940	266,666	277,110	10,444
Total Operating Surplus (Deficit)	\$ -	\$ 13,051			\$ (2,488)		

Budget Variance Analysis - Sunline Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the current peak months will continue to decrease the unfavorable balance.
- Taxi companies were given the opportunity to pay the full year's vehicle permits during the peak months of October through April.
- \$3,000 of unexpected revenue were recorded to the unbudgeted "Other Revenue" account. This represents a non refundable application fee for a transfer of assets for American Cab.
- Transportation Network Companies, such as Uber, have had a slightly larger effect on taxi trips than expected.

Salaries and Wages - Unfavorable

- Salaries and wages are within acceptable range of budget.

Fringe Benefits - Favorable

- Unemployment taxes are paid in the first quarter of the calendar year. These payments will reduce the favorable balance within acceptable range.
- Open positions in Sunline Transit reduce the allocated payroll factors charged to Sunline Regulatory.

Services - Favorable

- The majority of the savings can be attributed to the control of legal expenses.

Supplies and Materials - Favorable

- The favorable year to date balance is due to expense savings for vehicle repair parts. There has not been any major mechanical issues as of January.

Miscellaneous - Favorable

- As of January there has not been any use of a budgeted amount for customer service training for taxi cab drivers.

TRIP vs. VEHICLE ANALYSIS

TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199
	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254	157	39,715	253
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	2052	637,756	311
	FY 14/15			FY 12/11											

MOST VEHICLES	NOV	167											
LEAST VEHICLES	JUL	140											
MOST TRIPS/VEH	OCT	311											
LEAST TRIPS/VEH	JUL	260											

CALIFORNIA RETAIL GASOLINE PRICE REPORT

U.S. Energy	
Apr 01, 2013	\$3.91
May 01, 2013	\$4.01
Jun 01, 2013	\$3.94
Jul 01, 2013	\$4.00
Aug 01, 2013	\$3.87
Sep 01, 2013	\$3.93
Oct 01, 2013	\$3.78
Nov 01, 2013	\$3.60
Dec 01, 2013	\$3.65
Jan 01, 2014	\$3.62
Feb 01, 2014	\$3.76
Mar 01, 2014	\$4.00
Average	\$3.84

http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm

U.S. Energy	
Apr 01, 2014	\$4.16
May 01, 2014	\$4.17
Jun 01, 2014	\$4.11
Jul 01, 2014	\$4.06
Aug 01, 2014	\$3.91
Sep 01, 2014	\$3.69
Oct 01, 2014	\$3.54
Nov 01, 2014	\$3.18
Dec 01, 2014	\$2.87
Jan 01, 2015	\$2.54
Feb 01, 2015	\$2.71
Mar 01, 2015	\$3.43
Average	\$3.53

Meter calculation is 1/8 mile increments @ \$0.38 per 1/8 mile = \$3.04 per mile

Fuel Cost Increases (Decreases)	
Per Mile Rate Increases (Decreases)	
\$0.000 to \$0.255 per gallon	
\$0.00	
\$0.256 to \$0.755 per gallon	
\$0.10	
\$0.756 to \$1.255 per gallon	
\$0.20	
\$1.256 to \$1.755 per gallon	
\$0.30	
\$1.756 to \$2.255 per gallon	
\$0.40	

Fuel Per Gallon	Average	Regular Grade
2012	\$3.49	
2013	\$4.05	
Difference	\$0.56	Rate Increase
		0.08
New Rate	2013/14	\$3.12

Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	-0.08	\$ 3.04
Difference	\$3.73		

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.53	
Difference	-\$0.31	Rate Decrease
		-0.08
New Rate	2014/15	\$3.04

MINUTES
SunLine Services Group
Board of Directors Meeting
March 4, 2015

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, March 4, 2015 at 12:00 p.m. in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**

The meeting was called to order at 12:00 p.m. by Chairman Greg Pettis.

2. **Pledge of Allegiance**

3. **Roll Call**

Completed.

Members Present

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Councilmember, City of Palm Springs (arrived at 12:05pm)
Ted Weill, Councilmember, City of Rancho Mirage
Robert Spiegel, Mayor Pro Tem, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Kristy Franklin, Mayor Pro Tem, City of La Quinta
Troy Strange, Councilmember, City of Indio
John J. Benoit, Supervisor, County of Riverside

Members Absent

Steven Hernandez, Mayor, City of Coachella

4. **Finalization of Agenda**

No changes.

5. **Presentations**

None.

6. **Public Comments**

NON - AGENDA ITEMS:

No public comments.

AGENDA ITEMS:

None.

7. **Board Member Comments**

None.

Voting for all approval and receive and file items will take place electronically.

8. **Consent Calendar**

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

Mayor Pro Tem Spiegel moved to receive and file the consent calendar. The motion was seconded by Mayor Peabody. Chairman Pettis asked Board Members to vote. The consent calendar was approved by a vote of 8-0.

9. **Approval of Minutes**

Mayor Pro Tem Spiegel moved to approve the minutes of the January 28, 2015 Board meeting. The motion was seconded by Mayor Peabody. Chairman Pettis asked the Board Members to vote. Chairman Pettis stated that the motion carries by a vote of 7 yes; 1 abstention from the City of Rancho Mirage.

10. **Committee Assignments**

Item continued to March 25th meeting. Chairman Pettis asked Board members to review the assignments and if there is a change, please let the Chairman know. Due to the fact that there are new Board members and the Committee appointments were assigned quite some time ago based on preferences of former Board members, this is an opportunity to look it over and in the next couple of weeks, decide if a change would like to be made.

Chairman Pettis also asked the General Manager to place on the agenda for the March 25th meeting, an election for a Vice Chairman of the Board, which has been vacant since November, 2014. We need to put a system in place for June.

Mayor Pro Tem Franklin asked about the Litigation Committee Bylaws and if the members were initially formed properly. Legal Counsel, Bob Owen stated that the Committee was initially formed properly. There were some raising of hands during the Closed Session as to volunteering. Mr. Owen stated that it is better to form the Committees in public session, which will take place at the next meeting.

*At 12:05, Board Member Rick Hutcheson joined the meeting.

11. **Approval of Revised Litigation Committee Bylaws**

Legal Counsel, Bob Owen, addressed the Board. Mr. Owen stated that the Bylaws, Policy and Procedures Committee met earlier today and recommends approval of three changes to the Litigation Committee Bylaws. 1. Add the standard provision on all Committee bylaws that states there is automatic succession in the name of the city if a Board member is replaced by another person from the same city; 2. Exempts Workers' Compensation claims from the purview of Litigation Committee, which was the intent when created. In addition, the CEO/General Manager will be given authority to make a settlement decision for a Workers' Compensation claim; the CEO/General Manager reserves the right to submit settlement offer to full Board for approval. 3. Section 5 – as currently written, we are required a Closed Session every month about every active litigation, which is very unusual for a public agency; Mr. Owen stated that he proposes changing the language to permit the Board to have a Closed Session on any item at the recommendation of Legal Counsel. The language should read: "During the dependency of any litigation involving STA and/or SSG and/or SRA, the Board of Directors shall meet in Closed Session, at the recommendation of Legal Counsel, at a regular or special meeting of the BOD where they shall be apprised of the status of the litigation and given the opportunity to fully express their views and opinions. In addition, the proposed Bylaws delegates to the

CEO/General Manager the authority to make a settlement decision for a Workers' Compensation claim; the CEO/General Manager reserves the right to submit settlement offer to full Board for approval.

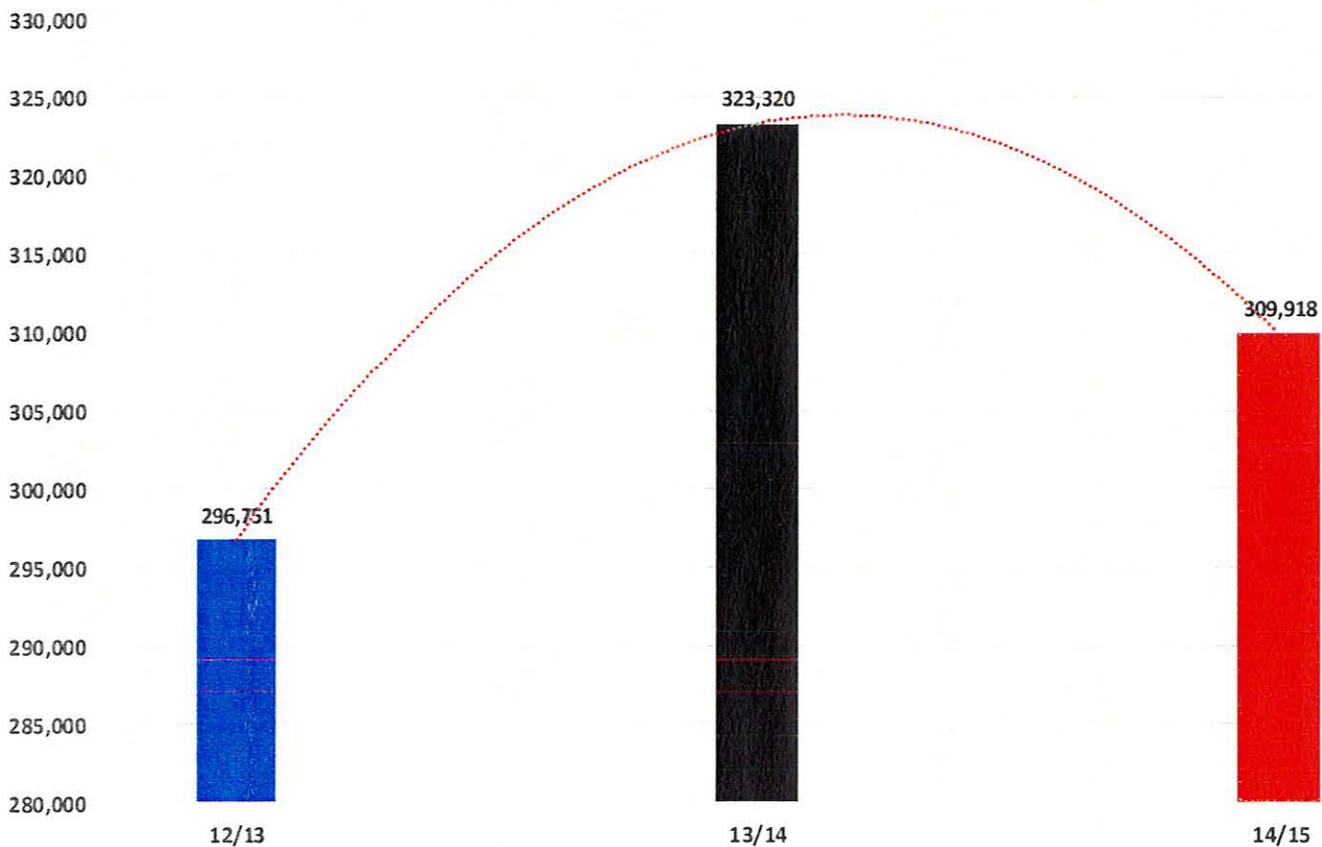
Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Strange. Chairman Pettis asked the Board Members to vote. The motion carried by a unanimous vote of 9-0.

12. Update on Taxi Ridership Decline

Taxi Administrator, Michael Jones, addressed the Board. Mr. Jones stated that the information item brought forward is to keep the SSG Board updated on the impacts of competition as it pertains to ridership, as well as taxicabs on the road. Mr. Jones presented slides with data.

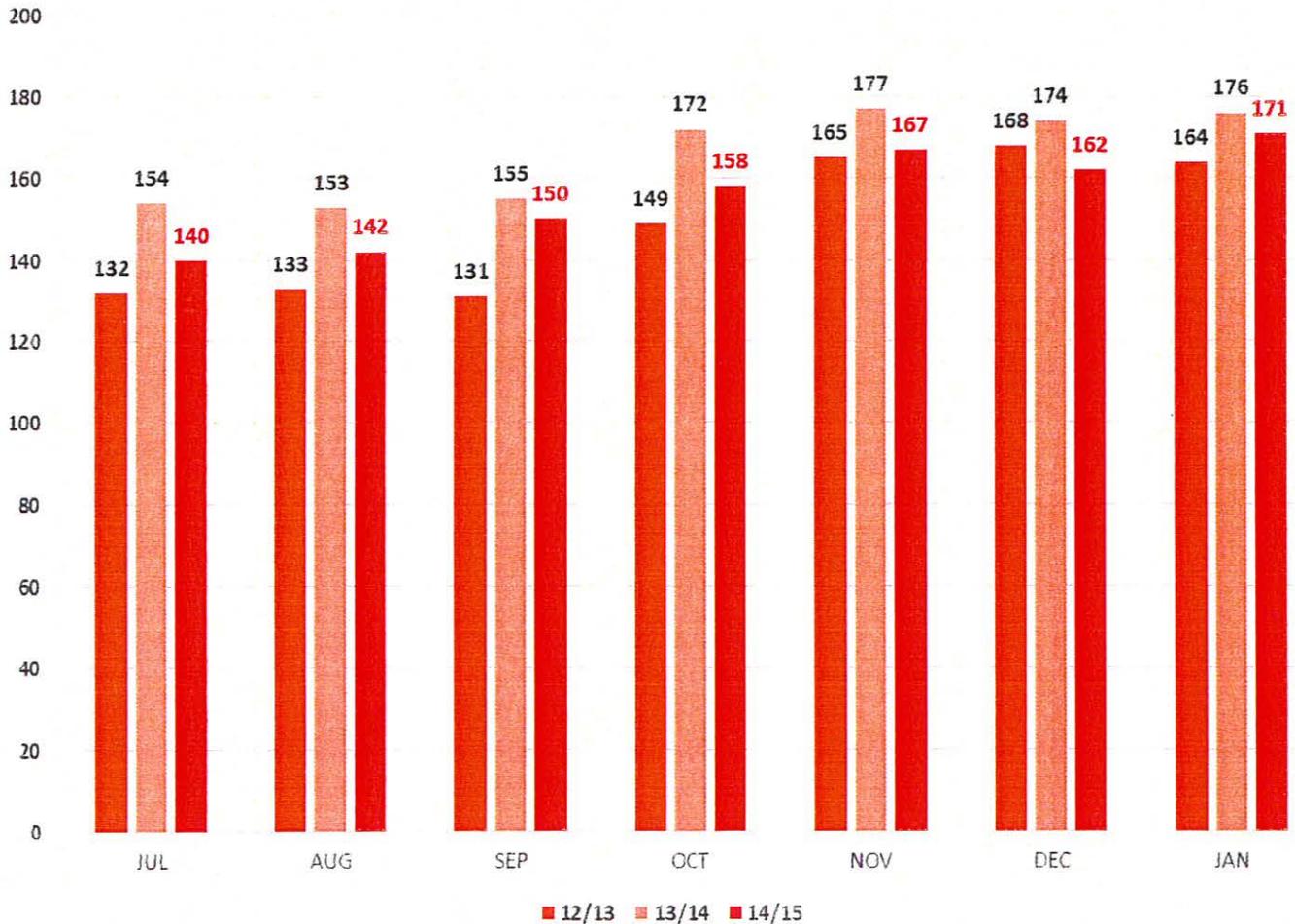
The first slide is data from the last three years, for the same seven month period – July through January. In the blue (below) the ridership for the timeframe, and these are all one way taxicab rides during that period of time. For last year, there were 323,320 and you can start to see the decline in ridership at the end of January.

SEVEN MONTH TRIP COMPARISON



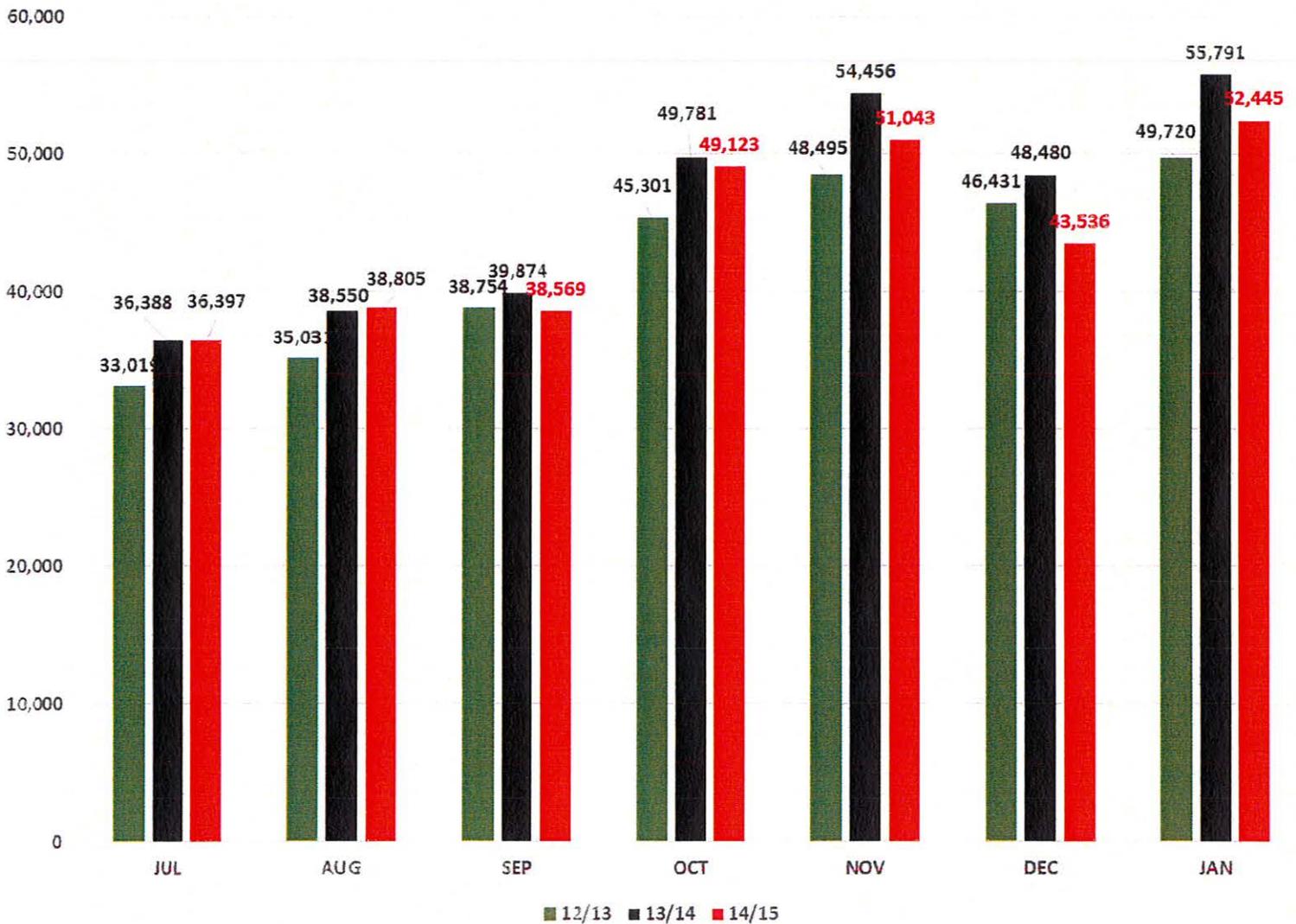
In addition, we are also seeing direct correlation to the drop in ridership – the drop of taxicabs on the road. We did the seven month – month-by-month. The middle column shows the high of when we had most of our taxicabs on the road – that was last year. This year, in the red, you can see the month after month decline. We also see a decline in taxicab drivers.

Average Number Of Leased Taxicabs During Seven Months



This last slide is a roll up of the months over the same three year period for the seven months of data. This data also shows a reduction. As of January, our reduction was around 3,000 rides. Mr. Jones stated that in February, it was more of a significant drop – a 7,000 ride reduction.

Three Year One Way Trips Chart



Mr. Jones stated that Staff is focused on the responsibility to uphold the SSG Board approved Ordinance; however, our job does not end there. Staff is constantly monitoring all data related to the transportation industry and looking for innovative cost effective ways to conduct a professional regulatory agency. Sometimes that requires adjustments to staffing to control cost to meet the budget.

Mayor Pro Tem Spiegel asked if Uber had anything to do with the drop in ridership. Mr. Jones stated that he does believe that the TNCs are having an impact.

Councilmember Strange asked, in terms of our purview, have taxis declined overall in the Valley, or just in terms of what we oversee. Mr. Jones stated that the SRA oversees all Taxi and that is where we are seeing the decline. However, we are seeing an increase in the presence of the TNCs. Some of the taxicab drivers venture out.

Supervisor Benoit stated that he was in Washington, DC last week and at the Hotel, Uber, or Uber X - which is new, was picking up people. Mr. Jones stated that Uber X is the smaller cars – such as a Prius. Uber is the larger size vehicles. Mr. Jones stated that Uber also has a limo service.

Chairman Pettis asked that Mr. Jones provide the app names for each of the Franchisees to the Board to provide to constituents.

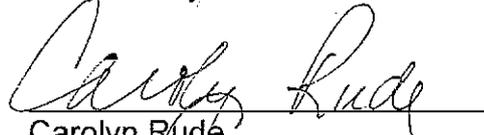
13. Next Meeting Date

Chairman Pettis announced that the next regular meeting of the Board of Directors, if needed, will be held March 25, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

14. Adjourn

Chairman Pettis adjourned the meeting at 12:16p.m.

Respectfully Submitted,

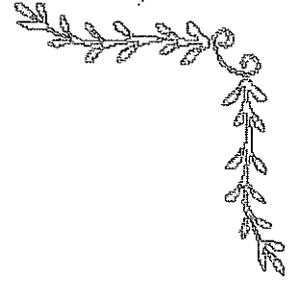
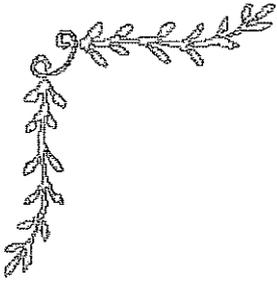

Carolyn Rude
Clerk of the Board

**SunLine Services Group
Updated Board Committee Assignments**

FY 2015

	Taxicab Meet prior to each Board meeting as needed	Litigation Committee Meet prior to each Board meeting as needed
Cathedral City	C	
Indian Wells		M
Desert Hot Springs		
Palm Springs		M
Rancho Mirage	M	M
Palm Desert	V	
Indio	M	M
La Quinta		M
Coachella		
Riverside County		

**M indicates Committee Member; C indicates Committee Chair;
V indicates Committee Vice Chair**



SunLine Services Group

RESOLUTION NO. _____

**RESOLUTION ADOPTING RATES FOR
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY
MARCH 31, 2015 THROUGH MARCH 31, 2016**

WHEREAS, SunLine Services Group is a local agency authorized by Government Code section 53075.5 and SunLine Services Group Ordinance to establish by resolution of its Board of Directors the maximum rates to be charged for provision of taxicab services within the Coachella Valley; and

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group:

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

The following rates are effective March 31, 2015:

Maximum Rate per Mile	\$ 3.04
Maximum Hourly Wait Time Rate	\$ 24.00

Section 2. That the Maximum Rate per Mile is charged to passengers in increments of 1/8 of a mile.

ADOPTED THIS 25th DAY OF March, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Greg Pettis
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

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

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen



**AGENDA
TAXI COMMITTEE MEETING**

**March 25, 2015
11:30am – 12:00pm**

**Wellness Center
SunLine Transit Agency
Thousand Palms, CA**

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

1. Call to Order

2. Roll Call

3. Confirmation of Agenda

4. Public Comments

Receive Comments

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

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

5. Consent Calendar

Receive and File

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

- a) SSG/SRA checks over \$1000 issued January, 2015. (Page 1)
- b) SSG/SRA Monthly Budget Reports January, 2015. (Pages 2-3)
- c) Taxi Vehicle/Rides Analysis January, 2015. (Pages 4-6)
- d) California Retail Gasoline Price Report (Page 7)

6. Resolution Setting Taxi Rates for March 31, 2015 – March 31, 2016
(Michael Jones)

Approve

Discuss request to the Board on the approval of the attached Resolution setting taxi rates for March 31, 2015 through March 31, 2016. (Pages 8-10)

7. Adjourn

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of January 2015

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
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 1/2/15	089987	1/7/2015	\$11,630.38
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 1/16/15	089993	1/30/2015	\$11,477.74
RUTAN & TUCKER, LLP	Legal fees (Dec 2014)	089992	1/30/2015	\$2,703.50

Total of Checks Over \$1,000	\$25,811.62
Total of Checks Under \$1,000	\$2,472.61
Total of All Checks for the Month	\$28,284.23

Total Amount of Checks Prior Years Same Month	\$87,546.52
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SunLine Regulatory Agency
Budget Variance Report
January 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	325,000	26,223	27,083	(861)	159,268	189,583	(30,316)
Revenue Fines	5,000	350	417	(67)	7,150	2,917	4,233
Vehicle Inspection Revenue	17,000	2,300	1,417	883	13,900	9,917	3,983
New Driver Permit Revenue	6,000	390	500	(110)	5,220	3,500	1,720
Driver Transfer Revenue	1,620	360	135	225	1,600	945	655
Driver Renewal Revenue	9,200	960	767	193	4,535	5,367	(832)
Driver Permit Reinstatement/Replacement	165	45	14	31	290	96	194
Vehicle Permit Revenue	102,000	20,067	8,500	11,567	69,193	59,500	9,693
Interest Revenue	110	4	9	(6)	23	64	(42)
Other Revenue	-	-	-	-	3,000	-	3,000
Carryover Taxi Funds	8,950	-	746	(746)	-	5,221	(5,221)
Total revenue	475,045	50,698	39,587	11,857	264,178	277,110	(12,932)
Expenses:							
Salaries and Wages	226,918	19,007	18,910	(97)	132,795	132,369	(427)
Fringe Benefits	135,624	13,724	11,302	(2,422)	76,114	79,114	3,000
Services	75,028	2,647	6,252	3,605	39,611	43,766	4,155
Supplies and Materials	10,300	946	858	(87)	4,522	6,008	1,487
Miscellaneous	27,175	1,323	2,265	941	13,623	15,852	2,229
Total Expenses	475,045	37,647	39,587	1,940	266,666	277,110	10,444
Total Operating Surplus (Deficit)	\$ -	\$ 13,051			\$ (2,488)		

Budget Variance Analysis - Sunline Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the current peak months will continue to decrease the unfavorable balance.
- Taxi companies were given the opportunity to pay the full year's vehicle permits during the peak months of October through April.
- \$3,000 of unexpected revenue were recorded to the unbudgeted "Other Revenue" account. This represents a non refundable application fee for a transfer of assets for American Cab.
- Transportation Network Companies, such as Uber, have had a slightly larger effect on taxi trips than expected.

Salaries and Wages - Unfavorable

- Salaries and wages are within acceptable range of budget.

Fringe Benefits - Favorable

- Unemployment taxes are paid in the first quarter of the calendar year. These payments will reduce the favorable balance within acceptable range.
- Open positions in Sunline Transit reduce the allocated payroll factors charged to Sunline Regulatory.

Services - Favorable

- The majority of the savings can be attributed to the control of legal expenses.

Supplies and Materials - Favorable

- The favorable year to date balance is due to expense savings for vehicle repair parts. There has not been any major mechanical issues as of January.

Miscellaneous - Favorable

- As of January there has not been any use of a budgeted amount for customer service training for taxi cab drivers.

MOST VEHICLES	NOV	167												
LEAST VEHICLES	JUL	140												
MOST TRIPS/VEH	OCT	311												
LEAST TRIPS/VEH	JUL	260												

CALIFORNIA RETAIL GASOLINE PRICE REPORT

U.S. Energy	
Apr 01, 2013	\$3.91
May 01, 2013	\$4.01
Jun 01, 2013	\$3.94
Jul 01, 2013	\$4.00
Aug 01, 2013	\$3.87
Sep 01, 2013	\$3.93
Oct 01, 2013	\$3.78
Nov 01, 2013	\$3.60
Dec 01, 2013	\$3.65
Jan 01, 2014	\$3.62
Feb 01, 2014	\$3.76
Mar 01, 2014	\$4.00
Average	\$3.84

http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm

U.S. Energy	
Apr 01, 2014	\$4.16
May 01, 2014	\$4.17
Jun 01, 2014	\$4.11
Jul 01, 2014	\$4.06
Aug 01, 2014	\$3.91
Sep 01, 2014	\$3.69
Oct 01, 2014	\$3.54
Nov 01, 2014	\$3.18
Dec 01, 2014	\$2.87
Jan 01, 2015	\$2.54
Feb 01, 2015	\$2.71
Mar 01, 2015	\$3.43
Average	\$3.53

Meter calculation is 1/8 mile increments @ \$0.38 per 1/8 mile = \$3.04 per mile

Fuel Cost Increases (Decreases)	
Per Mile Rate Increases (Decreases)	
\$0.000 to \$0.255 per gallon	
\$0.00	
\$0.256 to \$0.755 per gallon	
\$0.10	
\$0.756 to \$1.255 per gallon	
\$0.20	
\$1.256 to \$1.755 per gallon	
\$0.30	
\$1.756 to \$2.255 per gallon	
\$0.40	

Fuel Per Gallon	Average	Regular Grade
2012	\$3.49	
2013	\$4.05	
Difference	\$0.56	Rate Increase
		0.08
New Rate	2013/14	\$3.12

Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	-0.08	\$ 3.04
Difference	\$3.73		

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.53	
Difference	-\$0.31	Rate Decrease
		-0.08
New Rate	2014/15	\$3.04

SunLine Services Group

DATE: March 25, 2015 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Resolution Setting Taxicab Rates for March 31, 2015-March 31, 2016

Recommendation

Recommend that the Board of Directors approve the attached Resolution setting the recommended maximum 'Rate Per Mile' for taxicab operators from \$3.12 to \$3.04, a \$0.08 reduction; no change in the 'Hourly Wait Time'.

Information

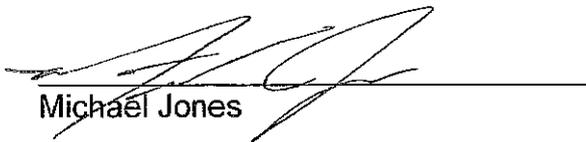
SunLine Regulatory Administration annually reviews the 'Rate Per Mile' and 'Hourly Wait Time' rates for adjustment.

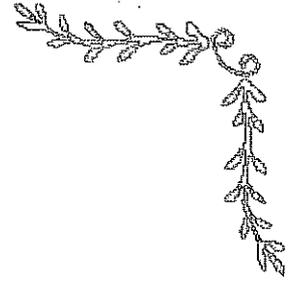
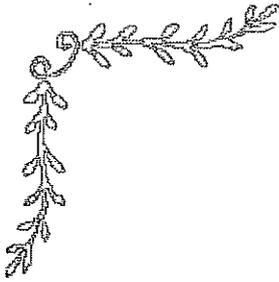
The 'Rate Per Mile' rate is based on an increase or decrease in the cost of fuel. The 'Rate Per Mile' funds is intended to compensate the individual or entity that purchases fuel for the taxicab. The rate is set as a maximum and the franchise is under no obligation to set the 'Rate Per Mile' at the maximum allowed rate.

The 'Hourly Wait Time' adjustment is based on a formula included in the Franchise Agreements and is tied to any change in the Consumer Price Index. A review of the formula and the Consumer Price Index suggests that no change in the 'Hourly Wait Time' is warranted.

Financial Impact

There is no impact to the SRA budget.


Michael Jones



SunLine Services Group

RESOLUTION NO. _____

**RESOLUTION ADOPTING RATES FOR
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY
MARCH 31, 2015 THROUGH MARCH 31, 2016**

WHEREAS, SunLine Services Group is a local agency authorized by Government Code section 53075.5 and SunLine Services Group Ordinance to establish by resolution of its Board of Directors the maximum rates to be charged for provision of taxicab services within the Coachella Valley; and

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group:

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

The following rates are effective March 31, 2015:

Maximum Rate per Mile	\$ 3.04
Maximum Hourly Wait Time Rate	\$ 24.00

Section 2. That the Maximum Rate per Mile is charged to passengers in increments of 1/8 of a mile.

ADOPTED THIS 25th DAY OF March, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Greg Pettis
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

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

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen