



**Wednesday, April 22, 2015  
12:00 Noon  
New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

**Chairman Greg Pettis will be participating via teleconference from  
the following location:  
St. Gregory Hotel & Suites, 2033 M Street, NW  
Washington, DC 20036**

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

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

**AGENDA TOPICS**

**RECOMMENDATION**

1. **Call to Order**  
Vice Chairman John J. Benoit

2. **Flag Salute**

3. **Roll Call**

4. **Presentations**  
None.

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 February, 2015 (Pages 1-3)
- b) Credit card statement for February, 2015 (Pages 4-6)
- c) Monthly Budget Variance Report for February, 2015 (Pages 7-10)
- d) Ridership Report for February, 2015 (Pages 11-12)
- e) SunDial Operational Notes for February, 2015 (Page 13)
- f) Metrics (Pages 14-22)

**----- DISCUSSION -----****9. Committee Restructure (Lauren Skiver)****Discussion**

Discussion with the Board on the proposed restructure of the Board Committees. (Pages 23-29)

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

Request to the Board to approve the Minutes of the March 25, 2015 Board of Directors meeting. (Pages 30-58)

**11. Approve of Agency Bylaws Resolution (Legal Counsel)****Approve**

Request to the Board to approve the attached amended Resolution revising SunLine Transit Agency Bylaws. (Pages 59-70)

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

Board to approve any changes to current committee assignments. (Pages 71-72)

**13. Approval of the Records Management Policy/Retention Schedule (Carolyn Rude) **Approve****

Request to the Board to approve the proposed Records Management Policy B-180315 and /Retention Schedule. (Pages 73-97)

**14. Approval of Contract with Nyhart (Al Hillis, Sr.) **Approve****

Request to the Board to delegate authority to the CEO/General Manager to negotiate and execute an agreement with Nyhart to provide actuary services. (Pages 98-100)

**15. Approval of Contract with Kushner, Smith, Joanou & Gregson, LLP (Al Hillis, Sr.) **Approve****

Request to the Board to delegate authority to the CEO/General Manager to negotiate and execute an agreement with Kushner, Smith, Joanou & Gregson, LLP, to perform annual audit of the pension plans for bargaining and non-bargaining units. (Pages 101-102)

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**16. General Manager's Report**

**\*Recess SunLine Transit Agency Board meeting to hold SunLine Services Group Board meeting.**

**\*Resume SunLine Transit Agency Board meeting.**

**17. Closed Session**

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

**18. Report Out of Closed Session (Legal Counsel)**

**19. Next Meeting Date**

May 27, 2015  
12 o'clock Noon – New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**20. Adjourn**



**FINANCE COMMITTEE AGENDA**

**April 22, 2015**

**11:15 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 February, 2015 (Pages 1-3)
  - b) Credit card statement for February, 2015 (Pages 4-6)
  - c) Monthly Budget Variance Reports for February, 2014 (Pages 7-10)
  - d) Metrics (Pages 11-19)

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

6. **Award of Contract with Nyhart (Al Hillis, Sr.)** **Approve**

Request to the Board to delegate authority to the CEO/General Manager to negotiate and execute an agreement with Nyhart to provide actuary services. (Pages 20-22)
7. **Approval of Contract with Kushner, Smith, Joanou & Gregson, LLP (Al Hillis, Sr.)** **Approve**

Request to the Board to delegate authority to the CEO/General Manager to negotiate and execute an agreement with Kushner, Smith, Joanou & Gregson, LLP, to perform the annual audit of the pension plans for bargaining and non-bargaining units. (Pages 23-24)
8. **Adjourn**



**AGENDA  
BYLAWS, POLICY AND PROCEDURES COMMITTEE**

**April 22, 2015  
10:30 a.m. – 11:15 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

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

5. Approval of Agency Bylaws Resolution (Legal Counsel, Robert Owen) **Approve**  
Request to the Board to approve the attached Resolution revising Agency Bylaws, Rules of Procedure. (Pages 1-12)
6. Approval of the Records Management Policy/Retention Schedule (Carolyn Rude) **Approve**  
Request to the Board to approve the proposed Records Management Policy B-180315 and /Retention Schedule. (Pages 13-37)

- 
7. Adjourn

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<u>HEALTH NET</u>	Group Health Ins Prem	663836	2/13/2015	\$275,592.29
PERMA - Insurance	Gen Lib/WC	663940	2/27/2015	\$97,989.72
BP ENERGY CO.	CNG (Dec 2014)	663905	2/27/2015	\$96,765.83
BP ENERGY CO.	CNG (Jan 2015)	663906	2/27/2015	\$70,454.37
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663858	2/13/2015	\$69,355.14
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663950	2/27/2015	\$66,997.45
<b>APPLE VALLEY COMMUNICATIONS</b>	<b>Audio Equip Admin Bldg.</b>	<b>663903</b>	<b>2/27/2015</b>	<b>\$63,509.10</b>
<b>PSOMAS</b>	<b>Engineer Services Bus Shelters</b>	<b>663941</b>	<b>2/27/2015</b>	<b>\$32,726.31</b>
SO CAL GAS CO.	Utilities	663850	2/13/2015	\$32,503.55
<b>IBI GROUP</b>	<b>Engineer Services</b>	<b>663926</b>	<b>2/27/2015</b>	<b>\$28,194.44</b>
<u>METLIFE SBC</u>	Dental/Supplement Ins	663933	2/27/2015	\$27,177.11
IMPERIAL IRRIGATION DIST	Utilities	663882	2/19/2015	\$22,558.42
<b>ARCADIS U.S., INC.</b>	<b>Construction Managing</b>	<b>663819</b>	<b>2/13/2015</b>	<b>\$20,642.17</b>
CUMMINS PACIFIC, LLC	Bus Repair Parts	663728	2/6/2015	\$20,261.45
NEW FLYER	Bus Parts	663773	2/6/2015	\$19,849.13
TRAPEZE SOFTWAREGROUP, INC.	Computer Software Agmt	663808	2/6/2015	\$18,134.00
TRANSPORTATION MANAGEMENT & FLEET REFINISHING	Bus Route Planning Body/Paint	663855 663741	2/13/2015 2/6/2015	\$16,500.00 \$16,397.86
CUMMINS PACIFIC, LLC	Bus Repair Parts	663826	2/13/2015	\$13,304.32
MICHELIN NORTH AMERICA.	Tire Leasing	663884	2/19/2015	\$12,782.04
GENFARE	Repair Parts Fareboxes/Passes	663746	2/6/2015	\$12,070.55
RUTAN & TUCKER, LLP	Legal fees	663943	2/27/2015	\$11,154.14
TRAPEZE SOFTWAREGROUP, INC.	Computer Software Agmt	663856	2/13/2015	\$10,259.00
TIME WARNER CABLE	Utilities	663895	2/19/2015	\$9,456.41
STRICKLAND KENNY INC.	Lubricants & Oils	663797	2/6/2015	\$7,886.19
SOUTHWEST NETWORKS, INC.	Network Consultants	663792	2/6/2015	\$7,650.00
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>663817</b>	<b>2/13/2015</b>	<b>\$7,283.04</b>
<b>GRAINGER</b>	<b>Facility Maintenance Equipt.</b>	<b>663748</b>	<b>2/6/2015</b>	<b>\$6,925.15</b>
G & K SERVICES	Uniform service	663743	2/6/2015	\$6,412.03
<b>BAE SYSTEMS CONTROLS, INC.</b>	<b>FC Bus Support</b>	<b>663866</b>	<b>2/19/2015</b>	<b>\$6,317.33</b>
<b>PSOMAS</b>	<b>Engineer Services</b>	<b>663845</b>	<b>2/13/2015</b>	<b>\$5,826.09</b>
IMPERIAL IRRIGATION DIST	Utilities	663928	2/27/2015	\$5,737.58
IMPERIAL IRRIGATION DIST	Utilities	663753	2/6/2015	\$5,709.24
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>663816</b>	<b>2/13/2015</b>	<b>\$5,320.69</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>663900</b>	<b>2/27/2015</b>	<b>\$5,320.69</b>
ALLIEDBARTON SECURITY SERVICES	Security Services	663712	2/6/2015	\$5,146.88
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>663862</b>	<b>2/13/2015</b>	<b>\$4,957.88</b>
KBM FACILITY SOLUTIONS	Janitorial Servs	663839	2/13/2015	\$4,925.00
LOYA CASUALTY INSUARANCE CO.	Insurance Losses	663932	2/27/2015	\$4,696.60

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SO CAL GAS CO.	Utilities	663891	2/19/2015	\$4,294.53
<b>KIMCO STAFFING SERVICES, INC.</b>	<b>Temp. Emp Admin Bldg.</b>	<b>663763</b>	<b>2/6/2015</b>	<b>\$4,192.51</b>
<b>INDEPENDENT LIVING PARTNERSHIP</b>	<b>Grant Pass-Through</b>	<b>663929</b>	<b>2/27/2015</b>	<b>\$4,060.15</b>
CREATIVE BUS SALES, INC.	Bus Repair Parts	663725	2/6/2015	\$4,050.47
TELEPACIFIC COMMUNICATIONS	Telephone Service	663799	2/6/2015	\$4,040.08
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>663911</b>	<b>2/27/2015</b>	<b>\$4,033.36</b>
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>663823</b>	<b>2/13/2015</b>	<b>\$4,004.28</b>
NYHART COMPANY	Pension Consultant	663935	2/27/2015	\$3,960.00
TELEPACIFIC COMMUNICATIONS	Telephone Service	663948	2/27/2015	\$3,874.20
FIESTA FORD, INC.	Repair Parts/Support	663738	2/6/2015	\$3,811.54
TRUCK GEARS, INC.	Bus Repair Parts	663809	2/6/2015	\$3,527.66
<b>RBF / MICHAEL BAKER CORP</b>	<b>Solar Panel Project</b>	<b>663846</b>	<b>2/13/2015</b>	<b>\$3,479.97</b>
TK SERVICES, INC.	Bus Repair Parts	663802	2/6/2015	\$3,313.61
SOUTHWEST NETWORKS, INC.	Network Consultants	663852	2/13/2015	\$3,206.25
JIM'S DESERT RADIATOR	Outside Repairs Fixed Rte	663758	2/6/2015	\$3,168.00
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	663863	2/19/2015	\$3,121.60
HI-TECH MACHINING	Repair Parts	663752	2/6/2015	\$3,067.00
VERIZON WIRELESS	Wireless Cell Service	663860	2/13/2015	\$2,975.44
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>663919</u>	<u>2/27/2015</u>	<u>\$2,873.38</u>
BURRTEC WASTE & RECYCLING	Facility Trash Removal	663821	2/13/2015	\$2,725.98
TIME WARNER CABLE	Utilities	663800	2/6/2015	\$2,604.82
ALLIEDBARTON SECURITY SERVICES	Security Services	663864	2/19/2015	\$2,484.72
PATRICK M. BRASSIL	Hydrogen Maintenance	663779	2/6/2015	\$2,480.00
OFFICE DEPOT	Office Supplies	663775	2/6/2015	\$2,421.94
ALEXANDER COHN, ESQ	Legal Services	663898	2/27/2015	\$2,300.00
PLAZA TOWING, INC.	Towing Service	663782	2/6/2015	\$2,250.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>663827</b>	<b>2/13/2015</b>	<b>\$2,242.67</b>
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	663896	2/19/2015	\$2,236.45
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663829	2/13/2015	\$2,100.00
TOTALFUNDS BY HASLER	Postage Supplies	663854	2/13/2015	\$2,092.58
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	663869	2/19/2015	\$2,022.00
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	663813	2/6/2015	\$1,874.39
FLEET-NET CORPORATION	Software & Licenses	663833	2/13/2015	\$1,860.00
TRANSIT RESOURCES, INC.	Bus wheel chair parts	663806	2/6/2015	\$1,850.60
GAS COMPANY, THE	Indio Facility Gas	663878	2/19/2015	\$1,838.33
ANNEX RIVERSIDE, INC.	Body/Paint	663714	2/6/2015	\$1,690.89
SO CAL GAS CO.	Utilities	663946	2/27/2015	\$1,601.97
BROADLUX, INC.	Contracted Services-General	663719	2/6/2015	\$1,529.40
<b>KIMCO STAFFING SERVICES, INC.</b>	<b>Temp. Emp Admin Bldg.</b>	<b>663840</b>	<b>2/13/2015</b>	<b>\$1,522.76</b>

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<b>ADVOCATES FOR LABOR COMPLIANCE</b>	<b>Solar Panel Project</b>	<b>663709</b>	<b>2/6/2015</b>	<b>\$1,500.00</b>
CALSTART, INC.	Membership Fee	663912	2/27/2015	\$1,500.00
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	663937	2/27/2015	\$1,406.33
P. SAUCEDO	Insurance Losses	663844	2/13/2015	\$1,399.16
STRICKLAND KENNY INC.	Lubricants & Oils	663893	2/19/2015	\$1,328.30
NEW FLYER	Bus Parts	663885	2/19/2015	\$1,323.02
<b>VALLEY LOCK &amp; SAFE</b>	<b>Admin Bldg.</b>	<b>663812</b>	<b>2/6/2015</b>	<b>\$1,278.45</b>
SMART CHEMISTRY CORPORATION	Hydrogen Samples	663945	2/27/2015	\$1,250.00
ALLIEDBARTON SECURITY SERVICES	Security Services	663899	2/27/2015	\$1,242.36
SMARTDRIVE SYSTEMS, INC.	Security Equipment	663849	2/13/2015	\$1,240.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	663873	2/19/2015	\$1,223.80
GRAVES & KING LLP	Insurance Losses	663925	2/27/2015	\$1,172.38
TOXGUARD FLUID	Coolant Recycling	663805	2/6/2015	\$1,167.96
<b>CARROT-TOP INDUSTRIES, INC.</b>	<b>Facility Maint Admin Bldg.</b>	<b>663913</b>	<b>2/27/2015</b>	<b>\$1,157.25</b>
DESERT ALARM, INC.	Security Services	663874	2/19/2015	\$1,120.00
SOUTH COAST AIR QUALITY	Annual Operating Permit	663851	2/13/2015	\$1,115.19
CAL HYDROGEN BUSINESS COUNCIL	Membership & Subscriptions	663910	2/27/2015	\$1,100.00
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	663778	2/6/2015	\$1,087.51

<b>Total of Checks Over \$1,000</b>	<b>\$1,288,144.43</b>
<b>Total of Checks Under \$1,000</b>	<b>\$38,689.25</b>
<b>Total of All Checks for the Month</b>	<b>\$1,326,833.68</b>
<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$2,243,020.79</b>



February 2015 Statement

Open Date: 01/22/2015 Closing Date: 02/19/2015



Visa® Business Card  
SUNLINE TRANSIT

Account:

Cardmember Service ☎ 1-866-552-8855  
EUS 30 ELN 7 13

<b>New Balance</b>	<b>\$1,505.39</b>
<b>Minimum Payment Due</b>	<b>\$16.00</b>
<b>Payment Due Date</b>	<b>03/17/2015</b>

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%.

<b>Activity Summary</b>		
Previous Balance	+	\$721.24
Payments	-	\$721.24 <sup>CR</sup>
Other Credits		\$0.00
Purchases	+	\$1,505.39
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,505.39</b>
Past Due		\$0.00
Minimum Payment Due		\$16.00
Credit Line		\$43,000.00
Available Credit		\$41,494.61
Days in Billing Period		29

Payment Options:

Fill payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

No payment is required.

CPN 000648933



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

- to pay by phone
- to change your address

000042796 1 AB 0.406 009638276713082 P

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



Automatic Payment

Account Number:

Your new full balance of \$1,505.39 will be automatically deducted from your account on 03/16/15.



**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 \$1505.39 will be automatically deducted from your bank account on 03/16/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

ScoreBoard is a valuable expense management tool. ScoreBoard is designed to help you make informed decisions about your expenses and see trends in your credit card spending patterns. You can review your card spending on a monthly, quarterly, annual, or YTD basis. You can use ScoreBoard to help you with your tax preparation. Try ScoreBoard today! For details, visit Credit Card Account Access at [myaccountaccess.com](http://myaccountaccess.com).

Transactions		SKIVER,LAURA L			Credit Limit \$40000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
01/29	01/28	3360	PANERA BREAD # 601771 PALM DESERT CA	\$230.94	_____	
02/17	02/12	9531	UNITED 0167572995397 800-932-2732 TX MORA/VANESSA 04/12/15 PALMSPRINGS TO SAN FRANCISC SAN FRANCISC TO PORTLAND ORE PORTLAND ORE TO SAN FRANCISC SAN FRANCISC TO PALMSPRINGS	\$380.20	_____	
02/17	02/12	9549	UNITED 0167572995398 800-932-2732 TX HERNANDEZ/ROSA 04/12/15 PALMSPRINGS TO SAN FRANCISC SAN FRANCISC TO PORTLAND ORE PORTLAND ORE TO SAN FRANCISC SAN FRANCISC TO PALMSPRINGS	\$380.20	_____	
02/17	02/13	5281	EXPEDIA*197967923950 EXPEDIA.COM NV	\$514.05	_____	
<b>Total for Accour:</b>				<b>\$1,505.39</b>		

Transactions		BILLING ACCOUNT ACTIVITY				
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Payments and Other Credits</b>						
02/17	02/17		PAYMENT THANK YOU	\$721.24cr	_____	
<b>Total for Accour</b>				<b>\$721.24cr</b>		

Pacific Western Bank  
SunLine Transit Agency Visa Credit Card Statement  
Closing Date: February 19, 2015

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Lauren Skiver – Detail

1/28/15	Panera Bread, Palm Desert	Lunch-January Board Meeting	\$ 230.94
02/17/15	United Airlines	Airfare, EEO Officer, Vanessa Mora, to attend training for ADA Eligibility in Portland, Oregon; April 12-14, 2015.	\$ 380.20
02/17/15	United Airlines	Airfare, Customer Service Rep., Rosa Hernandez, to attend training for ADA Eligibility in Portland, Oregon; April 12-14, 2015.	\$ 380.20
02/13/15	Expedia	Hotel charges for EEO Officer, Vaness Mora, and Rosa Hernandez, Customer Service Rep., to attend training for ADA Eligibility, at the Days Inn and Suites, Vancouver, WA.	\$ 514.05
<b>Total Amount</b>			<b>\$1505.39</b>

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Credits:			
02/17/15	Payment		\$ 721.24CR

SunLine Transit Agency  
Budget Variance Report  
February 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Operating Revenues:</b>							
Passenger Revenue	3,650,635	290,106	304,220	(14,114)	2,210,477	2,433,757	(223,280)
Other Revenue	1,270,670	133,841	105,889	27,952	974,744	847,113	127,630
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>423,947</b>	<b>410,109</b>	<b>13,838</b>	<b>3,185,220</b>	<b>3,280,870</b>	<b>(95,650)</b>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	8,174,244	582,437	681,187	98,750	4,953,341	5,449,496	496,155
Operator & Mechanic Overtime	795,920	77,862	66,327	(11,535)	652,745	530,613	(122,132)
Administration Salaries & Wages	3,897,652	263,008	324,804	61,796	2,483,811	2,598,435	114,623
Administration Overtime	15,770	1,479	1,314	(165)	11,579	10,513	(1,066)
Fringe Benefits	7,063,352	584,890	588,613	3,722	4,595,097	4,708,902	113,805
Communications	114,380	10,203	9,532	(671)	74,311	76,253	1,942
Legal Services - General	195,460	8,540	16,288	7,749	63,988	130,307	66,319
Computer/Network Software Agreement	268,581	21,331	22,382	1,051	177,973	179,054	1,081
Uniforms	79,100	7,190	6,592	(599)	54,730	52,733	(1,996)
Contracted Services	423,620	40,597	35,302	(5,296)	252,615	282,413	29,799
Equipment Repairs	4,000	-	333	333	1,463	2,667	1,204
Security Services	70,000	5,080	5,833	753	44,230	46,667	2,436
Fuel - CNG	1,431,912	90,717	119,326	28,609	944,553	954,608	10,055
Fuel - Hydrogen	146,546	8,352	12,212	3,860	99,375	97,697	(1,678)
Tires	267,330	17,998	22,277	4,280	190,633	178,220	(12,413)
Office Supplies	73,893	5,689	6,158	469	35,271	49,262	13,991
Travel/Training	137,300	1,840	11,442	9,602	44,153	91,533	47,381
Repair Parts	840,950	84,902	70,079	(14,823)	593,594	560,633	(32,961)
Facility Maintenance	29,000	3,178	2,417	(761)	24,763	19,333	(5,430)
Electricity - CNG & Hydrogen	171,000	12,867	14,250	1,383	99,643	114,000	14,357
Natural Gas	1,333,000	80,121	111,083	30,962	964,170	888,667	(75,504)
Water	5,200	853	433	(420)	4,316	3,467	(849)
Insurance Losses	375,000	24,603	31,250	6,647	238,633	250,000	11,367
Insurance Premium - Property	9,919	-	827	827	8,063	6,613	(1,451)
Repair Claims	45,000	-	3,750	3,750	44,113	30,000	(14,113)
Fuel Taxes	128,800	11,283	10,733	(549)	96,868	85,867	(11,001)
Other Expenses	3,492,836	193,690	291,070	97,380	1,528,219	2,328,557	800,339
Self Consumed Fuel	(1,544,841)	(99,142)	(128,737)	29,595	(1,044,872)	(1,029,894)	(14,978)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,039,567</b>	<b>2,337,077</b>	<b>297,510</b>	<b>17,237,378</b>	<b>18,696,616</b>	<b>1,459,238</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (1,615,620)</b>			<b>\$ (14,052,158)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	414,963	494,931	79,968	3,609,219	3,959,449	350,230
State - LTF	13,506,121	943,657	1,125,510	181,853	8,207,632	9,004,081	796,449
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	257,000	306,527	49,527	2,235,307	2,452,216	216,909
<b>Total Subsidies</b>	<b>23,123,619</b>	<b>1,615,620</b>	<b>1,926,968</b>	<b>311,348</b>	<b>14,052,158</b>	<b>15,415,746</b>	<b>1,363,588</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

SunLine Transit Agency  
Budget Variance Report  
February 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Operating Expenses:</b>							
Wages & Benefits	19,946,938	1,509,676	1,662,245	152,568	12,696,574	13,297,959	601,385
Services	2,224,990	169,966	185,416	15,450	1,302,940	1,483,327	180,386
Fuels & Lubricants	1,706,158	109,366	142,180	32,813	1,133,177	1,137,439	4,262
Tires	267,330	17,998	22,278	4,280	190,633	178,220	(12,413)
Materials and Supplies	1,139,813	106,884	94,984	(11,900)	755,732	759,875	4,144
Utilities	1,752,697	118,785	146,058	27,274	1,236,797	1,168,465	(68,332)
Casualty & Liability	1,817,625	74,513	151,469	76,956	697,558	1,211,750	514,192
Taxes and Fees	128,800	11,283	10,733	(549)	96,868	85,867	(11,001)
Miscellaneous Expenses	605,414	20,238	50,451	30,213	171,971	403,609	231,638
Self Consumed Fuel	(1,544,841)	(99,142)	(128,737)	29,595	(1,044,872)	(1,029,894)	(14,978)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,039,567</b>	<b>2,337,077</b>	<b>297,510</b>	<b>17,237,378</b>	<b>18,696,616</b>	<b>1,459,238</b>
<b>Revenues:</b>							
Passenger Revenue	3,650,635	290,106	304,220	(14,114)	2,210,477	2,433,757	(223,280)
Other Revenue	1,270,670	133,841	105,889	27,952	974,744	847,113	127,630
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>423,947</b>	<b>410,109</b>	<b>13,838</b>	<b>3,185,220</b>	<b>3,280,870</b>	<b>(95,650)</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (1,615,620)</b>			<b>\$ (14,052,158)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	414,963	494,931	79,968	3,609,219	3,959,449	350,230
State - LTF	13,506,121	943,657	1,125,510	181,853	8,207,632	9,004,081	796,449
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	257,000	306,527	49,527	2,235,307	2,452,216	216,909
<b>Total Subsidies</b>	<b>23,123,619</b>	<b>1,615,620</b>	<b>1,926,968</b>	<b>311,348</b>	<b>14,052,158</b>	<b>15,415,746</b>	<b>1,363,588</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

## Budget Variance Analysis - Sunline Transit

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### Passenger Revenue - Unfavorable

- YTD passenger fare revenue up 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 February 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 \$86K.

### 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 the Administration Office, 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 Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- Sunline currently has three 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 - Favorable

- Favorable variance due to an over accrual in January & reduced expenses in February.

Fuel - Hydrogen - Unfavorable

- Hydrogen expenses are within an acceptable range of the budget.

Tires - Unfavorable

- Sunline Transit Agency changed tire vendor to Michelin from Goodyear. The Goodyear tires were expensed to a single 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 February being lower than projected.

Natural Gas - Unfavorable

- The unfavorable balance is due to an increase in 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 2014.
- 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 February, there has only been a few consulting expenses in the Planning department.

Self Consumed Fuel - Unfavorable

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



## SunLine Transit Agency Monthly Ridership Report February 2015

Fixed Route Line Description	Feb 2015	Feb 2014	Jan 2015	FY 2014 & 2015		FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
				Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14 DHS/PS	56,760	53,816	57,491	2,944	5.5%	451,037	382,309	68,728	18.0%	1,716	13,806	345	4,334
15 DHS	10,510	9,909	10,340	601	6.1%	78,531	74,084	4,447	6.0%	294	2,206	82	241
24 PS	16,017	17,026	15,502	(1,009)	-5.9%	125,410	134,173	(8,763)	-6.5%	330	3,065	286	1,754
30 CC/PS	67,867	66,921	66,778	946	1.4%	530,056	483,162	46,894	9.7%	1,971	16,530	369	3,248
32 PD/RM/TP/CC/PS	24,616	26,295	24,844	(1,679)	-6.4%	195,655	194,599	1,056	0.5%	1,273	8,779	251	1,737
53 PD/IW	5,302	4,892	5,024	410	8.4%	38,282	40,025	(1,743)	-4.4%	152	1,202	14	241
54 Indio/LQ/IW/PD	9,381	6,098	7,709	3,283	53.8%	61,373	9,688	51,685	533.5%	387	2,507	61	438
70 LQ/BD	19,382	23,100	19,787	(3,718)	-16.1%	143,713	168,486	(24,773)	-14.7%	596	5,888	40	301
80 Indio	10,528	10,664	10,745	(136)	-1.3%	88,959	91,547	(2,588)	-2.8%	163	1,641	91	632
81 Indio	6,957	8,570	7,160	(1,613)	-18.8%	60,249	69,795	(9,546)	-13.7%	66	1,105	64	566
90 Coachella/Indio	19,622	19,797	19,314	(175)	-0.9%	148,470	153,910	(5,440)	-3.5%	512	4,304	152	886
91 I/Cch/Th/Mec/Oas	20,292	20,515	18,608	(223)	-1.1%	150,392	149,556	836	0.6%	539	4,035	56	399
95 I/Cch/Th/Mec/NS	2,680	2,836	2,759	(156)	-5.5%	21,121	15,277	5,844	38.3%	124	677	5	42
111 PS to Indio	127,432	140,154	127,093	(12,722)	-9.1%	1,014,162	1,080,774	(66,612)	-6.2%	4,151	36,411	784	7,268
220 PD to Riverside	1,035	1,226	1,071	(191)	-15.6%	8,656	9,763	(1,107)	-11.3%	24	449	6	67
<b>Fixed route total</b>	<b>398,381</b>	<b>411,819</b>	<b>394,225</b>	<b>(13,438)</b>	<b>-3.3%</b>	<b>3,116,066</b>	<b>3,057,148</b>	<b>58,918</b>	<b>1.9%</b>	<b>12,298</b>	<b>102,605</b>	<b>2,606</b>	<b>22,154</b>
<b>Demand Response</b>													
SunDial	12,299	11,107	12,685	1,192	10.7%	101,637	91,074	10,563	11.6%				
<b>System total</b>	<b>410,680</b>	<b>422,926</b>	<b>406,910</b>	<b>(12,246)</b>	<b>-2.9%</b>	<b>3,217,703</b>	<b>3,148,222</b>	<b>69,481</b>	<b>2.2%</b>				
	<b>Feb-15</b>	<b>Feb-14</b>	<b>Jan-15</b>										
Weekdays:	20	20	* 21										
Saturdays:	4	4	5										
Sundays:	4	4	5										
<b>Total Days:</b>	<b>28</b>	<b>28</b>	<b>31</b>										

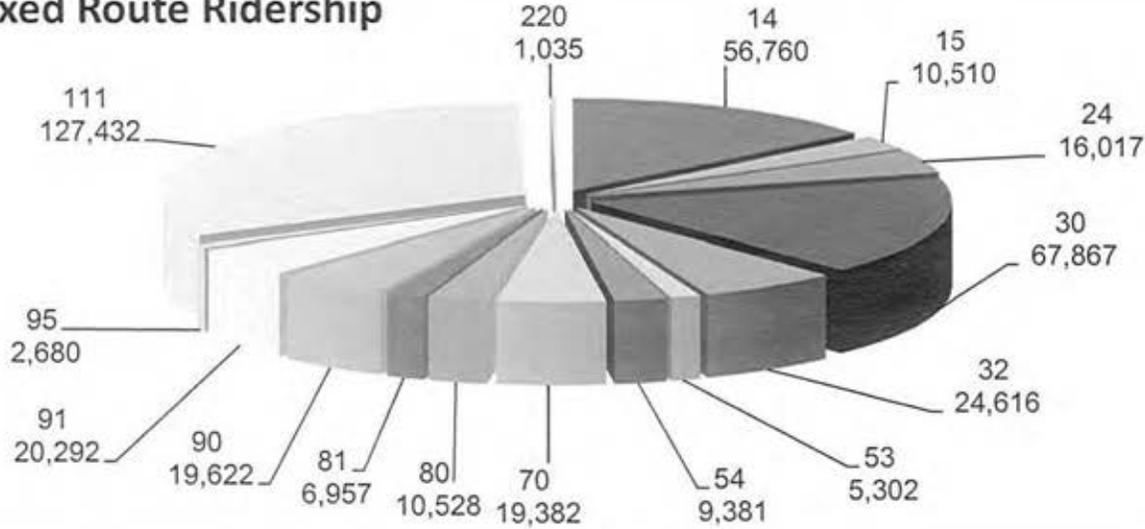
Please note:

\*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.

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

# SunLine Transit Agency Monthly Ridership Report February - 2015

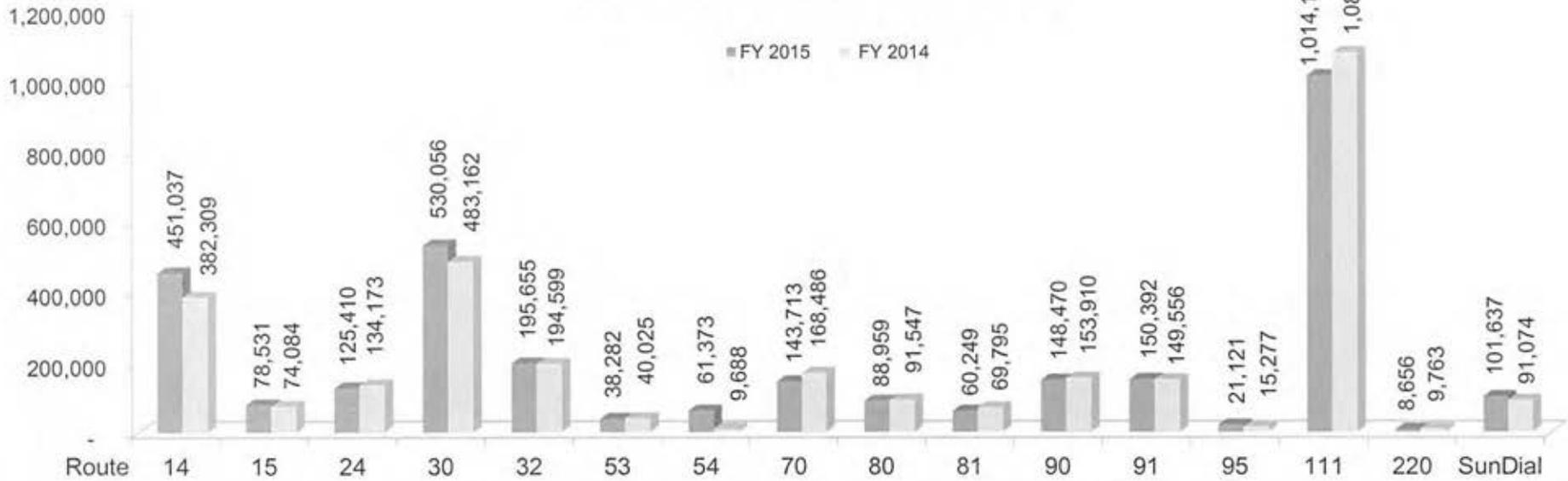
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





**SunDial Operational Notes**  
**February 2015**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.7%	90.1%	Total trips carried in the on-time window
888	1,170	Total trips late during the month
9,972	11,924	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,107	12,299	Total passengers for the month
97,153	97,349	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	1	Total Ride-a-Long Evaluations
5	7	Total Onboard Inspections
0	7	Total Safety Evaluations

5. DENIALS

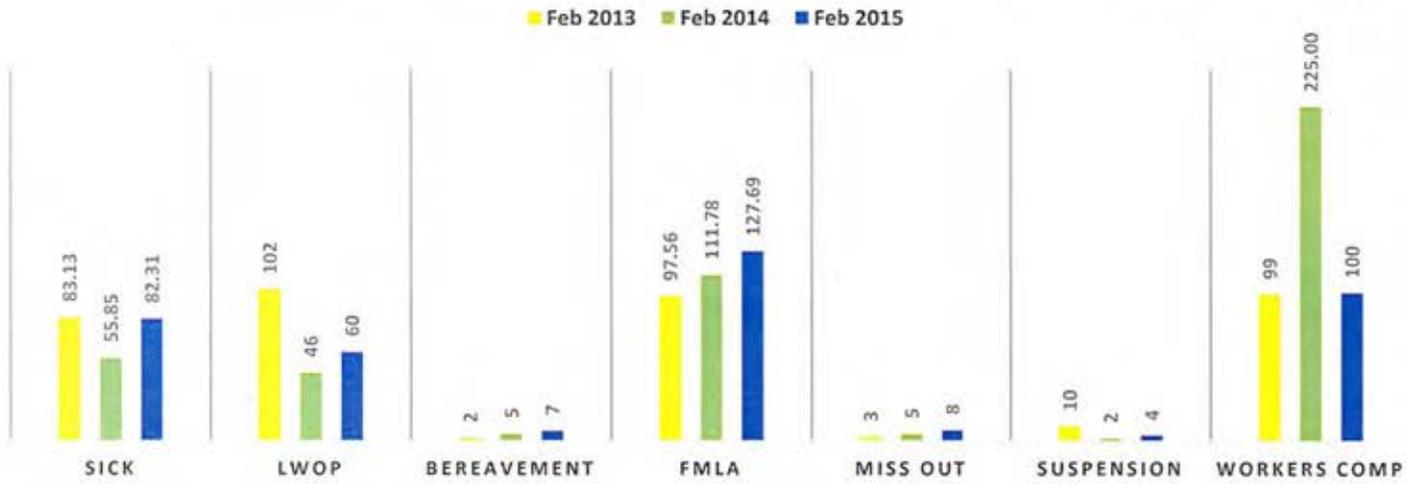
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

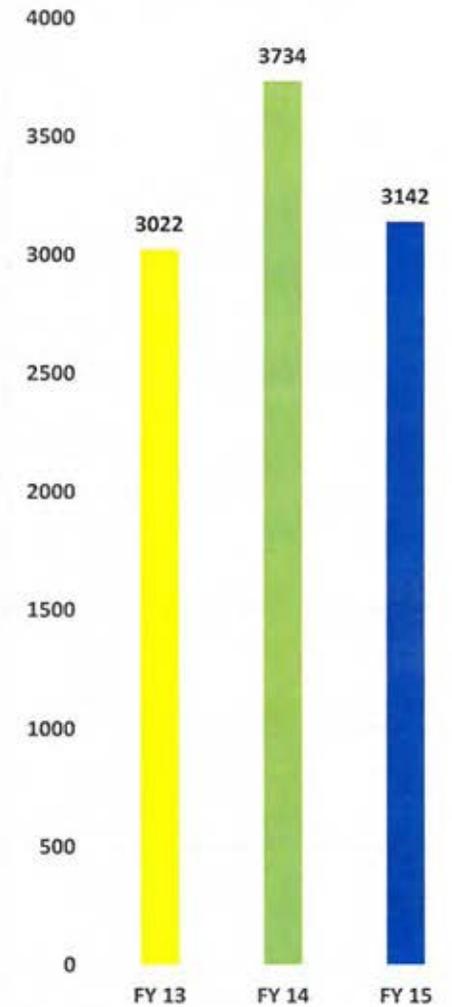
<u>Last Year</u>	<u>This Year</u>	
1,582	1,990	Total Mobility Device Boarding's

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

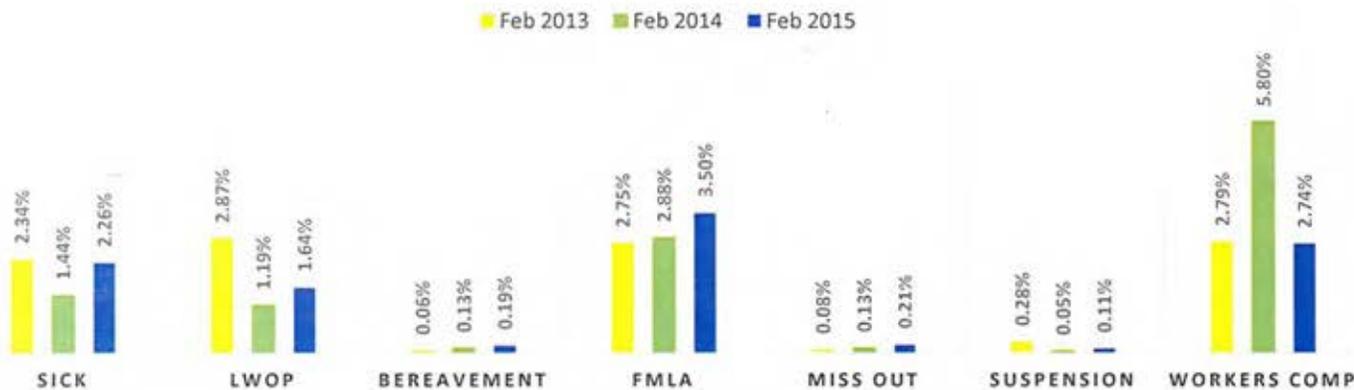
## DRIVER ABSENCE OCCURRENCES - FEBRUARY 2015



## Occurrences YTD Comparison



## DRIVER ABSENCE OCCURRENCES BY PERCENTAGES - FEBRUARY 2015



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

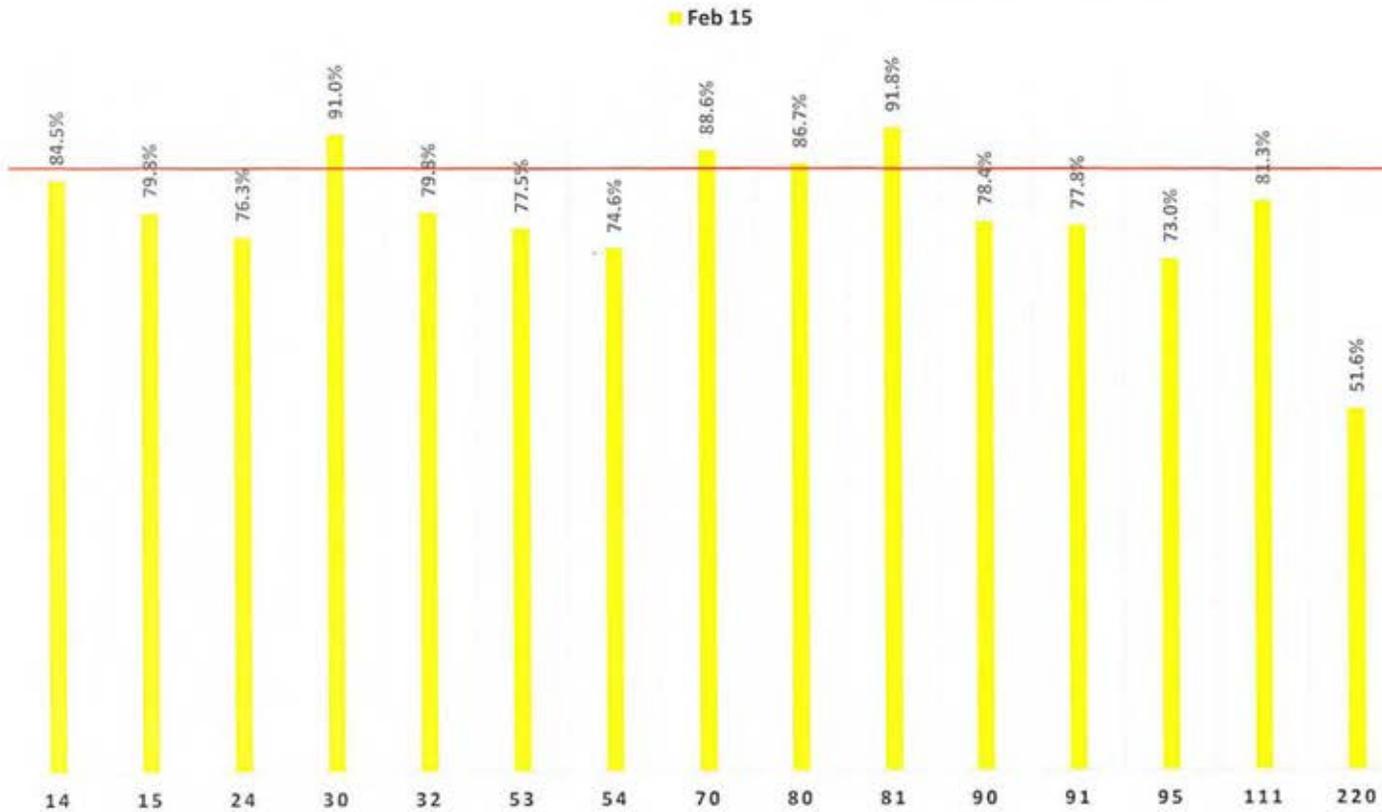
Absences are broken down by occurrences per status per month.

Workers' Compensation goal to reduce W/C - HR working to implement a Modified Duty Program.

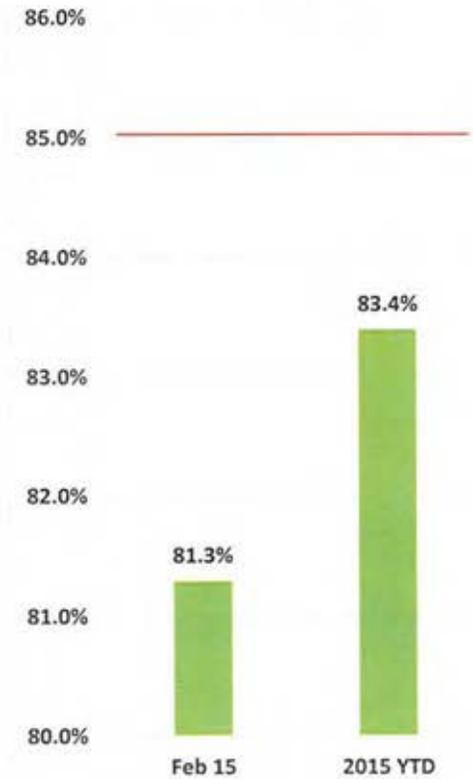
Identify types of injuries - plan training through Safety Meetings & re-training after preventable injuries.

FMLA is being addressed in the new Employee Handbook

## ON TIME PERFORMANCE % BY LINE FEBRUARY 2015



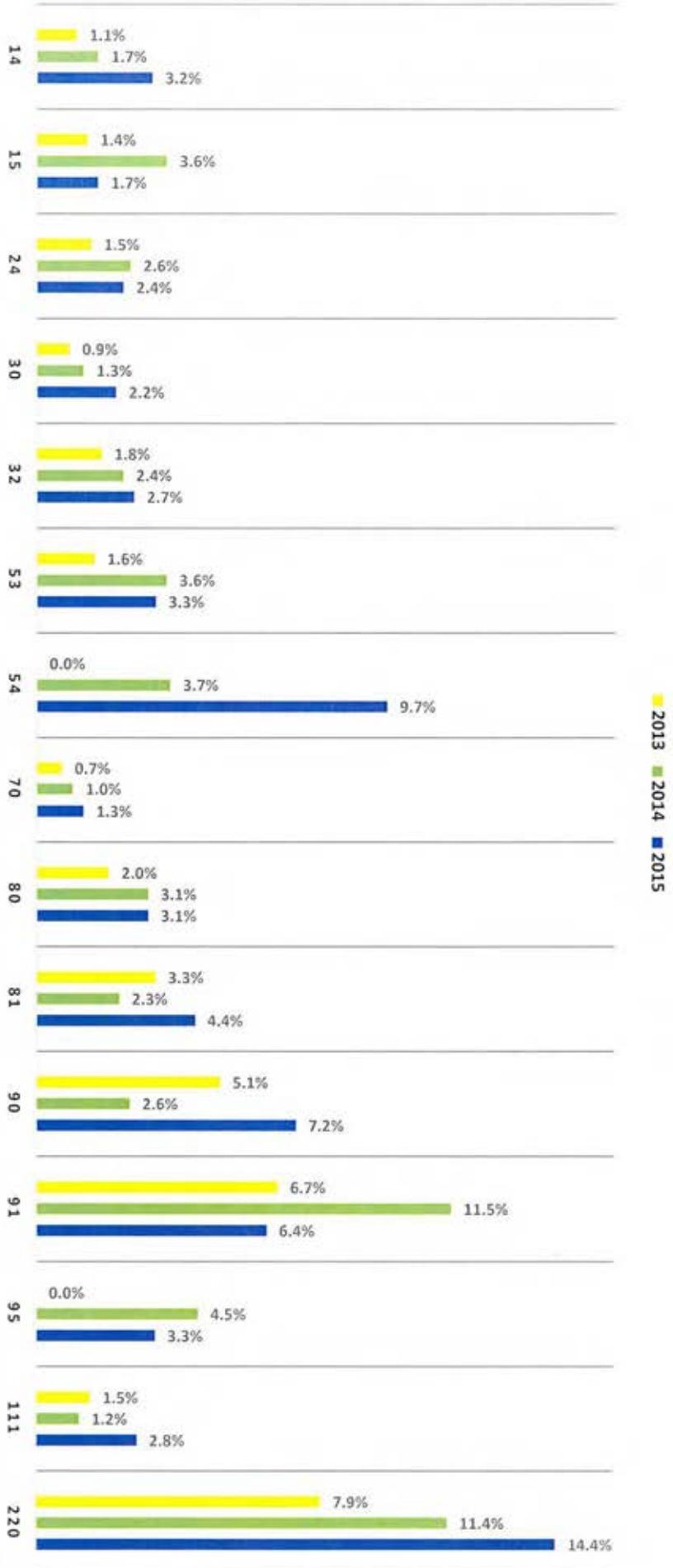
## On Time Performance System Wide



"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%.

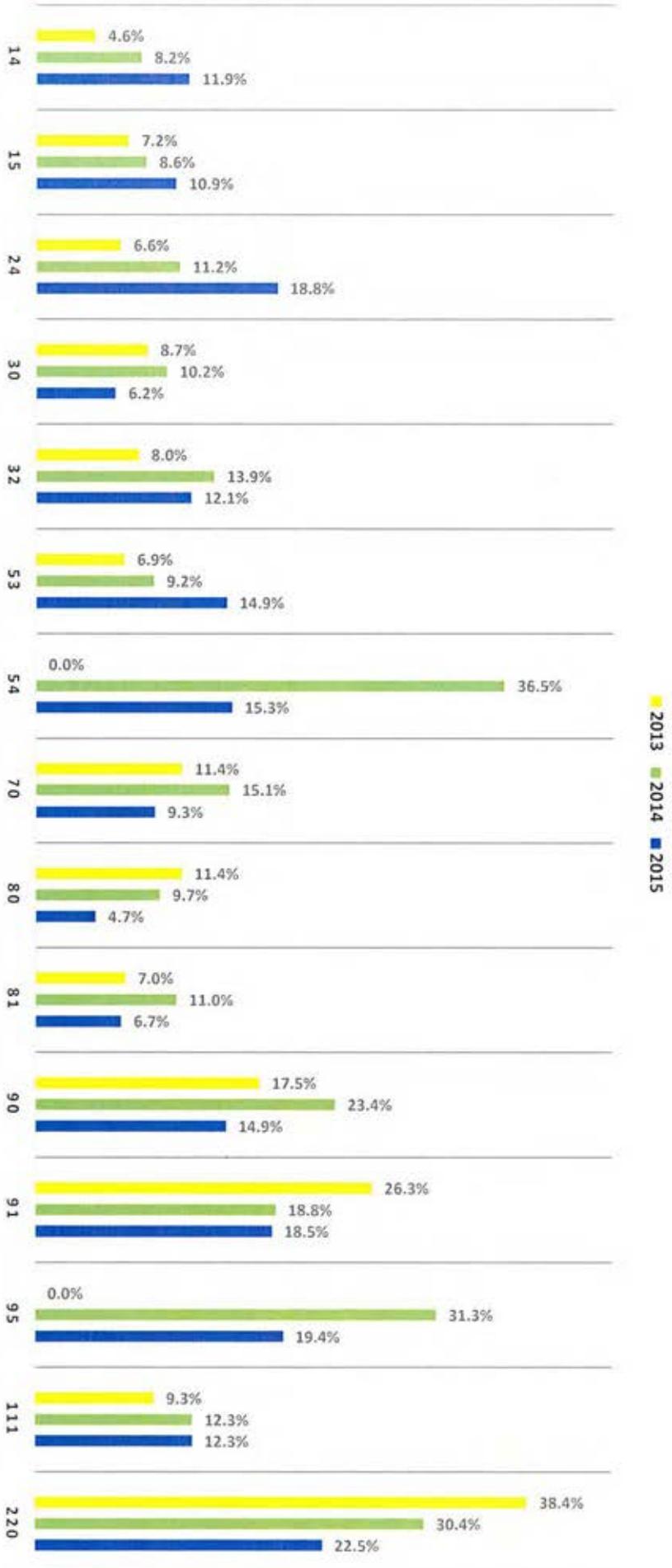
## EARLY DEPARTURES - YEAR TOTALS



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



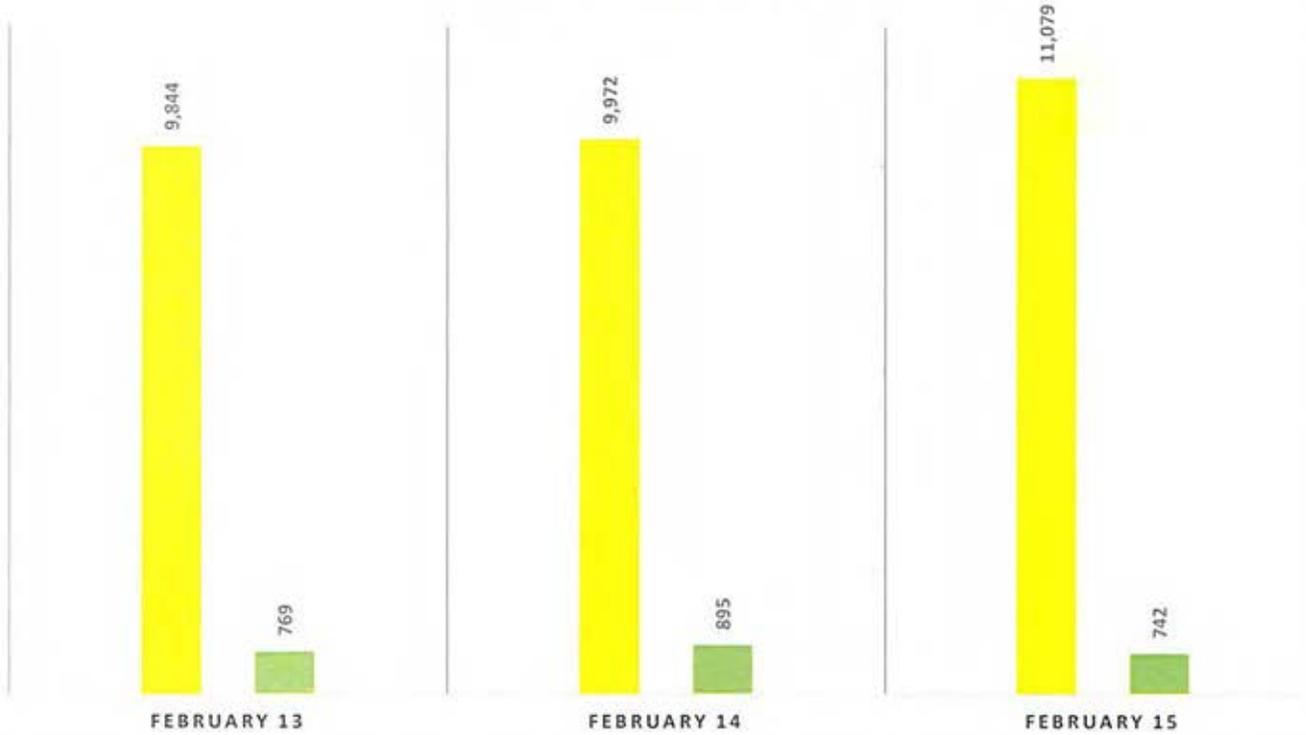
Late departure year totals is based on total number of departures.

The line is running late with a departure greater than 5 minutes.

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

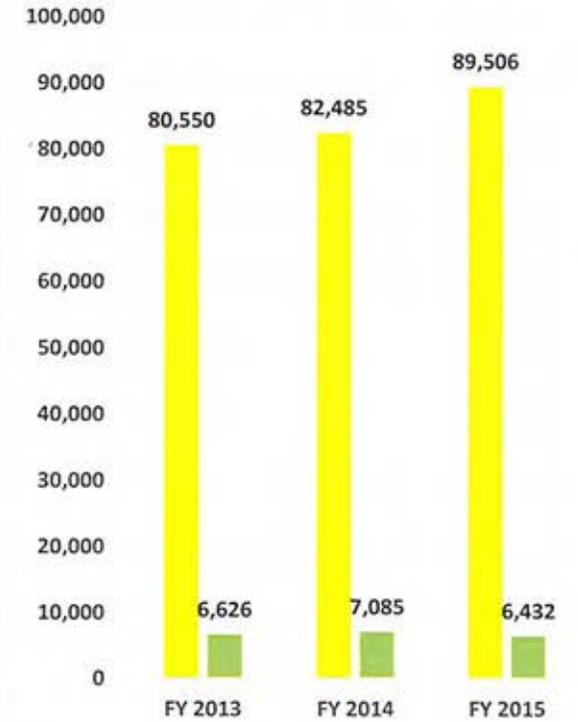
## TOTAL TRIPS VS. LATE CANCELLATIONS FEBRUARY 2015

■ Total Trips ■ Late Cancellations



## Total Trips vs. Late Cancellations Comparison

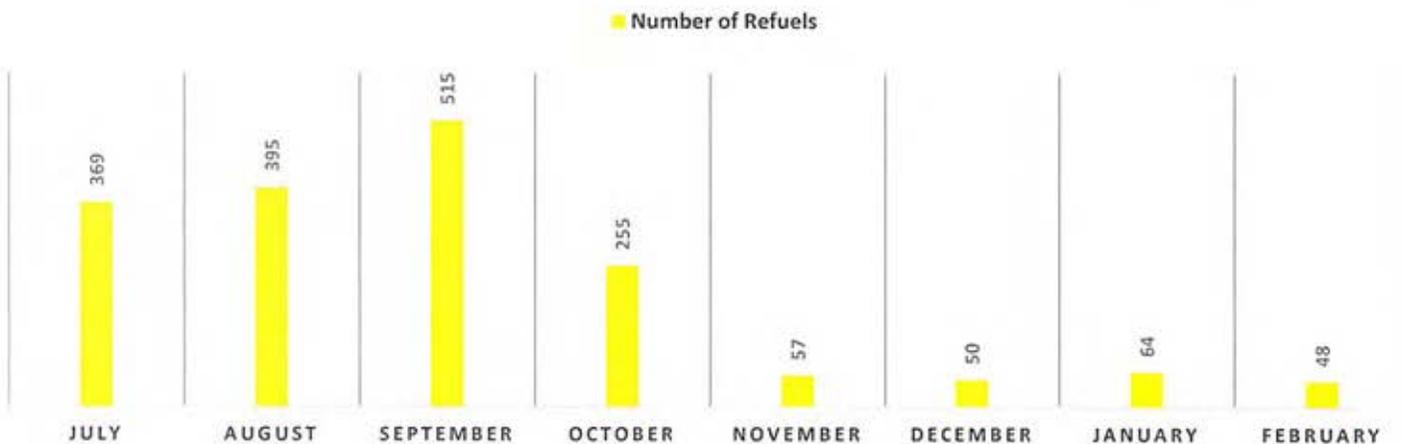
■ Total Trips ■ Late Cancellations



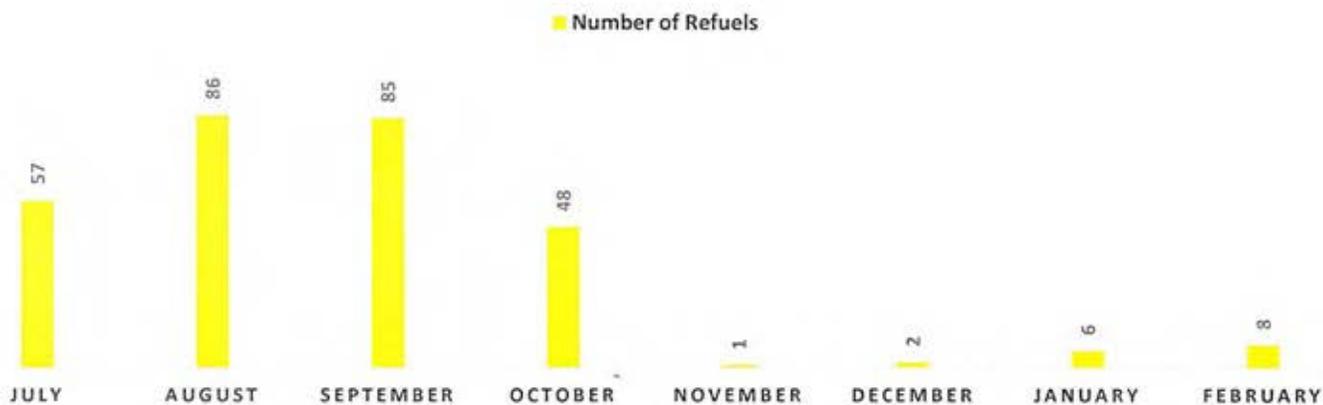
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

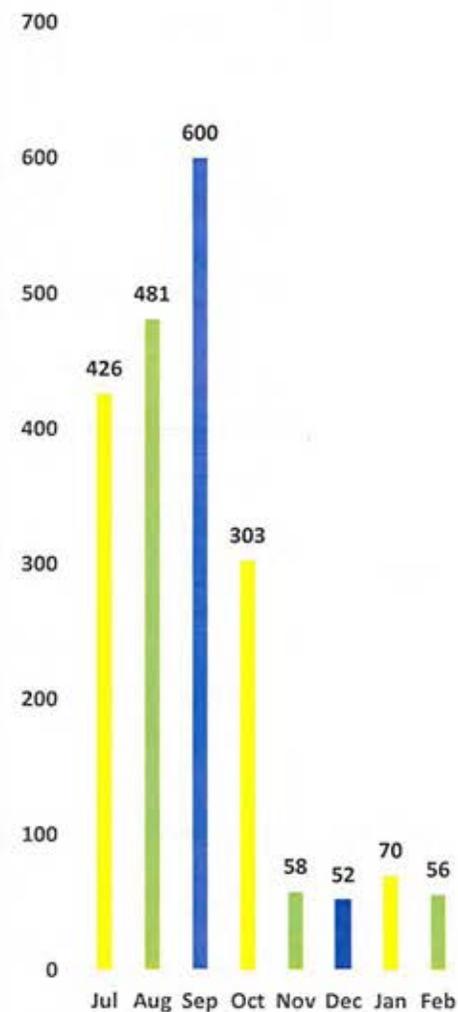
### PARATRANSIT MID-SHIFT REFUELS (WEEKDAY) FEBRUARY 2015



### PARATRANSIT MID-SHIFT REFUELS (WEEKEND) FEBRUARY 2015

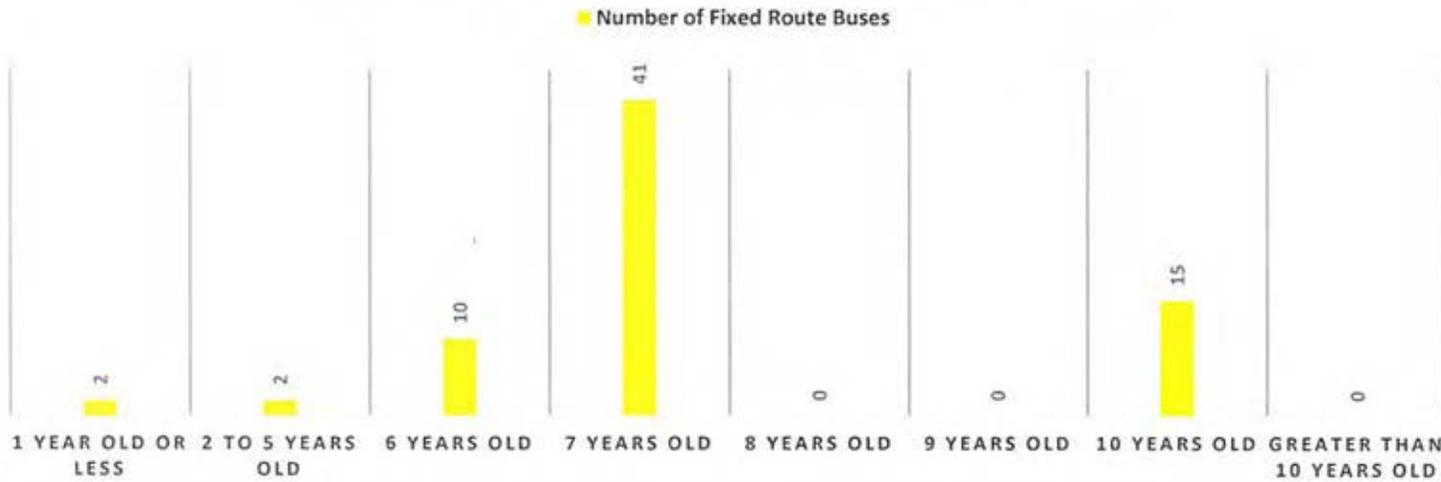


### Total Number of Refuels by Month

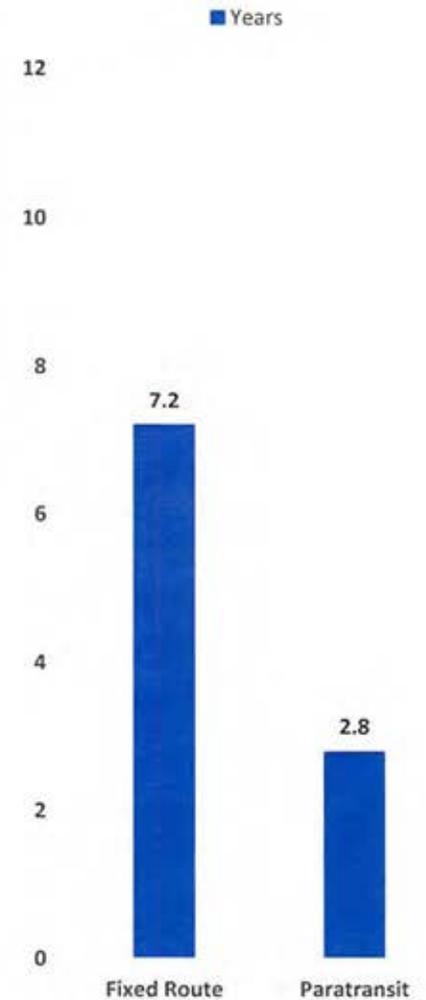


Measures the number of monthly mid-shift paratransit vehicle refuels for both weekday and weekends. Mid-shift refuels continue to be monitored to curb excessive deadhead miles and non-revenue hours.

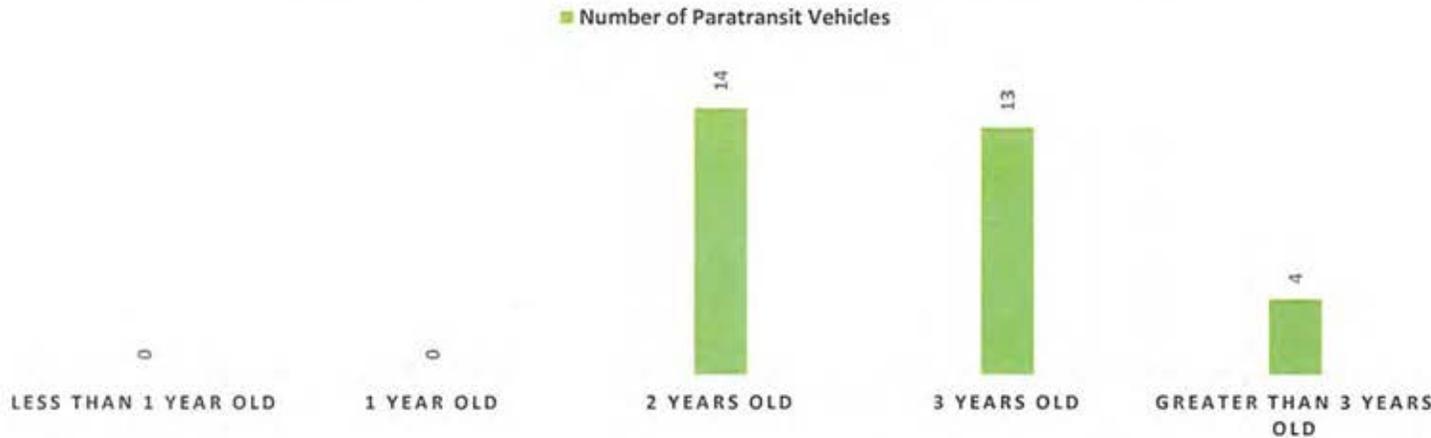
## FIXED ROUTE FLEET AGE - FEBRUARY 2015



## Average Age of Vehicles



## PARATRANSIT FLEET AGE - FEBRUARY 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 FEBRUARY 2015

Percentage



## PARATRANSIT FLEET AVAILABILITY FEBRUARY 2015

Percentage



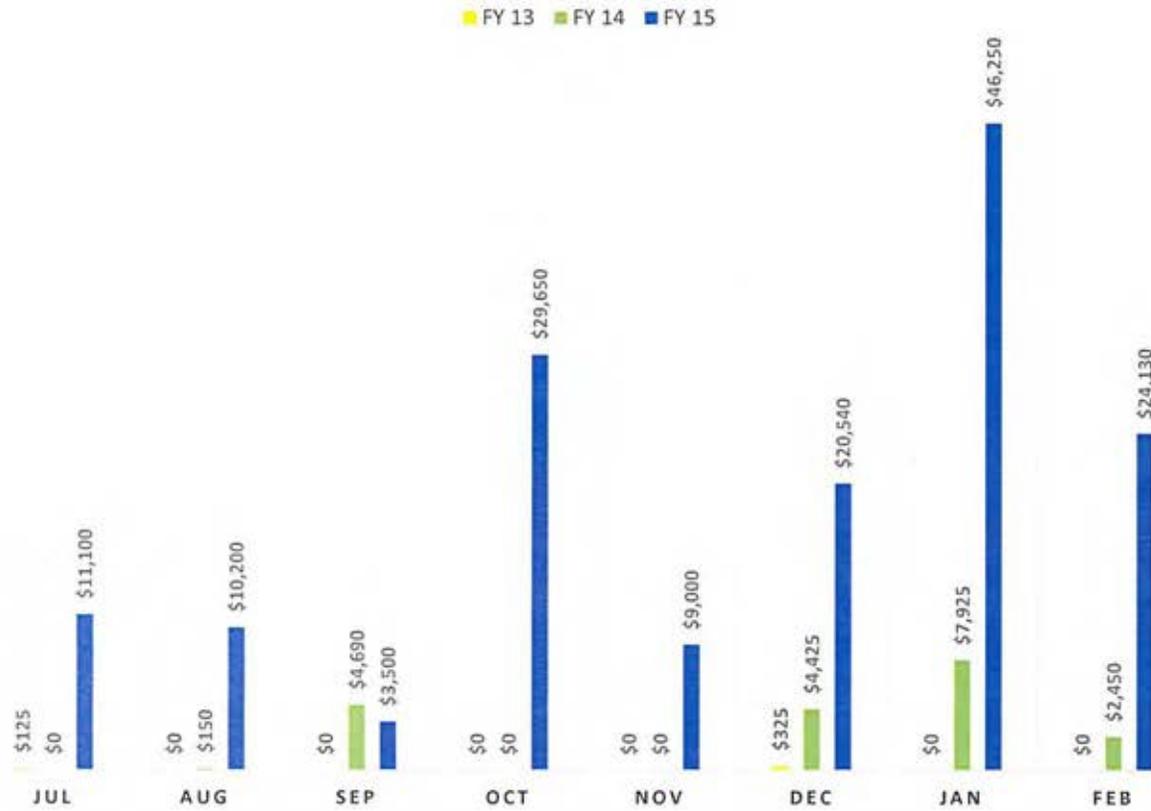
**Goal: To have less than 20 percent of the fleet down for maintenance**

Dial a Ride fleet fell below the desired goal. Working on getting two long term D/L buses on the road for the month of April.

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

## 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.

## SunLine Transit Agency

**DATE:** April 22, 2015 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** CEO/General Manager  
**RE:** Committee Restructure

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### **Background**

At the March 25, 2015 Board meeting, a presentation was given providing information on High Impact Governance. There was a discussion about the current structure of Board Committees. Direction was given by the Board to create a recommended structure based on the discussion. The following proposed structure is recommended by Staff.

Included is the current Board approved bylaws for the Litigation Committee, the Finance Committee and the Taxi Committee; no bylaws were created for the Bylaws, Policies and Procedures Committee. As we move forward with the restructure of the committees, new bylaws for approved committees will be completed and included in the Agency Bylaws, Rules of Procedures.

Suggested Committees and Responsibilities:

### **Finance/Audit Committee:**

- Monitors fiscal transparency by measuring monthly, quarterly, annual fiscal performance goals.
- Works closely with third-party audit firm for fiscal year-end or mid-year audit reviews:
  - Single annual audit
  - FTA triennial audit
- Reviews all contracts.

Committee would consist of three Board members.  
Staff representative: Agency Chief Financial Officer.

### **Board Operations Committee:**

- Agency bylaws, policies and procedures.
- Agency Litigation.
- State & Federal legislative efforts.
- Review of the CEO/General Manager.
- Agency officer elections – nominating committee.
- New Board Member orientation.

Committee would consist of two Board Members  
Representative: Agency Legal Counsel

**Strategic Planning and Operational Committee:**

- Short Range Transit Plan.
- Sets long range goals and a long range plan.
- Generates change initiatives to deal with high-stake issues at the strategic end of the spectrum.
- Reviews next years' service goals and the line-item budget.
- Review capital projects.
- Provides review and concurrence on SunLine's performance management benchmarks and goals.
- Attendance at quarterly SunLine Stat meetings monitoring service operations and spending performance.

Committee would consist of two Board Members.  
Staff representative: Chief Administration Officer, or designee.

**Taxi Committee:**

- Reviews and monitors all Taxi benchmarks and financial items.
- Reviews Taxi Ordinance amendments and taxi regulations.
- Franchises.
- Bench marks and metrics.

Committee would consist of two Board Members  
Staff Representative: Taxi Administrator

**Benefits of restructure:**

- Keeps Board informed and involved in service planning.
- Empowers SunLine's position in future development of city/county projects.
- Streamline Agency operations and decisions.
- Keep Board Members informed and involved in all aspects of the Agency operations.
- Creates forward facing leadership strategies versus rear view mirror.
- Resurrects past committees; i.e., nominating committee for Board officers.

**Timeline:**

- April 22<sup>nd</sup> - Board to discuss restructure and provide Staff direction.
- May 28<sup>th</sup> – Board to approve committees and bylaws.
- July 1<sup>st</sup> – Implement new committee structure and assign Board Members to committees.



Lauren Skiver

## **SunLine Transit Agency and SunLine Services Group** **Litigation Committee Bylaws**

All appointments of this Committee shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

Whenever SunLine Transit Agency ("STA"), SunLine Services Group ("SSG"), or SunLine Regulatory Administration (collectively "SunLine") are parties or subject to becoming parties to litigation, whether judicial, arbitration or other forum, the following policies and procedures shall be followed:

1. A Litigation Committee of three Board members is hereby created. The Litigation Committee shall consist of three Board Members who shall be appointed by the Board of Directors. The Committee members shall elect a Chair and Vice-Chair from among their members.
2. SunLine's staff or Board Counsel shall promptly notify each member of the Board of Directors ("BOD" or "Board") by email or telephone when a claim or lawsuit is filed against a SunLine entity.
  - a. The report to the Board shall include the names of all parties identified in the moving documents and their attorneys. The notification shall also include the substance of the allegations.
  - b. Each such notification to Board members shall contain a brief statement concerning the procedural status of the litigation and SunLine's attorneys' proposed initial response to the litigation, if formulated.
  - c. Each such communication to Board members must include a conspicuous warning that the material communicated is Confidential and subject to the Attorney-Client privileges of privacy.
3. Unless the litigation is to be handled by PERMA-appointed attorneys, determination of the law firm to represent SunLine shall be made tentatively by the Litigation Committee, the General Manager and SunLine's Legal Counsel conferring together to make such a decision. Except for PERMA-appointed attorneys, any attorney or law firm selected shall be subject to approval or ratification by the BOD.
4. If SunLine is represented by PERMA-appointed counsel, the reporting of the case status will be made to SunLine's staff and Board Counsel, who are, thereafter, charged with the reporting the case status to the Board as noted in 5, below. Non-PERMA legal counsel shall keep the Litigation Committee and the General Manager fully apprised of the ongoing status and changes in the status of the litigation on a regular basis.
5. During the pendency 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 each 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.

6. Excluding litigation matters being handled by PERMA, when Legal Counsel, or the General Manager or the Litigation Committee concludes that significant tactical or strategic decisions are required and there is inadequate time to call for a special meeting of the Board of Directors, the Litigation Committee and the General Manager shall meet with Legal Counsel to make such decisions as may be required. Such meeting(s) can be called by whoever requests the meeting(s). Such meetings may be held telephonically.
  - a. Such decisions shall be reported to the BOD at their next regular or special meeting, whichever occurs first.
  - b. If it can be done without prejudice, the Board shall have the authority to rescind, ratify, or approve the decisions made and/or to suggest other approaches that it deems worthy of consideration.
  - c. When there is disagreement as to a tactical or strategic decision being contemplated, great deference to the opinion of Legal Counsel shall be accorded.
  
7. When Settlement Demands are made by one or more of those suing or threatening suit against STA , SSG or SRA, the proposed response shall be discussed and tentatively formulated at a meeting of PERMA claims staff (if PERMA is handling the claim) or other SunLine Legal Counsel, the Litigation Committee and General Manager.
  - a. The terms of settlement demands may require expeditious decisions by the SunLine entity involved. Nothing herein shall limit the mode or speed of securing needed decisions by the Committee or the BOD.
  - b. Once a response is formulated and placed in draft form, the matter will be submitted to the BOD for a final decision on the response as quickly as Legal Counsel deems essential. The Board may modify such response as it deems appropriate.
  - c. The above notwithstanding, if PERMA is handling the claim or litigation PERMA shall have the authority to make tentative offers to compromise claims in an amount above \$10,000.00 subject to Board approval. If such an offer is tentatively accepted by the opposing party a Board meeting to approve, disapprove or modify the settlement offer shall be called as expeditiously as possible.
  - d. PERMA shall have the authority to settle, without approval of the General Manager, the Litigation Committee or the BOD, any personal injury and/or property damage claim for \$10,000.00 or less.
  
8. Except as provided in section 7c, when Legal Counsel, the Litigation Committee or General Manager deem it advisable to present a SunLine actual or proposed Offer of Settlement, a meeting of Counsel, the Litigation Committee and the General Manager shall be called as quickly as possible to approve or disapprove making any contemplated settlement offer and the form it is to take.
  - a. If making a settlement offer is deemed advisable a recommendation to that effect shall be made to the BOD as quickly as Legal Counsel deems advisable.
  - b. An offer of settlement cannot be made without advance Board approval.

9. Except as provided above in section 7c, neither Legal Counsel, the General Manager, nor the Litigation Committee has authority to unilaterally make a decision to accept a settlement offer or to make an offer of settlement to the litigation opposition without first securing approval of the Board of Directors.
10. The Board of Directors and the Litigation Committee shall be informed monthly of the expense incurred by SunLine in the defense or prosecution of all litigation or arbitration actions.
  - a. If either the General Manager or the Litigation Committee holds the opinion that litigation expenses should be the subject of further discussion, either shall call a meeting among themselves for the purpose of considering the matter of cost.
  - b. Either the General Manager or a majority of the Litigation Committee can refer the issue to the Board of Directors for guidance and/or a decision on the issue at hand.
1. When in doubt or disagreement if a (closed) session meeting of the full Board should be called to obtain the BOD's guidance and/or approval on any litigation issues, the decision shall be to call the meeting.
2. Any notification required to be made to the Board of Directors by PERMA can be accomplished by PERMA informing SunLine's General Counsel of the situation, and the report to the Board may be given by General Counsel.
3. All reports provided to SunLine by PERMA representatives concerning pending claims or litigation shall be forwarded to SunLine General Counsel, who will inform the Board of such developments at the next scheduled meeting of the Board.
4. The scope of duties and responsibilities assigned to the Litigation Committee shall include those identified in these Bylaws and such further responsibilities as the Board of Directors shall formally assign from time to time.
5. Litigation arising out of Workers' Compensation claims shall not be subject to the policies and procedures established by these Litigation Committee Bylaws. The Board of Directors hereby 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.

## **SunLine Transit Agency**

### **Bylaws of the Finance Committee**

Commencing at the first regular meeting in July, and annually thereafter, the Board of Directors of the SunLine Transit Agency ("STA") shall make appointments to the Finance Committee, which shall consist of five (5) Board members. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The five (5) nominees with the greatest number of votes shall comprise the Finance Committee. In the event of tie votes for some committee position(s), runoff elections shall immediately follow.

1. From among themselves, the committee members shall elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The monthly regular meetings of the Finance Committee shall be on the day of the regular meetings of the Board of Directors.
  - a. Special meetings may be called by the General Manager, the Chair, or at the request of two members of the committee to the General Manager.
  - b. Those who call a meeting shall set the agenda, except that matters can be added to the agenda at the request of any member of the committee if at least 48-hours advance notice is provided and if the matter is sufficiently germane to the call of a special meeting.
  - c. Additional meetings shall be called by the General Manager or the Chair, as deemed necessary.
3. Minutes of Finance Committee meetings need not be taken on a regular basis, but shall be taken if any committee member so requests at least one business day prior to the meeting.
4. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.
5. The Finance Committee shall have the authority to make recommendations to the Board on financial matters including the annual SunLine Transit Agency budget, review of checks issued or to be issued, new contracts which have financial implications, monthly budget reports and any other financial matters. Notwithstanding any policy to the contrary, the Finance committee shall not have final approval authority over any matter of SunLine business with the exception of the election of the Committee's officers.

## **SunLine Services Group**

### **Bylaws of the Taxicab Committee**

Commencing at the first regular meeting in July, and annually thereafter, the Board of Directors of the SunLine Services Group ("SSG") shall make appointments to the Taxicab Committee, which shall consist of five (5) Board members. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The five (5) nominees with the greatest number of votes shall be the committee members. In the event of tie votes for some committee position(s), runoff elections shall immediately follow.

1. From among themselves the Committee members shall be elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The monthly regular meetings of the Taxicab Committee shall be on the day of the regular meetings of the SSG Board of Directors.
  - a. Special meetings may be called by the General Manager, the Committee Chair, or at the request of two members of the committee to the General Manager.
  - b. Those who call a meeting shall set the agenda, except that matters can be added to the agenda at the request of any member of the committee if at least 48 hours advance notice is provided and if the matter is sufficiently germane to the call of a special meeting.
  - c. Additional meetings shall be called by the General Manager or the Chair, as deemed necessary.
3. Minutes of Taxicab Committee meetings need not be taken on a regular basis, but shall be taken if any committee member so requests at least one business day prior to the meeting.
4. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.
5. The Taxi committee shall have the authority to make recommendations to the Board on the regulation of taxi cabs, and the taxi industry. Such issues may include but not limited to the issuance or revocation of non-temporary taxi cab permits, taxi cab fees, the issuance of taxi franchises, and the compliance of taxi franchisees and taxi permit holders with their respective taxi franchise and the rules, regulations, resolutions and ordinances of SSG. Notwithstanding any policy to the contrary, the Taxi committee shall not have final approval authority over any matter of SunLine business with the exception of the election of the Committee's officers.

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**March 25, 2015**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, March 25, 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 12:00 p.m. by Chairman Greg Pettis.
2. **Flag Salute**  
Board Member Steven Hernandez led all in Pledge of Allegiance.
3. **Roll Call**  
Completed.

**Members Present**

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City  
Rick Hutcheson, Councilmember, City of Palm Springs  
Dana Hobart, Mayor Pro Tem, City of Rancho Mirage  
Van Tanner, Councilmember, 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  
Steven Hernandez, Mayor, City of Coachella  
John J. Benoit, Supervisor, County of Riverside

**Members Absent**

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

4. **Presentations**  
CEO/General Manager, Lauren Skiver, addressed the Board. She provided the presentation below. She stated that there will be some discussion about SunLine committees and she wanted to introduce some scenarios about governance for review prior to the discussion.

**High Impact Governance**

**Board Capacity Building**

- Three key roles of the CEO/General Manager in Building a Strong Agency/Board Relationship:
  - **Board Capacity Builder**

- Builds Board members appetite for systematic strengthening of the body's governing capacity.
  - Harnesses the Board's expertise, experience, knowledge, skills, and external connections to progress the Agency.
- **Governing Process Designer**
  - Board members make for more positive and productive governing partners when they are satisfied owners of their governing work and that playing a leading role in designing the Board's governing processes is the preeminent means of generating satisfaction and ownership.
    - The CEO takes the lead in designing practical ways to engage Board members in key governing processes such as planning, performance monitoring and external relations.
- **Governing Relationship Manager**
  - Recognizing that the Board/CEO relationship can be delicate, the CEO takes the lead in managing the relationship
    - Works closely with the Board Chair and Vice Chair. Reaches agreement with the Board on her executive leadership targets.

#### Windshield versus Rear View Mirror Focus

- Why is it important?
  - You spend time and energy on SunLine matters.
  - You have preferences, knowledge and experience that need to be taken into account in mapping SunLine's future.
  - If you don't have an opportunity to play a role in determining precisely how you will be involved in high impact governing areas, you can't be expected to support the resulting product, be it an annual budget or long-range plan.
  - The windshield leads the view and the rear-view is always available when needed.

#### Current Committee Organizational Chart:



### **Governing Scenarios**

- SunLine's Current Committee Structure:
  - Four committees.
  - All staff items are presented for discussion, adopted by vote, or tabled.
  - Items are presented again to the full Board for adoption or tabled.
  - Committee has no authority to approve any Agency actions
- Potential Governing Scenario – Committee Leadership Driven:
  - Staff presentations would be conducted at committee meetings.
  - Committee Chair/Vice Chairs would present items and Committee's recommendation for Board approval.
  - Items not connected to a Committee would be presented by staff to the full Board.
- Governing Scenario – Committee Decision Driven
  - Committees would be granted a level of approval authority set by the Full Board.
  - Committee focus could be adjusted and reformed into high impact areas to maximize Board involvement.
  - Staff time at full Board meetings would be dedicated to performance monitoring reports.
- Governing Scenario – No Committees:
  - All items come to the full Board.
  - Special meetings held for in-depth decision and approval items.

### **Changes to Committee Structure**

- Opportunities:
  - Reorganize the current committee membership.
  - Reduce Board and Staff time by presenting items once.
  - Create greater focus on key initiatives.
  - Stronger emphasis on staff reports and data versus less structured oral presentations.
  - Calendar of specific approval items and events to minimize confusion and maximize Board review time.
- Complications:
  - Some scenarios require in-depth change to our current practices and bylaws.
  - Must be consistent with the Joint Powers Agreement.

Ms. Skiver stated that if changes are made to the committee structure, we would work within the guidelines of the JPA.

### Sample Governing Committee Organizational Chart:



### Committee Descriptions

- **Board Operations and Performance Committee**
  - This recent innovation in non-profit and public board structure is rapidly replacing the traditional executive committee and has three major functions and two other components.
    - Renewing and strengthening the Board's composition.
    - Managing the Board's governing performance.
    - Maintaining the Board – CEO working relationship.
  - Takes responsibility for maintaining contacts with key stakeholder organizations.
  - Attends meetings or events on the Board's behalf.
- **Audit Committee**
  - Monitors fiscal transparency by measuring monthly, quarterly, annual fiscal performance goals.
  - Works closely with third-party audit firm for fiscal year-end or mid-year audit reviews.
- **Strategic and Operational Committee**
  - Sets long range goals and a long range plan.
  - Generates change initiatives to deal with high-stake issues at the strategic end of the spectrum.
  - Reviews next years service goals and the line-item budget.
  - Provides review and concurrence on SunLine's performance management benchmarks and goals.
  - Attendance at quarterly SunLine Stat meetings monitoring service operations and spending performance.
- **Tax Committee**
  - Reviews and monitors all Tax benchmarks and financial items.
  - Reviews Tax Ordinance amendments.

Mayor Pro Tem Frankin stated that if we have no committees, we could have ad hoc committees. Ms. Skiver stated that if the Board would like all items to come before the full Board, special committees would be set up for tasks related to special projects. She also stated that if the Board would like to keep the committee structure as is, that is fine; she wanted to provide the Board with different scenarios. Ms. Skiver stated that as the Agency grows, she wants to bring more information in a succinct way, maximizing the time of Board members.

Councilmember Hutcheson stated that he likes the idea of reporting from Committees; the Chair or Vice Chair could basically inform the Board that the items were discussed and then recommends approval. Then the staff report would not be presented twice. Councilmember Hutcheson stated that this would be a more efficient way rather than staff presenting the report for a second time, the Chair/Vice Chair could summarize what was discussed in the committee meeting.

Supervisor Benoit agreed with Councilmember Hutcheson. He stated that sometimes it appears that Staff feels the need to read the entire staff report; an elected has a different perspective and license to summarize when he/she thinks it is appropriate and make a recommendation without going through the staff report again. Supervisor Benoit stated that he sits on many Boards and the more efficient we can make it, the better.

Councilmember Strange stated that he would like to see the Strategic and Operational Planning Committee created, whether it be an ongoing or an ad hoc committee. He stated that the committee would work well in the future planning for the Agency.

Mayor Pro Tem Hobart stated that in Rancho Mirage, they have installed over the years, a committee system where virtually every significant issue that comes before the City is assigned by Staff to the appropriate committee consisting of two members. They meet with Staff from the beginning of the project, through the end, giving recommendations along the way. Mayor Pro Tem Hobart stated that sometimes matters come quickly to the Council, sometimes it takes a year. The Council is aware that there is concurrence by two of the five Council Members for the matter to continue. He stated that he believes from a Staff perspective, that is probably a good thing because instead of having to flip the coin to see which way the Board might go, if you have a committee with two Council members, or whatever the number might be, you have unanimity or disagreement that gets resolved. The project is strengthened and there is more confidence when the item comes before the Board. Mayor Pro Tem Hobart stated that he supports the concept of having committees that Staff can rely on for guidance when Staff is not guiding the committee.

Ms. Skiver further added that the discussion gets to the point of what is being brought before them. Because of the way the committees are structured, she has heard that there is not enough time to really get into the items in a deep way. Staff tries to produce the reports in a way that will provide the Board with the most information in the smallest amount of reading required. Sometimes that may fall short of providing all the information needed. In addition, changing the committees now – the leadership of each committee does the reporting, is something we can do immediately and then look at some of the committee structure. Ms. Skiver stated that she recommends looking at an operational and strategic committee, even if added as another committee. We would like to engage the Board on forward motion rather than looking behind at things that have already happened. Ms. Skiver stated that Staff would recommend that we at least make some changes in the way we are presenting at the next Board meeting, if possible. If Legal Counsel concurs, we will work on the structure as we go, thinking about a committee that is more about the operational and planning facets of the Agency. We want to be more strategic in the way that we put together our plans.

Chairman Pettis stated that he and Ms. Skiver discussed these concerns. One of them is that everyone is on a committee, with the exception of Supervisor Benoit. The Finance Committee is one shy of a quorum by one member of the Board of Directors. Chairman Pettis stated that makes him a little nervous. Chairman Pettis stated that The Litigation Committee as currently laid out – all litigation goes to the full Board. The Audit Committee would replace the Finance Committee; they would no longer be looking at contracts. Ms. Skiver stated that we could add contracts to the list of duties, but we need to build a closer relationship between the auditing functions of the Agency. The auditor does work for the Board, so we would like to see the Board, or that committee, more involved with our auditor. Ms. Skiver stated that we plan to start working with the auditor in May and June of this year, versus waiting until November or December. Ms. Skiver stated that she sees opportunities to take parts of whatever the Board wishes.

Chairman Pettis asked about the purpose of the Taxi Committee. He stated that in reality, everything the Taxi Committee hears has to come back to the SSG Board for full discussion. Is there value in having a Taxi Committee versus the SSG Board on taxi items.

Councilmember Tanner stated that he is here substituting for Board Member Bob Spiegel. He believes the discussion should come from him. He asked that the Board agree to discuss at the next Board meeting. Councilmember Tanner did not want to speak for Mayor Pro Tem Spiegel.

Mayor Pro Tem Hobart stated that with respect to the Taxi Committee, he sees some advantages for the Committee. In the past there has been some heavy subjects that have gotten a much more thorough airing at the committee level

than the Board level. Mayor Pro Tem Hobart stated that he is also mindful of the Finance Committee, which essentially is in the same situation – one vote away from the Board quorum. The Finance Committee meets for an hour before each meeting, as a general rule. We don't spend an hour of the Board meeting on financial issues. The Board relies on the committee members that have participated in greater depth. Mayor Pro Tem Hobart stated that if an issue is hot and heavy, at the committee meeting, the taxi people are in attendance and are providing their opinions and discussions are fully vetted in a manner that would not take place before the full Board. He sees the point taken, but leans more heavily the other way.

Supervisor Benoit stated that the Taxi Committee will be looking at some very interesting future meetings – good or bad. Uber is going to be an important issue that the Board will need to deal with; it may not be the time to do away with the Taxi Committee. Mayor Pro Tem Hobart stated that if there would not be a Taxi Committee, the Board meetings would be longer. Chairman Pettis stated that if we did away with all committees, the time of the Board meetings would probably have to be moved back to 11:00am.

Chairman Pettis asked Board to provide direction to staff. In terms of a reorganization, that should be something to bring back to the Board at the next meeting. The Chairman of the Finance Committee, as well as Mayor Pro Tem Spiegel are not in attendance.

Councilmember Strange stated that he is in favor of keeping the structure with an addition of a new committee for structure and planning; maybe an ad hoc to deal with issues on a smaller scale.

Mayor Hernandez stated that he is in full agreement with the governing scenarios that we are trying to create. He added that whether we move to have the committee Chairs or Vice Chairs making the presentations, as a notice to the elected officials, it will require more work and involvement from the Board members in terms of time and energy that is spent.

Chairman Pettis asked if the Board wants to look at the Litigation Committee. Supervisor Benoit stated that he would have no problem with the Litigation Committee working in the same fashion.

Supervisor Benoit stated that in terms of the Chair/Vice Chair of the committees giving the presentation to the full Board; staff could provide key bullet points to assist. There would still be staff driven process. It shouldn't add much more work.

Mayor Pro Tem Hobart stated that in regards to the committees having authority, the Litigation Committee would never have the ability to make a decision without full Board approval. If we are going to offer a settlement or authorize rejection of

an offer to settle and continue with litigation, those are going to be Board decisions under any circumstances. There are issues that the Litigation Committee could pare down.

Supervisor Benoit stated that in every one of the committee scenarios, the decision will be made by the Board. He would rather have it come as a recommendation from the committee, including the recommendation on litigation settlements.

Ms. Skiver stated that we can take the current structure and the current duties and responsibilities under the committees, provide the Board with the information. We could create a Board Operations Committee – it could be a Litigation and Bylaws, Policy & Procedures Committee together. Those kind of go together; our Personnel Rules, how we are operating – those would go together in Board operations. We would not change the committee structure other than we would give more refreshed duties and combine them in a way where they make sense so we don't have to keep creating committees or special meetings. We would put 'like' things together so that the Board would have more continuity in decision making. Ms. Skiver suggested we bring that back to the Board next month, flushing out the org. chart with the different committees and then discuss at that time.

Supervisor Benoit stated that he would like to amend the motion to include Ms. Skiver's suggestions. He stated that the Bylaws, Policies and Procedures Committee is not a frequently addressed area and adding goals would make a more balanced committee.

Mayor Pro Tem Hobart stated that he does not know if anyone has seen the Agency Bylaws (Resolution #0001-Rules of Procedure); they are very unhelpful and the most archaic he has seen. He stated that the document is a restatement of Robert's Rules of Order. It does not deal with anything. Mayor Pro tem Hobart stated that there is an issue that will come up later when we discuss officers of the Agency - there is one section that deals with the election of officers. It does not deal in detail. Mayor Pro Tem Hobart asked Legal Counsel to put together a proposed set of bylaws, working with the General Manager and come up with things that should be included. Legal Counsel, Bob Owen, stated that he will move forward and bring back next month.

Ms. Skiver asked the Chairman to clarify if the Board would like the change of the committee Chairs/Vice Chairs to make the presentation of agenda items to the full Board to begin at the next Board meeting. (April 22, 2015). Chairman Pettis stated, yes, this will take affect next meeting and see how it goes.

A motion was made by Supervisor Benoit to maintain the current committee structure; the Chairman and/or the Vice Chairman of the Committee reviewing an agenda item during the Committee meeting will bring forth the presentation of

the item to the full Board. Staff will come back to the Board with recommendations for Committee structure and duties for the Board's approval or suggestions of change. Councilmember Hutcheson seconded the motion. The motion was approved by a unanimous vote as follows: Yes: Greg Pettis, Chairman, Cathedral City; Rick Hutcheson, Palm Springs; Dana Hobart, Rancho Mirage; Van Tanner, Palm Desert; Ty Peabody, Indian Wells; Kristy Franklin, La Quinta; Troy Strange, Indio; Steven Hernandez, Coachella; John J. Benoit, Supervisor, County of Riverside.

5. **Finalization of Agenda**  
No changes to the agenda.
6. **Public Comments**  
Non-Agenda Items - None.  
Agenda Items – None.
7. **Board Member Comments**  
No Board comments.

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

8. **Consent Calendar**
  - a) Checks over \$1,000 and backup report, for January, 2015
  - b) Credit card statement for January, 2015
  - c) Monthly Budget Report January, 2015
  - d) Contracts Over \$25,000 for January/February, 2015
  - e) Ridership Reports for January, 2015
  - f) SunDial Operational Notes for January, 2015

Councilmember Hutcheson moved to receive and file the consent calendar. The motion was seconded by Mayor Pro Tem Franklin. The consent calendar was approved by a unanimous vote of 9-0.

9. **FY 14 Single Audit Report**

Al Hillis, Chief Financial Officer, addressed the Board. 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. There were two findings. One represented that there were some deficiencies in reporting allocated wages on capital grants. That has since been corrected and is not an issue. The other finding was reported previously in the internal findings, which is a compliance issue from the Federal Government to have inventory on all assets that we purchase with their money. That has since been corrected as well. Staff recommends that the Board Receive and File the audit.

Councilmember Tanner moved to receive and file the FY 14 Single Audit Report. The motion was seconded by Councilmember Hutcheson. Motion carried by a unanimous vote of 9-0.

**10. Approval of Minutes**

Mayor Pro Tem Franklin moved to approve the minutes of the March 25, 2015 Board meeting. The motion was seconded by Supervisor Benoit. Chairman Pettis asked the Board Members to vote. The motion carried by a vote of 7 yes, and 2 abstentions from the City of Rancho Mirage and Coachella.

**11. Nominate and Approve Vice Chairman**

Chairman Pettis opened the floor for nominations for the Agency Vice Chairman. Mayor Pro Tem Hobart nominated Supervisor John J. Benoit. Councilmember Hutcheson seconded the motion. There were no other nominations.

Mayor Pro Tem Hobart brought to the attention the background information provided in the Board report; he asked that the record be corrected. It states "At the January, 2009 Board meeting, an Ad Hoc Committee was created to discuss the procedures for electing Board Officers." Mayor Pro Tem stated that the procedures for electing officers exists in the bylaws that were approved in 1977. The report further states "On April 10, 2009, the Ad Hoc Committee met and agreed upon the following procedures for electing Board officers, and the 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." Mayor Pro Tem Hobart stated that this is totally contrary to what the bylaws state. In the last election – the year the Chairman Pettis was elected Chairman of the Board, we had gone through that issue and there was a legal opinion from Legal Counsel, Jeff Goldfarb. The opinion was stated here today, is totally incorrect; it was said then too. It was to automatically make someone Chair without having to take a vote by that existing Board at that time. In the bylaws it states: "In accordance with SunLine Joint Powers Transportation Agency Agreement, the Board shall elect, from among its members, a Chairman and a Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by three or more affirmative votes, and failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent (s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by three or more affirmative votes, provided, that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board." There is nothing in there that states or even applies that the Vice Chairman automatically becomes the Chairman. It is not automatic at all. Mayor Pro Tem Hobart stated that this started in 2009 and ended a year ago when Glenn Miller

became Chairman. It was two and a half years ago when the Board ignored this information provided today. This is another reason why the bylaws has to be clear about procedures. Legal Counsel, Bob Owen, stated that in the Joint Powers Agreement, signed by all the cities and the County, says "Upon the expiration of the first term, and periodically thereafter, the Board shall elect from its members, a Chairman and Vice Chairman to serve a one year term, said terms expiring at the end of fiscal year." Mayor Pro Tem Hobart stated that there is nothing to support the comment and somewhere along the line it was a political issue. It was an effort to achieve a political objective without a vote. It is all it ever was and has no business being part of the organization.

Supervisor Benoit stated that if we are going to have something in the JPA, it needs to be clear in the bylaws. Mr. Owen stated that the JPA is the 'constitution' for the Agency. Everything needs to be consistent. Supervisor stated that we need to follow the JPA.

Mayor Pro Tem Hobart nominated Supervisor John J. Benoit to serve as Vice Chairman. Councilmember Hutcheson seconded the motion. There were no other nominations. The motion passed by a unanimous vote of 9-0.

**12. Change of Committee Assignments**

Chairman Pettis asked that we continue this item to the April 22<sup>nd</sup> Board meeting to reassign the committees, paring down the number of members in the Finance Committee and the Litigation Committee.

**13. Resolution for Grant Funding Through the Low Carbon Transit Operation Program**

Chief Financial Officer, Al Hillis, Sr. addressed the Board. 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. If awarded the requested amount, this grant will provide state funding revenue of \$155,907 for the Agency. Staff recommends that the Board approve the included Resolution that delegate authority to the CEO/General Manager to direct staff to apply for grants and obtain funding through the Low Carbon Transit Operations Program (LCTOP).

Mayor Pro Tem Franklin moved to approve staff recommendation for approval. Councilmember Strange seconded the motion and was approved by a unanimous vote of 9-0.

14. **Approval of Contract to Purchase Four Paratransit Vehicles**

Chief Operations Officer, Apolonio Del Toro, addressed the Board. 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. Currently the Agency runs ADA services in the Coachella Valley using 31 vehicles. Two of the vehicles have reached the end of their useful life. The additional two vehicles will be used for expansion. These vehicles would be purchased through a state contract with CalAct-MBTA. It has been listed in the Agency capital budget for FY 2015.

Councilmember Tanner moved to approve staff recommendation for approval. Councilmember Hutcheson seconded the motion and was approved by a unanimous vote of 9-0.

15. **Financial & Personnel Software Management Procurement**

Deputy Chief Performance Officer/Capital Projects addressed the Board. Staff recommends 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. Our financial package that we currently used is antiquated. Staff has been looking on replacement for the software for a long time. With the current CFO in place, staff has been able to use his expertise for this project. The software that is being proposed is being used in several jurisdictions and transit agencies. The performance based software would be able to free up staff time. The procurement was competitively bid going through the National Joint Powers Alliance. 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. The staff report contains a list of Coachella Valley agencies and cities that participates in the NJPA alliance. Mayor Pro Tem Hobart stated that in the report, it states that NJPA is a public agency. He asked in what manner it is a public agency and who is the governing Board. Mr. Edwards stated that he does not have the information, but can provide. Chairman Pettis looked at the website and stated that the Board consists of six locally elected School Board Members, two from each of three sub-regions, and two representatives from the fourth sub-region representing the NJPA Member cities, counties and other government agencies.

Supervisor Benoit stated it would be easier if the agenda would identify the amount of money spent and the sources in the item – a single, additional line.

Supervisor Benoit moved for approval of staff recommendation. The motion was seconded by Mayor Pro Tem Hobart and approved by a unanimous vote of 9-0.

**16. Solar Panel Change Order Approval**

Deputy Chief Performance Officer/Capital Projects, Tommy Edwards, addressed the Board. 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. This change order amount is within the Solar Project Budget of \$1,505,416 and is included in the FY 15 capital budget. Staff recommends 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.

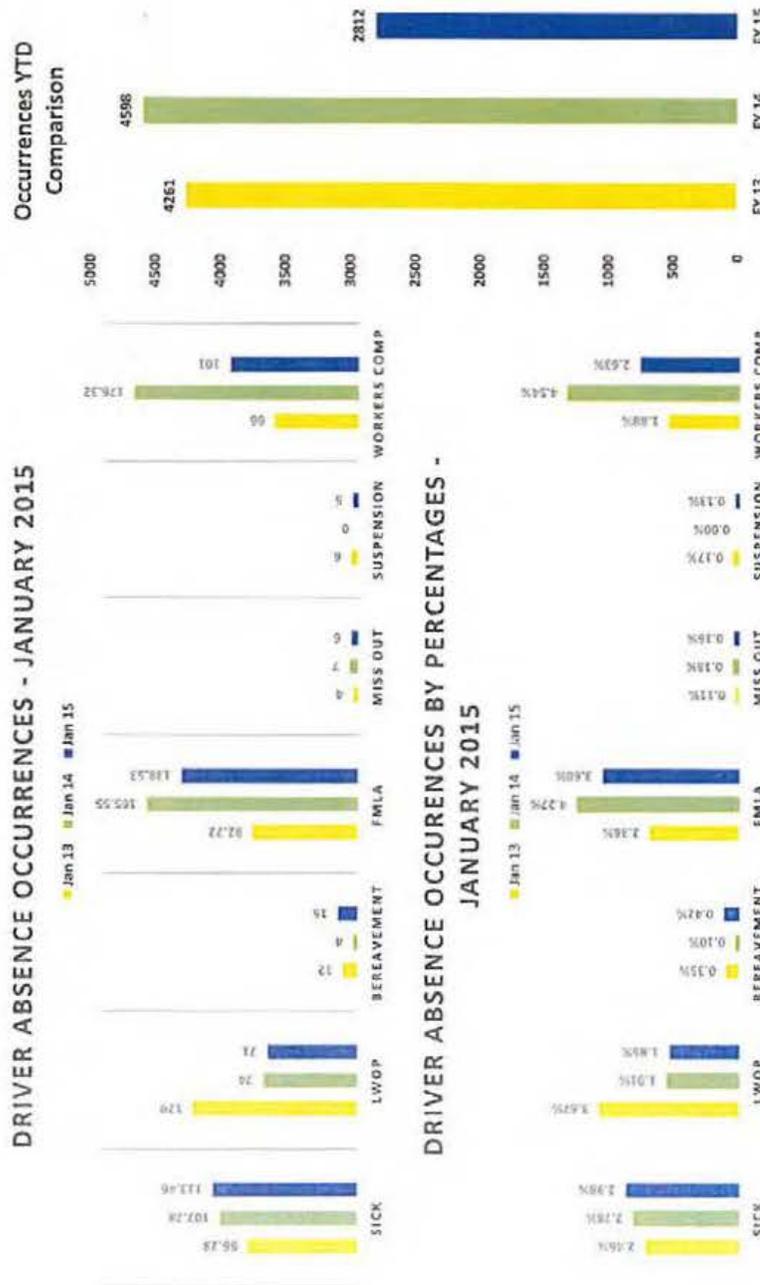
Mayor Pro Tem Hobart asked about RBF – who are they and was the evaluation in writing and if so, is it available. Mr. Edwards stated that RBF is the firm that we used and won the construction management part of the program. They firm did an analysis. Supervisor Benoit stated that RBF is used frequently. The County may have prompted it and it ends up a better system.

Councilmember Hutcheson moved for approval of staff recommendation. The motion was seconded by Supervisor Benoit and approved by a unanimous vote of 9-0.

**17. Performance Management Metrics**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that shortly after Ms. Skiver arrived at SunLine, she embraced performance management as a way to change the personality driven culture to a more performance orientation. A number of changes were made. We implemented a new performance evaluation system and we started to gather data and urged the Agency to produce more and better quality data to base decisions. Today we bring before the Board data that means something in terms of the cost quality

and time limits of the operations of the Agency. Mr. Le Flore stated that we are also looking for Board members to weigh in on what they would like to see. If we are not covering a certain areas in a performance metric, we would be glad to add to the regular presentation to the Board. Mr. Le Flore shared a few of the metrics. It is an evolutionary process; staff is proud of the where we are as we now have a foundation in place to change the culture. Below are the metrics presented:

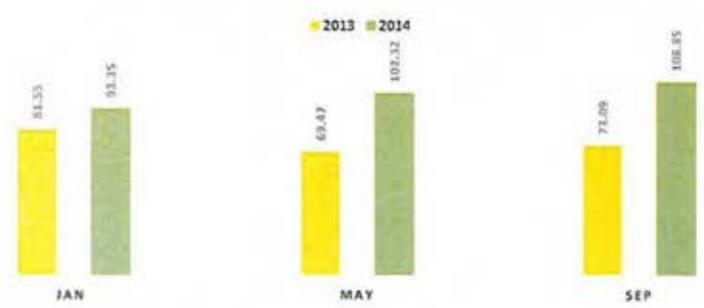


Absences include scheduled and unscheduled for both Paratransit and Fixed Route drivers. This information was gathered from Trapeze Ops Statistics.

### UNSCHEDULED OVERTIME BY BID PERIOD

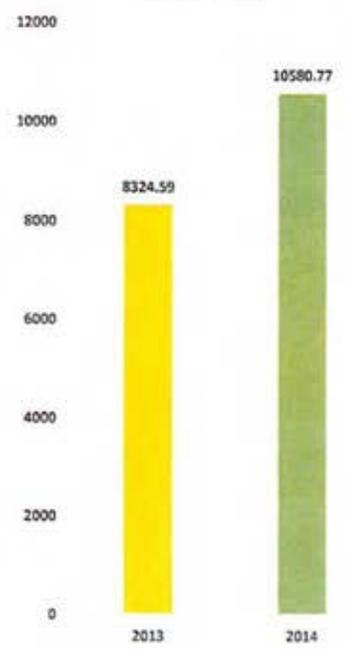


### SCHEDULED OVERTIME BY BID PERIOD

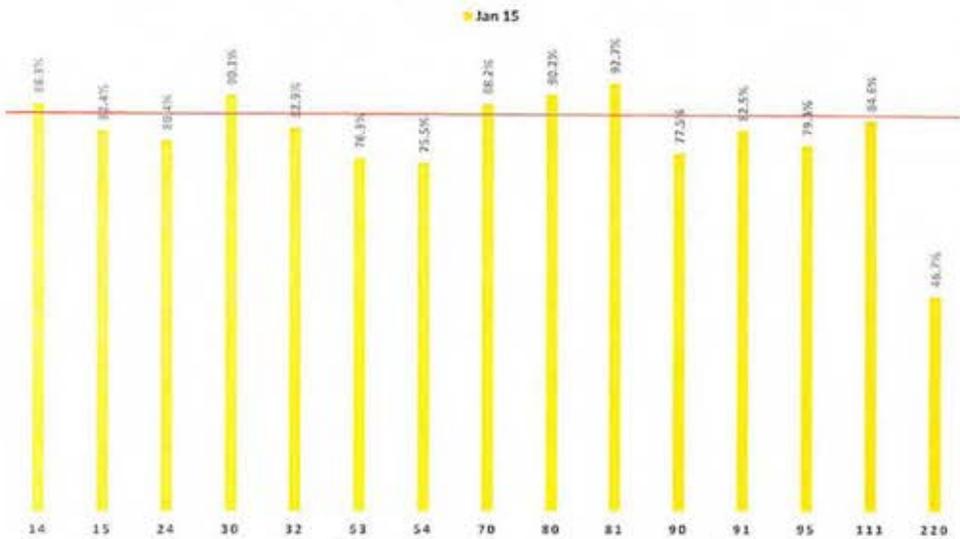


Goal: to reduce overtime by 50%

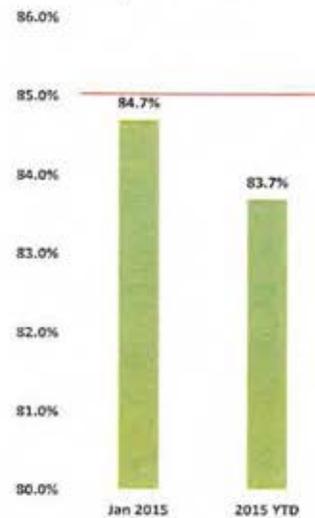
### Scheduled & Unscheduled - Yearly Totals



ON TIME PERFORMANCE % BY LINE JANUARY 2015



On Time Performance System Wide

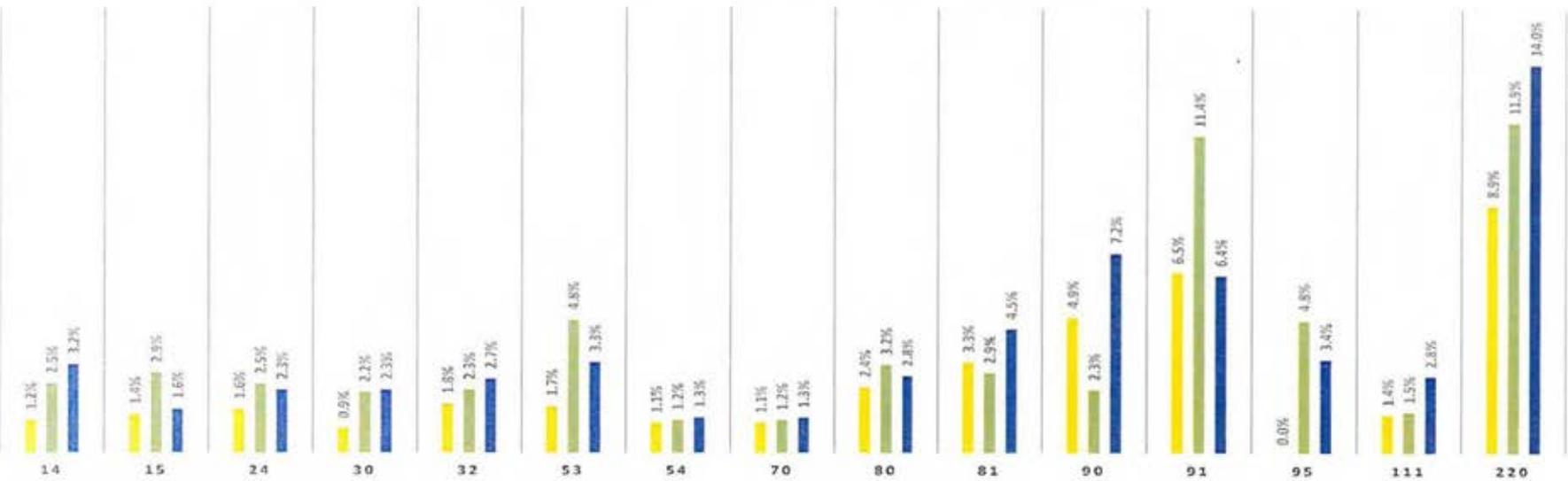


"On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

### EARLY DEPARTURES - YEAR TOTALS

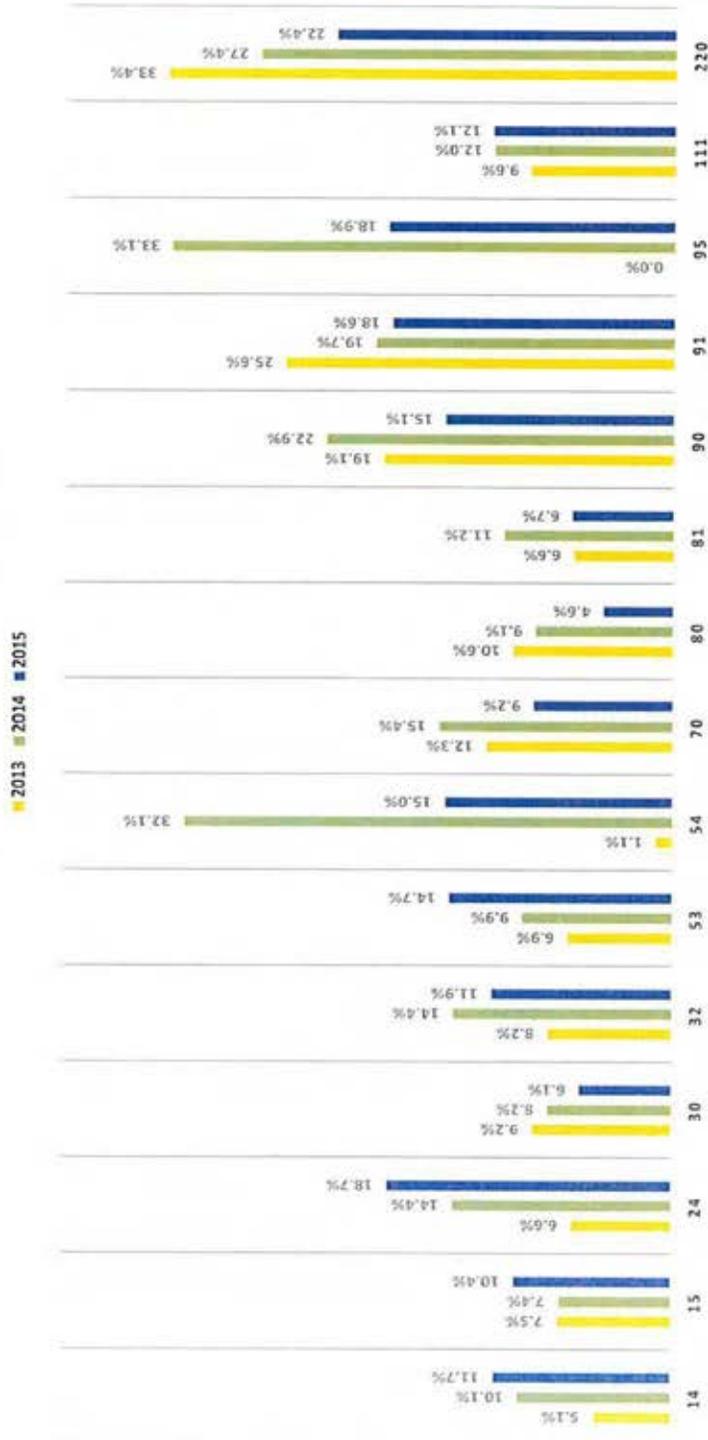
2013 2014 2015



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

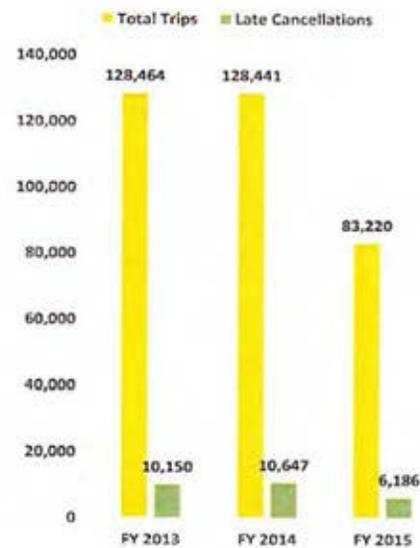


Late departure year totals is based on total number of departures.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: to reduce early departures to 0% for each line.

**TOTAL TRIPS VS. LATE CANCELLATIONS  
JANUARY 2015**



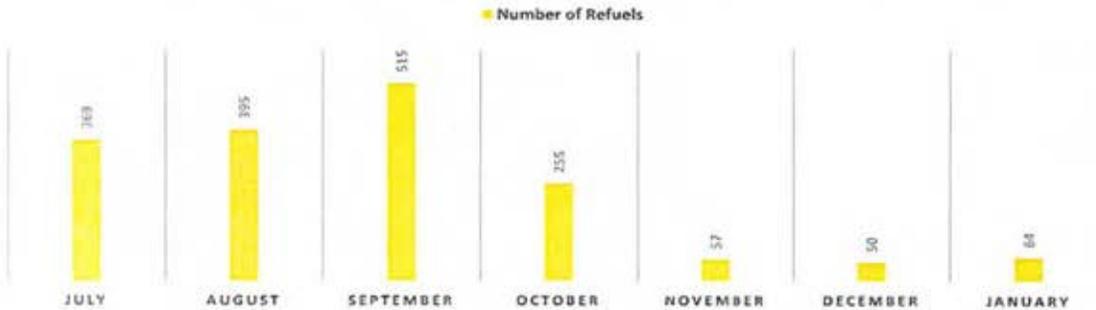
**Total Trips vs. Late Cancellations Comparison**



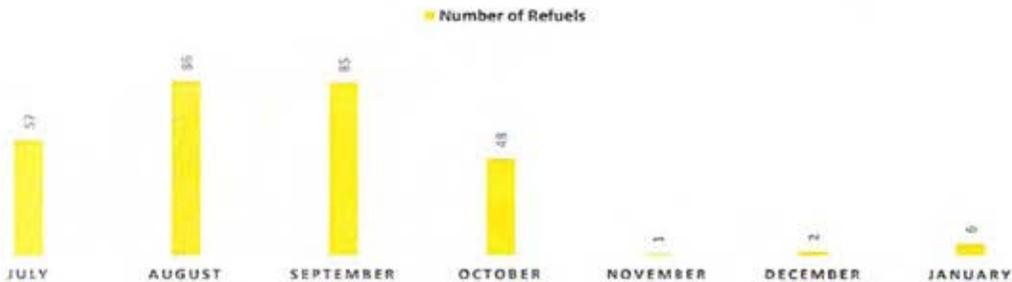
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

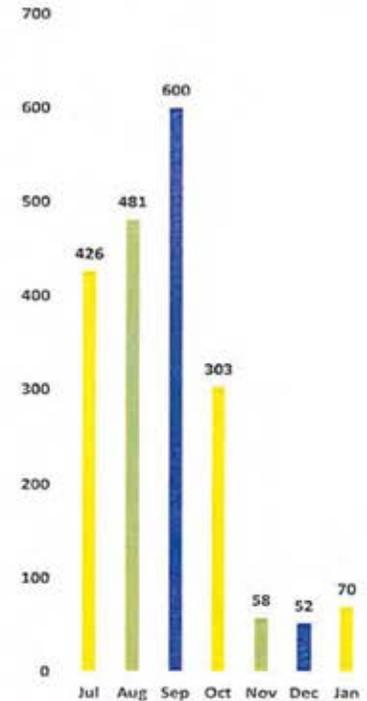
**PARATRANSIT MID-SHIFT REFUELS (WEEKDAY) JANUARY 2015**



**PARATRANSIT MID-SHIFT REFUELS (WEEKEND) JANUARY 2015**

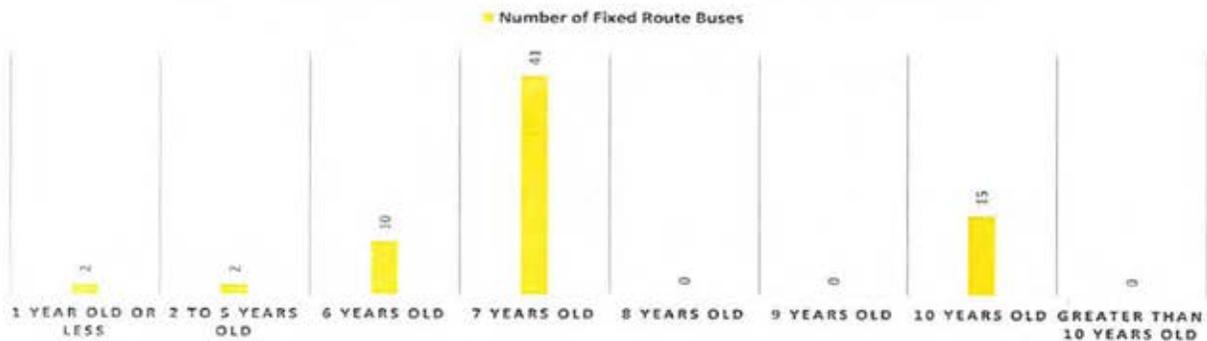


**Total Number of Refuels by Month**

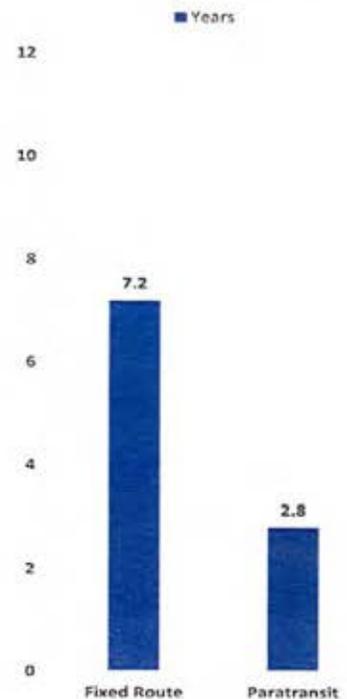


Measures the number of monthly mid-shift paratransit vehicle refuels for both weekday and weekends. Mid-shift refuels continue to be monitored to curb excessive deadhead miles and non-revenue hours.

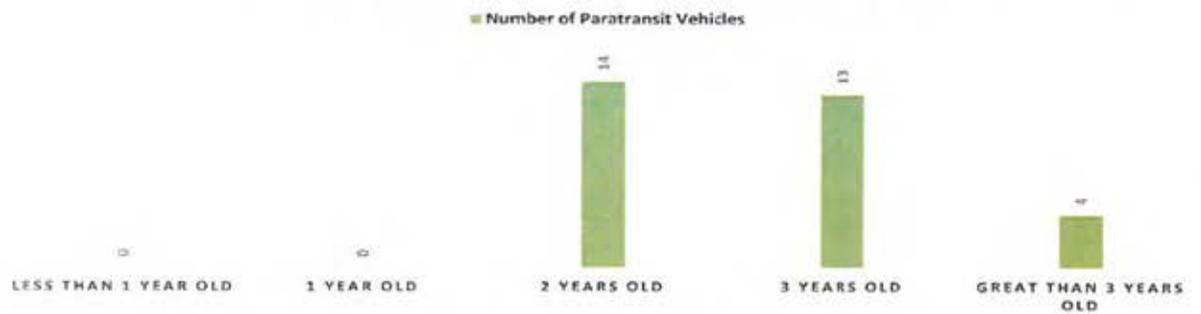
### FIXED ROUTE FLEET AGE - JANUARY 2015



### 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

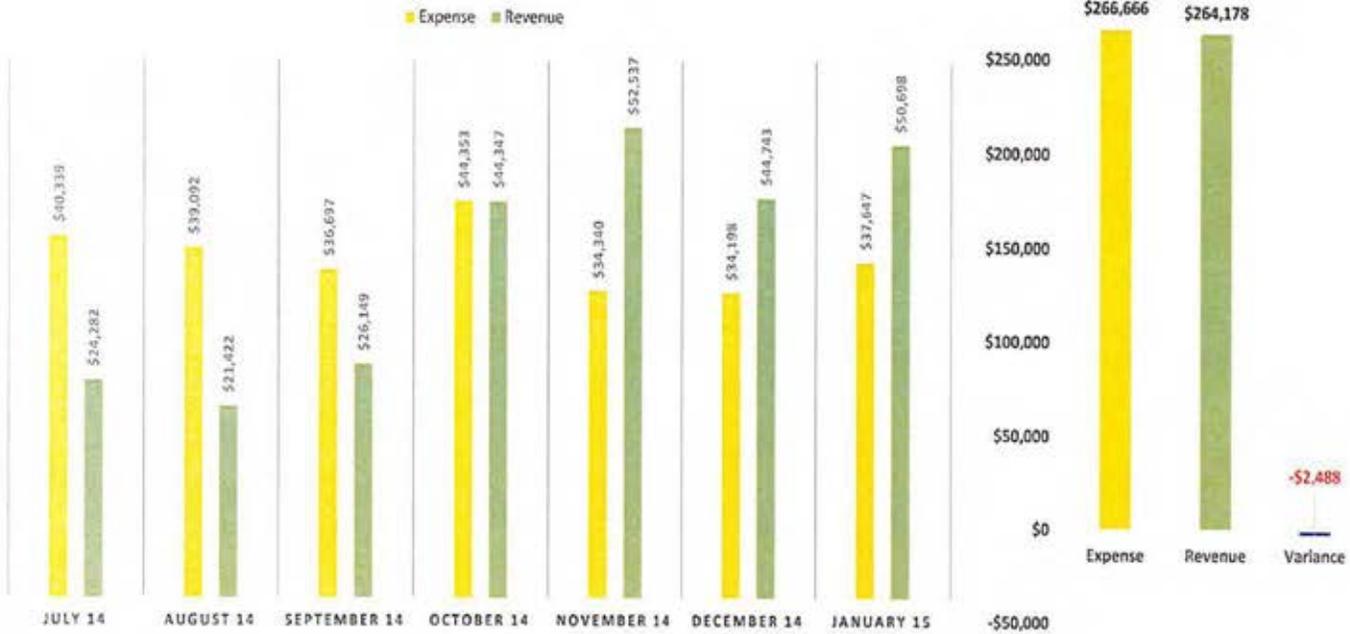


Hard Down = When a vehicle absolutely cannot go out on the road for the day. **This is noted as DL.**  
Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.  
Goal: 80% fleet availability, meaning buses and vehicles that are Hard Down or on Hold should only be 20%.



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



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

Mr. Le Flore stated that this is a snapshot; there are many more metrics. This presentation demonstrates that we are making progress in the performance management area and the way that we manage the resources of the Agency.

Mayor Hernandez commended the Agency for moving to evidence based decision making. The attempt here is for continuous learning. At the end of the day, there is accountability in performance. He stated that one of the key things for performance management is input and how we are gathering data or input from the community. Mayor Hernandez stated that staff has developed a good metric system to start looking at the internal component of the organization, but are we getting data from external members? Ms. Skiver stated that one way that we have received data externally, was through a rider survey that was completed and we received a very large response. The group that provided the service and presented the results were amazed at the response from our riders. We have a very high overall approval rating; however, we know that there is a lot of key areas that needs to be improved. We also participated in the unmet needs meeting at RCTC to understand what the east Valley community needs in services. One of the things that is important is working smarter, not harder. That is our focus so that we can have time to get out of the office to hear from the community what the needs are. We are getting in the community more than we ever have and we are trying to take comments and actions back to the Agency to create more service.

Mayor Hernandez stated that social media is an avenue that we can look at to gather some input from community members. He asked how we would measure this, in terms of management. Ms. Skiver stated that the performance management program feeds directly into our performance evaluation system. Our performance evaluation system for employees, which we rolled out concurrently with performance management, is tied into the Agency and personal goals of each employee. We have set goals for each employee that are balanced with the goals of the Agency. That accountability stream goes from the Agency's accountability down to each employee accountability. That is how we have tied together the Agency goals and each individual's performance. Tying it to what the public wants to see is the thing that we are still working on. There will be a dashboard that we put on our website where the public can see our performance – our on-time performance and on the way that we are performing. That would be one key indicator that we would provide to the public to see how we are doing and then allow them to comment. Ms. Skiver stated that we want to be sure that the Board is comfortable with what we are measuring, the format of measurement and that these items are the priority of the Board before we move to provide to the public.

A question was asked by Councilmember Strange as to how we determine the buses being on time. Chief Operations Officer, Apolonio Del Toro stated that we

have GPS automatic vehicle location. Every bus is equipped with a device that gives us real time information.

Chairman Pettis asked about the large discrepancy in the Line 220 departure. Mr. Del Toro stated that what happens on the Line 220, depending on the time of day, we run into traffic. Right now there are trigger boxes. If the bus gets out of that area before the scheduled time, it will show as an early departure. We are looking at each stop on the 220 to ensure that our system is accurate. Ms. Skiver stated that this is an example of performance management. Performance management is to determine if that is a human problem. First we get the data. We then decide if there is a human issue, as well as a technology issue. Instead of saying it is the trigger boxes, we delve into the problem to identify the reason.

**18. Coachella Festival Update**

Deputy Administration Officer, Beverly Barr-Ford, addressed the Board. 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.

**19. CEO/General Manager Evaluation Process**

Clerk of the Board, Carolyn Rude, addressed the Board. At the March 4, 2015 SunLine Board meeting, the Board of Directors approved a revised CEO/General Manager review process and evaluation 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 was included for the Board to review and is as follows:



April Board meeting:

- The CEO/General Manager will provide a presentation to the Board, which will include accomplishments and/or continued goals.
- The Evaluation Form will be provided – in hard copy and electronically. The Evaluation includes a section for up to five suggested goals for the upcoming year. The completed form will be submitted to the Chairman, or designee to prepare a Summary. Approximately a two week deadline will be provided to prepare the summary. The CEO/General Manager will provide to the Chairman, up to five proposed goals/objectives for the upcoming year to be included with the summary to discuss in June.

May Board meeting:

- There will be a Closed Session for the evaluation of the General Manager, which includes compensation consideration.

June Board meeting:

- The Board and CEO/General Manager will discuss and set the goals and objectives for the upcoming year.

Mayor Pro Tem Hobart asked that the Board be provided with the CEO/General Manager's contract.

20. General Counsel

Legal Counsel, Bob Owen, addressed the Board to report on existing litigation Judith Fields v. SunLine Transit Agency, Case Number PSC 1302612. Mr. Owen stated the following: "At the March 4, 2015 Board meeting, the Board met in Closed Session to discuss the case of Judith Fields v. SunLine Transit Agency. At that time, the Agency was not in possession of a signed settlement agreement with the plaintiff. We have since received a signed settlement agreement. The case involved injuries sustained by passenger who alleged negligence on the part of SunLine's driver. At the Closed Session, the Board unanimously approved a settlement offer of \$70,000, a portion of which, approximately \$6,000, will go to Medicare for reimbursement.

21. CEO/General Manager's Report

CEO/General Manager, Lauren Skiver addressed the Board. She provided an update on PEPRRA regarding pension payment and contributions of employees. PEPRRA had affected us last year by holding up funds for the Line 220 and the solar project. PEPRRA has taken a new turn in the fact that we are currently being precluded from drawing down funds already appropriated on the federal side. This is new. Last year, anything appropriated you could draw down; it was just new funds that we were not able to draw down. This is affecting us greatly. We currently have about a \$3 million short fall based on this PEPRRA action. The good news is that we did receive almost \$1 million in credits due to CNG fuel use and sales. Also, we have budget efficiencies that will bring us to about \$2.6 million to cover this short fall. The other \$400,000 – should we still be short if PEPRRA does not get settled through the end of the fiscal year, we have reserves

at RCTC, and notified them as such that we may need to draw down those funds. Ms. Skiver added that last year when we had the issue with PEPRA, there was a letter created through legal counsel about the effects of this issue.

SunLine will be hosting the Disadvantaged Business Enterprise Workshop. Ms. Skiver stated that she has talked to many City Managers about this; we would like to invite the cities to participate. Many of the cities have DBE goals and we thought this would be a great way to harness the event, inviting all the cities to participate so that disadvantaged businesses and small businesses could come at one time and figure out how to do business with the cities and with SunLine. Currently, we have a date of June 12<sup>th</sup> set aside. Ms. Skiver is working with the City Managers to make sure appropriate staff is aware of the date, and that the city is a part of any advertising. We want to ensure that our forms and materials are in one place where small businesses and DBEs could register at one time. We think this will make the event more comprehensive. Chairman Pettis asked that we notify RCTC, Senator Stone and the two Assembly members representing our area. Ms. Skiver stated that we will also include Pat Cooper from Supervisor Benoit's office as there may be County organizations that would like to be involved. Ms. Skiver asked the Board to let us know if there are other organizations that would like to be included.

Ms. Skiver further stated that the California Energy Commission released a notice of proposed awards for demonstration projects this week. Of the 33 proposals, nine were funded. One of those was a collaboration with SunLine for another fuel cell bus. It would be with a different collaboration partner. The configuration would be different than our El Dorado platform that we have now. It is with New Flyer and Hydrogenics. We do run New Flyer buses here, so that is what made the project attractive to us. It is a demonstration project, so it is not like our current FC4, FC5 and FC6. We procured them through a grant and now we are operating them. This would be a more short term project; a demonstration bus built and we would operate it for a year, working towards commercialization. This would be another group of vendors who could potentially come on the scene to sell hydrogen buses. The goal is to get hydrogen commercialized, which would mean there would have to be multiple vendors providing such equipment. We are excited that New Flyer is jumping in to produce a hydrogen bus. Ms. Skiver stated that through the Board's leadership and support, the Agency continues to win the awards that gives SunLine national recognition and allows the movement of hydrogen here in the Valley.

Ms. Skiver stated that she and several staff members will be going to the 23<sup>rd</sup> Annual Awards Gala - CMAA – the Construction Management Association of America. The Southern California chapter has selected SunLine's Administration Building and Transit Hub to receive the award for new building construction and transportation in the category of New Construction for \$11million to \$50 million.

Ms. Skiver also reminded the Board that SunLine will be hosting the Regional Rodeo on April 4<sup>th</sup>. She invited the Board to drive; there will be cutaways set aside to drive the course. There will be transit agencies from across the Southern California region. Our facilities group, operations folks, and our marketing folks have worked hard to make this a great event, showcasing to our peers; many CEOs will be on property Saturday. The event will begin at 7:00am, but invited the Board to come about 10:00am and come join staff for lunch, which will be cooked by employees. Board Member Franklin challenged fellow Board Members to drive.

**22. Next Regular Board Meeting Date**

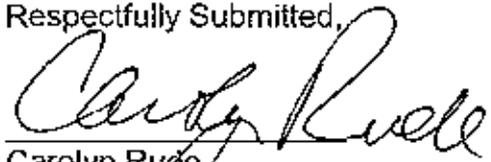
April 22, 2015

12 o'clock Noon, New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**23. Adjourn**

Chairman Pettis adjourned the meeting at 1:39p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board

**SunLine Transit Agency**

**DATE:** April 22, 2015 **ACTION**

**TO:** Bylaws, Policy & Procedures Committee  
Board of Directors

**FROM:** General Counsel

**RE:** Approval of Resolution Amending Agency Rules of Procedure

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**Recommended Action**

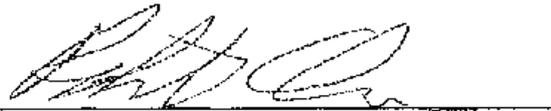
Recommend that the Board of Directors approve the attached Resolution amending Agency Rules of Procedure.

**Background**

Pursuant to Board direction, General Counsel has prepared amendments to the Agency's Rules of Procedure, which were originally adopted on July 1, 1977. The changes include removing or amending provisions to ensure consistency with the Brown Act, and with the original SunLine JPA, removing and amending arcane language and procedures, adding pronouns to make the Rules applicable to the female Board members as well, and altering or removing additional provisions to reflect modern practices. General Counsel will be available to answer any questions regarding this item during the meeting.

**Financial Impact**

No fiscal impact.



Robert Owen

SUNLINE TRANSIT AGENCY

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AMENDING AND ADOPTING RULES OF  
PROCEDURE FOR BOARD MEETINGS AND RELATED FUNCTIONS  
AND ACTIVITIES.

WHEREAS, Section 19-A-2 of the SunLine Joint Powers Transportation Agency Agreement requires that the Board of Directors adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities, and regulations pertaining thereto; and

WHEREAS, on July 1, 1977, the Board of Directors adopted Rules of Procedure through the approval of Resolution No. 0001, and now desires to amend those Rules.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transportation Agency, that the Rules of Procedure for Board Meetings is hereby amended to read in its entirety as follows:

**PURPOSE:** The purpose and intent of the Board in adopting these Rules is to provide directory guidelines relating to the conduct of the public business by or on behalf of the Board. Any non-compliance with or violation of any provision will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law. To the extent that any of these Rules conflict with any provision of law or of the SunLine Joint Powers Transportation Agency Agreement ("Joint Powers Agreement"), the terms of applicable law or the Joint Powers Agreement shall prevail.

1. MEETINGS

1.1 REGULAR MEETINGS

The Board of Directors of the SunLine Transportation Agency shall hold regular meetings at a published location on the fourth Wednesday of each month at 12:00 P.M., with the following exceptions: the July & August meetings are combined and held on the last Wednesday in July, and the November & December meetings are combined and held on the first Wednesday in December. When the day for any regular meeting of the Board falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on a day as established by the Board. Notice of regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

Special Meetings may be called by the Chairman or majority of Board Members on 24-hour notice, as set forth in the procedures and standards mandated by

Government Code Section 54956. Only matters contained in the notice of the Special Meeting may be considered at the meeting.

### 1.3 QUORUM

The number of members sufficient to constitute a quorum shall be fifty percent (50%) of the total number of parties to SunLine plus one (rounded to the nearest whole number). The Board may take no official action in any instance where less than a quorum is present.

### 1.4 MAJORITY VOTE

1.4.1 Adoption of by-laws, amendment of by-laws, adoption of the annual budget and such other matters as the Board may designate shall require a majority vote of the entire membership of the Board.

1.4.2 All other actions taken by the Board shall require a majority vote of the quorum in attendance.

1.4.3 An abstention shall be considered neither an affirmative nor a negative vote, but the presence of the member abstaining shall be counted in determining whether or not there is a quorum in attendance.

### 1.5 MEETINGS TO BE PUBLIC

All regular, adjourned, or special meetings of the Board shall be open to the public, in accordance with the Brown Act. The Board may hold executive sessions from which the public may be excluded for the consideration of subjects permitted under the Brown Act.

### 1.6 TELECONFERENCING

The Board may use teleconferencing in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953.

## 2. ORDER OF BUSINESS

### 2.1 AGENDA

The Order of Business of each meeting shall be as contained in the Agenda prepared by the General Manager. The Agenda shall be a listing by topic of subjects which shall be taken up for consideration in the following order:

Call to Order  
Flag Salute  
Roll Call

Presentations  
Finalization of Agenda  
Public Comments  
Board Member Comments  
Receive and File Items  
Action Items  
Information Items  
Discussion Items  
General Counsel  
General Manager's Report  
Adjournment

## 2.2 DELIVERY OF AGENDA

Barring insurmountable difficulties, the Agenda shall ordinarily be delivered to Board Members by each Friday preceding the Wednesday meeting to which it pertains.

The Agenda shall also be available to the general public at the time it is delivered to the Board.

## 2.3 ROLL CALL

Before proceeding with the business of the Board, the Clerk of the Board shall conduct the roll call of the Board Members and the names of those present shall be entered in the minutes.

## 2.4 APPROVAL OF MINUTES

Unless requested by a majority of the Board, minutes of the previous meeting may be approved without public reading if the Clerk of the Board has previously furnished each Board Member with a copy thereof.

## 2.5 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

- Staff review
- Questions of Staff by the Board
- Hearing opened by Chairman
- If desired, hearing closed
- Questions by the Board

- Discussion by the Board
- Action by the Board

Questions or comments from the public shall be limited to the subject under consideration. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Chairman may, at the beginning of the hearing, limit testimony, but in no event to less than 5 minutes per individual. Any person may speak for a longer period of time, upon approval of the SunLine Board, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphic or slide presentations requiring more time.

Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the General Counsel shall advise the SunLine Board in this regard.

## 2.6 PUBLIC COMMENTS

Any person may address the Board on any subject pertaining to SunLine business, whether listed on the agenda or not, during the Public Comments portion of the meeting. A limitation of 3 minutes shall be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

## 2.7 CONSENT CALENDAR

Items of a routine nature may be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Prior to, or following review of, the consent agenda by the General Manager, any Board member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Clerk of the Board shall be instructed to record such abstentions in the minutes.

## 3. PRESIDING OFFICER

### 3.1 PRESIDING OFFICER:

The Chairman shall be the Presiding Officer at all meetings of the Board. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both the Chairman and the Vice Chairman, the Board shall elect a temporary Presiding Officer to serve until the arrival of the Chairman or Vice Chairman or until adjournment. For the purposes of these Rules, the term "Chairman" includes "Chairwoman," as appropriate.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed

a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

### 3.2 CALL TO ORDER:

The meeting of the Board shall be called to order by the Chairman or in his or her absence by the Vice Chairman. In the absence of both the Chairman and Vice Chairman, the meeting shall be called to order by the Clerk of the Board, whereupon the Clerk shall immediately call for the selection of a temporary Presiding Officer.

### 3.3 PARTICIPATION OF PRESIDING OFFICER:

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Board members, and he or she shall not be deprived of any of the rights and privileges of a Board member by reason of his acting as Presiding Officer.

### 3.4 SIGNING OF DOCUMENTS:

The Chairman, or Vice Chairman in the absence of the Chairman, shall sign Resolutions and Ordinances adopted by the Board.

The Clerk of the Board shall attest to the signature of the Chairman or Vice Chairman.

### 3.5 MAINTENANCE OF ORDER:

The Chairman or Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Chair. All questions and remarks shall be addressed to the Chair.

## 4. RULES, DECORUM, AND ORDER

### 4.1 POINTS OF ORDER:

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Board. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

### 4.2 DECORUM AND ORDER – BOARD MEMBERS:

- (a) Board members shall accord the utmost courtesy to each other, to SunLine employees and to the public appearing before the Board and shall refrain at

all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

- (b) Any Board member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Board shall require him or her to so act.

#### 4.3 DECORUM AND ORDER – EMPLOYEES:

Employees of SunLine shall observe the same rules of procedure and decorum applicable to members of the Board. The General Manager shall insure that all SunLine employees observe such decorum. Any staff member, including the General Manager, desiring to address the Board or members of the public shall first be recognized by the Chair.

#### 4.4 ENFORCEMENT OF DECORUM:

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

#### 4.5 CONFLICT OF INTEREST:

All Board members are subject to the provisions of California Law relative to conflicts of interest, and to conflicts of interest codes adopted the Board. Any Board member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Board member may choose to leave the meeting room during debate and voting on the issue.

#### 4.6 PROCEDURES IN ABSENCE OF RULES:

In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

#### 4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

In presiding over Board meetings, the Chairman, Vice Chairman or temporary Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board members present and voting.

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

Any member of the public desiring to address the Board shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, he shall state his name for the record.

All remarks and questions shall be addressed to the Chair and not to any individual Board member, staff member or other person. During a public hearing, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

5.2 TIME LIMITATION:

Any member of the public desiring to address the Board shall limit his address to five (5) minutes unless further time has been granted by the Presiding Officer in the individual case.

5.2.1 Exception:

A limit of three minutes is imposed during the Public Comments portion of the agenda. (See 2.6)

5.3 ADDRESSING THE BOARD AFTER MOTION IS MADE:

After a motion has been made, or after a public hearing has been closed, no person shall address the Board without first securing permission by a majority vote of the Board.

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER:

The Presiding Officer may at any time, by majority consent of the Board, permit a member to introduce a resolution.

6.3 DIVISION OF QUESTION:

If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a member shall (unless appealed), divide the same.

6.4 PRECEDENCE OF MOTIONS:

When a motion is before the Board, no motion shall be entertained except the following which shall have precedence in the following order:

- (a) Adjourn
- (b) Table
- (c) Limit or terminate discussion
- (d) Amend
- (e) Postpone

6.5 MOTION TO ADJOURN:

A motion to adjourn shall be in order at any time, except as follows:

- (a) When repeated without intervening business or discussion.
- (b) When made as an interruption of a member while speaking.
- (c) When discussion has been ended, and vote on motion is pending, and
- (d) While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

6.6 MOTION TO TABLE:

A motion to table shall be used to temporarily bypass the subject. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

6.7 MOTION TO LIMIT OR TERMINATE DISCUSSION:

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.8 MOTION TO AMEND:

A motion to amend shall be debatable only as to the amendment. A substitute motion on the same subject shall be acceptable, and noted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

6.9 MOTION TO CONTINUE:

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

## 7. RESOLUTIONS

### 7.1 DEFINITIONS:

Three terms are in general use to denote actions: "resolution", "minute order", and "motion" (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding; they just vary in the formality of respective memorialization. The most formal is referred to as a "resolution". This, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "minute order" denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however, the minute order is drafted far more briefly than a resolution and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate certain administrative processes to which it pertains.

A "motion" is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

### 7.2 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in advance, the procedure shall be motion, second, discussion, vote, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it.

### 7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

Where a resolution has not been prepared in advance, the procedure shall be to instruct the General Manager to prepare a resolution for presentation at the next Board Meeting.

7.4 URGENCY RESOLUTIONS:

In matters of urgency, a resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure above shall be followed.

8. BOARD COMMITTEES

8.1 The Board shall have committees to study and make recommendations to the Board as a whole. Each committee may select such methods for study of the matters under its jurisdiction as it determines appropriate. The members of each committee and each committee's chairman shall be appointed by the Chairman.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 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:** April 22, 2015 **ACTION**  
**TO:** Board of Directors  
**FROM:** Greg Pettis, Chairman of the Board  
**RE:** Changes of Committee Appointments

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**Recommendation**

Recommend that the Board of Directors approve any changes of appointment of Board Members to the Finance Committee, Litigation Committee and Bylaws, Policy and Procedures Committee.

**Background**

Due to the new appointment of several Board Members, we are providing an opportunity to request a change on committee appointments and to then be approved by the full Board. The attached document provides the current committees and members.

**SunLine Transit Agency  
Updated Board Committee Assignments**

**FY 2015**

	<b>Finance Committee</b> Meet prior to each Board meeting	<b>Litigation Committee</b> Meet prior to each Board meeting as needed	<b>Bylaws, Policy &amp; Procedures Committee</b> Meet as needed
Cathedral City			
Indian Wells	<b>M</b>	<b>M</b>	
Desert Hot Springs	<b>C</b>		
Palm Springs	<b>M</b>	<b>M</b>	<b>M</b>
Rancho Mirage		<b>M</b>	<b>V</b>
Palm Desert			<b>C</b>
La Quinta	<b>M</b>	<b>M</b>	<b>M</b>
Indio		<b>M</b>	<b>M</b>
Coachella	<b>V</b>		
Riverside County			

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

SunLine Transit Agency

DATE: April 22, 2015 ACTION

TO: Bylaws, Policy & Procedures Committee  
Board of Directors

FROM: Clerk of the Board

RE: Approval of Records Management Policy/Retention Schedule

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**Recommended Action**

Recommend that the Board of Directors approve the attached Records Management Policy/Retention Schedule # B-180315.

**Background**

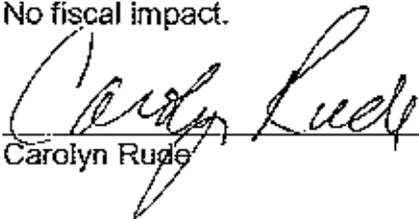
Under the California Public Records Act (CPRA), SunLine Transit Agency (STA) is required to make its public records available for public disclosure unless there is a valid reason to withhold. The reason for withholding disclosure of a record is set forth in the exemptions contained in the CPRA. SunLine is authorized to develop reasonable procedures to be followed when responding to a public records request. In addition, SunLine is authorized to make reasonable determinations as to when Agency records are no longer of importance or significance.

SunLine has developed the Records Management Policy/Retention Schedule to provide guidance on the management of its public records and the process to follow when making those records available for public disclosure, or when withholding records from disclosure. In addition, the Retention Schedule provides guidelines for the retention periods of Agency records.

As part of the Policy, a Request Form for public records has been created to ensure that accurate records available are obtained.

**Financial Impact**

No fiscal impact.

  
\_\_\_\_\_  
Carolyn Rude

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## Records Management Policy/Retention Schedule

### 1.0 POLICY STATEMENT

Under the California Public Records Act (CPRA), SunLine Transit Agency (STA) is required to make its public records available for public disclosure unless there is a valid reason to withhold. The reason for withholding disclosure of a record is set forth in the exemptions contained in the CPRA. STA is authorized to develop reasonable procedures to be followed when responding to a public records request. STA is authorized to make reasonable determinations as to when STA records are no longer of importance or significance to the Agency. However, such determination may not be made in conjunction with a bona fide request for such records or to otherwise defeat a legitimate request. It is the policy of the Agency to dispose of old records in accordance with the Records Retention Schedule when not in conflict with this Policy Statement.

### 2.0 PURPOSE

STA has developed the Records Management Policy/Retention Schedule to provide guidance on the management of its public records and the process to follow when making those records available for public disclosure, or when withholding records from disclosure.

Reference to retention periods listed on the Retention Schedule, unless otherwise indicated, refers to the current year, plus the years shown. For example, 'current year + 2 years' requires a document to be retained for the current calendar year, plus two years. If a document is created in March of 2012 and has a 'current year + 2 year' retention period, it should be kept for the remainder of the 2012, plus two years - 2013 and 2014; documents should be destroyed on January 1, 2015.

Any questions regarding a record series not listed in Records Retention Schedule should be addressed in conjunction with the Local Government Records Management Guidelines as set forth by the State of California. The Local Government Records Management Guidelines can be found at <http://www.sos.ca.gov/archives/local-gov-program/>.

### **3.0 APPLICABILITY**

Unless otherwise noted in specific provisions, this Policy Statement applies to all employees (including contract employees) without exception, as well as all vendors, agents, affiliates, and any other entities directly engaged in STA business that are responsible for creation, management, and storage of STA records.

### **4.0 PROCEDURE FOR PUBLIC RECORDS REQUESTS**

Requestor to complete a Public Records Request Form to ensure that the most accurate records available are obtained. STA will comply with request protocols identified in the Public Records Act whenever a conflict exists between the Act and STA policy.

The Request Form can be submitted in person, by e-mail, FAX, or mail to the following location:

SunLine Transit Agency  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92240  
Phone: (760) 343-3456  
FAX: (760) 343-7302  
E-mail: [crude@sunline.org](mailto:crude@sunline.org)

Depending on the size of the request, the type of records requested, and staff availability, staff will make the record(s) available as soon as feasible within the ten-day legal requirement or staff will notify the requestor that additional time will be necessary.

The price schedule for recovering the cost of duplicating documents is eleven cents (\$0.11) for each page copied.

STA employees are subject to using a Public Records Request Form in the event that there is a need for an employee to request records. STA employees are prohibited from bypassing the use of a Public Records Request Form.

### **5.0 ATTACHMENTS**

1. Retention Schedule
2. Public Records Request Form

## 1. ADA COMPLIANCE

Description of Records	Retention	Descriptor	Format
FORMS, STA ADA PARATRANSIT CONTACT INFORMATION	Current Year + 5 years	Completed as part of the application process/access to ADA Paratransit.	Paper
FORMS, STA ADA PARATRANSIT PROFESSIONAL VERIFICATION	Current Year + 5 years	Completed by applicants CA licensed health care professional/application process.	Paper
ADA PARATRANSIT ELIGIBILITY DETERMINATION LETTER	Current Year + 5 years	Determination of eligibility for access to STA Paratransit Service	Paper
ADA PARATRANSIT ELIGIBILITY APPEALS PROCESS	Superseded + 5 years	Appeals Process for ADA Paratransit eligibility determination.	Paper
REQUEST FOR APPEAL OF ADA PARATRANSIT ELIGIBILITY DETERMINATION	Current Year + 5 years	Submitted by applicant who was found to be ineligible for ADA Paratransit service.	Paper
ADA PARATRANSIT ELIGIBILITY APPEAL DETERMINATION LETTER	Current Year + 5 years	Letter to appellant providing notification of the determination of their appeal following a formal hearing by the Access Committee	Paper
ADA PARATRANSIT SERVICE STATISTICS	Current Year + 5 years	Paratransit service statistics to include: on time performance, trip denials, subscription trip %, average travel times, late arrivals & missed trips.	Electronic
ADA SERVICE COMPLAINTS	Current Year + 5 years	Complaints received alleging STA violated the ADA Service criteria as defined in DOT 49 CFR Parts 37 & 38	Paper
ADA SERVICE COMPLAINT INVESTIGATIVE MATERIALS	Current Year + 5 years	Information obtained in the course of an investigation into an ADA Service Complaint, including documents, videos, and photographs	Paper, Photo

Description of Records	Retention	Descriptor	Format
ADA SERVICE COMPLAINT LETTER OF FINDING	Current Year + 5 years	Letter from STA responding to the ADA Service Complaints	Paper
ADA FACILITIES/BUS STOP COMPLAINTS	Current Year + 5 years	Complaints received alleging that a facility or bus stop owned and/or maintained by STA is not compliant with the ADA.	Paper
ADA FACILITIES/BUS STOP COMPLAINT LETTER OF FINDING	Current Year + 5 years	Letter from STA responding to the ADA Facilities/Bus Stop Complaints	Paper

## 2. ADMINISTRATION

Description of Records	Retention	Descriptor	Format
CLERK:			
AUDIT, TDA TRIENNIAL	Permanent		Paper
CLAIMS, STATE CONTROLLER'S OFFICE	Current Year + 4 years	Brown Act Reimbursement	Paper, Electronic
DEEDS	Permanent		

Description of Records	Retention	Descriptor	Format
EXEMPTIONS & AUTHORIZATIONS, FEDERAL/STATE	Permanent	Federal or State exemptions or special authorizations to regulations, laws or policies	Paper, Electronic
FAIR POLITICAL PRACTICES:			
FORM 700 (SEI) – ELECTED	Termination + 7 years		
LITIGATION	Permanent	Litigation initiated by MST or other entities. May be kept with special project file while active.	Paper
POLICY MANUAL	Superseded	Compilation of all current Board approved Policies	Paper, Electronic
PUBLIC RECORDS REQUEST	Closed/Completed + 2 years	Request and response letters, receipt confirmation	Paper, Electronic
RECORDS MANAGEMENT, INDEX	Superseded	Index of current and inactive records and location. Tapes may be recycled.	Paper, Electronic, Database
RECORDS MANAGEMENT, RETENTION SCHEDULE	Superseded + 4 years	Policy attached to Schedule, but official filed in Legal/Legislative/Policies	Paper, Electronic

Description of Records	Retention	Descriptor	Format
REFERENCE	Superseded	Information reference guides such as Brown Act, Robert's Rules, IRS guidelines, Dept. of Commerce, etc.	Paper, Electronic

RESOURCE GUIDES, BOARD AND STA	Superseded	Compilation of pertinent resource documents, updated as necessary	Paper, Electronic
VEHICLE REGISTRATION & TITLE	Life	Original maintained offsite	Paper
<b>GENERAL SUBJECT:</b>			
AGENDA, EXTERNAL AGENCIES	Life	External agency agendas if deemed pertinent for reference, retained while needed.	Paper, Electronic
ARTICLES OF INTEREST	Life	Keep until outdated or no longer needed.	Paper, Electronic
AWARDS, CERTIFICATES AND PLAQUES	Permanent	Historic value.	Paper, Electronic
CORRESPONDENCE, JURISDICTIONS, OUTSIDE AGENCY, LEGISLATORS, ETC.	Current Year + 4 years	If not attached to agreement, project file or Agenda File by agency or city name.	Paper, Electronic
FORMS, DEPARTMENTAL	Superseded	Administrative Forms, Departmental	Paper
MEMBERSHIPS	Superseded	Membership benefit info	Paper

Description of Records	Retention	Descriptor	Format
MEMOS, BULLETIN BOARD, GM UPDATE	Current Year + 2 years	Includes GM updates, Bulletin Board Memos	Paper, Electronic
MISCELLANEOUS	Current Year + 4 years	Temporary holding for files without designation, or not typically retained by STA.	Paper

NEWSPAPER CLIPPINGS	Current year + 2	Historical Value	Paper
POLICIES AND PROCEDURES, DEPARTMENTAL	Superseded + 4 years	Retain while current	Paper, Electronic
PROGRAMS & PLANS	Current Year + 4 years	Includes Strategic Plan, Legislative Program, Action Plan, TAMC TRP, AMBAG OWP	Paper
REPORTS, CUSTOMER SERVICE	Current Year + 2 years	Reports not assigned	Paper, Database
SURVEYS AND STUDIES	Permanent	Service Analysis, Customer Surveys, etc.	Paper, Electronic
<b>GRANTS:</b>			
CERTIFICATION AND ASSURANCES	Closed, Completed + 4 years	Federal and State C & A documents	Paper, Electronic
FEDERAL, CAPITAL	Life + 4 years	Capital purchases. Must retain 3 years after receiving title (Useful Life = 12 years)	Paper, Electronic

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
FEDERAL, OPERATING ASSISTANCE	Closed, Completed – 4 years	Operating assistance. 3 years after close of contract	Paper, Electronic
FINANCIAL RECORDS	Closed, completed + 5 years	Refer to grant close-out procedure.	Paper, Electronic
OTHER	Closed, completed + 4 years	Grants administered by local agencies, or foundations	Paper, Electronic

STATE, CAPITAL	Life + 4 years	Equipment purchases.	Paper, Electronic
STATE, CalEMA	Current Year + 15 years	Capital and Operating grants	Paper, Electronic
STATE OPERATING ASSISTANCE	Closed, Completed + 4 years	Operating assistance. 3 years after close of contract.	Paper, Electronic
GRANTS, UNSUCCESSFUL	Closed, Completed + 4 years	Unfunded applications	Paper, Electronic
<b>LEGAL/LEGISLATIVE:</b>			
AGENDA, ELECTRONIC TRANSMITTAL	Life		
AGENDA PACKETS, BOARD & COMMITTEES	Permanent	Complete agenda packets by month	Paper, Electronic, Website

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
APPLICATIONS, COMMITTEES (NOT SELECTED)	Closed, Completed + 2 years	Applicants not selected, all STA Committees	Paper, Electronic
APPLICATIONS, COMMITTEES (SELECTED)	Termination + 4 years	Applicants selected, all STA Committees	Paper, Electronic
AUDIO, RECORDINGS	Closed, completed + 2 months	When used for minutes preparation	Paper, Electronic
BYLAWS	Superseded + 4 years	Drafts kept only until final version approved by Board.	Paper, Electronic

CORRESPONDENCE, BOARD	Current Year + 4 years	Correspondence from or to Board, not included in Board packet	Paper, Electronic
HEARING, ADMINISTRATIVE	Closed, completed + 4 years	Rulings or documentation	Paper, Electronic
LEGAL ADVERTISING	Current year + 4 years	Proof of Publication for Public Hearings, Display Ads, etc.	Paper, Electronic
MINUTES, BOARD, COMMITTEE, PUBLIC OR ADMINISTRATIVE HEARINGS	Permanent	Official minutes and hearing proceedings of Board, Committees, or Public Hearings	Paper, Electronic
OPINIONS, LEGAL	Superseded + 2 years	Confidential or Public	Paper, Electronic
ORDINANCES	Permanent	Board approved	Paper, Electronic

Description of Records	Retention	Descriptor	Format
PETITIONS	Current year + 1 year	Submitted to Board	Paper, Electronic
POLICIES, BOARD APPROVED	Superseded + 2 years	All agency policies	Paper, Electronic
PROCLAMATIONS	Permanent	Policies, directives rendered by Board not assigned a resolution or ordinance number.	Paper, Electronic
REGULATIONS	Superseded + 2 years	Regulations adopted for STA	Paper, Electronic
REPORTS, LOBBYIST	Current Year + 4 years	Documentation received, created, and/or submitted to Board	Paper, Electronic

RESOLUTIONS	Permanent	Board actions	Paper, Electronic
TRIP REPORTS	Current year + 4 years	Trip Reports submitted to Board	Paper, Electronic
<b>MARKETING:</b>			
ANNUAL REPORT	Permanent	Brochure publicity piece, historical value	Paper, Electronic
BROCHURES	Superseded + 2 years	Miscellaneous publications	
PRESS RELEASES	Current Year + 2 years	Created by STA	Electronic
RIDER'S GUIDES	Superseded + 2 years	Historical Value	Paper, Electronic

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
SIGNAGE	Superseded + 2 years	Historical Value	Paper, Electronic
<b>PLANNING &amp; SCHEDULING</b>			
CORRESPONDENCE, COMMENT LETTERS	Permanent	STA initiated EIR/Development response letters	Paper, Electronic
DRIVER SCHEDULE BIDS	Current year + 4 years	Driver scheduled BIDS-finals only	Electronic

### 3. FINANCE

Description of Records	Retention	Descriptor	Format
<b>ACCOUNTING:</b>			
ACCOUNTS PAYABLE	Audit + 4 years	Invoices, check copies, supporting documents	Paper
ACCOUNTS RECEIVABLE	Audit + 4 years		Paper
BANK RECONCILIATION	Audit + 5 years	Statements, summaries for receipts, disbursements & reconciliation	Paper

Description of Records	Retention	Descriptor	Format
BUDGET	Permanent	Adopted by Board	Paper, Electronic
FEDERAL & STATE TAX	Audit + 4 years	Forms 1096, 1099, W-9's and W-2's	Paper
JOURNALS	Current + 2 years	All monthly activity	Paper
LEDGER, GENERAL	Audit + 4 years		Paper

STATE CONTROLLER	Permanent	State Controller may destroy after 5 years	Paper
WARRANT REGISTER	Audit + 4 years		Paper
<b>AUDIT:</b>			
AUDIT, CAFR	Permanent	Independent auditor analysis	Paper
AUDIT, FTA TRIENNIAL	Permanent		Paper
AUDIT, PTMISEA	Permanent	CA Bond Audit	Paper
AUDIT, SINGLE	Permanent	Federal Grant Programs	Paper

Description of Records	Retention	Descriptor	Format
AUDIT, TDA TRIENNIAL	Permanent		Paper
REVIEWS, INTERNAL/EXTERNAL PERIODIC	AU + 4	Daily, weekly, monthly, quarterly, or other summary, review, evaluation, etc. except a report	Paper
<b>FIXED ASSETS:</b>			
INVENTORY	Active + 4 years	Reflects purchase date, cost, account number	Paper

Surplus Property, Disposal	Audit + 4 years	Sales of obsolete equipment	Paper
<b>PAYROLL:</b>			
DEFERRED COMPENSATION	Audit + 6 years	Records of employee contributions and agency payments	Paper
EMPLOYEE TIME SHEETS	Audit + 6 years	Signed by employee for audit & FEMA reports	Paper
EMPLOYEE TRANSACTION DETAIL	Permanent		Paper
PERS EMPLOYEE DEDUCTION REPORTS	Audit + 6 years		Paper

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
<b>PURCHASING:</b>			
BIDS, RFQ'S, RFP'S	AUDIT + 4 YEARS	Requests for qualifications	Paper
BIDS, RFQ'S, RFP'S – SUCCESSFUL	Audit + 5 years	Requests for proposals regarding goods and services	Paper
BIDS, RFQ'S, RFP'S – UNSUCCESSFUL	Closed - Completion + 4 years		Paper
CONTRACTS, EQUIPMENT	Life + 4 years	Keep for life of equipment plus 4 years	Paper

CONTRACTS, SERVICE/SUPPLIES	Termination + 4 years	Keep for 4 years beyond termination of contract	Paper
INTER-GOVERNMENTAL AGENCY AGREEMENTS	Permanent	JPA Agreements, MOU, other agreements between MST and Jurisdictions, Agencies, etc.	Paper, Electronic
LEGAL ADVERTISING	Current + 4 years	Proof of Publication for RFQ, RFP, Ads, etc.	Paper, Electronic
REQUISITIONS, PURCHASE ORDERS	Audit + 4 years	Original Documents	Paper
<b>TREASURY:</b>			
Account Statements	Closed – Completion + 10 years	Monthly statement of transactions	Paper

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
BANK STATEMENTS	Audit + 2 years	Financing Authority	Paper
BONDS & COUPONS	Closed – Completed + 10 years	Supporting Documents Paid/Canceled	Paper
INVESTMENT TRANSACTIONS	Permanent	Summary of transaction, inventory & earnings report	Paper

## 4. HUMAN RESOURCES

Description of Records	Retention	Descriptor	Format
BENEFIT PLAN ENROLLMENT – DENIED	Closed – Completed + 4 years		Paper
CORRESPONDENCE – MISCELLANEOUS	Current Year + 2 years	If not attached to agreement, project file or Agenda	Paper, Electronic
EMPLOYEE HANDBOOK	Superseded + 2 years		Paper, Electronic
EMPLOYEE RIGHTS	Termination + 6 years	Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	Paper
MEDICAL RECORDS	Termination + 6 years	Enrollment Forms, Employee Benefit Forms	Paper

Description of Records	Retention	Descriptor	Format
MEDICAL LEAVE	Termination + 6 years	May include Family leave, certification; tests	Paper
NEGOTIATIONS	Termination + 4 years	Notes, notebooks, correspondence, contracts, and Memorandum of Agreements	Paper, Electronic
PERSONNEL RECORDS	Termination + 6 years	Attendance, evaluations, drafts, worksheets, postings	Paper
RECRUITMENT	Closed – Completion + 3 years	Applications, resumes, alt. lists/logs, ethnicity disclosures,	Paper

		exam materials; job bulletins; eligibility; electronic database	
SALARY RECORDS	Termination + 3 years	Deduction authorization, beneficiary designations, unemployment claims	Paper, Electronic
SURVEYS AND STUDIES	Termination + 3 years	Includes classifications, wage rates	Paper, Electronic
TRAINING RECORDS	Termination + 6 years	Employee applications, volunteer program training, class training materials, internships	Paper, Electronic
WORKERS COMPENSATION	Permanent	Claim files, reports, video, incidents (working files) originals filed with Administrator	Paper
<b>RISK MANAGEMENT:</b>			
CLAIMS, REJECTION	Closed – Completion + 2 years		Paper, Electronic
CLAIMS, REPORTS	Closed – Completion + 2 years		Paper, Electronic

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
INSURANCE, CERTIFICATES	Permanent	Insurance certificates filed separately from contracts, includes insurance files by licensees	Paper
INSURANCE, LIABILITY/PROPERTY	Permanent	May include liability, property, Certificates of Participation, deferred, used of facilities	Paper
INSURANCE, WORKERS COMPENSATION	Permanent	Indemnity; PERS-working files- originals with Administrator	Paper

REPORTS, ACCIDENT – AGENCY ASSETS	Closed – Completion + 7 years	Reports and related records	Paper, Electronic
REPORTS, INCIDENT	Closed – Completion + 7 years	External comments/claims from public	Paper, Electronic
REPORTS, RISK MANAGEMENT	Permanent	Federal OSHA Forms Loss Analysis Report; Safety Reports; Actuarial Studies	Paper, Electronic
VIDEO, AUDIO, PHOTOS – ADA RELATED	Current Year + 5 years	Any video or audio used for ADA purposes, complaints, or actions	Video, Audio
VIDEO, AUDIO, PHOTOS – DISCIPLINARY ACTION	Closed, Completed + 2 years	Close of file = post disciplinary action if not transferred to another case or action	Video, Audio
VIDEO, AUDIO, PHOTOS – GENERAL SURVEILLANCE	Variable	Routine daily video and audio. If not pulled for other action or case, retention is governed by system overwrite protocol. Based on space availability	Video, Audio
VIDEO, AUDIO, PHOTOS – LAW ENFORCEMENT	No Retention	Requests for video or audio not maintained by STA once turned over to law enforcement.	Video, Audio
VIDEO, AUDIO, PHOTOS – OTHER	Current Year + 2 years	Includes video requested by Customer Service Complaint that is not attached to a file or used in active action or case	Video, Audio

Description of Records	Retention	Descriptor	Format
VIDEO, AUDIO, PHOTOS - LIABILITY CASES	Closed – Completed + 2 years	Close of file – disposition of case	Video, Audio
<b>SAFETY &amp; TRAINING:</b>			

DMV RECORDS	Termination + 6 years	Employee	
TRAINING RECORDS	Termination + 6 years	Sign In Sheets	
TRAINING MATERIALS	Superseded		
<b>INFORMATION TECHNOLOGY:</b>			
INTERNET, WORLD WIDE WEB	Superseded + 2 years	Management/Policies and supporting documentation	
INVENTORY, INFORMATION SYSTEMS	Superseded + 2 years	Hardware/Software Inventory logs; system manuals	
NETWORK INFORMATION SYSTEMS (LAN/WAN)	Current Year + 4 years	Configuration maps and plans	
PROGRAM FILES AND DIRECTORIES - ANNUAL BACKUP	Current Year + 2 years		

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
PROGRAM FILES AND DIRECTORIES - DAILY BACKUP	Current Year + 2 years		
PROGRAM FILES AND DIRECTORIES - DAILY BACKUP	Current Year + 2 months		

PROGRAM FILES AND DIRECTORIES – MONTHLY BACKUP	Current Year + 1 year		
PROGRAM FILES AND DIRECTORIES – MONTHLY BACKUP	Current Year + 1 year		
PROGRAM FILES AND DIRECTORIES – WEEKLY BACKUP	Current Year + 5 years		
TAPES, INFORMATION SYSTEM	Current Year + 2 years		

## 5. OPERATIONS

Description of Records	Retention	Descriptor	Format
<b>FACILITIES:</b>			
APPLICATIONS, PROJECT	Life + 3 years	Life = life of project, shelter, building	Paper, Electronic, Photo

Description of Records	Retention	Descriptor	Format
<b>FACILITIES:</b>			
BLUEPRINTS, SPECIFICATIONS	Life + 3 years	Life = life of project, shelter, building	Paper, Electronic, Photo

DRAWINGS, PROJECT PLANS	Life + 3 Years	Includes traffic control or other plans. Life = life of project, shelter, building	Paper, Electronic
INSPECTIONS, VARIOUS ANNUAL COMPLIANCE INSPECTIONS/RECORDS AND PERMITS/ENVIRONMENTAL	Current Year + 4 years	Documentation for managing hazardous materials and waste. Certified Unified Program Agencies (CUPAs): tire storage; above ground storage and below ground storage; storm water reports	Paper
MAINTENANCE, EQUIPMENT & BUILDING PMs	Current Year + 4 years	STA and vendor performed	Paper, Electronic
PERMITS, ENCROACHMENT	Permanent/Life	Required for work completed in a public right of way; example: bus stops and construction projects	Paper
PERMITS: COMPLIANCE/ENVIRONMENTAL	Permanent	Includes but is not limited to operating permits, storage, testing results, annual renewable permits	Paper
PLANS, CAPITAL IMPROVEMENT PROJECTS	Permanent/Life	All documents and materials related to funding design, permits, construction and as built drawings	Paper, Electronic
RECORDS, DISPOSAL MANIFEST/HAZ-MAT	Current Year + 9 years	Haz-Mat manifest (Evergreen, Safety Kleen, other haz-mat disposal)	Paper

Description of Records	Retention	Descriptor	Format
RECORD, DISPOSAL, ENVIRONMENTAL/HAZ-MAT MAJOR INCIDENTS	Current Year + 9 years	Major Environment/Haz-Mat spills (entering storm drains, waterways, creeks, etc.) including multiple agency responders	Paper, Electronic
RECORD, DISPOSAL, ENVIRONMENTAL/HAZ-MAT MINOR INCIDENTS	Current Year + 5 years	Minor Environmental/Haz-Mat spills	Paper, Electronic

INSPECTIONS, ANNUAL BUS OR OTHER SPECIAL	Life + 3 years	Annual CHP inspections or other inspections	Paper
MAINTENANCE RECORDS, REVENUE AND NON-REVENUE VEHICLES	Life + 3 years	Electronic or paper records that track the maintenance activities (preventative & repairs and modifications)	Paper, Electronic
MAINTENANCE RECORDS, FORK LIFT, TUG, SWEEPER AND OTHER EQUIPMENT/VEHICLES	Life + 3 years	Electronic or paper records that track the maintenance activities (preventative repairs and modifications)	Paper, Electronic
PERMITS, COMPLIANCE/ENVIRONMENTAL	Permanent	Includes but is not limited to operating permits, storage, testing results, annual renewable permits, construction projects	Paper
<b>VEHICLE, ASSIGNMENT REPORTS:</b>			
REPORTS, CARB ANNUAL	Current Year + 9 year	Annual bus fleet emissions report	Paper
REPORTS, MONTHLY DEPARTMENT	Current Year + 4 years	Board report documents from department	Electronic

<b>Description of Records</b>	<b>Retention</b>	<b>Descriptor</b>	<b>Format</b>
TIRE MANIFEST	Life + 1 year	Life of Contract + 1	Paper
WARRANTY, BUS WARRANTY FILES/RECORDS	Life + 3 years	Records of warranty work	Paper, Electronic
WORK ORDERS, BUS & DEFECT CARDS: REVENUE VEHICLES (INCLUDES OIL ANALYSIS)	Life + 3 years	All documents and files, including but not limited to bus preventative	Paper, Electronic

		maintenance, repairs and modifications	
<b>TAXI:</b>			
TAXI VOUCHER RECEIPTS/REDEMPTION	6 years	Verifies receipt of taxi voucher for sales to the public	Paper
<b>TRANSPORTATION:</b>			
COURTESY CARDS	Current Year + 2 years	Form completed by passengers or witnesses to an event typically occurring on board the coach	Paper
FORMS, DISPATCH SHEETS, UTW'S	Current Year + 7 years	Payroll document	Paper
FORMS, VOLUNTEER	Current Year + 2 years	Completed by Operator to volunteer for overtime assignment	Paper
LOGS, US-DOT DRIVER'S DAILY	Current Year + 7 years	Federal Department of Transportation Requirements	Paper

Description of Records	Retention	Descriptor	Format
MANUALS, COACH OPERATORS	Active + 3 years	Operator SOPS(s) – periodically re-printed	Paper, Electronic
MEMOS, SERVICE ALERT	Current Year + 2 years	Service Alert Memos – providing direction to Operators on routing detours, etc.	Paper

POLICIES AND PROCEDURES, STANDARD OPERATING	Active + 3 years	Transportation Department Standard Operating Procedures	Paper, Electronic
REPORTS, AFTER ACTION – MAJOR INCIDENT	Current Year + 9 years	Staff report and follow up response to any major incident (Haz-Mat, disaster response)	Paper
REPORTS, OCCURRENCE	Current Year + 4 years	Completed by the Operator to report unusual occurrence or incident. Courtesy cards attached to report.	Paper
REPORTS, PRE-TRIP INSPECTION	Current Year + 3 years	DOT Requirement	Paper
REPORTS, SUPERVISOR DAILY ACTIVITY	Current Year + 1 year		Paper, Electronic
REPORTS, TRANSIT MASTER INSPECTION	Current Year + 1 year	ACS Defect Card	Paper
REPORTS, VEHICLE INSPECTION	Life	Operator generated Maintenance Defect Cards	Paper



Request for

**Public Records**

Party/Representing a Party

Not a Party

FOR OFFICE USE ONLY
Date Received:
Due Date:

Name:	
Company:	
Representing:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
E-Mail:	

Description of Record	Date/Range

## SunLine Transit Agency

**DATE:** April 22, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Financial Officer

**RE:** Award of Contract with Nyhart

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Nyhart, one of the nation's leading independent actuary and employee benefits consulting firms, in an amount not to exceed \$66,975 in year one (1), along with two (2) option years.

### **Background**

At the January 28, 2015 Board meeting, the Board of Directors approved an interim contract with Nyhart to provide needed recurring service with the incumbent supplier until a formal RFP could be issued and the selection and contracting process be executed in accordance with SunLine policy. A Request For Proposal process was conducted and Nyhart has been awarded the contract.

### **Reason for Selection of Procurement Process**

The Request for Proposal solicitation was selected as the procurement method in order to award the contract based on established criteria: experience of Contractor, experience of personnel, detailed work plan, and cost. This provided competition on quality and cost.

### **Reason for Selection of Contract Type**

A Firm Fixed Price type contract was selected 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 perform effectively and imposes a minimum administrative burden upon SunLine.

### **Reason for Selection of the Contractor**

On February 26, 2015, six (6) firms were solicited to provide Actuarial Services. Moreover, the solicitation was advertised in the local newspaper and on SunLine's website. On March 25, 2015, three (3) separate and individual proposals were received from Bartel Associates, Milliman, and Nyhart.

According to evaluations conducted by SunLine's Chief Financial Officer, Deputy Chief Administration Officer, and Payroll Accountant, Nyhart scored the highest based on the established evaluation criteria. Therefore, SunLine has elected to make an award to Nyhart as the contractor representing the best value to SunLine.

**How Price was Determined Fair and Reasonable**

Nyhart's price was determined to be fair and reasonable based on a price analysis and adequate price competition. Therefore, Nyhart is considered most advantageous to SunLine.

**Financial Impact**

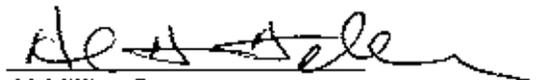
Total Annual Cost:

Year 1: (2015) \$66,975

Option year 1: (2016) \$69,000

Option year 2: (2017) \$71,000

Funding included in operating budget.

  
Al Hillis, Sr.



PROPOSAL OPENING/ TABULATION RECORD  
 ACTUARIAL SERVICES  
 RFP 15-008

OPENING DATE: March 30, 2015

PREPARED BY: \_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED	AMOUNT (BIDS ONLY)
Nyhart EPLER	450 B Street, Suite 750 San Diego, CA. 92101-8002	N/A	\$ 66,975.00
Bartel Associates, LLC	411 Borel Ave., Suite 101 San Diego, CA. 94002	N/A	\$ 118,000.00
Milliman	111 SW 5th Ave., Suite 3700 Portland, OR. 97204	N/A	\$ 134,300.00

## SunLine Transit Agency

**DATE:** April 22, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Financial Officer

**RE:** Approval of Contract with Kushner, Smith, Joanou & Gregson, LLP

---

### Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Kushner, Smith, Joanou & Gregson, LLP, (KSJG) to perform the annual pension audit, in an amount not to exceed \$27,000 subject to review and approval by SunLine Legal Counsel.

### Background

Kushner, Smith, Joanou & Gregson, LLP. KSJG performed the pension audit last year for SunLine. It is preferable to keep the same firm this year to conduct this audit without switching firms. In the future, this will be solicited as a multiyear contract to maintain continuity and familiarity with SunLine's pension plans.

This agreement will provide sufficient time for staff to undertake a proper solicitation for these services on a multiyear basis.

### Reason for Selection of Procurement Process

This procurement action was not subject to competition based on the pressing financial needs of the Agency.

### Reason for Selection of Contract Type

A labor hour contract is appropriate because the contractor will be compensated based on his time and an hourly rate.

### Reason for Selection of the Contractor

SunLine Staff is recommending that we continue with the incumbent supplier until a formal RFP can be issued and the selection and contracting process be executed in accordance with SunLine policy.

### How Price Was Determined Fair and Reasonable

Staff will perform a price analysis and negotiate a fair and reasonable price for the services within the Not To Exceed value identified in this staff report.

**Fiscal Impact**

The \$27,000 for this effort is included in the operating budget.

A handwritten signature in black ink, appearing to read "Al Hillis, Sr.", written over a horizontal line.

Al Hillis, Sr.

**SUNLINE SERVICES GROUP  
BOARD MEETING AGENDA**

**Wednesday, April 22, 2015  
12:00 pm  
New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

**Chairman Greg Pettis will be participating via teleconference  
from the following location:  
St. Gregory Hotel & Suites  
2033 M Street, NW, Washington, DC 20036**

**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**  
Vice Chairman John J. Benoit

2. **Roll Call**

3. **Finalization of Agenda**

4. **Presentations**  
None.

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 February, 2015. (Page 1)
- b) SSG/SRA Monthly Budget Reports February, 2015. (Pages 2-3)
- c) Taxi Vehicle/Rides Analysis (Pages 4-6)
- d) California Retail Gasoline Price Report (Page 7)
- e) Metrix (Page 8)

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

**8. Approval of Minutes****Approve**

Minutes of the March 25, 2015 Board of Directors Meeting.  
(Pages 9-11)

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

Board to approve changes to current committee assignments.  
(Pages 12-13)

**10. Next Meeting Date**

May 27, 2015, or as needed  
12 o'clock Noon – New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**11. Adjourn**

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of February 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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Operating Exp (Oct-Dec 2014)	89996	2/6/2015	\$22,856.04
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp (2/13/15)	90001	2/13/2015	\$15,078.42
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp (1/30/15)	89997	2/6/2015	\$10,302.80
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp (2/27/15)	90006	2/27/2015	\$9,563.41
RUTAN & TUCKER, LLP	Legal fees (Jan 2015)	90003	2/19/2015	\$2,112.00
<b>Total of Checks Over \$1,000</b>				<b>\$59,912.67</b>
<b>Total of Checks Under \$1,000</b>				<b>\$1,344.67</b>
<b>Total of All Checks for the Month</b>				<b>\$61,257.34</b>
<b>Total Amount of Checks Prior Years Same Month</b>				<b>\$41,536.28</b>

SunLine Regulatory Agency  
Budget Variance Report  
February 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	325,000	27,321	27,083	237	186,588	216,667	(30,079)
Revenue Fines	5,000	0	417	(417)	7,150	3,333	3,817
Vehicle Inspection Revenue	17,000	2,900	1,417	1,483	16,800	11,333	5,467
New Driver Permit Revenue	5,000	560	500	60	5,780	4,000	1,780
Driver Transfer Revenue	1,620	160	135	25	1,760	1,080	680
Driver Renewal Revenue	9,200	800	767	33	5,335	6,133	(798)
Driver Permit Reinstatement/Replacement	165	25	14	11	315	110	205
Vehicle Permit Revenue	102,000	12,423	8,500	3,923	81,616	68,000	13,616
Interest Revenue	110	3	9	(6)	26	73	(48)
Other Revenue	-	-	-	-	3,000	0	3,000
Carryover Tax Funds	8,950	-	746	(746)	-	5,967	(5,967)
<b>Total revenue</b>	<b>475,045</b>	<b>44,192</b>	<b>39,587</b>	<b>5,351</b>	<b>308,370</b>	<b>316,697</b>	<b>(8,327)</b>
<b>Expenses:</b>							
Salaries and Wages	226,918	15,420	18,910	3,490	148,216	151,279	3,063
Fringe Benefits	135,624	9,756	11,302	1,546	85,870	90,416	4,546
Services	75,028	2,390	6,252	3,863	42,001	50,019	8,018
Supplies and Materials	10,300	1,699	858	(840)	6,221	6,867	646
Miscellaneous	27,175	2,069	2,265	195	15,692	18,117	2,425
<b>Total Expenses</b>	<b>475,045</b>	<b>31,333</b>	<b>39,587</b>	<b>8,254</b>	<b>297,999</b>	<b>316,697</b>	<b>18,697</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 12,859</b>			<b>\$ 10,371</b>		

## Budget Variance Analysis - Sunline Regulatory

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### 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 - Favorable

- The separation of a taxi field enforcement employee has allowed for a reduction in expenses.

### Fringe Benefits - Favorable

- The separation of a taxi field enforcement employee has allowed for a reduction in expenses.

### Services - Favorable

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

### Supplies and Materials - Favorable

- Expenses for supplies and materials are within an acceptable range of the budget.

### Miscellaneous - Favorable

- A savings in some facility maintenance expenses for Sunline Transit has reduced the amount of allocated expenses charged to Sunline Regulatory.

**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	289	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
<b>TOTALS</b>	<b>2357</b>	<b>461,074</b>	<b>196</b>	<b>2752</b>	<b>463,967</b>	<b>169</b>	<b>3000</b>	<b>464,103</b>	<b>155</b>	<b>2627</b>	<b>436,589</b>	<b>166</b>	<b>2216</b>	<b>441,934</b>	<b>199</b>

	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	46,048	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
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1919</b>	<b>600,349</b>	<b>313</b>	<b>2052</b>	<b>637,756</b>	<b>311</b>

FY14/15

FY 12/13

	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	140	36,397	260			#DIV/0!			#DIV/0!			#DIV/0!			#####
AUG	142	38,805	273			#DIV/0!			#DIV/0!			#DIV/0!			#####
SEP	150	38,569	257			#DIV/0!			#DIV/0!			#DIV/0!			#####
OCT	158	49,123	311			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
NOV	167	51,043	306			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
DEC	162	43,536	269			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JAN	171	52,445	307			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
FEB	164	53,233	325			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAR	172	59,639	347			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
APR			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAY			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUN			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
TOTALS	1426	422,790	296	0	0	#DIV/0!									

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148

	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	APR	85,522
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	APR	200
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	431	APR	421	APR	423	APR	428
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

	FY 14/15							
HIGHEST TRIPS	FEB	53,233						
LOWEST TRIPS	JUL	36,397						

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

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	\$3.21
Average	\$3.51

[http://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_sca\\_w.htm](http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm)

U.S. Energy	
Apr 01, 2015	\$3.15
May 01, 2015	
Jun 01, 2015	
Jul 01, 2015	
Aug 01, 2015	
Sep 01, 2015	
Oct 01, 2015	
Nov 01, 2015	
Dec 01, 2015	
Jan 01, 2016	
Feb 01, 2016	
Mar 01, 2016	
Average	\$3.15

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

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 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
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

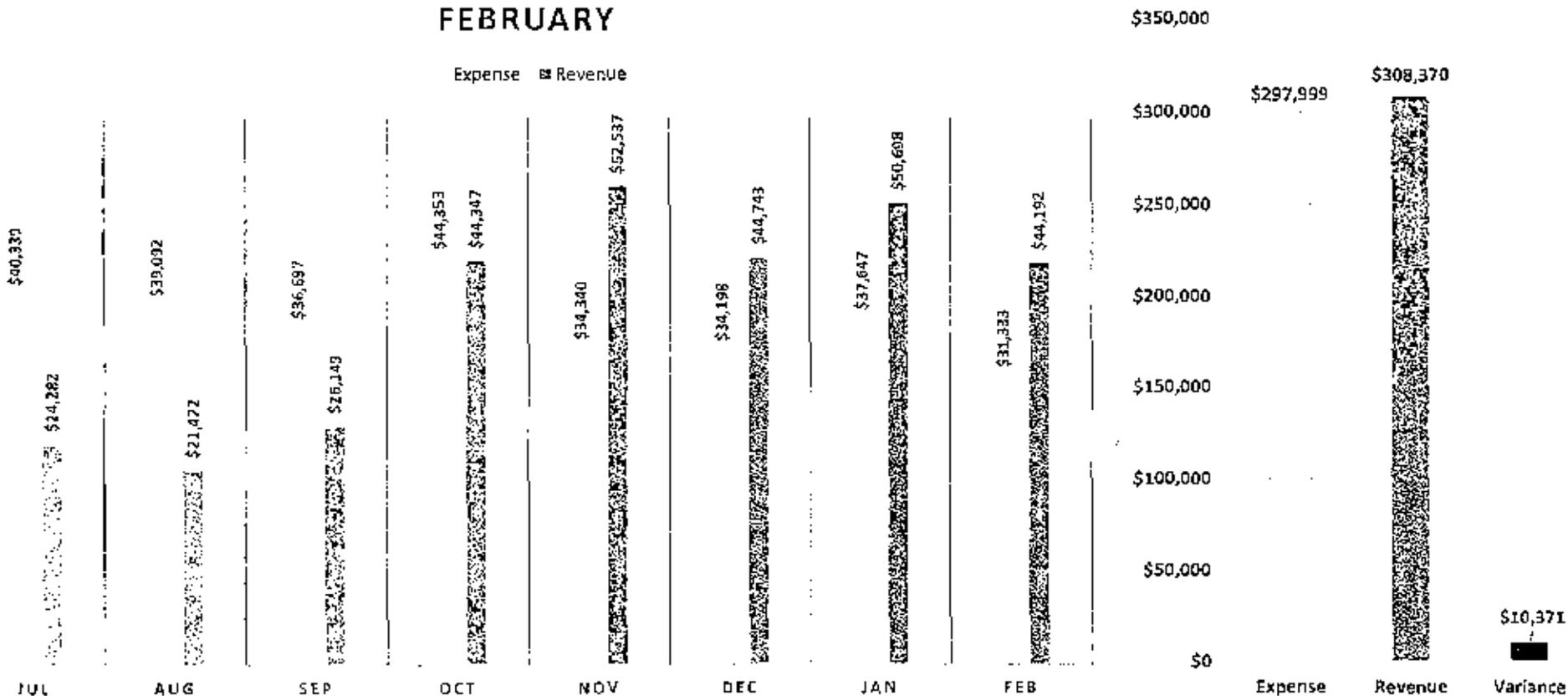
Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	-0.08	\$ 3.04
Difference	\$3.73		

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.51	
Difference	-\$0.33	Rate Decrease
		-0.08
New Rate	2014/15	\$3.04
2015	\$3.51	
2016	\$3.15	
Difference	-\$0.36	Rate Decrease
		-0.08
New Rate	2014/15	\$3.04

# TAXI EXPENSE VS. REVENUE AND VARIANCE FEBRUARY

FY 15 YTD

Expense Revenue



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

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**March 25, 2015**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, March 25, 2015 at 12:00 p.m. in the 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 1:39 p.m. by Chairman Greg Pettis.

**2. Roll Call**

Completed.

**Members Present**

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City  
Rick Hutcheson, Councilmember, City of Palm Springs  
Dana Hobart, Mayor Pro Tem, City of Rancho Mirage  
Van Tanner, Councilmember, 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  
Steven Hernandez, Mayor, City of Coachella

**Members Absent**

Russell Betts, Mayor Pro Tem, City of Desert Hot Springs  
John J. Benoit, Supervisor, County of Riverside

**3. Finalization of Agenda**

Item #9 delayed to the April 22, 2015 Board meeting.

**4. Presentations**

None.

**5. Public Comments**

**NON - AGENDA ITEMS:**

No public comments.

**AGENDA ITEMS:**

Michal Brock, Yellow Cab of the Desert, addressed the Board. She stated that it is ironic that Ms. Skiver brought up the different options with regard to how the Board should be structured. She wanted to reiterate what she spoke about in the Taxi Committee meeting. She was not sure if it would be necessary to speak to the Board after she spoke to the Committee members. She stated that she would like to request that the Resolution being brought before the Board for action, which is a reduction in the 'per mile rate' for the taxicabs, be extended to June 1<sup>st</sup>, or bring back in June to reevaluate. The reason is due to the fact that the drivers already are experiencing deductions in their incomes due to Uber. Ms. Brock also stated that they are getting ready to head into the busiest three weeks of the year and she would like to allow the drivers the opportunity to recoup some

of the losses. Recently gas prices had gone down, but are quickly going up. She asked the Board to consider her request.

6. **Board Member Comments**

None.

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

7. **Consent Calendar**

- a) SSG/SRA checks over \$1000 issued January, 2015
- b) SSG/SRA Monthly Budget Reports January, 2015.
- c) Taxi Vehicle/Rides Analysis.
- d) California Retail Gasoline Price Report.

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

8. **Approval of Minutes**

Mayor Pro Tem Franklin moved to approve the minutes of the March 4, 2015 Board meeting. The motion was seconded by Councilmember Strange. Chairman Pettis asked the Board Members to vote. Chairman Pettis stated that the motion carries by a unanimous vote of 8-0.

9. **Committee Assignments**

Item continued to April 22, 2015 Board meeting.

10. **Resolution Setting Taxi Rates for March 31, 2015 – March 31, 2016**

Taxi Administrator, Michael Jones, addressed the Board. He stated that before the Board is an action item to approve the Resolution setting the 'per mile rate'. As part of Staff's daily monitoring, a fuel report is updated on a monthly basis. In addition to this, under the direction of the SSG Board, a quarterly update is provided in the agenda packet. The report is generated by the United States Energy Information Administration on the fuel prices. The annual review of the fuel prices that affect the taxi meter per mile charge is required by contract within the franchise agreement and is also out lined in the SSG Ordinance. The Resolution is asking for a \$.08 per mile increase.

Mayor Pro Tem Hobart asked Mr. Jones, if there is any reason why the Board cannot move this item to June, thus meeting some of the needs and request of the taxi business – the operators and owners. Mr. Jones stated that he checked with Legal Counsel and the answer is yes, it can be delayed. The 'per mile' charge is a charge that allows for those putting fuel in the vehicle to be compensated for that. It impacts our independent drivers. It does not impact the SRA or the Franchises. Chairman Pettis stated that this reduction would be about, average, a \$4,000 loss in revenue to the drivers. It might be more significant on a percentage basis because of the time of the year. The recommendation of the Taxi Committee is to delay until June.

Legal Counsel, Bob Owen, stated that the current rates remain in effect. Resolution #069, approved at the April 23, 2014 Board meeting, will remain in effect.

Councilmember Tanner moved to approve the Taxi Committee recommendation to continue to the June meeting and current rates remains in effect. Councilmember Strange seconded the motion. Chairman Pettis asked for a vote. The motion was approved by a unanimous vote of 8-0.

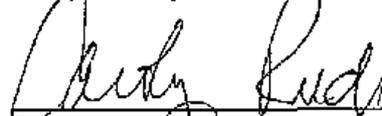
**11. Next Meeting Date**

Chairman Pettis announced that the next regular meeting of the Board of Directors, if needed, will be held April 22, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

**12. Adjourn**

Chairman Pettis adjourned the meeting at 1:50p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board

**SunLine Services Group**

**DATE:** April 22, 2015 **ACTION**  
**TO:** Board of Directors  
**FROM:** Greg Pettis, Chairman of the Board  
**RE:** Changes of Committee Appointments

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**Recommendation**

Recommend that the Board of Directors approve any changes of appointment of Board Members to the Taxi Committee and the Litigation Committee.

**Background**

Due to the new appointment of several Board Members, we are providing an opportunity to request a change on committee appointments and to then be approved by the full Board. The attached document provides the current committees and members.

**SunLine Services Group  
Updated Board Committee Assignments**

**FY 2015**

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

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



**AGENDA  
TAXI COMMITTEE MEETING**

**April 22, 2015**

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

**THERE IS NO TAXI COMMITTEE MEETING SCHEDULED  
FOR  
WEDNESDAY, APRIL 22, 2015**