



Wednesday, May 27, 2015  
12:00 Noon  
New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

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

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

**AGENDA TOPICS**

**RECOMMENDATION**

1. **Call to Order**  
Chairman Greg Pettis
2. **Roll Call**
3. **Presentations**  
Driver – Victor A. Duran (Lauren Skiver)
4. **Finalization of Agenda**
5. **Correspondence**  
Letter from the Federal Transit Administration – PEPR (Pages 1-2)
6. **Public Comments** **Receive Comments**  
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

**NON AGENDA ITEMS**

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

**AGENDA ITEMS**

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

**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 March, 2015 (Pages 3-5)
- b) Credit card statement for March, 2015 (Pages 6-9)
- c) Monthly Budget Variance Report for March, 2015 (Pages 10-13)
- d) Contracts Signed in Excess of \$25,000, March, 2015 (Page 14)
- e) Ridership Report for March, 2015 (Pages 15-16)
- f) SunDial Operational Notes for March, 2015 (Page 17)
- g) Metrics (Pages 18-26)

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

Request to the Board to approve the Minutes of the April 22, 2015 Board of Directors meeting. (Pages 27-33)

**10. Appoint an Ad Hoc Committee (Chairman Pettis)****Approve**

Appoint an Ad Hoc Committee to review responders to the Request for Proposals for Agency Legal Counsel. (Page 34)

**11. Approval AVAIL Technologies– Amendment to Previous Contract; Award New Support Agreement, Purchase of AVL System Upgrade (Finance Committee Chairman, Russell Betts)****Approve**

Request to the Board to: 1. Delegate authority to the CEO/General Manager to execute an amendment to the previous AVAIL Support Contract; 2. Delegate authority to the CEO/General Manager to negotiate and execute a three year contract with AVAIL Technologies for system support; three year contract not to exceed \$350,000; 3. Delegate authority to the CEO/General Manager to extent a contract with AVAIL Technologies for the purchase of an AVL-ITS System upgrade; project budget is \$532,842, which includes a 4.31% contingency. (Pages 35-40)

12. **Trapeze/TripSpark System Customer Service Modules** **Approve**  
**(Finance Committee Chairman, Russell Betts)**  
Request to the Board to delegate authority to the CEO/General Manager to extend contract with Trapeze/TripSpark for the purchase of Customer Service Modules; contract amount is \$106,094.80. (Pages 41-42)
13. **Purchase of Five CNG Hondas** **Approve**  
**(Finance Committee Chairman, Russell Betts)**  
Request to the Board to delegate authority to the CEO/General Manager to purchase five CNG vehicles. The purchase is included in FY15 budget and is not to exceed \$146,815.15. (Pages 43-44)
14. **Approval of Pension Funding Change** **Approve**  
**(Finance Committee Chairman, Russell Betts)**  
Request that the Board of Directors approve the payment of all Pension administrative fees from the Non-Bargaining and Bargaining Pension Plans. (Page 45)
15. **Construction Change Order Approval** **Approve**  
**(Finance Committee Chairman, Russell Betts)**  
Recommend to the Board to delegate authority to the CEO/General Manager to negotiate and execute closeout change orders with an aggregate value Not To Exceed for \$180,000, with Doug Wall Construction to cover costs for for changes made necessary during the completion of the project. (Pages 46-49)

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

16. **Update to the Board on FY16 Capital & Operating Budget** **Information**  
**(Chairman of the Finance Committee, Russell Betts)**  
Provide an update to the Board on the schedule for approval of the FY 16 Capital and Operating Budget. (Page 50) (DRAFT FY16 budget separate Attachment).
17. **General Manager's Report**
18. **Closed Session**
- a) CONFERENCE WITH LEGAL COUNSEL to discuss existing litigation pursuant to Subdivision (a) of Section 54956.9 of the Government Code. Maribel Trejo v. SunLine Transit Agency, Case Number TS1504.
  - b) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.

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

20. **Next Meeting Date**

June 24, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

21. **Adjourn**



FINANCE COMMITTEE AGENDA

May 27, 2015

10:00 a.m.

Board Room

SunLine Transit Agency

Thousand Palms, CA

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

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

5. Consent Calendar Receive and File

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

  - a) Checks over \$1,000 report for March, 2015 (Pages 1-3)
  - b) Credit card statement for March, 2015 (Pages 4-7)
  - c) Monthly Budget Variance Reports for March, 2015 (Pages 8-11)
  - d) Contracts Signed in Excess of \$25,000 March, 2015 (Page 12)
  - e) Metrics (Pages 13-21)

----- ACTION -----

6. Approval AVAIL Technologies-- Amendment to Previous Service Contract, Award New Support Agreement, Purchase of AVL System Upgrade (Al Hillis, Sr./Joseph Friend) Approve

Request to the Board to: 1. Delegate authority to the CEO/General Manger to execute an amendment to the previous AVAIL Support Contract; 2. Delegate authority to the CEO/General Manager to negotiate and execute a three year contract with AVAIL Technologies for system support; three year contract not to exceed \$350,000); 3. Delegate authority to the CEO/General Manager to extent a contract with AVAIL Technologies for the purchase of an AVL-ITS System upgrade; project budget is \$532,842, which includes a 4.31% Contingency. (Pages 22-27)

- 7. **Trapeze/TripSpark System Customer Service Modules** **Approve**  
**(Joseph Friend)**  
 Request to the Board to delegate authority to the CEO/General Manager to extend contract with Trapeze/TripSpark for the purchase of Customer Service Modules COM modules; contract amount is \$106,094.80. (Pages 28-29)
  
- 8. **Purchase of Five CNG Hondas** **(Apolonio Del Toro/)** **Approve**  
 Request to the Board to delegate authority to the CEO/General Manager to purchase five CNG vehicles; contract does not to exceed \$146,815.15. (Pages 30-31)
  
- 9. **Approval of Pension Funding Change** **(Al Hillis, Sr.)** **Approve**  
 Request to the Board to change the funding of the pension plan from the Operating budget to the Pension Plan. (Page 32)
  
- 10. **Construction Change Order Approval** **(Rudy Le Flore)** **Approve**  
 Recommend to the Board to delegate authority to the CEO/General Manager to negotiate and execute closeout change orders with an aggregate value Not To Exceed for \$180,000, with Doug Wall Construction to cover costs for for changes made necessary during the completion of the project. (Pages 33-36)

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

- 11. **Draft Budget for FY 2016** **(Al Hillis, Sr.)** **Discussion**  
 Discuss the draft budget for FY 2016. (Budget separate attachment) (Page 37)
  
- 12. **Adjourn**



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IX  
Arizona, California,  
Hawaii, Nevada, Guam  
American Samoa,  
Northern Mariana Islands

201 Mission Street  
Suite 1850  
San Francisco, CA 94105-1839  
415-744-3133  
415-744-2726 (fax)

**MAY 14 2015**

Re: Grant application Guidance for Grantees affected by PEPRA

Dear Colleagues:

This guidance is directed to California grantees that employ transit workers who participate in a pension plan or retirement system subject to the requirements of the California Public Employees' Pension Reform Act of 2013 (PEPRA), Cal. Gov't Code § 7522, et seq., as amended. Grant processing for grantees whose employees are not subject to PEPRA or are otherwise private employees will not incur any delays related to PEPRA. FTA recommends that grantees should advise DOL by a separate notice that such is the case.

On October 4, 2013, an exemption from PEPRA for transit employees went into effect until January 1, 2015.

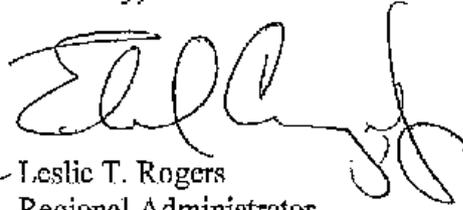
As a condition of federal assistance under a number of FTA programs, the interests of transit employees must be protected under arrangements that the Department of Labor determines are fair and equitable. 49 U.S.C. § 5333(b) (formerly Section 13(c) of the Urban Mass Transportation Act). Section 13(c) specifies that such arrangements must provide for the preservation of rights and benefits of employees under existing collective bargaining agreements, the continuation of collective bargaining rights, the protection of individual employees against a worsening of their positions in relation to their employment, assurances of employment to employees of acquired transit systems, priority of reemployment, and paid training or retraining programs. 49 U.S.C. § 5333(b)(2). The U.S. Department of Labor (DOL) must certify that protective arrangements are in place and meet the above requirements.

In 2013, DOL determined that, at least in two instances, the effects of PEPRA rendered it legally impermissible, under the circumstances of those cases, for DOL to certify fair and equitable employee protective conditions. In December 2014, the U.S. District Court for the Eastern District of California remanded those determinations to DOL for further consideration. *State of California v. U.S. Department of Labor*, 2014 WL 7409478 (E.D.Cal. 2014).

DOL has advised FTA that the application of PEPRA, the status of the exemption for transit employees, and the particular circumstances of each transit agency and labor union are factors in determining whether DOL can certify a particular grant. In that regard, DOL recently determined that PEPRA does not prevent it from certifying any grants for capital, operating assistance, and capitalized preventive maintenance covering the period during which the exemption was in effect, i.e., prior to January 1, 2015. Based on this determination, DOL has informed FTA that grant applications that *exclusively* include capital, operating or capitalized preventive maintenance for the period prior to January 1, 2015, will not incur delays in processing due to consideration of the above issues.

Accordingly, FTA recommends that each grantee subject to PEPR that is applying for a grant for capital, operating or capitalized preventive maintenance should segregate its grant requests. Grantees should prepare separate grant applications for any (1) capital, operating or capital preventive maintenance assistance that reimburses the Recipient for the period prior to January 1, 2015, which is covered by the exemption; and (2) capital, operating or capital preventive maintenance assistance for the period on or after January 1, 2015.

Sincerely,



For Leslie T. Rogers  
Regional Administrator

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 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>
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	664043	3/13/2015	\$364,362.47
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	<u>663992</u>	<u>3/5/2015</u>	<u>\$275,762.47</u>
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	664156	3/25/2015	\$226,222.74
PERMA - Insurance	Gen Lib/WC	664218	3/27/2015	\$98,000.36
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664132	3/13/2015	\$66,403.43
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664235	3/27/2015	\$66,395.18
PACKET FUSION, INC.	VOIP Phone System	663953	3/4/2015	\$64,182.51
BP ENERGY COMPANY	CNG/Hydrogeo	664168	3/27/2015	\$59,290.97
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	664155	3/25/2015	\$48,150.51
PSOMAS	Engineer Services	664157	3/25/2015	\$31,946.34
SO CAL GAS CO.	Utilities	664228	3/27/2015	\$31,765.56
CUMMINS PACIFIC, LLC	Bus Repair Parts	664039	3/13/2015	\$24,148.73
IMPERIAL IRRIGATION DIST	Utilities	664065	3/13/2015	\$22,453.52
TRANSPORTATION MANAGEMENT & NBW FLYER	Bus Route Planning	664154	3/19/2015	\$22,312.50
RUTAN & TUCKER, LLP	Bus Parts	664089	3/13/2015	\$21,054.92
RUTAN & TUCKER, LLP	Legal fees	664223	3/27/2015	\$14,759.18
REDHILL GROUP, INC.	Planning Rider Survey	664103	3/13/2015	\$14,717.00
MICHELIN NORTH AMERICA, INC.	Tire Leasing	664082	3/13/2015	\$14,395.25
STRICKLAND KENNY INC.	Lubricants & Oils	664122	3/13/2015	\$11,474.84
E. NARANJO	Insurance Losses	664188	3/27/2015	\$9,000.00
IMPERIAL IRRIGATION DIST	Utilities	664202	3/27/2015	\$7,792.98
DESIGN COLLECTIVE GROUP	Furniture Fixtures	663977	3/5/2015	\$7,771.14
CUMMINS PACIFIC, LLC	Maintenance Equip	664149	3/19/2015	\$7,309.56
LONG ELECTRIC, INC.	Facility Improvements	664078	3/13/2015	\$7,138.10
G & K SERVICES	Uniform service	664055	3/13/2015	\$6,884.32
AMERICAN CAB	Taxi Voucher Program	664018	3/13/2015	\$6,186.77
APPLE VALLEY COMMUNICATIONS	Office Equip	664162	3/27/2015	\$5,948.99
CONTRACT DÉCOR	Furniture Fixtures	664034	3/13/2015	\$5,878.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	663974	3/5/2015	\$5,695.97
CUMMINS PACIFIC, LLC	Bus Repair Parts	664179	3/27/2015	\$5,663.16
NAPA AUTO PARTS	Vehicle Repair Parts	664004	3/5/2015	\$5,552.85
NEW FLYER	Bus Parts	664005	3/5/2015	\$5,355.48
AMALGAMATED TRANSIT UNION	Union Dues	664017	3/13/2015	\$5,296.68
AMALGAMATED TRANSIT UNION	Union Dues	664159	3/27/2015	\$5,272.67
KBM FACILITY SOLUTIONS	Janitorial Servs	664207	3/27/2015	\$5,105.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	664142	3/13/2015	\$5,104.58
BIG TEX TRAILERS WORLD	Maintenance Equip.	663959	3/5/2015	\$4,576.41
PATRICK M. BRASSIL	Hydrogen Maintenance	664216	3/27/2015	\$4,411.65
DESERT BUSINESS INTERIORS	Furniture Fixtures	664181	3/27/2015	\$4,288.19

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 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>INDEPENDENT LIVING PARTNERSHIP</b>	<b>Grant Pass-Through</b>	<b>664066</b>	<b>3/13/2015</b>	<b>\$4,196.26</b>
TELEPACIFIC COMMUNICATIONS	Telephone Service	664231	3/27/2015	\$3,934.63
TK SERVICES, INC.	Bus Repair Parts	664125	3/13/2015	\$3,816.15
ALLIEDBARTON SECURITY SERVICES	Security Services	664158	3/27/2015	\$3,712.29
NEW FLYER	Bus Parts	664212	3/27/2015	\$3,673.26
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>664024</b>	<b>3/13/2015</b>	<b>\$3,662.28</b>
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>664172</b>	<b>3/27/2015</b>	<b>\$3,662.28</b>
CREATIVE BUS SALES, INC.	Bus Repair Parts	663971	3/5/2015	\$3,225.48
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	664015	3/13/2015	\$3,121.60
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	664200	3/27/2015	\$3,116.89
TIME WARNER CABLE	Utilities	664012	3/5/2015	\$3,050.00
JIM'S DESERT RADIATOR	Bus Repair parts	664069	3/13/2015	\$2,979.00
VERIZON WIRELESS	Wireless Cell Service	664137	3/13/2015	\$2,977.26
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>664190</u>	<u>3/27/2015</u>	<u>\$2,869.06</u>
ROMAINE ELECTRIC CORP.	Repair Parts	664108	3/13/2015	\$2,817.62
GENFARE	Farebox Repair Parts	663989	3/5/2015	\$2,779.65
<b>ASSET MEDIA GROUP INC</b>	<b>Marketing Event</b>	<b>664143</b>	<b>3/19/2015</b>	<b>\$2,700.00</b>
SOUTHWEST NETWORKS, INC.	Network Consultants	664229	3/27/2015	\$2,512.50
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	664148	3/19/2015	\$2,507.17
ELLSWORTH TRUCK & AUTO	Repair Parts	664186	3/27/2015	\$2,495.74
ELLSWORTH TRUCK & AUTO	Repair Parts	663981	3/5/2015	\$2,495.74
GRAINGER	Facility Maintenance	663991	3/5/2015	\$2,430.77
CAL-TEST DRUG TESTING SERVICES	D&A Onsite Testing	664025	3/13/2015	\$2,356.55
CARQUEST OF THE DESERT	Repair Parts	663963	3/5/2015	\$2,304.31
ROMAINE ELECTRIC CORP.	Repair Parts	664221	3/27/2015	\$2,289.75
STRICKLAND KENNY INC.	Lubricants & Oils	664230	3/27/2015	\$2,216.18
FARWEST CORROSION CONTROL	Sun Fuel Parts	663982	3/5/2015	\$2,175.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>664041</b>	<b>3/13/2015</b>	<b>\$2,166.90</b>
CENTER FOR HEALTHCARE EDUCATION	First Aid Kit	664032	3/13/2015	\$2,138.72
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	664045	3/13/2015	\$2,130.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	664036	3/13/2015	\$2,091.30
VANESSA MORA	Tuition Reimbursement	664136	3/13/2015	\$2,000.00
TOTALFUNDS BY HASLER	Postage Supplies	664233	3/27/2015	\$1,970.41
<b>THE SIGN WORKS</b>	<b>Signage</b>	<b>664011</b>	<b>3/5/2015</b>	<b>\$1,966.00</b>
CENTURY FORMS, INC.	Printing Supplies	663964	3/5/2015	\$1,923.86
PATRICK M. BRASSIL	Hydrogen Maintenance	664098	3/13/2015	\$1,920.00
GAS COMPANY, THE	Indio Facility Gas	664197	3/27/2015	\$1,893.43
BROADLUX, INC.	Contracted Services-General	664144	3/19/2015	\$1,873.38
KAMAN INDUSTRIAL TECHNOLOGIES	Wheel Bearings & Seals	664074	3/13/2015	\$1,860.08

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 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>
FLEET-NET CORPORATION	Software & Licenses	663986	3/5/2015	\$1,860.00
SOUTHWEST NETWORKS, INC.	Network Consultants	664116	3/13/2015	\$1,818.75
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	664239	3/27/2015	\$1,814.81
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	664053	3/13/2015	\$1,809.41
PAUL ASSOCIATES	Printing	664217	3/27/2015	\$1,745.40
HOME DEPOT CRD SRVS	Facility Maintenance	663998	3/5/2015	\$1,679.73
OFFICE DEPOT	Office Supplies	664006	3/5/2015	\$1,629.31
TURBO IMAGES INC.	Bus Decals/Logos	664131	3/13/2015	\$1,498.70
ANALYSTS, INC.	Oil Sample Jars	664019	3/13/2015	\$1,462.31
BURRTEC WASTE & RECYCLING	Facility Trash Removal	664169	3/27/2015	\$1,374.73
SMARTDRIVE SYSTEMS, INC.	Security Equipment	664114	3/13/2015	\$1,371.32
AUTOZONE COMMERCIAL	Repair Parts	664165	3/27/2015	\$1,357.27
FRANCISCO RENDON	Safety Shoe Allowance	664195	3/27/2015	\$1,354.29
BURRTEC WASTE & RECYCLING	Facility Trash Removal	664145	3/19/2015	\$1,318.90
CLASSIC PARTY RENTALS	Employee Event	663967	3/5/2015	\$1,318.80
FIESTA FORD, INC.	Repair Parts/Support	663985	3/5/2015	\$1,303.77
ALLIEDBARTON SECURITY SERVICES	Security Services	664016	3/13/2015	\$1,271.94
PACKET FUSION, INC.	<b>VOIP Phone System</b>	<b>664215</b>	3/27/2015	\$1,253.18
<b>GRAINGER</b>	<b>Maintenance Equipment</b>	<b>664059</b>	3/13/2015	\$1,250.99
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	663988	3/5/2015	\$1,199.73
OFFICE DEPOT	Office Supplies	664092	3/13/2015	\$1,192.54
CDW GOVERNMENT, INC	Software/Hardware	664174	3/27/2015	\$1,171.96
VAGABOND WELDING SUPPLY	<b>Maintenance Equipment</b>	<b>664238</b>	3/27/2015	\$1,170.72
CARQUEST OF THE DESERT	Repair Parts	664026	3/13/2015	\$1,145.51
DESERT ALARM, INC.	Security Services	664040	3/13/2015	\$1,120.00
MAGALDI & MAGALDI, INC.	Repair Parts	664079	3/13/2015	\$1,070.72
TOXGUARD FLUID	Coolant Recycling	664234	3/27/2015	\$1,040.06
TURBO IMAGES INC.	Bus Decals/Logos	664013	3/5/2015	\$1,035.50
PLAZA TOWING, INC.	Towing Service	664101	3/13/2015	\$1,000.00

<b>Total of Checks Over \$1,000</b>	<b>\$1,741,682.83</b>
<b>Total of Checks Under \$1,000</b>	<b>\$42,577.30</b>
<b>Total of All Checks for the Month</b>	<b>\$1,784,260.13</b>
<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$1,897,327.26</b>





**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 \$13694.14 will be automatically deducted from your bank account on 04/14/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Pay your federal and state taxes instantly online with your credit card. It's fast, easy and secure! You will receive an electronic receipt...so you have added peace of mind knowing your payment was received on time. Visit [www.officialpayments.com](http://www.officialpayments.com) today to learn more.

Transactions SKIVER, LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
02/20	02/19	8544	AMERICAN PUBLIC TRANS 202-4964800 DC	\$350.00	_____
02/20	02/19	6303	APTA HOUSING OFFICE FALLS CHURCH VA	\$370.98	_____
02/23	02/19	0682	AMERICAN 0017561267686 RH-1 FVUE WA SKIVER/LAURA 03/07/15 LOS ANGELES TO WASHINGTON WASHINGTON TO LOS ANGELES	\$449.20	_____
03/03	03/02	2774	PANERA BREAD # 601771 PALM DESERT CA	\$58.94	_____
03/05	03/04	1557	Dropbox*9V1C5S6YW13Z 828-4468396 CA	\$1,045.00	_____
03/05	03/05	8130	DICKEYS CA-1076 OLO 602-980-2177 CA	\$27.09	_____
03/09	03/06	4722	OWW*ORBITZ.COM 888-656-4546 IL	\$1,212.63	_____
03/11	03/10	0047	CALACT 800-422-5228 CA	\$455.00	_____
03/12	03/11	6049	ROYAL COACHES AUTO BOD BALDWIN PARK CA	\$60.00	_____
03/12	03/11	6749	MARRIOTT 33789 JW DC WASHINGTON DC	\$741.96	_____
03/18	03/17	3563	AMERICAN PUBLIC TRANS 202-4964800 DC	\$775.00	_____
03/18	03/17	3571	AMERICAN PUBLIC TRANS 202-4964800 DC	\$775.00	_____
03/18	03/17	8712	OWW*ORBITZ.COM 888-656-4546 IL	\$3,576.86	_____
03/18	03/17	8840	OWW*ORBITZ.COM 888-656-4546 IL	\$1,064.34	_____
03/19	03/17	1557	APTA HOUSING OFFICE FALLS CHURCH VA	\$227.70	_____
03/19	03/17	9889	SOUTHWES 5260662922323 800-435-9792 TX SKIVER/LAURA L 03/17/15 DALLAS LOVE TO DALLAS LOVE DALLAS LOVE TO HOUSTON TX	\$495.00	_____
03/19	03/16	0018	CALACT 800-422-5228 CA	\$390.00	_____
03/19	03/18	5111	AMERICAN PUBLIC TRANS 202-4964800 DC	\$100.00	_____
03/19	03/18	5137	AMERICAN PUBLIC TRANS 202-4964800 DC	\$100.00	_____
03/19	03/18	4058	SW*HOTELSSW8RZ1 800-545-4489 IL	\$165.74	_____7



March 2015 Statement 02/20/2015 - 03/20/2015

Page 3 of 3

SUNLINE TRANSIT

Cardmember Service ( 1-866-552-8855

**Transactions SKIVER, LAURA L Credit Limit \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/19	03/18	2991	EXPEDIA*1100670531898 EXPEDIA.COM NV	\$313.50	_____
03/20	03/18	5132	USAIRWAYS0377615812622 CHICAGO IL EDWARDS/TOMMY 05/01/15 PALMSPRINGS TO DALLAS DALLAS TO PALMSPRINGS	\$380.20	_____
Total for Account				\$13,694.14	

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
03/16	03/16		PAYMENT THANK YOU	\$1,505.39CR	_____
Total for Account				\$1,505.39ca	

2015 Totals Year-to-Date	
Total Fees Charged in 2015	\$0.00
Total Interest Charged in 2015	\$0.00

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\* APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$13,694.14	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

**Contact Us**

Phone

Voice: 1-866-552-8855  
TDD: 1-888-352-6485  
Fax: 1-866-607-9053

Questions

Cardmember Service  
P.O. Box 6353  
Fargo, ND 58125-8353



Mail payment coupon with a check

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



Online

myaccountaccess.com

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: March 20, 2015

Lauren Skiver – Detail

02/19/15	APTA Legislative Conference-Registration-CEO/GM Lauren Skiver	\$ 850.00
02/19/15	APTA Housing Office- Hotel-one night-Legislative Conf.-CEO/GM Lauren Skiver	\$ 370.98
02/19/15	American-flight for APTA Legislative Conf.-CEO/GM Lauren Skiver	\$ 449.20
03/02/15	Panera Bread - Lunch with PERMA Executive Team-Reimbursed by PERMA	\$ 58.94
03/04/15	Dropbox Fee for Agency use-Project File Manager-annual charge.	\$ 1,045.00
03/04/15	Dickies Barbeque Pit – Union Meeting – CEO/GM Lauren Skiver	\$ 87.09
03/06/15	Orbitz-Flight/Hotel-flight/4 nights FTA Drug & Alcohol Training Safety Risk Mgr. Dave Robin	\$ 1,212.63
03/10/15	CalAct Conference Registration Fee CEO/GM Lauren Skiver	\$ 455.00
03/11/15	Royal Coaches (towing fee for Tahoe)	\$ 60.00
03/11/15	JW Marriott DC-Hotel – 2 nights APTA Legislative Conference CEO/GM Lauren Skiver	\$ 741.96
03/17/15	APTA Bus Paratransit Conf. Reg.-Deputy Chief Performance Officer-Tommy Edwards	\$ 775.00
03/17/15	APTA Bus Paratransit Conference Registration-CEO/GM Lauren Skiver	\$ 775.00
03/17/15	Flight and Hotel Package- flight/3 nights-Quality Assurance & Control Quality Assurance Quality Control-Senior Supervisor, Manny Garcia; Supervisor Todd McDaniel	\$ 3,576.86
03/17/15	In Transit training flight & hotel package-flight/3 nights; Comprehensive ADA Eligibility Training; Paratransit Dispatcher-Tamara Miles	\$ 1,064.34
03/17/15	APTA Housing Office-Hotel-one night; APTA Bus Paratransit Conf. CEO/GM L. Skiver Conf. CEO/GM Lauren Skiver	\$ 227.00
03.17.15	Southwest Airlines APTA Bus & Paratransit Conf. CEO/GM Lauren Skiver	\$ 495.00
03/18/15	CalAct Registration Fee-Deputy Chief Admin. Officer-Beverly Barr-Ford	\$ 390.00
03/18/15	APTA Bus and Paratransit Conf.-Rodeo banquet ticket-Deputy Chief Performance Officer-Tommy Edwards	\$ 100.00
03/18/15	APTA Bus and Paratransit Conf.-Rodeo banquet ticket-CEO/GM Lauren Skiver	\$ 100.00
03/18/15	Holiday Inn-1 night; Sacramento-CARB visit-(Center of Excellence funding). CEO/GM Lauren Skiver	\$ 165.74
03/18/15	Expedia-Holiday Inn-1 night-2 staff;Sacramento-CARB Visit (Ctr. of Excellence funding) Chief Performance Officer-Rudy Le Flore; Deputy Chief Performance Officer Tommy Edwards	\$ 313.50
03/18/15	US Airways Flight-APTA Bus Paratransit Conf. Deputy Chief Perf. Officer Tommy Edwards	\$ 380.20
	<b>Total Amount</b>	<b>\$ 13,694.14</b>

Credits:

03/16/15 Payment \$ 1,505.39CR

SunLine Transit Agency  
Budget Variance Report  
March 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	305,796	304,220	1,577	2,516,273	2,737,976	(221,703)
Other Revenue	1,270,670	1,116,089	105,689	1,010,199	2,090,832	953,003	1,137,830
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>1,421,885</b>	<b>410,109</b>	<b>1,011,776</b>	<b>4,607,105</b>	<b>3,690,979</b>	<b>916,126</b>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	8,174,244	686,511	681,187	(5,324)	5,639,852	6,130,683	490,831
Operator & Mechanic Overtime	795,920	69,656	66,327	(3,330)	722,401	596,940	(125,461)
Administration Salaries & Wages	3,897,652	352,423	324,804	(27,618)	2,836,234	2,923,239	87,005
Administration Overtime	15,770	638	1,314	676	12,217	11,828	(390)
Fringe Benefits	7,063,352	571,536	586,613	17,077	5,166,633	5,297,514	130,881
Communications	114,380	9,957	9,532	(425)	84,268	85,785	1,517
Legal Services - General	195,460	12,584	16,288	3,705	76,572	146,595	70,023
Computer/Network Software Agreement	268,581	27,384	22,382	(5,003)	205,357	201,436	(3,921)
Uniforms	79,100	6,548	6,592	43	61,278	59,325	(1,953)
Contracted Services	423,620	36,992	35,302	(1,690)	289,607	317,715	28,108
Equipment Repairs	4,000	93	333	241	1,555	3,000	1,445
Security Services	70,000	5,565	5,833	269	49,795	52,500	2,705
Fuel - CNG	1,431,912	89,975	119,326	29,351	1,034,528	1,073,934	39,406
Fuel - Hydrogen	146,546	14,243	12,212	(2,031)	113,618	109,910	(3,709)
Tires	267,330	8,991	22,277	13,287	199,623	200,497	874
Office Supplies	73,893	4,976	6,158	1,182	40,247	55,420	15,172
Travel/Training	137,300	2,220	11,442	9,222	46,373	102,975	56,602
Repair Parts	840,950	66,804	70,079	3,275	650,398	630,712	(29,686)
Facility Maintenance	29,000	5,693	2,417	(3,276)	30,456	21,750	(8,706)
Electricity - CNG & Hydrogen	171,000	13,614	14,250	636	113,257	128,250	14,993
Natural Gas	1,333,000	87,021	111,083	24,062	1,051,191	999,750	(51,441)
Water	5,200	522	433	(88)	4,837	3,900	(937)
Insurance Losses	375,900	141,469	31,250	(110,219)	380,102	281,250	(98,852)
Insurance Premium - Property	9,919	0	827	827	8,063	7,439	(624)
Repair Claims	45,000	0	3,750	3,750	44,113	33,750	(10,363)
Fuel Taxes	128,800	12,512	10,733	(1,778)	109,379	96,600	(12,779)
Other Expenses	3,492,836	203,596	291,070	87,474	1,731,814	2,619,627	887,813
Self Consumed Fuel	(1,544,841)	(104,223)	(128,737)	24,514	(1,149,094)	(1,158,631)	9,537
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,327,299</b>	<b>2,337,077</b>	<b>9,778</b>	<b>19,564,677</b>	<b>21,033,693</b>	<b>1,469,016</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (905,414)</b>			<b>\$ (14,957,572)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	232,551	494,931	262,381	3,841,770	4,454,381	612,611
State - LTF	13,506,121	528,837	1,125,510	596,673	8,736,469	10,129,591	1,393,122
Federal - 6307, 6311, 5316, 5317 & CMAQ	3,678,324	144,026	306,527	162,501	2,379,333	2,758,749	379,410
<b>Total Subsidies</b>	<b>23,123,619</b>	<b>905,414</b>	<b>1,926,968</b>	<b>1,021,554</b>	<b>14,957,572</b>	<b>17,342,714</b>	<b>2,385,142</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

SunLine Transit Agency  
Budget Variance Report  
March 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	1,680,764	1,662,245	(18,519)	14,377,337	14,960,204	582,868
Services	2,224,990	173,153	185,416	12,263	1,476,093	1,668,743	192,649
Fuels & Lubricants	1,706,158	120,724	142,180	21,456	1,253,900	1,279,619	25,718
Tires	267,330	8,991	22,278	13,287	199,623	200,498	874
Materials and Supplies	1,139,813	99,631	94,984	(4,647)	855,363	854,860	(503)
Utilities	1,752,697	125,137	146,058	20,921	1,361,934	1,314,523	(47,412)
Casualty & Liability	1,817,625	191,381	151,469	(39,912)	888,939	1,363,219	474,280
Taxes and Fees	128,800	12,512	10,733	(1,778)	109,379	96,600	(12,779)
Miscellaneous Expenses	605,414	19,230	50,451	31,221	191,202	454,061	262,859
Self Consumed Fuel	(1,544,841)	(104,223)	(128,737)	24,514	(1,149,094)	(1,158,631)	9,537
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,327,298.69</b>	<b>2,337,077</b>	<b>9,778</b>	<b>19,564,676.88</b>	<b>21,033,693</b>	<b>1,469,016</b>
<b>Revenues:</b>							
Passenger Revenue	3,650,635	305,796	304,220	1,577	2,516,273	2,737,976	(221,703)
Other Revenue	1,270,670	1,116,089	105,889	1,010,199	2,090,832	953,003	1,137,830
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>1,421,884.82</b>	<b>410,109</b>	<b>1,011,776</b>	<b>4,607,104.96</b>	<b>3,690,979</b>	<b>916,126</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (905,414)</b>			<b>\$ (14,957,572)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	232,551	494,931	262,381	3,841,770	4,454,381	612,611
State - LTF	13,506,121	528,837	1,125,510	596,673	8,736,469	10,129,591	1,393,122
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	144,026	306,527	162,501	2,379,333	2,758,743	379,410
<b>Total Subsidies</b>	<b>23,123,619</b>	<b>905,414</b>	<b>1,926,968</b>	<b>1,021,554</b>	<b>14,957,572</b>	<b>17,342,714</b>	<b>2,385,142</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

## Budget Variance Analysis - SunLine Transit

---

### 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. 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 \$80K.

### 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 through March will be reducing the favorable YTD balance within better range of bud
- 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 - Unfavorable

- Renewal of CPAC software agreement paid in March.

### 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 more in the last quarter of the fiscal year.

### Equipment Repairs - Favorable

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

### Security Services - Favorable

- Security service expenses below average for the short month of February.

### Fuel - CNG - Favorable

- Favorable variance primarily due to lower support function costs associated with CNG production.

Fuel - Hydrogen - Unfavorable

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

Tires - Favorable

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

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.
- Facility maintenance expenses partially over budget due to the purchase of a SunLine logo that was installed in the new board room.

Electricity - CNG & Hydrogen - Favorable

- YTD electricity expense savings largely due to hydrogen production through March 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 - Unfavorable

- The current unfavorable balance is attributed to losses in workers compensation.

Insurance Premium - Property - Unfavorable

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

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 March, there has only been a few consulting expenses in the Planning department.

Self Consumed Fuel - Favorable

- The current favorable amount is attributed to a decrease in the overall cost to produce fuel and being able to keep the cost per GGE down.

Contracts Over \$3,000, but less than \$100,000

March 2015

Vendor	Product/ Service	Need	Budgeted	Budgeted Amount	Cost	Type
Vasquez & Company LLP	FY2015 Financial Audit Services	Required by Federal & State laws under GASB	Approved as part of FY14-15 Annual Operating Budget	\$ 95,000	\$ 47,400	Executed Agreement
ND Electrical	Phase 5 Bus Stop Improvement Program	Concrete pads for bus stops.	Approved as part of FY14-15 Annual Operating Budget	\$ 980,305	\$ 72,293	Executed Agreement



## SunLine Transit Agency Monthly Ridership Report March 2015

Fixed Route Line	Description	Mar 2015	Mar 2014	Feb 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	58,781	55,735	56,760	3,046	5.5%	509,818	438,044	71,774	16.4%	1,846	15,652	392	4,726
15	DHS	9,487	10,016	10,510	(529)	-5.3%	88,018	84,100	3,918	4.7%	259	2,465	49	290
24	PS	16,153	17,507	16,017	(1,354)	-7.7%	141,563	151,680	(10,117)	-6.7%	347	3,412	239	1,993
30	CC/PS	70,017	70,796	67,867	(779)	-1.1%	600,073	553,958	46,115	8.3%	2,275	18,805	307	3,555
32	PD/RM/TP/CC/PS	26,830	27,286	24,616	(456)	-1.7%	222,485	221,885	600	0.3%	1,303	10,082	224	1,961
53	PD/IW	5,268	5,072	5,302	196	3.9%	43,550	45,097	(1,547)	-3.4%	152	1,354	21	262
54	Indio/LQ/IW/PD	10,106	6,738	9,381	3,368	50.0%	71,479	16,426	55,053	335.2%	419	2,926	74	512
70	LQ/BD	21,167	23,440	19,382	(2,273)	-9.7%	164,880	191,926	(27,046)	-14.1%	525	6,413	68	369
80	Indio	11,701	11,416	10,528	285	2.5%	100,660	102,963	(2,303)	-2.2%	213	1,854	62	694
81	Indio	7,655	8,864	6,957	(1,209)	-13.6%	67,904	78,659	(10,755)	-13.7%	83	1,188	78	644
90	Coachella/Indio	21,116	19,740	19,622	1,376	7.0%	169,586	173,650	(4,064)	-2.3%	490	4,794	109	995
91	I/Cch/Th/Mec/Oas	22,755	21,379	20,292	1,376	6.4%	173,147	170,935	2,212	1.3%	491	4,526	43	442
95	I/Cch/Th/Mec/NS	3,223	2,907	2,680	316	10.9%	24,344	18,184	6,160	33.9%	125	802	4	46
111	PS to Indio	138,034	145,807	127,432	(7,773)	-5.3%	1,152,196	1,226,581	(74,385)	-6.1%	4,927	41,338	815	8,083
220	PD to Riverside	1,065	1,160	1,035	(95)	-8.2%	9,721	10,923	(1,202)	-11.0%	15	464	3	70
<b>Fixed route total</b>		<b>423,358</b>	<b>427,863</b>	<b>398,381</b>	<b>(4,505)</b>	<b>-1.1%</b>	<b>3,539,424</b>	<b>3,485,011</b>	<b>54,413</b>	<b>1.6%</b>	<b>13,470</b>	<b>116,075</b>	<b>2,488</b>	<b>24,642</b>
<b>Demand Response</b>														
SunDial		13,808	12,006	12,299	1,802	15.0%	115,445	103,080	12,365	12.0%				
<b>System total</b>		<b>437,166</b>	<b>439,869</b>	<b>410,680</b>	<b>(2,703)</b>	<b>-0.6%</b>	<b>3,654,869</b>	<b>3,588,091</b>	<b>66,778</b>	<b>1.9%</b>				
		<b>Mar-15</b>	<b>Mar-14</b>	<b>Feb-15</b>										
Weekdays:		22	21	20										
Saturdays:		4	5	4										
Sundays:		5	5	4										
Total Days:		31	31	28										

**Please note:**

PSUSD out on Spring break from March 29rd to April 3, 2015.

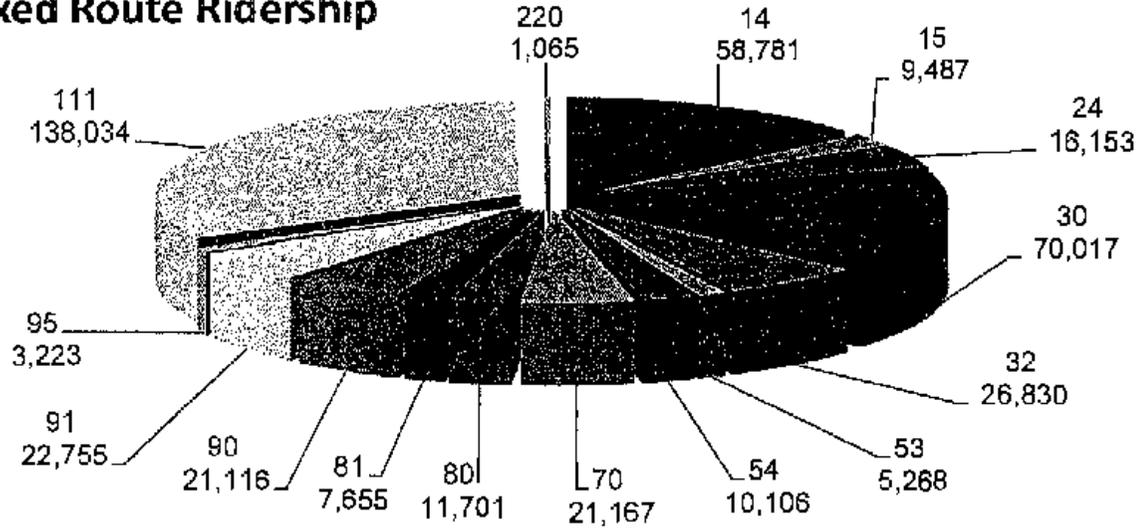
DSUSD out on Spring break from March 30th to April 3, 2015.

Last year both school districts were out on Spring break on March 24-28, 2014.

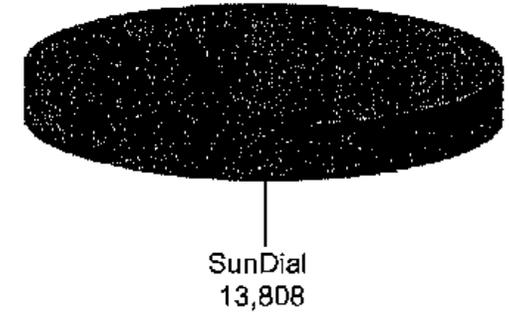
Route 54 implemented on January 6, 2014 - Weekday service only.

# SunLine Transit Agency Monthly Ridership Report March - 2015

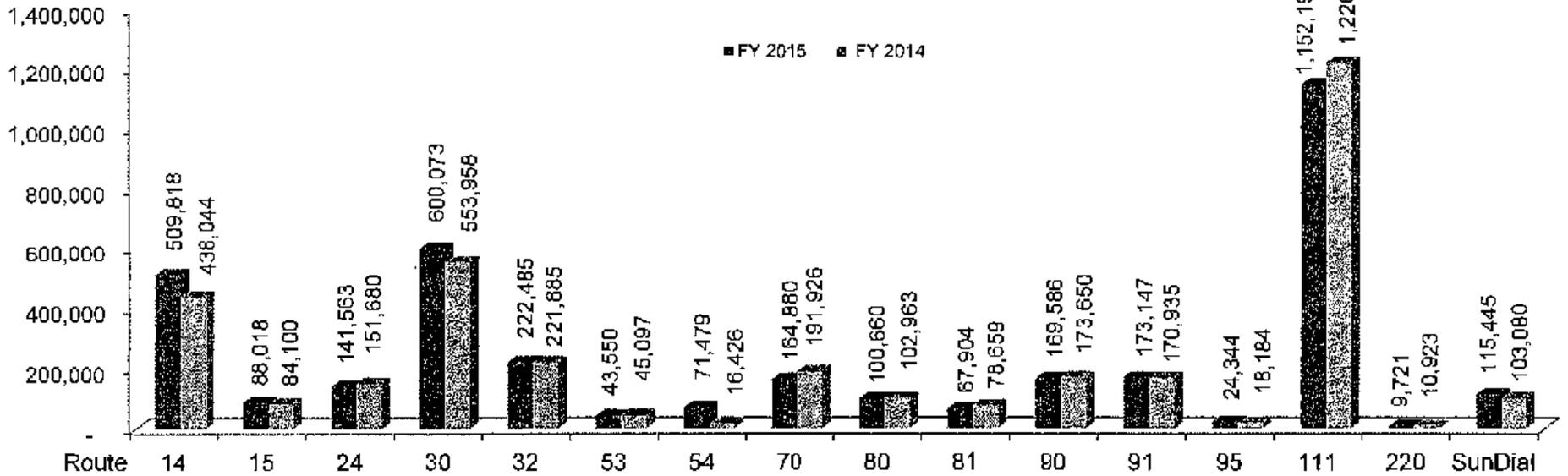
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





**Complimentary Paratransit Service**  
*Serving Persons with Disabilities Throughout the Coachella Valley*

---

**SunDial Operational Notes**  
**March 2015**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.0%	90.43%	Total trips carried in the on-time window
1,159	1,283	Total trips late during the month
10,840	13,405	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,006	13,808	Total passengers for the month
102,031	110,199	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
4	7	Total Ride-a-Long Evaluations
7	4	Total Onboard Inspections
6	6	Total Safety Evaluations

5. DENIALS

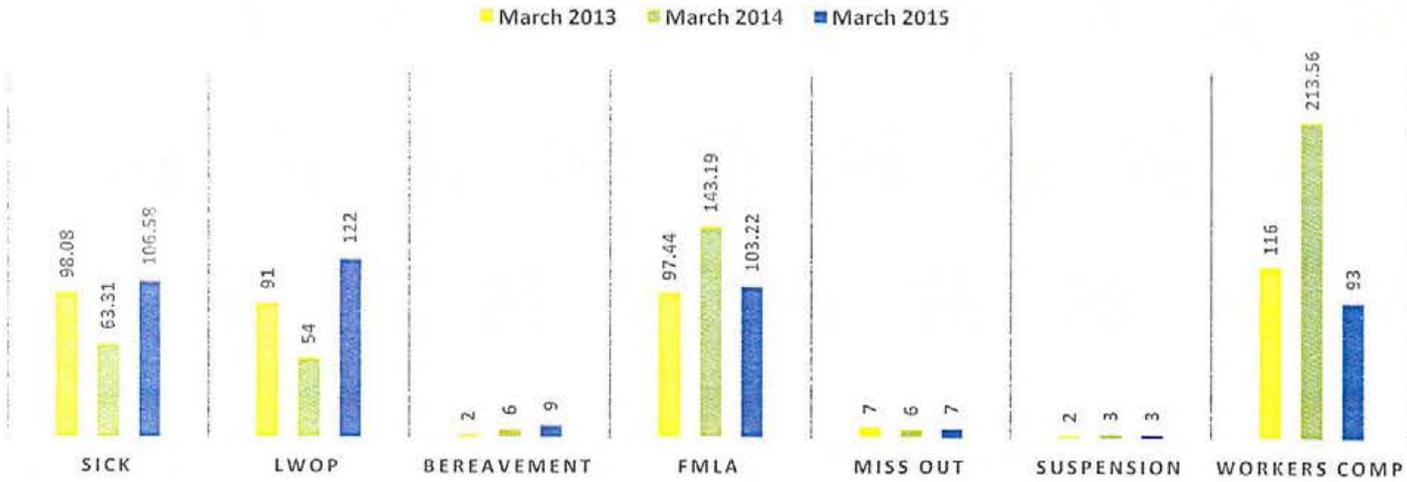
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

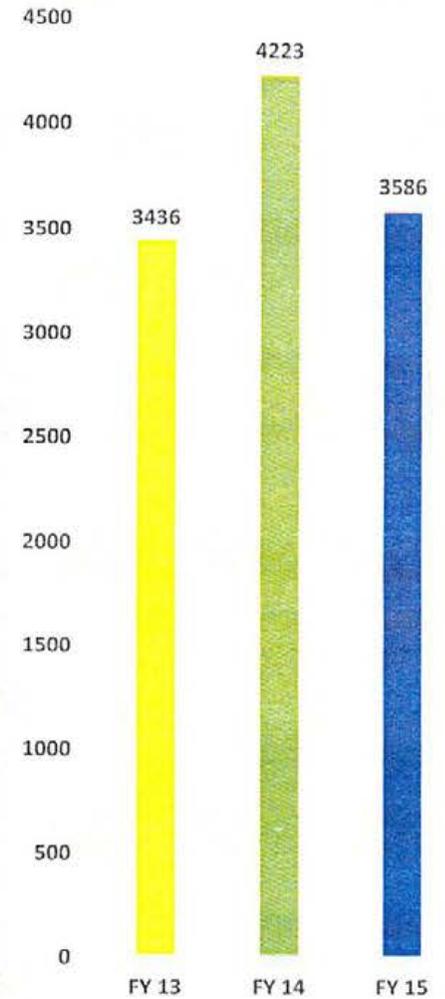
<u>Last Year</u>	<u>This Year</u>	
1,901	2,309	Total Mobility Device Boarding's

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

## DRIVER ABSENCE OCCURRENCES - MARCH 2015



## Occurrences YTD Comparison



## DRIVER ABSENCE OCCURENCES BY PERCENTAGES - MARCH 2015



The variables used for calculating the percentages are (1) Scheduled Operators per day and (2) the number of absences per day computed in each category

Absences include scheduled and unscheduled for both Paratransit and Fixed Route drivers. This information was gathered from Trapeze Ops Statistics and is based on occurrences in each status not hours.

Absences are broken down by occurrences per status per month

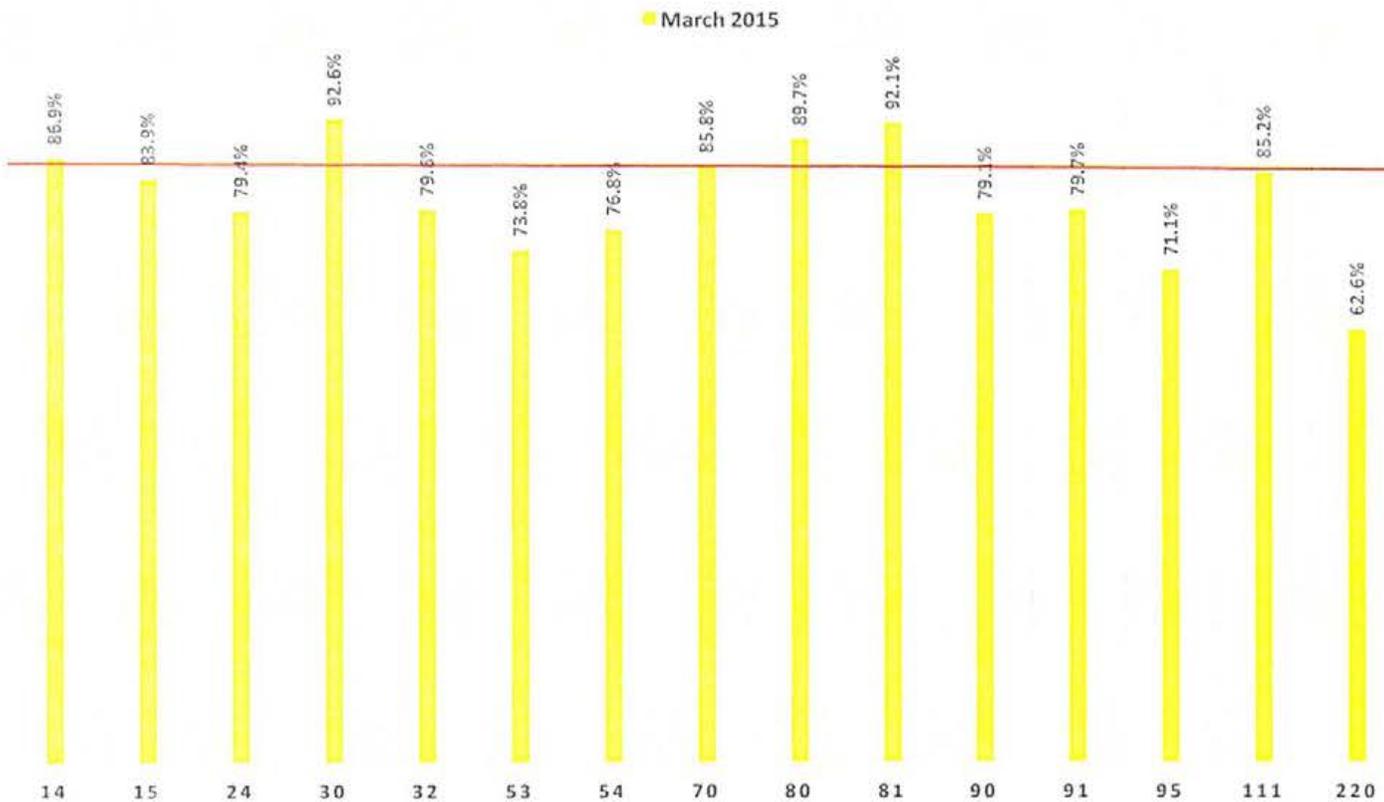
Workers' Compensation goal to reduce W/C - HR working to implement a Modified Duty Program.

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

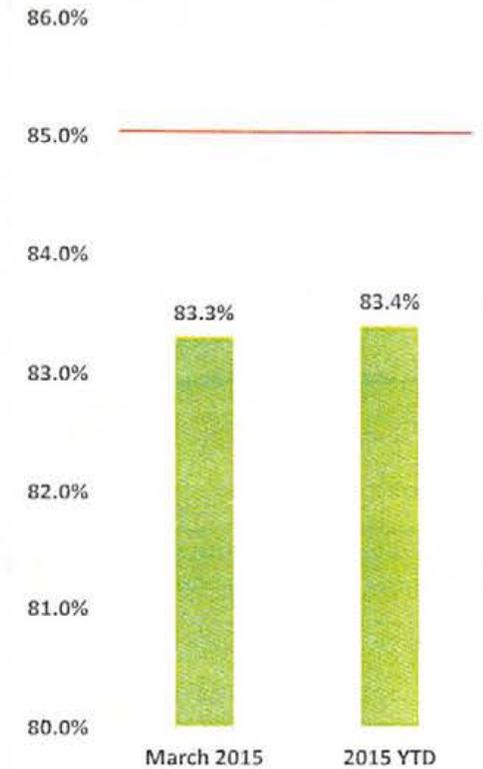
injuries.

FMLA is being addressed in the new Employee Handbook

## ON TIME PERFORMANCE % BY LINE MARCH 2015



## On Time Performance System Wide

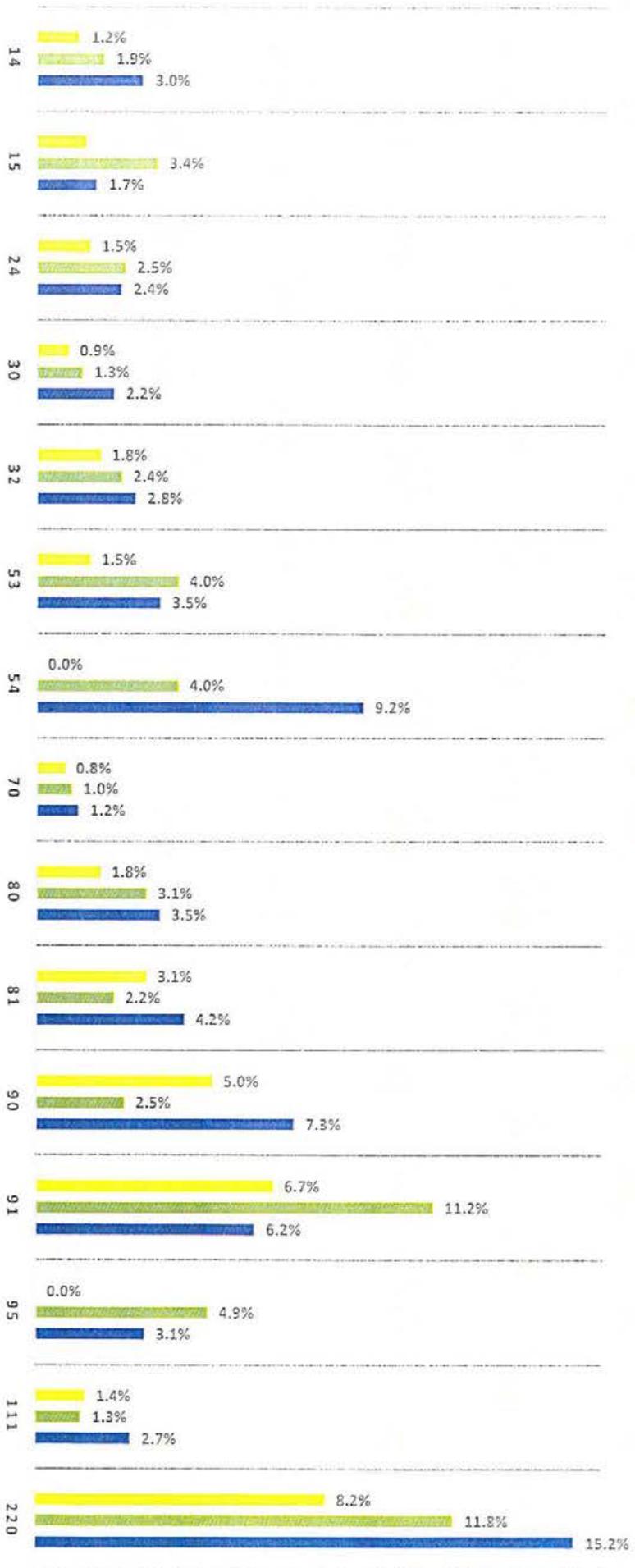


"On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

# EARLY DEPARTURES - YEAR TOTALS

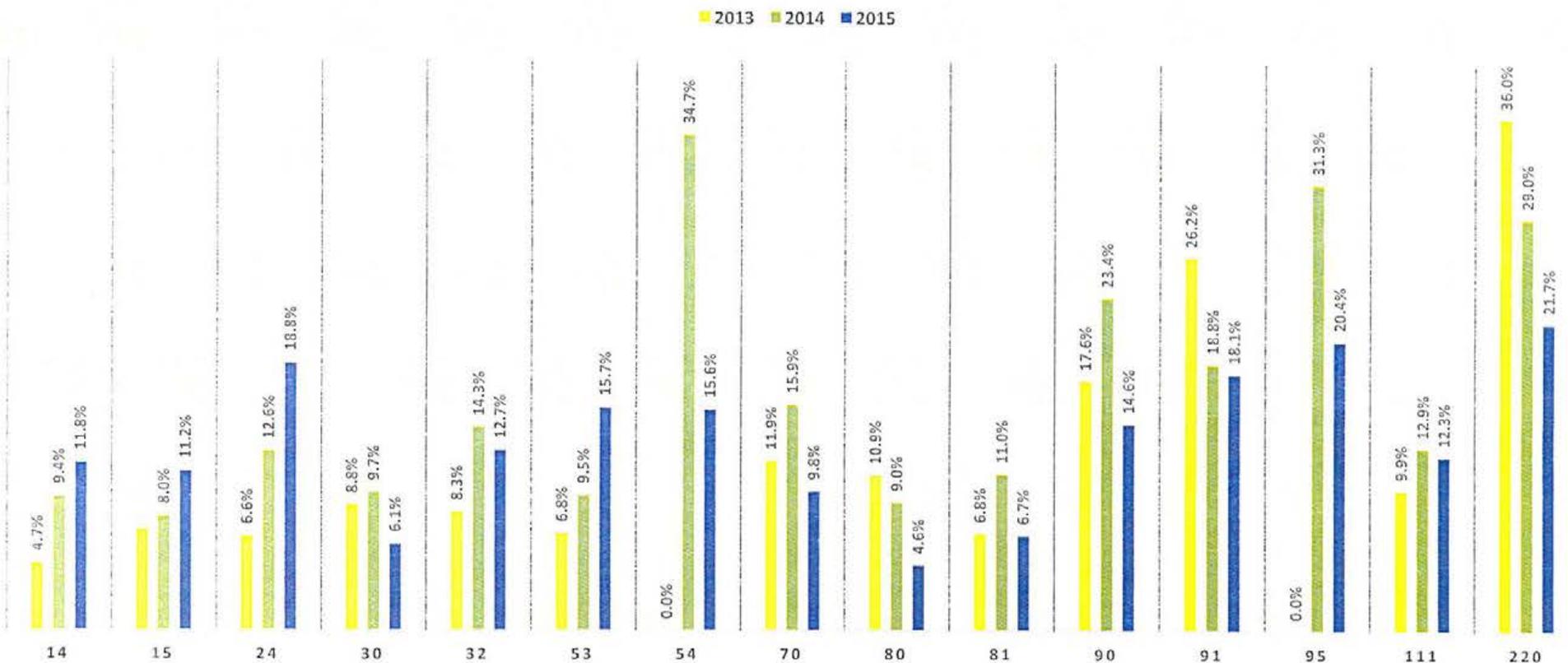
2013 2014 2015



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

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

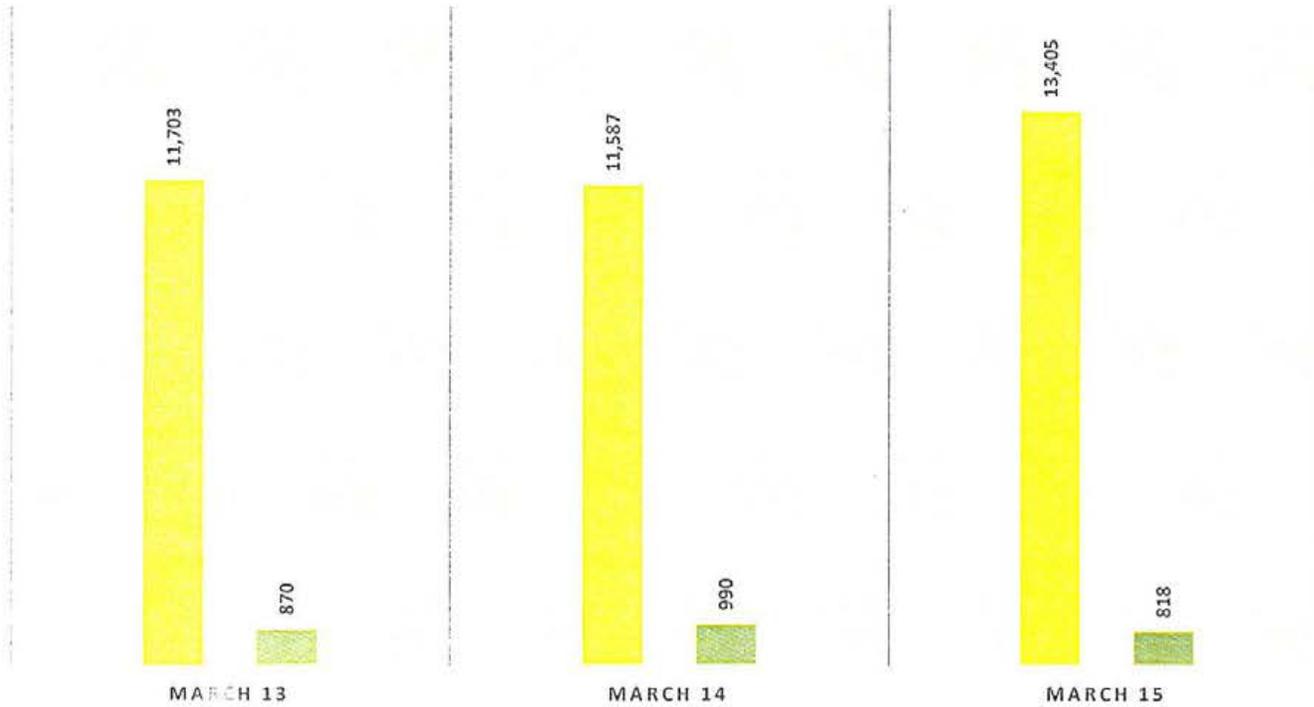
## LATE DEPARTURES - YEAR TOTALS



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 late departures to 0% for each line.

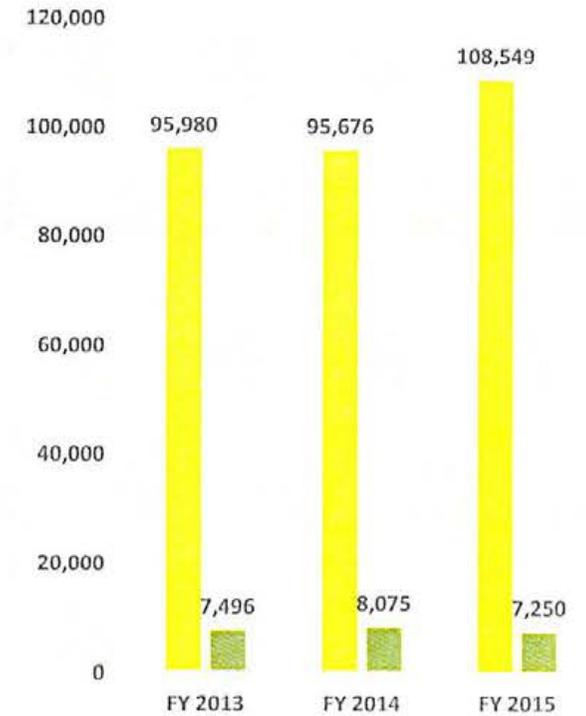
## TOTAL TRIPS VS. LATE CANCELLATIONS MARCH 2015

■ Total Trips ■ Late Cancellations



## Total Trips vs. Late Cancellations Comparison

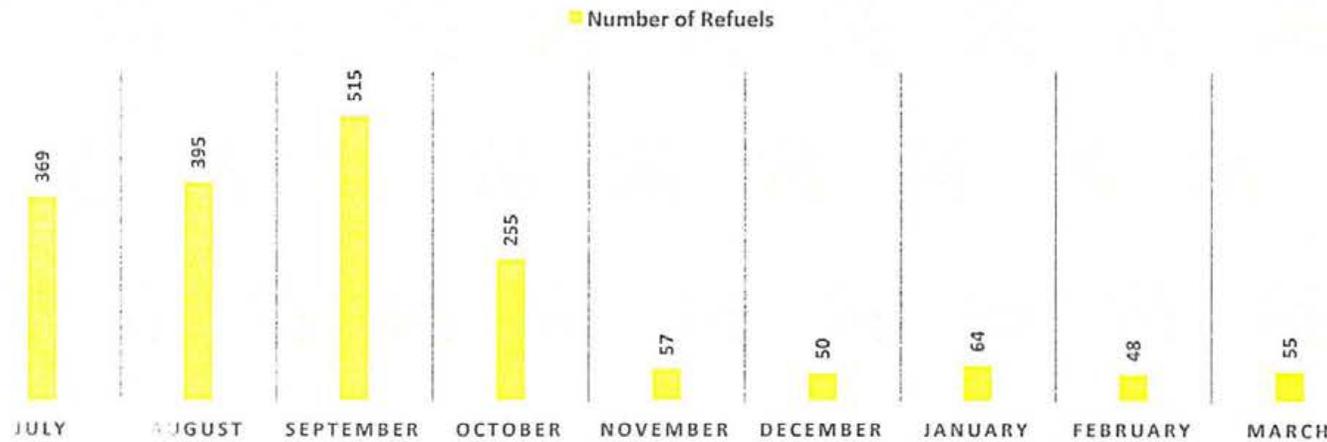
■ Total Trips ■ Late Cancellations



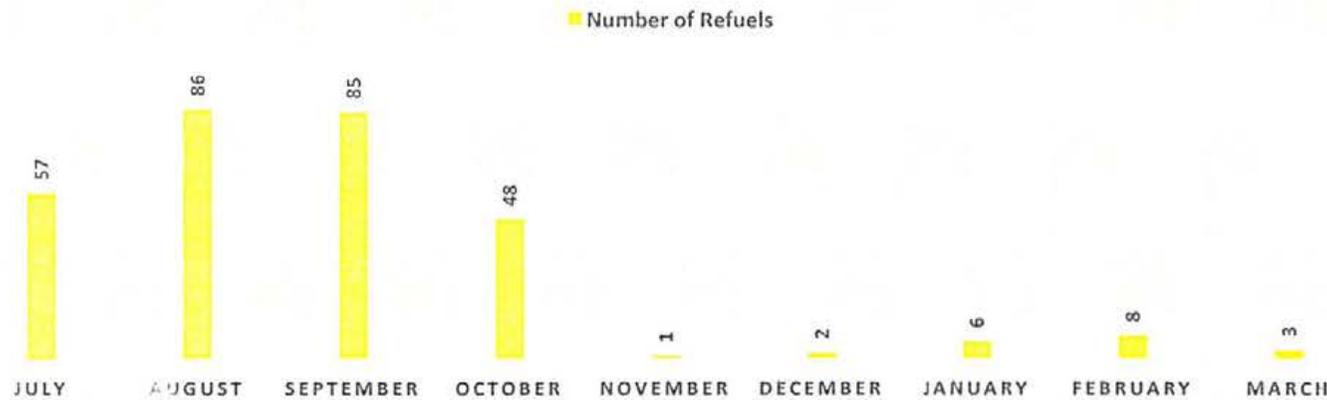
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

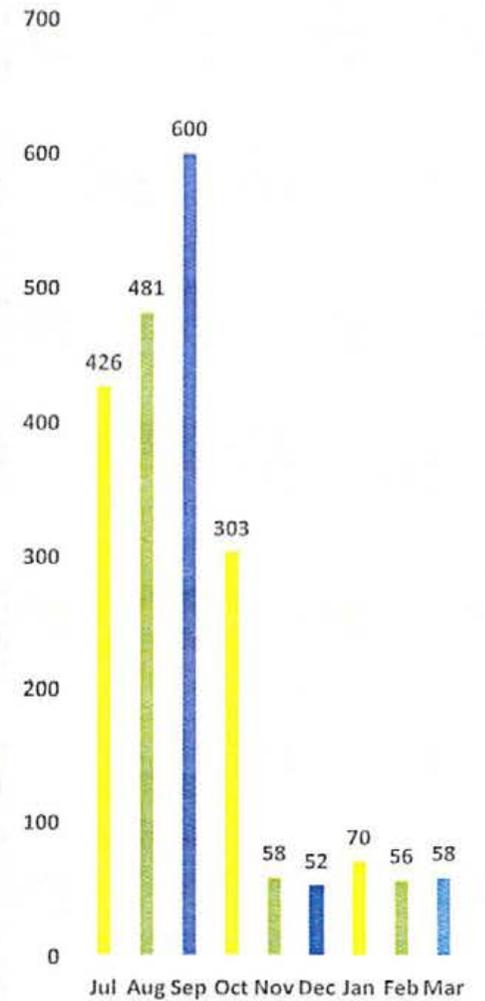
### PARATRANSIT MID-SHIFT REFUELS (WEEKDAY) MARCH 2015



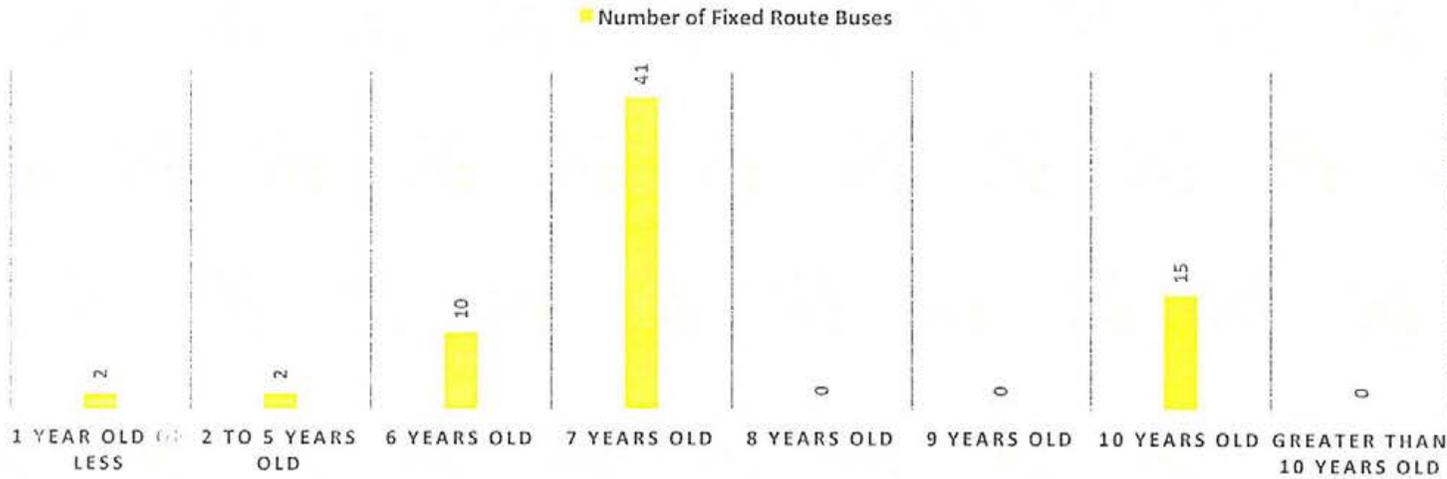
### PARATRANSIT MID-SHIFT REFUELS (WEEKEND) MARCH 2015



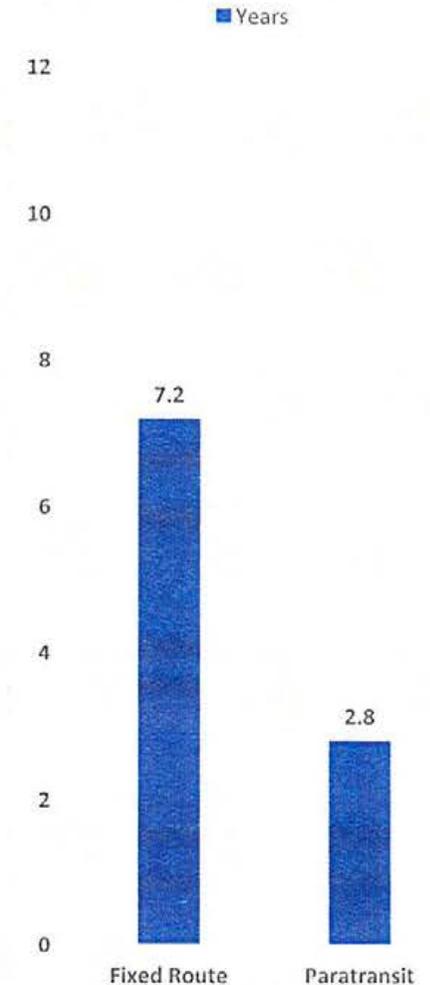
### Total Number of Refuels by Month



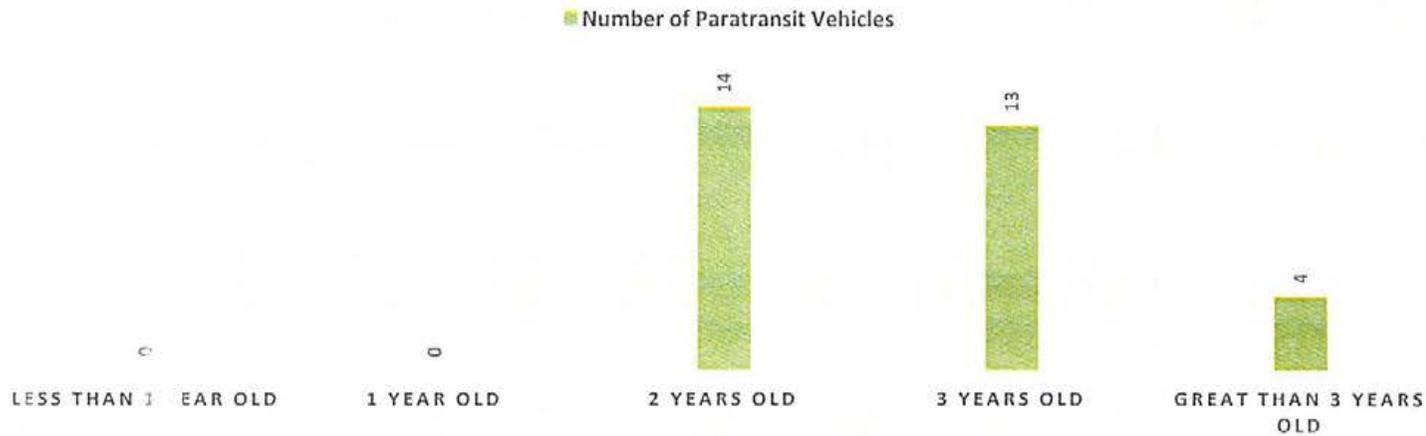
## FIXED ROUTE FLEET AGE - MARCH 2015



## Average Age of Vehicles



## PARATRANSIT FLEET AGE - MARCH 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

MARCH 2015

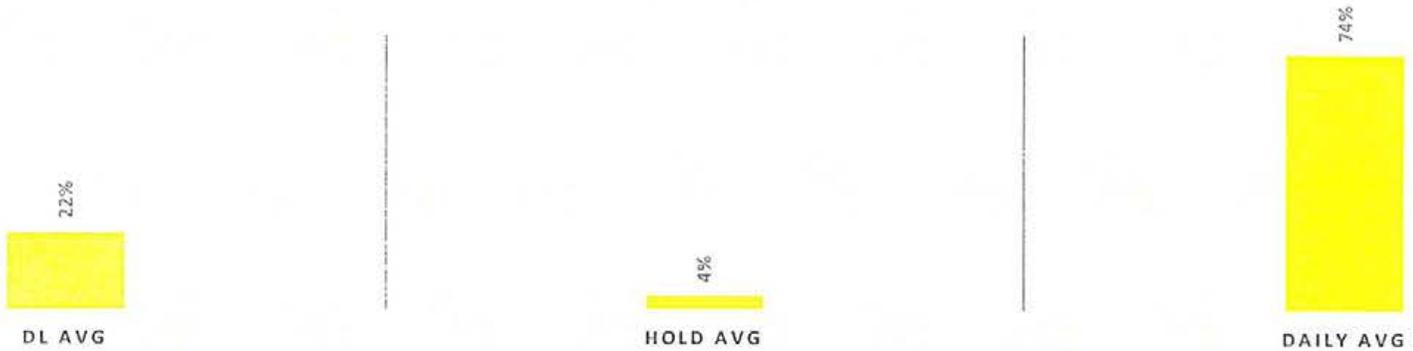
Percentage



## PARATRANSIT FLEET AVAILABILITY

MARCH 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 can be used.

## ADVERTISING REVENUE



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.

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**April 22, 2015**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, April 22, 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 Vice Chairman John J. Benoit. Vice Chairman Benoit stated that Chairman Greg Pettis is participating via teleconference from the following location: St. Gregory Hotel & Suites, 2033 M Street, NW, Washington, DC 20036

**2. Flag Salute**

Board Member Dana Hobart led all in Pledge of Allegiance.

**3. Roll Call**

Completed.

**Members Present**

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

**Members Absent**

None.

**4. Presentations**

None.

**5. Finalization of Agenda**

No changes to the agenda.

**6. Public Comments**

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

**7. Board Member Comments**

Supervisor Benoit stated that there is a significant honor that has befallen on our Agency due to the outstanding ability of one of our drivers. Ms. Skiver asked Mannie Thomas and Victor Duran to come forward. Ms. Skiver stated that we participate in a local, a regional and an international roadeo through the support of the Board. The local roadeo was held at SunLine, and we hosted the regional roadeo recently as well. We are pleased to let the Board know that SunLine operator Victor A. Duran, was the winner of the regional roadeo. Ms. Skiver stated that what is really important is the margin of which he beat the second place winner – almost 50 points; a very large margin. Ms. Skiver reminded the Board that last year, Victor Duran came in 10<sup>th</sup> in the International Roadeo. He was the top participant for So. California. We know that he will represent us well at the International Roadeo; we are sending some staff to support him. Mr. Duran is an exemplary employee. Not only is his driving skills amazing, as an employee, he encourages others, gives to the organization every day. The Board acknowledged Mr. Duran. Mr. Duran thanked the Board the opportunity to represent SunLine. He stated that it is an honor to go to the international level again and try to bring home the top honor.

**8. Consent Calendar**

- a) Checks over \$1,000 and backup report, for February, 2015
- b) Credit card statement for February, 2015
- c) Monthly Budget Report February, 2015
- d) Ridership Reports for February, 2015
- e) SunDial Operational Notes for February, 2015

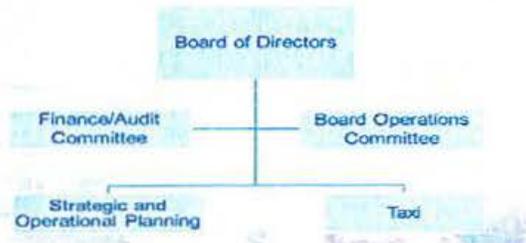
Councilmember Hutcheson moved to receive and file the consent calendar. The motion was seconded by Mayor Pro Tem Spiegel. The consent calendar was approved by a unanimous vote of 10-0; Chairman Pettis voted 'yes' via teleconference.

**9. Committee Restructure**

CEO/General Manager, Lauren Skiver, addressed the Board. Ms. Skiver stated that the presentation today is a scaled down version of the presentation given at the March 25<sup>th</sup> Board meeting. Ms. Skiver stated that she will provide the Board with staff recommendations on a new structure. In the item contained in the Board packet are four committees, with a description. This was discussed at the last meeting. The current presentation contains the outcome of that discussion. Staff recommends that this committee structure be approved and that Staff creates the framework and related bylaws associated to each committee, with the help of Legal Counsel, and bring that to the Board. In addition, Staff recommends that rather than move forward with Agenda item #12, which is the change of committee assignments, we hold off on that action until the work can be done to create the structure and bylaws. In June, the Board can change the committee assignments, taking effect on July 1<sup>st</sup>, the new fiscal year. Ms. Skiver stated that this will minimize the work that the Board needs to do. Supervisor Benoit stated that he thinks that the structure before the Board is what was

discussed and tentatively agreed to. Given that case, to make the meeting more efficient, Supervisor Benoit asked that we send out a reminder two weeks prior to the meeting with tentative recommendations pending the approval of the committee structure as drafted at that time. Supervisor Benoit asked that we provide the structure and the tentative recommendations from the cities for the various committees. It would all be ready for the meeting. Ms. Skiver stated that she would work with Mr. Owen on making sure that the related bylaws are ready as well and then reviewed by the Board prior to the June meeting. Supervisor Benoit stated that we would have a committee meeting (Bylaws, Policy & Procedures Committee) before that to review the bylaws and then the Committee Chair could report out. That was agreeable to all and direction was sufficient, per Legal Counsel.

### Proposed Committee Organizational Chart



### Committee Descriptions

#### 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.

### Committee Descriptions Continued

#### 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

### Committee Descriptions Continued

#### Strategic and Operational Planning 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.

### Committee Descriptions Continued

#### 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

### Timeline

- April 22<sup>nd</sup> – Board to discuss restructure and provide staff direction.
- May 27<sup>th</sup> – Board to approve committee bylaws.
- July 1<sup>st</sup> – Implement new committee structure and assign Board members to committees.

#### 10. Approval of Minutes

Councilmember Hutcheson moved to approve the minutes of the March 25, 2015 Board meeting. The motion was seconded by Mayor Peabody. The motion carried by a vote of 9 yes, and 1 abstention from the City of Palm Desert. Chairman Pettis voted 'yes' via teleconference.

#### 11. Approval of Agency Bylaws Resolution

Legal Counsel, Bob Owen, stated that the Bylaws, Policy and Procedures Committee met earlier and would like to continue this item to such a time that a set of bylaws for the new committee structure can be incorporated into the Agency bylaws, and completed at one time. Supervisor Benoit asked if the bylaws will be completed by June when the committee assignments will be made. Mr. Owen stated yes.

Mayor Pro Tem Betts made a motion to move to June Board meeting. Mayor Pro Tem Spiegel seconded the motion. The motion carried unanimously. Chairman Pettis voted yes via teleconference.

**12. Change of Committee Assignments**

Supervisor Benoit stated that this item is the same topic as agenda item #11. He stated that if there is consent among the Board, the vote for item# 11 includes item# 12. The Board agreed. Mayor Pro Tem Betts made a motion to move to June Board meeting. Mayor Pro Tem Spiegel seconded the motion. The motion carried unanimously. Chairman Pettis voted yes via teleconference.

**13. Approval of Records Management Policy/Retention Schedule**

Mayor Pro Tem Spiegel stated that the Bylaws, Policy & Procedures Committee reviewed the proposed policy. The Committee asked for changes to be made. The Committee requests that the Board continue item to the future meeting. Supervisor Benoit stated that this item is important and needs to get done. He stated that there is no down side to waiting. Mayor Pro Tem Spiegel made a motion to continue item. Vice Chairman Benoit seconded the motion. The motion carried unanimously. Chairman Pettis voted yes via teleconference.

**14. Approval of Contract with Nyhart**

Councilmember Hutcheson, and member of the Finance Committee addressed the Board. He stated that the Finance Committee looked at the item. Nyhart has been performing the job for many years without a contract. The Board previously approved the interim contract and put out a Request for Proposal. Through the RFP, Nyhart was evaluated as the best choice, and by a substantial margin, the least expensive. The Committee asked about the low price and the response was that Nyhart knows how to perform the job well as they have been doing it for a long time. Historically, they have worked within the budget parameters. The Finance Committee recommends approval.

Councilmember Hutcheson made a motion to approve staff recommendation. Mayor Peabody seconded the motion. The motion carried unanimously. Chairman Pettis voted 'yes' via teleconference.

**15. Approval of Contract with Kushner, Smith, Joanou Gregson, LLP**

Councilmember Hutcheson, and member of the Finance Committee addressed the Board. He stated that the Committee discussed this item in detail. This is a request for a contract with Kushner, Smith, Joanou, Gregson, LLP to perform the Agency's pension audit. This company has been providing the service for many years. SunLine staff discovered the long history and recommends that Kushner, Smith, Joanou, Gregson, LLP be selected to do the audit of the two Agency pension plans this year and simultaneously go out for an RFP and choose a contractor for the future. The Finance Committee recommends approval. The contract is not to exceed \$27,000.

Councilmember Hutcheson made a motion to approve staff recommendation. Mayor Pro Tem Spiegel seconded the motion. The motion carried unanimously. Chairman Pettis voted 'yes' via teleconference.

**16. CEO/General Manager's Report**

CEO/General Manager, Lauren Skiver addressed the Board. She updated the Board on the PEPPRA issue. Legal Counsel, Bob Owen, can also fill in any blanks as he has been working closely on this issue. We have sent a response to the DOL regarding our position under the waiver. SunLine should not have its grant funding held up. We are not a part of CalPERS; therefore, the direction of CalPERS to its members does not apply to us. We are hoping to hear from the DOL soon. It may be that this body wants to think about elevation of communication at some point based on what information we do get back from DOL. Ms. Skiver stated that it is important to know that fiscally, SunLine is a good position to cover the shortfall. She has reached out to some of the California transit properties that are our size, many of which are having to send out notices to both customers and employees of downsizing their service routes, cutting service and laying off operators. It is extremely fortunate through this team and managing our budget that we are able to 'weather' this. We cannot weather it forever, so we will be watching this very closely and updating the Board. Ms. Skiver stated that between Mr. Owen and herself making recommendations of when we may need to elevate the conversation is our next job. Ms. Skiver further stated that we are well into the budget process and we will be delivering a budget to the Finance Committee on time. Ms. Skiver thanked staff who has worked very hard to ensure that we are minimizing our expenses and as efficient that we can be before asking for any other increases in the budget. Ms. Skiver is very happy with the result of the budget and the work that they team has done. People have learned a lot over the past year in both budgeting and ensuring that we are proficient in managing finances.

At 12:15pm, Vice Chairman Benoit announced that the SunLine Transit Agency Board meeting will be recessed to hold the SunLine Services Group Board meeting.

At 12:27pm, the SunLine Transit Agency Board meeting was reconvened.

**17. Closed Session**

At 12:27pm, Vice Chairman Benoit announced that the Board would move into Closed Session. Closed session was held to review the employee performance evaluation of the CEO/General Manager, pursuant to Government Code Section 54957 of the California Government Code.

At 1:22pm, Legal Counsel, Bob Owen, announced the return to Open Session.

**18. Report Out of Closed Session**

Legal Counsel, Bob Owen, reported that the Board met in Closed Session pursuant to Government Code Section 54957 regarding employee performance evaluation and there were no reportable actions taken.

**19. Next Regular Board Meeting Date**

May 27, 2015

12 o'clock Noon, New Board Room

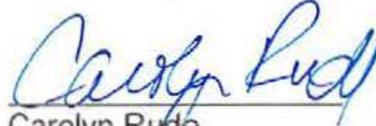
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**20. Adjourn**

Meeting was adjourned at 1:22p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board

**SunLine Transit Agency**

**DATE:** May 27, 2015 **ACTION**  
**TO:** Board of Directors  
**FROM:** Greg Pettis, Chairman of the Board  
**RE:** Appointment of Ad Hoc Committee

---

**Recommendation**

Recommend that the Board of Directors approve an Ad Hoc Committee for the purpose of reviewing the Request for Proposals (RFP) received for Agency Legal Counsel. Proposed Ad Hoc Committee: Chairman Greg Pettis, City of Cathedral City; Dana Hobart, City of Rancho Mirage; Kristy Franklin, City of La Quinta. CEO/General Manager Lauren Skiver will participate representing Staff.

**Background**

The current contract for Agency Legal Counsel expires September 16, 2015. Staff has sent out an RFP and has received ten proposals. The Ad Hoc Committee will meet and determine the schedule, review all proposals, and present lead proposals to the full Board for review and approval.

## SunLine Transit Agency

**DATE:** May 27, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Financial Officer/IT Administrator

**RE:** Approval AVAIL Technologies– Amendment to Previous Contract,  
Award New Support Agreement, Purchase of AVL System Upgrade

---

### Recommendation

1. Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an Amendment to the AVAIL Technologies agreement.
2. Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a three (3) year Support Agreement with AVAIL Technologies in an amount not to exceed \$350,000.
3. Recommend that the Board of Directors delegate authority to the CEO/General Manager to extend a contract with AVAIL Technologies for the purchase of an AVL –ITS System Upgrade. The AVAIL Systems project budget is \$532,842, which includes a 4.31% contingency.

## **AMENDMENT TO PREVIOUS CONTRACT**

### Background

After careful review, it was discovered that SunLine did not have an executed contract with Avail. This discovery is consistent with one of our primary focuses in which staff is proactively searching for areas of improvement and being transparent with our findings. To resolve this issue, an amendment to the contract has been prepared by SunLine legal counsel and will extend the original contract to June 30, 2015. The second recommendation of this action item requests the Board delegate authority to the CEO/General Manager for execution of a new three (3) year agreement with Avail which will commence on July 1, 2015 after the amendment expires.

### Financial Impact

The amendment will correct the previous contract and will not have any additional fiscal impact on the Agency.

## **AWARD OF NEW SUPPORT AGREEMENT**

### **Background**

This contract is for a three year commitment to be paid in annual installments. Year one from, July 1, 2015 to June 30, 2016, is estimated to be \$107,485. Year two, from July 1, 2016 to June 30, 2017, is estimated to be \$116,571. Year three, from July 1, 2017 to June 30, 2018, is estimated to be \$122,396. By entering into a three year commitment for the Support Agreement, the Agency will realize a savings of \$10,775 as opposed to a year to year commitment for the period.

In addition, this agreement extends our supported hours from week day business hours support, to 24 hours a day, seven days a week support.

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

This is a sole source procurement because no other vendor provides full support for the AVAIL System suite of products that are installed at SunLine Transit Agency.

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

SunLine chose a Firm Fixed Price Contract because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

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

AVAIL Technologies is the only provider of the services.

### **How Price was Determined Fair and Reasonable**

Compared to historical pricing of the previous contracts, the pricing for this contract was found to be fair and reasonable.

### **Financial Impact**

The payments for the AVAIL Systems Support Contract come from the Agency Operating Budget. The amounts to cover Year one of the contract have been included in the proposed Fiscal 2015-2016 Operating budget. Allowances for succeeding years are included in the Operating budget planning for fiscal 2016-2017 and fiscal 2017-2018.

## **SYSTEM UPDATE**

### **Background**

Currently our AVAIL applications need to be upgraded to the latest product version. As part of this upgrade, AVAIL systems provides a platform for improved real time information for customers. In the evaluation of the current AVAIL system reliability, it was found that the current method of data communication to the vehicle over radio is inherently prone to causing system failures.

In order to truly leverage the power of enhanced public information and to reduce system inadequacies caused by failing radio communications, this project includes updating all of our MDT devices to a cellular based communication system. The upgraded MDTs will also provide a better communication path between Operations and the drivers. In keeping with technology advancements, we will also add My Stop services for our customers. This includes apps for iPhone and Android as well as the ability to receive real time route information via e-mail and text.

The real time enhancements will addresses interest of our customers in being able to get accurate information for their next bus. In the recent study of our ridership it was discovered that 80% of our riders use smart phones. This is addition to customer requests for easier access bus arrival times helped drive the decision to include the mobile app access in this project. The mobile app will enhance the rider's transit experience and reduce wait times at the bus stops with more accurate information on bus arrivals and departures. This should also reduce calls to Customer Service for requests on bus location information.

Additionally, in order to provide real time information for riders that do not have smartphone access and for compliance with Title 6, this project includes installing Real-Time Information signs at strategic locations along heavily used routes.

The AVAIL system application upgrade software costs are included in our annual support contract. The features that it brings to the Agency for management and data analysis will greatly improve our operational efficiency.

### **Reason for Selection of the Procurement Method**

A Sole Source was selected as the Procurement Method because the procurement is an upgrade of a system already in place. AVAIL Systems is a proprietary suite of applications and hardware. No other vendor has access to the core operational information of thereof.

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

A Firm Fixed Price 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 Contractor**

AVAIL Technologies is our current provider of AVAIL systems. The contracted products and services will fit seamlessly within our current AVL system. This will be an extension to an existing contract.

**How Price Was Determined Fair and Reasonable**

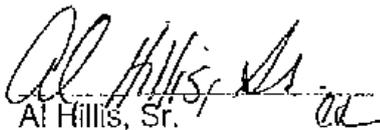
AVAIL's prices were determined to be fair and reasonable based on a price analysis.

**Financial Impact**

The AVAIL Systems project budget is \$532,842, which includes a 4.31% contingency.

- Software and Applications \$49,705
- Bus Equipment – Mobile Data Terminals \$357,500
- License Fees \$8,800
- Professional Services and Travel \$43,845
- Bus Stop Signage \$50,000
- Contingency \$22,992

The AVAIL project will use funds from Local Transportation Funds. There is no Federal interest in this project.

  
Al Hillis, Sr.

  
Joseph Friend



## ❖ Latest generation “myStop” real-time passenger information suite with full mobile support

- ✓ Richer web experience – friendlier and more aesthetically pleasing interface
- ✓ Full mobile support for latest smartphones
- ✓ iPhone and Android apps
- ✓ Subscription alerts via email and text message
- ✓ Text message when next bus is coming
- ✓ QR code support
- ✓ Integrated Google Trip Planning and support Google Real-Time
- ✓ 511 Integration
- ✓ Facebook and Twitter Integration



## ❖ Latest generation “myAvail” ITS suite and Mobile Data Computer with faster Real-Time Performance

- ✓ Current system utilizes older two-way radio technology for bus position (>2 minute updates to web)
- ✓ Upgraded in-vehicle MDT utilizes faster cellular data communications (<30 second updates to web)
- ✓ More user friendly driver interface
- ✓ Faster performance, enhanced capabilities

## SunLine Transit Agency

**DATE:** May 27, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** IT Administrator

**RE:** Trapeze System Customer Service Modules

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to extend a contract with Trapeze/TripSpark for the purchase of Customer Service Modules (COM Modules); contract amount is \$106,094.80.

### **Background**

SunLine Transit Agency is currently using Fleet-Net for customer service activities. This was part of the original install of Fleet-Net and worked adequately while we were using Fleet-Net for driver and vehicle management. Due to the needs of an enterprise level application for driver and vehicle management many years ago Trapeze was introduced to take over those functions.

The Agency continued to use Fleet-Net Customer Service modules but this required manual coordination between the Fleet-Net and Trapeze systems. In order to achieve more reliable information in regards to Customer Service, the Agency has decided to use the integrated customer service module.

This new module includes more reporting features than Fleet-Net. It is also integrated into other Trapeze modules so that Customer Service issues can be tied to drivers, bus stops, route, and trips. There will also be a web interface module that will allow riders and the general public to submit Customer Service issues online.

With the integrated customer service module the Agency will be able to respond to customer concerns more expediently and with greater information accuracy. In addition, the module also includes a web application that customers can access 24/7.

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

A single source procurement was selected because it is an extension of an existing contract with Trapeze/TripSpark. Items acquired under this procurement are integral to current contracted software solutions.

**Reason for Selection of the Contract Type**

A contract modification was selected because the Agency currently has a contract with Trapeze/TripSpark for ITS software. For the original contract type, SunLine chose a Firm Fixed Price Contract because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

**Reason for Selection of Contractor**

Trapeze/TripSpark is our current provider of current ITS system for managing routes, vehicles, drivers and schedules. The contracted products and services will fit seamlessly within our current ITS system. This will be an extension to an existing contract.

**How Price was Determined Fair and Reasonable**

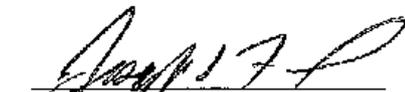
SunLine IT evaluated the cost of using and integrating a third party enterprise Customer Relations Management software with the existing Trapeze system. It was found the cost of integration of a third party application would be greater than implementation of Trapeze/TripSpark integrated products.

**Financial Impact**

The project is part of the Capital Project budget for fiscal 2014/2015 with a budget of \$175,000. The contracted costs for COMS and COMS WEB is \$106,094.80

PASS COM WEB Application and Licenses Fees	\$ 4,223.51
COMS Application and Licenses Fees	\$ 17,946.15
PASS COM WEB Implementation Services	\$ 13,433.31
COMS Implementation Services	\$ 47,345.38
COMS Expenses	\$ 8,266.65
PASS COM WEB Support 3 Years	\$ 2,834.10
COMS Support 3 Years	\$ 12,045.70

The Trapeze COMs project will use funds from STA Capital. There is no Federal interest in this project.

  
Joseph Friend

## SunLine Transit Agency

**DATE:** May 27, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Deputy Chief Operations Maintenance

**RE:** Purchase of Five CNG Honda Support Vehicles

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an agreement with Unicars Honda for the purchase of five (5) support vehicles, Honda Civic CNG, to sustain SunLine operations, subject to approval as to form by Legal Counsel. The total cost for this purchase is not to exceed \$146,815.15.

### **Background**

SunLine operates several support vehicles such as pickup trucks, vans and sedans for day to day functions including, Operation Supervisor duties, bus stop cleaning and maintenance and driver relief. These vehicles will replace three (3) existing Honda Civic CNG sedans that have met their useful life and two (2) will be for expansion vehicles.

### **Reason for Selection of the Procurement Method**

An Invitation for Bid (IFB) was selected as the procurement method because there is no substantive difference among the products and/ or services that meet specifications; therefore, price is the only determining factor.

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

SunLine chose a Firm Fixed Price Contract because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

**Reason for Selection**

Keeping the support vehicle fleet consistently uniformed helps SunLine in minimizing inventory and training for these types of vehicles. SunLine mechanics are very familiar with these vehicles and have a long history maintaining them.

**How Price was Determined Fair and Reasonable**

SunLine compared the price of vehicles with previous purchases made for the same type of vehicles and has determined the cost to be fair and reasonable.

**Financial Impact**

Estimated cost of these vehicles is \$29,363.15 each, for a total of \$146,815.75. This project is in the capital FY15 budget and will be paid for using Federal and State.



Apolonio Del Toro,  
Deputy Chief Operations Officer Maintenance

## SunLine Transit Agency

**DATE:** May 27, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Financial Officer

**RE:** Pension Administration Fees

---

### Recommendation

Recommend that the Board of Directors approve the payment of all administrative fees from the Non-Bargaining and Bargaining Pension Plans.

### Background

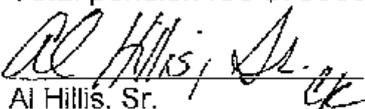
Currently, all professional fees associated with the management and distribution of benefits for both the Non-Bargaining and Bargaining Pension Plans are paid out of SunLine Transit Agency's operating budget. It is typical for both public and private entities to cover such fees from the plan funds. This will eliminate the inclusion of the fees in the SunLine annual budget.

SunLine's January 2015 Actuarial Report for the Non-Bargaining and Bargaining pension plans have a funded ratio of ninety-five percent (95%) and ninety-four percent (94%) respectively. The funded status of the Plans decreased primarily due to assets earning less than the assumed rate of return and the change to an updated mortality table. Both Pension Plans are in the top 10% of public pension plans in the United States.

As part of the growth of SunLine's services, it is imperative that operating costs that can be shifted to the appropriate areas consistent with Generally Accepted Accounting Principles, Governmental Accounting Standards Board, and internal policy and procedures be identified to increase budget efficiencies and increase operating resources for transit services.

### Financial Impact

Reduction of operating expenses;  
Nyhart Actuarial fee \$52360  
KSJG Auditing fee \$27000  
Total pension fee \$79360

  
Al Hillis, Sr.

## SunLine Transit Agency

**DATE:** May 27, 2015 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Performance Officer

**RE:** Construction Change Order Approval

---

### Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute closeout change orders with an aggregate value Not To Exceed for \$180,000, with Doug Wall Construction to cover costs for changes made necessary during the completion of the project.

### Background

The Administration Building and Transit Hub Project is tracking to come in approximately \$600,000 under the Board Approved budget. SunLine staff has negotiated approximately 92 percent of all change orders with the construction contractor Doug Wall Construction. This authority, if granted, would allow for the expedited closeout of this project.

A change order log is attached that reflects all changes to date.

The requested authorization represents 1.4 percent of the current contract value of \$12,434,980.

Granting this authority the CEO/General Manager will help expedite closure of this project. All change orders are reviewed independently by the Construction Management firm of Arcadis.

Doug Wall will be paid contingency once all work is verified and the contractual matters settled. The release of the contingency is based upon the delivery of all items by the contractor, clearance of two stop payments, as well as settlement of outstanding change orders.

Staff will provide a status of the overall closeout of this project at the next scheduled Board Meeting.

**Financial Impact**

These amounts are included in Administration Building and Transit Hub Construction Budget of \$16,838,170. This project is expected to underrun the budget by approximately \$600,000.



Rudy Le Flore

## CHANGE ORDER LOG

Amount
<b>Approved Change Orders:</b>
\$ 41,267.40 CO #1 - Site Gas Lines & POC per Plan Revisions
\$ 122,500.00 CO #2 - GC Direct & Indirect Costs due to Delayed Start
\$ 72,852.15 CO #3 - Added Earthwork Activities at Admin and Transit Hub
\$ 24,063.73 CO #4 - Plumbing Material & O/H Costs due to Delayed Start
\$ 237,460.30 CO #5 - IID Elec. & Service Utility Site Plan Revisions per Bulletin 1.4
\$ 35,494.63 CO #6 - Boardroom & Office Floor Boxes per Bulletins 11 & 13
\$ 12,814.97 CO #7 - Concrete Footings & Curb Work per Plan Revisions
\$ 11,607.02 CO #8 - CVWD Sewer Line CLSM Bedding Material per Bulletin 5
\$ 26,291.87 CO #9 - Masonry Rebar Overlap Splice per Plan Revisions
\$ 92,614.36 CO #10 - Transit Hub Concrete Entrance Roadway per Bulletin 9.2
\$ (86,514.31) CO #11 - Credit for Elevator Product Substitution per Bulletin 4.1
\$ 17,769.56 CO #12 - Kincaid Plumbing & Site Utility Plan Revisions
\$ 129,247.50 CO #13 - Off Site Utility Plan Revisions per Bulletin 5
\$ 367,662.64 CO #14 - Added Emergency Backup Generator per Bulletin 10
\$ 42,769.00 CO #15 - Replacement of Landscape & Cast-in-Place Concrete Subcontractors

\$ 54,243.64 CO #16 - Water & Sewer to Ops & Bus Wash per Bulletin 12.4
\$ 21,079.24 CO #17 – Misc. Structural Steel Plan Revisions
\$ 3,199.70 CO #18 – Trash Enclosure & Site Work Plan Revisions
\$ 63,039.44 CO #19 – Cast-in-Place and Concrete Flatwork Design Revisions
\$ 17,471.66 CO #20 – Electrical & Site Work per Owner Request & Design Plan Revisions
\$ 98,128.12 CO #21 – Boardroom Revisions (Bulletin 13 series) per Owner Request
\$ 21,792.67 CO #22 - GM Office & Breakroom Revisions (Bulletin 17 series) per Owner Request
\$ 66,293.84 CO #23 – Fencing/Gates & Site Work Plan revisions (Bulletins 10 and 21 series)
\$ 55,719.65 CO #24 – Misc. Change Orders due to Plan Revisions and Storm Phase 1
\$ (20,106.00) CO #25– Misc. Change Orders due to Plan Revisions & Owner Requests
\$ 119,903 CO #26 -- Design Revision by Owner
\$71,315.20 -- Storm Damage Phase 2 Plan Revisions Board Room
\$1,709,980.97 Total Changes
\$ 12,434,980.97 Total Contract

SunLine Transit Agency

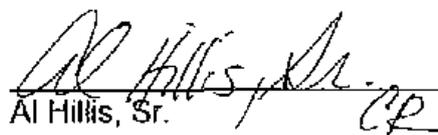
**DATE:** May 27, 2015 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** Chief Financial Officer  
**RE:** Provide Update on Draft FY 16 Operating and Capital Budget

---

**Information**

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. In preparation for this action item to come before the full Board of Directors for approval at the upcoming June 24, 2015 Board meeting, Staff has provided a draft Budget. The Finance Committee is in the process of discussion and review of the draft Budget.

As part of our commitment to transparency, the team wanted to ensure that the Finance Committee has sufficient time to review and comment on SunLine's financial forecast and spending plan before full Board approval. As you are aware, the Finance Committee has the authority to determine the schedule and process of the draft budget. The Finance Committee has begun the process and will meet, if needed, prior to the June 24<sup>th</sup> meeting at which time the full Board will review for approval.

  
Al Hillis, Sr. CP

# SUNLINE SERVICES GROUP BOARD MEETING AGENDA

**Wednesday, May 27, 2015  
12:00 pm  
New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

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

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

## **AGENDA TOPICS**

## **RECOMMENDATION**

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

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**  
None.

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 AND 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) SSG/SRA checks over \$1000 issued March, 2015. (Page 1)
  - b) SSG/SRA Monthly Budget Reports March, 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** -----

9. **Approval of Minutes** **Approve**  
Minutes of the April 22, 2015 Board of Directors Meeting. (Pages 9-11)

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

10. **Update to the Board on FY16 Capital & Operating (Chairman of the Taxi Committee, Greg Pettis)** **Information**  
Provide an update to the Board on the schedule for approval of the FY16 taxi budget. (Pages 12-19)
11. **Desert City Cab Color Scheme (Chairman of the Taxi Committee, Greg Pettis)** **Information**  
Provide Board with information of request by Desert City Cab to change the color scheme of taxicabs. (Page 20)

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

12. **Regulation of Transportation Network Companies (Michael Jones)** **Discussion**  
Provide the Board with updated information on regulation of Transportation Network Companies and effects on taxi industry. (Pages 21-22)

**13. Next Meeting Date**

June 24, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**14. Adjourn**



**AGENDA  
TAXI COMMITTEE MEETING**

**May 27, 2015  
11:00am – 12:00pm**

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

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

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Public Comments**

**Receive Comments**

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

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

5. **Consent Calendar**

**Receive and File**

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

- a) SSG/SRA checks over \$1000 issued March, 2015. (Page 1)
- b) SSG/SRA Monthly Budget Reports March, 2015. (Pages 2-3)
- c) Taxi Vehicle/Rides Analysis. (Pages 4-6)
- d) California Retail Gasoline Price Report. (Page 7)
- e) Metrix (Page 8)

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

6. **Desert City Cab Color Scheme (Michael Jones)**

**Information**

Provide Board with information of request by Desert City Cab to change the color scheme of their taxicabs. (Page 9)

----- DISCUSSION -----

7. Discuss and Review FY16 Draft Taxi Budget **Discussion**  
(Michael Jones)  
Discuss and review the draft FY16 Taxi budget. (Pages 10-17).
8. Adjourn

**SunLine Regulatory Administration**  
**Checks \$1,000 and Over**  
**For the month of March 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	Payroll Liabilities Exp (3/13/15)	090011	3/13/2015	\$9,506.11
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp (3/27/15)	090014	3/27/2015	\$9,392.06
SUNLINE TRANSIT AGENCY	Operating Exp (Jan 2015)	090009	3/13/2015	\$6,055.65
RUTAN & TUCKER, LLP	Legal fees (Feb 2015)	090013	3/27/2015	\$1,756.50

<b>Total of Checks Over \$1,000</b>	<b>\$26,710.32</b>
<b>Total of Checks Under \$1,000</b>	<b>\$698.95</b>
<b>Total of All Checks for the Month</b>	<b>\$27,409.27</b>
<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$33,907.09</b>

SunLine Regulatory Agency  
Budget Variance Report  
March 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	28,027	27,083	944	214,615	243,750	(29,135)
Revenue Fines	5,000	600	417	183	7,750	3,750	4,000
Vehicle Inspection Revenue	17,000	2,450	1,417	1,033	19,250	12,750	6,500
New Driver Permit Revenue	6,000	560	500	60	6,340	4,500	1,840
Driver Transfer Revenue	1,620	120	135	(15)	1,880	1,215	665
Driver Renewal Revenue	9,200	800	767	33	6,135	6,900	(765)
Driver Permit Reinstatement/Replacement	165	20	14	6	335	124	211
Vehicle Permit Revenue	102,000	14,750	8,500	6,250	96,366	76,500	19,866
Interest Revenue	110	4	9	(6)	29	83	(53)
Other Revenue	-	-	-	-	3,000	0	3,000
Carryover Taxi Funds	8,950	-	746	(746)	-	6,713	(6,713)
<b>Total revenue</b>	<b>475,045</b>	<b>47,331</b>	<b>39,587</b>	<b>8,489</b>	<b>355,701</b>	<b>356,284</b>	<b>(583)</b>
<b>Expenses:</b>							
Salaries and Wages	226,918	17,272	18,910	1,638	165,488	170,189	4,701
Fringe Benefits	135,624	9,201	11,302	2,101	95,072	101,718	6,646
Services	75,028	5,362	6,252	891	47,362	56,271	8,909
Supplies and Materials	10,300	298	858	560	6,519	7,725	1,206
Miscellaneous	27,175	1,718	2,265	546	17,411	20,381	2,971
<b>Total Expenses</b>	<b>475,045</b>	<b>33,851</b>	<b>39,587</b>	<b>5,736</b>	<b>331,851</b>	<b>356,284</b>	<b>24,433</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 13,479</b>			<b>\$ 23,850</b>		

## Budget Variance Analysis - SunLine Regulatory

---

### Revenue - Unfavorable

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

### Salaries and Wages - 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 repair parts are lower than projected. This can be attributed to reliability of vehicles and decreased use of vehicles.

### Miscellaneous - Favorable

- A savings in facility maintenance expenses and event expenses contribute to the favorable balance.



	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	189	62,167	329			#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	1615	484,957	300	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	APR	62,167
LOWEST TRIPS	JUL	36,397

<b>MOST VEHICLES</b>	APR	189											
<b>LEAST VEHICLES</b>	JUL	140											
<b>MOST TRIPS/VEH</b>	Mar	347											
<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	\$3.21
May 01, 2015	\$3.71
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	\$3.46

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

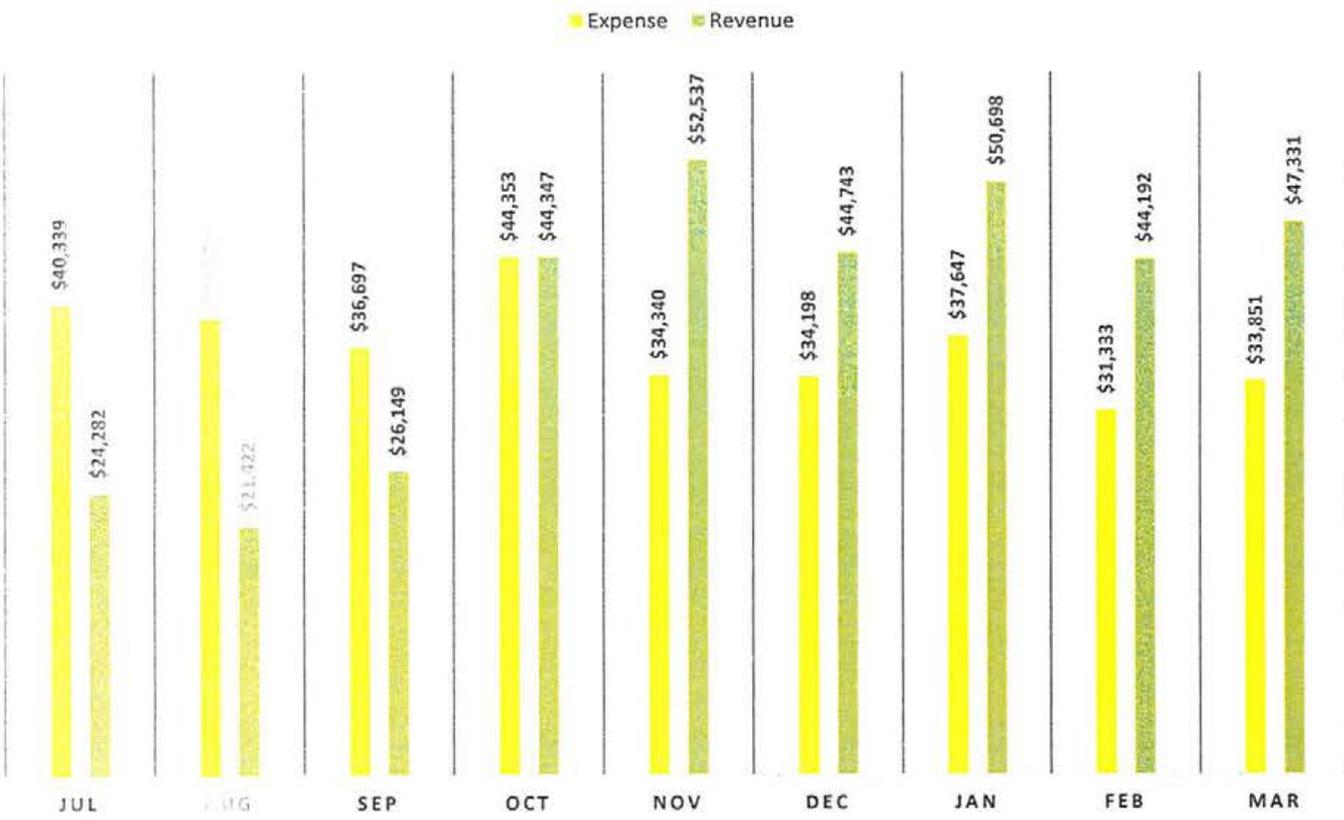
Fuel Cost Increases (Decreases)	
Per Mile Rate Increases (Decreases)	
\$0.000 to \$0.255 per gallon	
\$0.00	
\$0.256 to \$0.755 per gallon	
\$0.10	
\$0.756 to \$1.255 per gallon	
\$0.20	
\$1.256 to \$1.755 per gallon	
\$0.30	
\$1.756 to \$2.255 per gallon	
\$0.40	

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 MARCH



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

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**April 22, 2015**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, April 22, 2015 at 12:00 p.m. in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The meeting was called to order at 12:15p.m. by Vice Chairman John Benoit. Vice Chairman Benoit stated that Chairman Greg Pettis is participating via teleconference from the following location: St. Gregory Hotel & Suites, 2033 M Street, NW, Washington, DC 20036

**2. Roll Call**

Completed.

**Members Present**

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

**Members Absent**

None.

**3. Finalization of Agenda**

No changes.

**4. Presentations**

None.

**5. Public Comments**

**NON - AGENDA ITEMS:**

Duncan MacCloed, Desert Cab, addressed the Board. He stated that he is a driver for Desert Cab. He stated that Uber has descended on the Valley with no control. They do what they want; they are on their own. He asked why there is a SunLine Taxi Committee and Board. Why can't they be on their own as well? From a driver's standpoint, they watch money go down the tube. No one is doing anything about it.

Vice Chairman Benoit stated that State law does not allow the Board to take action or even discuss more than in general terms to comments made such as these.

Mayor Pro Tem Spiegel asked that an item be put on the May 27<sup>th</sup> Board meeting to discuss Uber. Vice Chairman Benoit stated yes. The Board discussed last year immediately after Stagecoach. There has not been much significant change in Sacramento. Vice Chairman Benoit stated that the world is changing and we need to deal with it. He asked that an update be provided at the next Board meeting.

Mayor Hobart asked if one of the items on the agenda, one of the subject matters, be a comparison of all rights and obligations that SunLine has as a regulator, with respect to controlling Uber. He stated that he is concerned that the Public Utilities Commission dominates the field and that we have no rights. If that is not correct, what are the particular rights that we have in respect to control.

Vice Chairman Benoit stated that he would like to see a matrix that would list various types and who has the authority. He stated that for years there was struggle with the idea that limousines were under the PUC and basically unregulated as a result. Ms. Skiver stated that Taxi Administrator, Michael Jones, will make that presentation at the next Board meeting in May.

Mayor Pro Tem Franklin stated that the Taxi Administrator sent her a link to an interesting Uber article. She asked that it be sent to the rest of the Board. Vice Chairman Benoit stated that the item be sent to the full Board.

Ms. Skiver added that during the CalACT conference, there were discussions with the regulator of San Francisco cabs, and they are petitioning the PUC to be the regulator of TNCs as the PUC does not have the framework or level of regulation necessary. She stated that this would be interesting to jurisdictions that regulate. We are the regulator of cabs; it would be an easy thing for the responsibility to be shifted as there is already a framework of ordinance regulations. Ms. Skiver stated that we will update the Board on their progress. Mayor Pro Tem Betts asked that we add into the discussion, a couple of sample trips – one via Uber, one via Taxi. He asked to provide a cost comparison. Vice Chairman Benoit asked Mr. Jones to add to the report.

#### **AGENDA ITEMS:**

None.

#### **6. Board Member Comments**

Mayor Pro Tem Spiegel stated that this afternoon, the Budweiser wagon and Dalmatian will be on El Paseo in Palm Desert. He invited the Board to come see.

#### **7. Consent Calendar**

- a) SSG/SRA checks over \$1000 issued February, 2015
- b) SSG/SRA Monthly Budget Reports February, 2014.
- c) Taxi Vehicle/Rides Analysis.
- d) Metrix

Mayor Pro Tem Spiegel moved to receive and file the consent calendar. The motion was seconded by Mayor Pro Tem Betts. The consent calendar was approved by a unanimous vote. Chairman Pettis voted 'yes' via teleconference.

8. **Approval of Minutes**

Councilmember Hutcheson moved to approve the minutes of the March 25, 2015 Board meeting. The motion was seconded by Mayor Peabody. The motion was approved by a vote of 9 yes; 1 abstention from the City of Palm Desert. Chairman Pettis voted 'yes' via teleconference.

9. **Committee Assignments**

Vice Chairman Benoit stated that the item is to be continued to the June Board meeting. Mayor Pro Tem Spiegel moved for approval. The motion was seconded by Mayor Peabody. The motion was approved by a unanimous vote. Chairman Pettis voted 'yes' via teleconference.

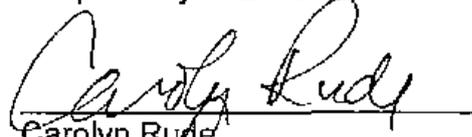
10. **Next Meeting Date**

Vice Chairman Benoit announced that the next regular meeting of the Board of Directors, if needed, will be held May 27, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

11. **Adjourn**

Vice Chairman Benoit adjourned the meeting at 12:27p.m.

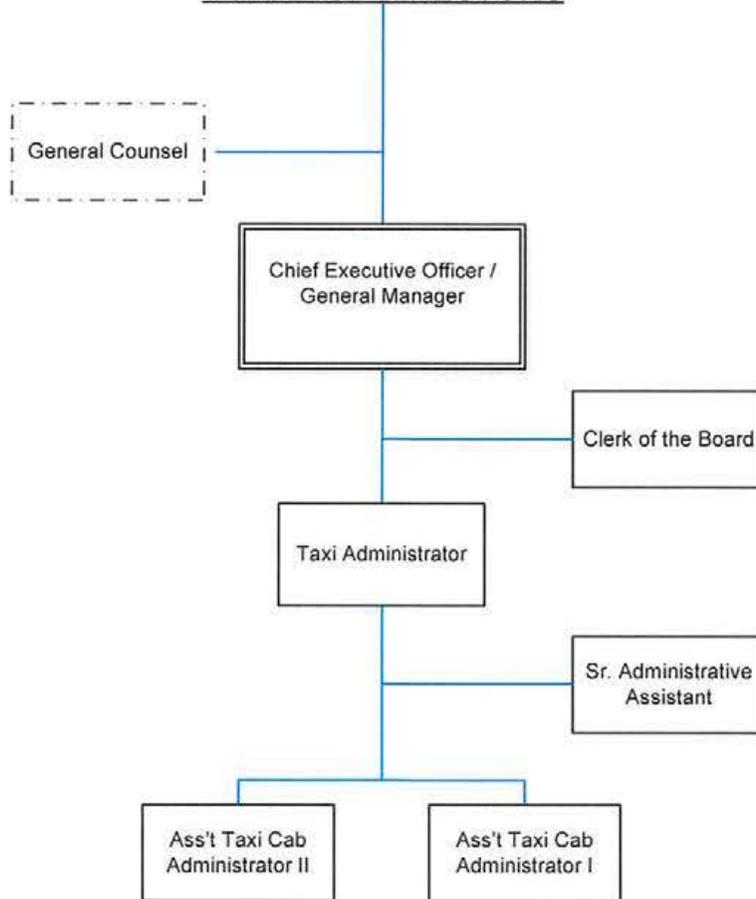
Respectfully Submitted,

  
\_\_\_\_\_  
Carolyn Rude  
Clerk of the Board



# SunLine Services Group

## BOARD OF DIRECTORS



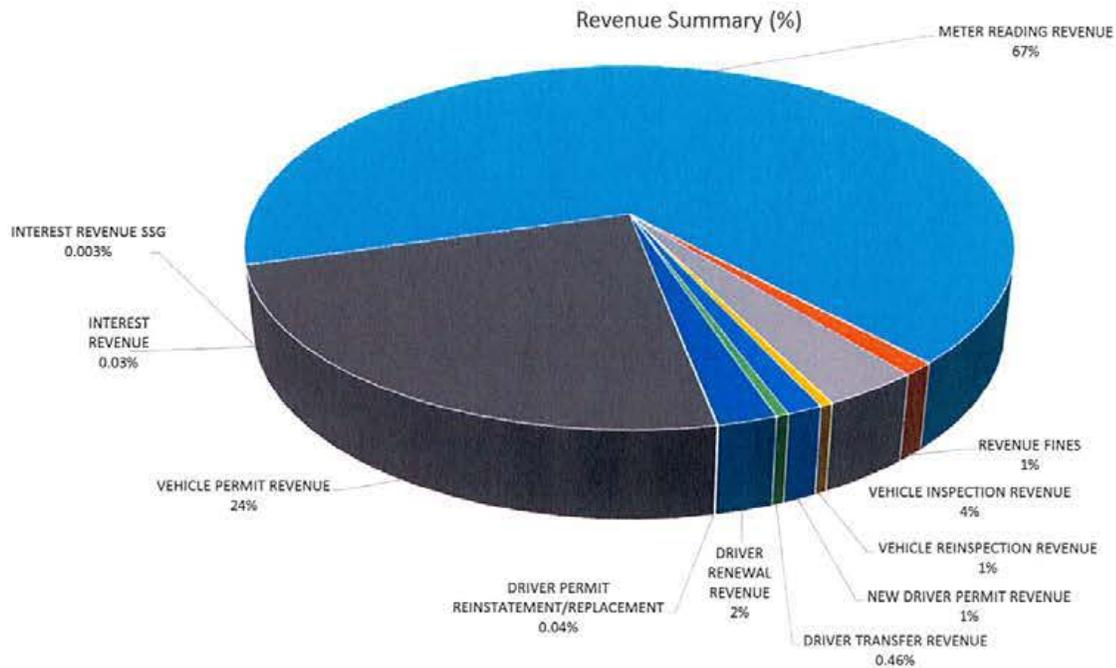
## **FUNCTIONS & RESPONSIBILITIES**

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

## **FY 16 GOALS & OBJECTIVES**

- Set up night and weekend regulatory oversight for compliance.
- Focus on customer safety issues.
- Continue to focus on implementing new technology that can reduce operating costs.
- Utilize training to improve regulatory growth.

## REVENUE SUMMARY



Sources of Funding (Operating)	FY 15 Approved Budget	FY 15 Estimates	FY 15 Variance	FY 16 Proposed Budget	FY 16 Variance
4010101100 METER READING REVENUE	325,000	286,153	(38,847)	293,286	(31,714)
4010101200 REVENUE FINES	5,000	10,333	5,333	5,000	-
4010101300 VEHICLE INSPECTION REVENUE	17,000	19,000	2,000	15,100	(1,900)
4010101400 VEHICLE REINSPECTION REVENUE	-	6,667	6,667	2,000	2,000
4010101500 NEW DRIVER PERMIT REVENUE	6,000	8,453	2,453	5,500	(500)
4010101600 DRIVER TRANSFER REVENUE	1,620	2,507	887	1,980	360
4010101700 DRIVER RENEWAL REVENUE	9,200	8,180	(1,020)	9,200	-
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	165	447	282	165	-
4010101800 VEHICLE TRANSFER REVENUE	-	-	-	-	-
4010101900 VEHICLE PERMIT REVENUE	102,000	111,552	9,552	102,600	600
4010102000 INTEREST REVENUE	110	26	(84)	110	-
4010102100 INTEREST REVENUE SSG	-	13	13	13	13
4010102200 OTHER REVENUE	8,950	4,000	(4,950)	-	(8,950)
4070301050 OPERATOR APPLICATION FEE	-	-	-	-	-
<b>Total Revenue</b>	<b>475,045</b>	<b>457,332</b>	<b>(17,713)</b>	<b>434,954</b>	<b>(40,091)</b>

**Notes:**

• The FY 15 variance reflects the difference between FY 15 estimated actuals and FY 15 approved budget. The FY 16 variance reflects the difference between FY 16 proposed budget and FY 15 approved budget.

## SUNLINE SERVICES GROUP

### EXPENSE SUMMARY

General Ledger Code	FY 13 Actuals	FY 14 Actuals	FY 15 Estimated Actuals	FY 15 Approved Budget	FY 16 Proposed Budget	Variance
5010201600 ADMIN SALARIES	148,823	174,248	182,269	189,449	167,565	(21,884)
5010700000 ALLOCATED SALARIES	41,026	37,149	34,944	37,469	-	(37,469)
5029999999 TOTAL FRINGE BENEFITS	137,467	126,375	125,990	135,624	103,827	(31,797)
5030103120 LAB & DRUG SERVICES	42	-	-	-	-	-
5030103240 BACKGROUND CHECK SERVICES	3,685	5,729	4,616	3,488	4,500	1,012
5030300005 LEGAL SERVICES - GENERAL	149,597	28,813	41,026	54,540	50,000	(4,540)
5030300010 COMPUTER/NETWORK SUPPORT	58	-	-	-	-	-
5030300015 COMPUTER SUPPLIES	-	-	-	-	3,000	3,000
5030303240 OTHER PROFESSIONAL SERVICES	25,066	2,968	1,016	5,000	5,000	-
5030303310 AUDIT SERVICES - EXTERNAL	14,500	6,500	10,000	7,000	10,000	3,000
5030500000 MAINTENANCE CONTRACTS	3,723	3,651	2,892	3,000	3,000	-
5039900006 OUTSIDE REPAIRS-TAXI	-	167	-	-	1,000	1,000
5039903800 OTHER SERVICES	742	819	267	2,000	2,000	-
5040101000 FUEL-CNG	1,451	1,264	1,338	2,400	1,301	(1,099)
5040404300 OFFICE SUPPLIES	2,943	2,591	5,249	3,400	3,400	-
5040404340 ALLOCATED OVERHEAD	679	686	1,039	-	60,729	60,729
5049900002 POSTAGE	722	689	677	500	-	(500)
5049900032 REPAIR PARTS- TAXI VEHICLES	606	982	388	4,000	4,000	-
5050200001 UTILITIES	5,211	5,462	7,058	5,500	-	(5,500)
5050200003 TRASH PICK-UP	467	506	522	600	-	(600)
5050200006 COMMUNICATIONS	3,460	3,747	3,955	4,000	-	(4,000)
5060100000 INSURANCE-PHYSICAL DAMAGE	3,766	4,174	4,189	3,800	-	(3,800)
5079900000 FUEL TAXES	16	15	16	50	20	(30)
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	525	975	700	575	575	-
5090200000 TRAVEL AND TRAINING	2,172	2,645	2,097	3,000	3,000	-
5090200001 DRIVER TRAINING/EVENTS	-	-	1,144	3,000	-	(3,000)
5090200002 MILEAGE REIMBURSEMENT	-	-	-	50	50	-
5099900001 STAFF DEVELOPMENT	54	795	1,061	1,200	3,600	2,400
5099905990 MISCELLANEOUS EXPENSE	570	1,924	2,472	5,400	1,000	(4,400)
Projected Surplus - Contingency	-	-	-	-	7,388	7,388
<b>Total Expenses</b>	<b>547,370</b>	<b>412,874</b>	<b>434,925</b>	<b>475,045</b>	<b>434,954</b>	<b>(40,091)</b>

#### Notes

• FY 16 reflects a change in accounting methodology. Overhead expenses such as utilities and allocated SunLine wages are now being expensed to a single line item as opposed to individual expenses. This change will decrease the amount of monthly journal entries and reduce the possibility of errors.

### PERSONNEL SUMMARY

FY 16 Physical Count	Classification	FY 15 Authorized FTEs	FY 16 Requested FTEs	Variance
1	Taxi Administrator	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Assistant Taxicab Administrator II	0.00	1.00	1.00
1	Assistant Taxicab Administrator I	0.00	1.00	1.00
0	Taxi Field Enforcement Officers	3.00	0.00	(3.00)
<b>4</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>4.00</b>	<b>(1.00)</b>

## Taxi Fees

Taxi fees are approved in a yearly resolution which is presented at the June board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the suggested fees for Fiscal Year 2016 used in the calculation of the proposed budget.

Fees	FY 15 Approved Fees	FY 16 Proposed Fees	Variance
Maximum Base Rate	3	3	-
Driver Permit New	70	90	20
Driver Permit Renewal	40	50	10
Driver Transfer Fee	40	50	10
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	5	5	-
Vehicle Inspection Per Vehicle Bi-Annual	50	50	-
Vehicle Re-Inspection Fee	50	50	-
Vehicle Permit - new	600	600	-
Vehicle Permit Alt Fuel/Hybrid, Ada - new	-	600	600
Vehicle Permit renewal	600	600	-
Vehicle Permit Alt Fuel, Hybrid, Ada - renewal	400	600	200
Vehicle Permits Re-Insertion	65	65	-
Appeal Fee	100	100	-

### Notes:

- For this draft budget, staff is still assessing the fee structure at the time of print. More information will be provided on the methodology for fee changes at the Taxi Committee Meeting.
- In FY15 there was a temporary reduction in vehicle permit fees for ADA and alternative fuel vehicles as an incentive to reduce carbon emissions and increase the number of ADA compliant vehicles. This incentive was not able to produce the results staff had projected. Staff is currently working on alternative ideas in order to improve the taxicab carbon footprint and ADA compliance.
- The increase for driver permits is attributed to increased costs resulting from a more comprehensive background check process. The background check action item was presented at the May 2014 board meeting.
- Initial projections of FY15 allowed for a temporary reduction of driver transfer fees from \$55 in FY14 to \$40 in FY15. Given the current state of the taxicab market, the reduction of \$15 cannot continue to be supported for FY16 and has been reduced to a \$5 reduction when compared to FY14.

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 15 Approved Budget	FY 16 Proposed Budget	Variance
5010201600 ADMIN SALARIES	189,449	167,565	(21,884)
5010700000 ALLOCATED SALARIES	37,469	-	(37,469)
5029999999 TOTAL FRINGE BENEFITS	135,624	103,827	(31,797)
Sub-total	362,542	271,392	(91,150)
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	3,488	4,500	1,012
Sub-total	3,488	4,500	1,012
5030300005 LEGAL SERVICES - GENERAL			
General counsel	54,540	50,000	(4,540)
Sub-total	54,540	50,000	(4,540)
5030300015 COMPUTER SUPPLIES			
Replacement of laptops, tablets and other electronics as needed	-	3,000	3,000
Sub-total	-	3,000	3,000
5030303240 OTHER PROFESSIONAL SERVICES			
Consulting	5,000	5,000	-
Sub-total	5,000	5,000	-
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	7,000	10,000	3,000
Sub-total	7,000	10,000	3,000
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	3,000	3,000	-
Sub-Total	3,000	3,000	-
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	-	1,000	1,000
Sub-Total	-	1,000	1,000
5039903800 OTHER SERVICES			
Board member compensation for SSG tax committees	1,200	600	(600)
Security backup or temporary help for major events	800	1,400	600
Sub-total	2,000	2,000	-
5040101000 FUEL-CNG			
Fuel for vehicles	2,400	1,301	(1,099)
Sub-total	2,400	1,301	(1,099)
5040404300 OFFICE SUPPLIES			
Office supplies	3,400	3,400	-
Sub-total	3,400	3,400	-
5040404340 ALLOCATED OVERHEAD			
Expenses owed to SunLine for costs such as allocated labor and utilities	-	60,729	60,729
Sub-total	-	60,729	60,729

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 15 Approved Budget	FY 16 Proposed Budget	Variance
<b>5049900002 POSTAGE</b>			
Postage related expenses	500	-	(500)
<b>Sub-total</b>	<b>500</b>	<b>-</b>	<b>(500)</b>
<b>5049900032 REPAIR PARTS- TAXI VEHICLES</b>			
Anticipated repair costs for aging vehicles	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>5050200001 UTILITIES</b>			
Allocated costs for utilities to operate facilities	5,500	-	(5,500)
<b>Sub-total</b>	<b>5,500</b>	<b>-</b>	<b>(5,500)</b>
<b>5050200003 TRASH PICK-UP</b>			
Allocated costs for trash services	600	-	(600)
<b>Sub-total</b>	<b>600</b>	<b>-</b>	<b>(600)</b>
<b>5050200006 COMMUNICATIONS</b>			
Allocated costs for communication related expenses	4,000	-	(4,000)
<b>Sub-total</b>	<b>4,000</b>	<b>-</b>	<b>(4,000)</b>
<b>5060100000 INSURANCE-PHYSICAL DAMAGE</b>			
Allocated costs for insurance expenses	3,800	-	(3,800)
<b>Sub-total</b>	<b>3,800</b>	<b>-</b>	<b>(3,800)</b>
<b>5079900000 FUEL TAXES</b>			
Fuel tax expenses	50	20	(30)
<b>Sub-total</b>	<b>50</b>	<b>20</b>	<b>(30)</b>
<b>5090100000 DUES, MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Annual International Association of Transportation Regulators (IATR) membership	575	575	-
<b>Sub-total</b>	<b>575</b>	<b>575</b>	<b>-</b>
<b>5090200000 TRAVEL AND TRAINING</b>			
International Association of Transportation Regulators	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5090200001 DRIVER TRAINING/EVENTS</b>			
Annual taxi rodeo	3,000	-	(3,000)
<b>Sub-total</b>	<b>3,000</b>	<b>-</b>	<b>(3,000)</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for staff	50	50	-
<b>Sub-total</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>5099900001 STAFF DEVELOPMENT</b>			
General training for staff	1,200	3,600	2,400
<b>Sub-total</b>	<b>1,200</b>	<b>3,600</b>	<b>2,400</b>
<b>5099905990 MISCELLANEOUS EXPENSE</b>			
Facility maintenance	5,400	1,000	(4,400)
<b>Sub-total</b>	<b>5,400</b>	<b>1,000</b>	<b>(4,400)</b>
<b>Total Expenses</b>	<b>475,045</b>	<b>427,566</b>	<b>(47,479)</b>

**SunLine Services Group**

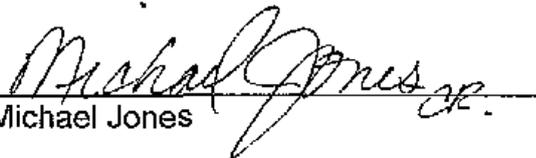
**DATE:** May 27, 2015 **INFORMATION**  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** Taxi Administrator  
**RE:** Desert City Cab Color Scheme

---

**Background**

On April 7, 2015, SunLine Regulatory Administration (SRA) received a request from Airport Taxi LLC, DBA Desert City Cab, to change the color of their existing fleet from green vehicles with black signage, to white vehicles with green signage. Staff has validated that this change is in compliance with SSG Board approved Ordinance Section 1.060 Franchise- Color Scheme.

Desert City Cab has a taxicab vehicle award of forty-five vehicles, with an additional twelve for peak season. Because of this number of taxicabs that will be replaced and/or repainted, a completion date of May 31, 2016 has been granted by SRA.

  
Michael Jones

## SunLine Services Group

**DATE:** May 27, 2015 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** Taxi Administrator  
**RE:** Regulation of Transportation Network Companies (TNCs)

---

### **Background**

At the April 22, 2015 SunLine Services Group Board meeting, the Taxi Administration Staff was directed to provide developments regarding regulation on TNCs, including the types of transportation regulated by the California Public Utility Commission (CPUC), what rights SunLine Regulatory Administration (SRA) has to regulate TNCs, and cost comparisons between Taxis and TNCs.

### **Current Recognized Transportation For Compensation**

California State law recognizes three modes of passenger transportation for compensation:

1. Taxi: A vehicle for hire with a driver used by a single passenger or small group, often a non-shared ride.
2. Charter-Party carrier services (TCP): Generally, "Chartering Party" transportation is *chartered* by a party (person or group). Usually, the chartering party is also taking the transportation, but the chartering party may also arrange the transportation on behalf of another person or group, such as an employee, a client or parents chartering a limousine for a minor son or daughter's prom night. The chartering party has control over the transportation - when and where the trip originates and ends, and the itinerary in between. Also, TCP carriers must charge fares based on vehicle mileage, or time of use, or a combination of the two and may *not* charge individual fares.
3. Passenger-Stage companies (PSC): Carriers charging individual fares are presumed to be PSC's, except for round-trip sightseeing services, a type of charter-party carrier, discussed below. PSC's provide *scheduled* service, over *fixed routes*, between *fixed termini* (points), such as regularly scheduled bus service. However, regularly scheduled bus service operated by a *publicly owned transit system* is not "passenger stage" service, and is not under CPUC jurisdiction.

The State of California delegates authority for regulation of taxicab services to cities and counties, but retains exclusive jurisdiction over Charter-Party (TCP) and Passenger-Stage Companies (PSC) by granting regulatory authority to California Public Utilities Commission (CPUC). This regulatory jurisdiction authority is pursuant to Article XII of the California Constitution and the Charter-Party Carriers' Act PU Code § 5351 et seq. Technology app companies that comprise the TNC industry do not fit cleanly into either category of TCP or PSC.

In CPUC Decision 13-09-045 on September 19, 2013 the CPUC announced jurisdiction over the TNC industry and subsequently adopted rules and regulations to ensure they do not compromise public safety.

TNC has been defined by the CPUC as an organization, whether a corporation, partnership, sole proprietor, or other form, operating in California that provides prearranged transportation services for compensation using an online-enabled application (app) or platform to connect passengers with drivers using their personal vehicles. The noted CPUC difference between TNCs and Taxis is the ability for Taxis to pick up passenger via street hail.

### **Taxi Regulation**

The SSG Board Approved Ordinance Section 1.125 "Unauthorized Taxicab Services Prohibited", provides SRA limited enforcement over the TNCs. Such oversight is as follows:

- TNCs staging at locations such as taxicab stands hotels, and businesses.
- TNCs drivers soliciting rides outside of the prearranged app.
- TNCs accepting cash rides; this would be considered a flagged ride because the app was not engaged by the passenger.

The citation imposed upon the TNCs for unauthorized taxicab services is \$5,000 per violation, or an amount sufficient to cover the reasonable expense of investigation incurred by SSG.

  
Michael Jones