



**Wednesday, June 24, 2015
12:00 Noon
New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

**Chairman Greg Pettis will participate via phone from
Marriott Hotel
350 Calle Principal
Monterey, CA 93940**

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

- | | |
|--|-------------------------|
| <ol style="list-style-type: none">1. <u>Call to Order</u>
Vice Chairman John J. Benoit2. <u>Flag Salute</u>3. <u>Roll Call</u>4. <u>Presentations</u>
Presentation on the status of the overall closeout of the Administration Building and Transit Hub Project (Rudy Le Flore)5. <u>Finalization of Agenda</u>6. <u>Correspondence</u>
None.7. <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | Receive Comments |
|--|-------------------------|

NON AGENDA ITEMS

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

AGENDA ITEMS

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

8. Board Member Comments**Receive Comments**

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

ACTION**9. Consent Calendar**

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) Minutes of the May 27, 2015 Board of Directors meeting. (Pages 1-6)
- b) Checks over \$1,000 report for April, 2015 (Pages 7-10)
- c) Credit card statement for April, 2015 (Pages 11-16)
- d) Monthly Budget Variance Report for April, 2015 (Pages 17-20)
- e) Contracts Signed in Excess of \$25,000 April, 2015 (Page 21)
- f) Ridership Report for April, 2015 (Pages 22-23)
- g) SunDial Operational Notes for April, 2015 (Page 24)
- h) Metrics (Pages 25-32)
- i) Approval of New Access Advisory Committee Member, Sarah Johnson (Page 33)

10. Election of Officers (Vice Chairman Benoit)**Approve**

Board of Directors to accept nominations and elect officers for FY 2016. (Pages 34-35)

11. Approval of Resolution Establishing New Board Committees and Dissolving Previous Committees (Legal Counsel, Robert Owen)**Approve**

Request to the Board to approve the attached Resolution establishing new Board Committees and dissolving previous committees. (Pages 36-40)

12. Approval of Resolution Revising Agency/Committee Bylaws (Legal Counsel, Robert Owen)**Approve**

Request to the Board to approve the attached Resolution revising Agency/Committee Bylaws. (Pages 41-53)

13. **Appoint New Committees (Chairman Pettis)** **Approve**
Board to nominate and approve all new committee assignments. (Pages 54-56)
14. **Compensation Change to the CEO/General Manager Contract Amendment (Legal Counsel, Robert Owen)** **Approve**
Board is requested to discuss and establish the annual salary adjustment for the CEO/General Manager and implement contract amendment. (Pages 57-59)
15. **Overview of the FY 2016 Budget (Luis Garcia)**
Overview of the budget for fiscal year 2016.
16. **Public Hearing on the Budget (Vice Chairman Benoit)** **Accept Public Comments**
Members of the public are encouraged to address the Board on issues concerning the budget. Each presentation is limited to 3 minutes.
a) Open the public hearing
b) Accept public comment
c) Close the public hearing
17. **Approval of FY16 Capital & Operating Budget (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board to approve the FY 16 Capital and Operating Budget. (Pages 60-61) ([DRAFT FY16 budget separate Attachment](#)).
18. **Approval of Short Range Transit Plan (SRTP) for FY 2016 (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board to approve the final Short Range Transit Plan for FY 2016 (Pages 62-64) ([Final SRTP is separate attachment.](#))
19. **Resolutions to Obtain Grant Funding (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board to approve the attached Resolutions. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the CEO/General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task. (Pages 65-68)
a) 5304 Funds, Federal Transit Administration
b) 5307 Funds, Federal Transit Administration
c) 5308 Funds, Federal Transit Administration
d) 5309 Funds, Federal Transit Administration
e) 5310 Funds, Federal Transit Administration
f) 5311 Funds, Federal Transit Administration
g) 5312 Funds, Federal Transit Administration
h) 5316 Funds, Federal Transit Administration
i) 5317 Funds, Federal Transit Administration
j) 5339 or CMAQ Funds

20. **Resolutions to Obtain Prop 1B Grant Funding (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board to approve the attached Resolutions. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the CEO/General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task. (Pages 69-74)
21. **Approval of Change Order to the Contract with Fuel Solutions (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to execute a change order in the amount of \$35,716 with Fuel Solutions, Inc. to cover costs for additional services to provide strategic site planning and specialty-equipment design as part of CNG-Facility upgrade project. (Pages 75-76)
22. **Approval of Contract for Agency Janitorial Services (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to execute a contract with Palm Springs Cleaning-Com, LLC for Janitorial services for one (1) year, with two single year options, subject to approval as to form by Legal Counsel. The total cost for this contract is not to exceed \$216,000. (Pages 77-79)
23. **Closure of Current Bank Accounts/Approval of New Bank Accounts (Chairman of the Finance Committee, Russell Betts)** **Approve**
Request to the Board of Directors delegate authority to the CEO/General Manager to execute a three (3) year contract with seven (7) optional one year renewals for banking services and to close out all bank accounts with Pacific Western Bank. (Pages 80-82)
24. **Approval of the Agency Records Retention Policy (Chairman of the Bylaws, Policy & Procedures Committee Bob Spiegel)** **Approve**
Request to the Board to approve the attached Records Retention Policy. (Pages 83-102)

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

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

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

- 26. Report by Legal Counsel (Legal Counsel, Bob Owen)**
Report on litigation Maribel Trejo v. SunLine Transit Agency, Case Number TS1504.
- 27. Closed Session**
- a) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.
- 28. Next Meeting Date**
July 29, 2015
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
- 29. Adjourn**



FINANCE COMMITTEE AGENDA

June 24, 2015

11:00 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 April, 2015 (Pages 1-4)
 - b) Credit card statement for April, 2015 (Pages 5-10)
 - c) Monthly Budget Variance Reports for April, 2015 (Pages 11-14)
 - d) Contracts Signed in Excess of \$25,000 April, 2015 (Page 15)
 - e) Metrics (Pages 16-23)

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

6. **Approval of FY16 Capital & Operating Budget (Luis Garcia)** **Approve**

Request to the Board to approve the FY 16 Capital and Operating Budget. (Pages 24-25) ([DRAFT FY16 budget separate Attachment](#)).
7. **Approval of Short Range Transit Plan (SRTP) for FY 2016-2018 (Beverly Barr-Ford)** **Approve**

Request to the Board to approve the final Short Range Transit Plan for FY 2016-2018 (Pages 26-28) ([Final SRTP is separate attachment.](#))

8. **Resolutions to Obtain Grant Funding (Phenvana Panpradith)**
Request to the Board to approve the attached Resolutions. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the CEO/General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task.
(Pages 29-32)
- a) 5304 Funds, Federal Transit Administration
 - b) 5307 Funds, Federal Transit Administration
 - c) 5308 Funds, Federal Transit Administration
 - d) 5309 Funds, Federal Transit Administration
 - e) 5310 Funds, Federal Transit Administration
 - f) 5311 Funds, Federal Transit Administration
 - g) 5312 Funds, Federal Transit Administration
 - h) 5316 Funds, Federal Transit Administration
 - i) 5317 Funds, Federal Transit Administration
 - j) 5339 or CMAQ Funds
9. **Resolutions to Obtain Prop 1B Grant Funding (Phenvana Panpradith)** **Approve**
Request to the Board to approve the attached Resolutions. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the CEO/General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task.
(Pages 33-39)
10. **Approval of Change Order to the Contract with Fuel Solutions (Tommy Edwards)** **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to execute a change order in the amount Not To Exceed \$36,000, with Fuel Solutions, Inc. to cover costs for additional services to provide strategic site planning and specialty-equipment design as part of CNG-Facility upgrade project. (Pages 40-41)
11. **Approval of Contract for Agency Janitorial Services (Polo Del Toro)** **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to execute a contract with Palm Springs Cleaning-Com, LLC for Janitorial services for one year, with two single year options. The total cost for this contract is not to exceed \$216,000. (Pages 42-44)
12. **Closure of Current Bank Accounts/Approval of New Bank Accounts (Al Hillis, Sr.)** **Approve**
Request to the Board of Directors delegate authority to the CEO/General Manager to execute a three (3) year contract with seven (7) optional one year renewals for banking services and to close out all bank accounts with Pacific Western Bank. (Pages 45-47)
13. **Adjourn**



**AGENDA
BYLAWS, POLICY AND PROCEDURES COMMITTEE**

**June 24, 2015
10:15 a.m.**

**Conference Room #2
SunLine Transit Agency
Thousand Palms, CA**

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

----- ACTION -----

5. **Approval of Resolution Revising Agency/Committee Bylaws** **Approve**
(Legal Counsel, Robert Owen)
Request to the Board to approve the attached Resolution revising the Agency/Committee Bylaws. (Pages 1-13)
6. **Approval of the Records Management Policy/Retention Schedule** **Approve**
(Carolyn Rude)
Request to the Board to approve the proposed Records Management Policy B-180315 and /Retention Schedule. (Pages 14-32)
7. **Adjourn**

MINUTES
SunLine Transit Agency
Board of Directors Meeting
May 27, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, May 27, 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 12:37 p.m. by Chairman Greg Pettis.

2. Roll Call

Completed.

Members Present

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Councilmember, City of Palm Springs
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

John J. Benoit, Vice Chairman, Supervisor, County of Riverside

3. Presentations

CEO/General Manager, Lauren Skiver, called SunLine driver, Victor A. Duran and Deputy COO - Transportation, Operations Administration, Mannie Thomas up to the podium. Ms. Skiver stated that Mr. Duran was recognized before the Board after the Regional Roadeo and advised the Board that he would be traveling to Texas to compete in the APTA International Roadeo. Ms. Skiver stated she is pleased to inform the Board that they got up on stage twice. There is a handful of awards given out at the roadeo banquet; SunLine was on stage twice to receive an award. Mr. Duran won the "Customer Service Challenge", which is a very difficult contest. Only a handful of the entire participant population is chosen to compete. On a stage in front of many people, they have to deal with all kinds of difficult situations. Mr. Duran won that challenge. He also won the pre-trip inspection, which is a very difficult part of the contest in which a series of rigs are put on to a bus and the operator has to go through and discover those and annotate them on a form. He had a near perfect score. Mr. Duran came in 7th place in the entire field of competitors for driving; last year he came in 10th.

Ms. Skiver stated that we have an employee that makes us proud. She wanted to extend gratitude to Mr. Duran as an employee, how he treats customers, mentors other employees and new operators and for his dedication to ridership and SunLine. Mr. Duran stated that he had a great time in Texas doing what he loves to do – drive the bus. He stated the customer service challenge – that was the first time he participated and had a lot of fun. He thanked Ms. Skiver and the Board for the opportunity. Chairman Pettis thanked Mr. Duran for representing SunLine.

4. **Finalization of Agenda**

No changes to the agenda.

5. **Correspondence**

Chairman Pettis informed the Board that there is a letter to SunLine from the FTA. Ms. Skiver stated that the letter is in reference to the PEPRA issue and Legal Counsel, Bob Owen has been instrumental in helping work through the issue. Ms. Skiver stated that we are seeing movement on the release of funds for operating and preventative maintenance that is capitalized. Ms. Skiver stated that we will continue to keep the Board updated of changes and releases.

6. **Public Comments**

Non-Agenda Items - None.

Agenda Items – None.

7. **Board Member Comments**

None.

8. **Consent Calendar**

a) Checks over \$1,000 and backup report, for March, 2015

b) Credit card statement for March, 2015

c) Monthly Budget Report March, 2015

d) Ridership Reports for March, 2015

e) SunDial Operational Notes for March, 2015

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

9. **Approval of Minutes**

Mayor Pro Tem Spiegel moved to approve the minutes of the April 22, 2015 Board meeting. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 9-0.

10. **Appointment of an Ad Hoc Committee**

Chairman Pettis appointed the following Board members to an Ad Hoc Committee to review responders to the RFP for legal counsel. They are as follows: Chairman Greg Pettis, Mayor Dana Hobart and Mayor Pro Tem Kristy

Franklin. Mayor Pro Tem Spiegel moved to approve the Ad Hoc Committee. The motion was seconded by Councilmember Hutcheson. The motion carried by a unanimous vote of 9-0.

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

Chairman of the Finance Committee, Russell Betts, addressed the Board. He stated he is reporting to the Board the recommendation of the Finance Committee on this item. He stated that the requests are for large dollar amount. He stated this is to upgrade AVAIL Technologies. Mayor Pro Tem Betts asked the CEO/General Manager to provide a summary due to the large dollar amounts. The Finance Committee does recommend approval.

Ms. Skiver stated that part of the project is real time and passenger information for our customers. Based on past survey results, our customers want the ability to see when their bus is going to be coming through their Smart Phone. They want more than just accessing Google Transit for the schedule time; they want the real time on when their buses will be arriving. This system will provide that. We will also be working on Wi-Fi on our buses as the second part of the project, which will be brought back to the Board once we establish savings in the budget due to efficiency.

The recommendations are as follows: 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 \$482,842, which includes a 5% contingency.

Mayor Pro Tem Betts moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Franklin. The motion carried by a unanimous vote of 8-0; Mayor Hernandez, City of Coachella had to leave the meeting.

12. **Trapeze/TripSpark System Customer Service Modules**

Chairman of the Finance Committee, Russell Betts, addressed the Board. He stated that Trapeze is our current provider of the system for managing routes, vehicles, drivers and schedules. This is an extension of an existing contract in the amount of \$106,094.80. This is basically a customer service module. Ms. Skiver further stated that this module will allow us to collect, track and use customer comments more effectively. It also provides a web portal for customers to provide us comments outside of our customer service hours. It gives us the opportunity to use customer comments more effectively by categorizing them and attaching them to actual lines, drivers and time of day. Ms. Skiver stated that

we have established a goal for this fiscal year and that is to concentrate on our ridership and customers. This is a tool that we enable us to do it more effectively. Currently, we collect these comments in FleetNet, which is separate and apart from our operating software. It creates a lot of extra work. It also does not allow us to see historically how a line or operator is performing. This module will allow this.

Mayor Pro Tem Betts moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Franklin. The motion carried by a unanimous vote of 8-0; Mayor Hernandez, City of Coachella had to leave the meeting.

13. Purchase of Five CNG Hondas

Chairman of the Finance Committee, Russell Betts, addressed the Board. He stated that we need five CNG vehicles, Honda Civics, purchased through the local dealership – Unicars Honda. The recommendation by the Committee was to move this item.

Mayor Pro Tem Spiegel asked if we are working with the cities for a pool consortium buy. Deputy Operations Officer, Maintenance, Polo Del Toro stated that staff is working with the maintenance divisions of each respective city. A meeting will take place to forecast over the next three to five years of what that is going to look like and build a coalition to procure vehicles similar to that as a State or County level.

Mayor Pro Tem Betts moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Franklin. The motion carried by a unanimous vote of 8-0; Mayor Hernandez, City of Coachella had to leave the meeting.

14. Approval of Pension Funding Change

Chairman of the Finance Committee, Russell Betts addressed the Board. He stated that presently the administrative fees for the pension system are paid out of the general fund, rather than the plans. This item is to recommend the Board to approve the payment of all administrative fees from the Non-Bargaining and Bargaining Pension Plans. The representative employee group has signed off with its approval. The recommendation of the Finance Committee is to approve.

Mayor Pro Tem Betts moved to approve staff recommendation. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 8-0; Mayor Hernandez, City of Coachella had to leave the meeting.

15. Construction Change Order Approval

Chairman of the Finance Committee, Russell Betts, addressed the Board. He stated that this item is a change order on the building and at the next meeting there will be a presentation providing all information to close out the project. The change order is with Doug Wall Construction. There was a discussion on the

\$600,000 under budget. Staff recommendation is for the Board of Directors 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 changes made necessary during the completion of the project.

Mayor Pro Tem Betts moved to approve staff recommendation. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 8-0; Mayor Hernandez, City of Coachella had to leave the meeting.

16. Update to the Board on FY16 Capital & Operating Budget

Chairman of the Finance Committee, Russell Betts, addressed the Board. He stated that the Committee was provided with an excellent presentation on the draft budget. The Committee spent a good deal of time going through it. Mayor Pro Tem Betts stated that everyone knows the history of the Agency in the last couple of years. He stated that progress has been made, the most significant is that the budget is being presented on time. He stated that the Finance Committee gives the stamp of approval; however, there is time between now and June 15th to see if there are any other questions. Mayor Pro Tem Betts stated the budget is a \$31.6 million budget - \$2.2 million to the good, which includes service expansions. If there are no questions, the budget will come before the full Board for adoption and approval. He further stated that staff has done an excellent job. Mayor Hobart stated that the Committee has done a commendable job putting this together.

Ms. Skiver stated that the Committee made a suggestion that staff creates some talking points for the Board on the budget – the highlights of our accomplishments. Also, in case there is any inquiry, the Board would have a set of information points about the budget. We will provide in the next 7-10 days.

17. CEO/General Manager's Report

Ms. Skiver reminded the Board and the audience that SunLine will be hosting a Disadvantage Business Enterprise Workshop on June 12th. She stated that we did reach out to all the cities and so far we have Palm Springs, La Quinta and Coachella who have committed. Ms. Skiver encouraged the Board to get their cities involved. It is a good opportunity to work with DBE and small businesses. We are getting the message out that there may be opportunities to do work with both the cities and SunLine. RTA will also be in attendance. We will also contact Supervisor Benoit. There is time to participate by sending a staff person. We have goals and DBE commitments, so this is an opportunity to participate. Vanessa Mora, our Compliance Officer, is the person to contact. Chairman Pettis asked to bring back to the Board a presentation on the DBE program. We have a staff member, Tommy Edwards, who is currently in Washington, DC. We were invited to go to Washington to help develop specifications for the procurement of alternative fuel vehicles. The group of elite transit agencies and other members are getting together for two days to develop the specifications and the protocol

for buying alternative fuel vehicles. The cost of this trip is being reimbursed by APTA. It is another way that SunLine continues to be on the forefront as a partner. When things are being done across the Country to promote alternative fuels, we are usually in the room. June is safety month. Our safety group is creating a series of events to raise awareness about employee and operations safety. We will be having a poster contest. Ms. Skiver invited to the Board to participate. There is also a cake contest. Judging will take place the morning of June 5th. Ms. Skiver invited the Board to come; we will also have a BBQ; we will send out a notice. She thanked our safety group, both on the operations side and the performance management side. We had a consultant in doing some work looking at our property. Our safety record is amazing. Some has to do with work in the cities in creating safe thoroughfares for us to operate, as well as bus shelters and cutouts. Some has to do with skill and ability of our operators and those who help train, manage and operate service. Ms. Skiver thanked all. We look to go after some safety awards in the State of California and Nationally. Chairman Pettis stated that he asked the General Manager to bring back to the Board a presentation on how we are doing on our DBE program. All of the cities make up goals and he would like to see what the results are.

At 12:55pm, Chairman Pettis announced that the Board would move into Closed Session. Legal Counsel, Bob Owen, announced the following closed session items:

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.

At 1:35pm, Legal Counsel, Bob Owen, announced the return to Open Session.

19. Report Out of Closed Session

Legal Counsel, Bob Owen, reported that the Board met in Closed Session as stated above, and there were no reportable actions taken.

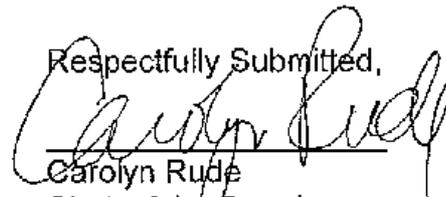
20. Next Regular Board Meeting Date

June 24, 2015
12 o'clock Noon, New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

21. Adjourn

Meeting was adjourned at 1:27p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

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

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

Vendor Name	Description	Check #	Check	Amount
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	664334	4/10/2015	\$277,356.99
GALPIN MOTORS INC.	Agency Vehicles	664326	4/10/2015	\$216,863.02
APOLLO VIDEO TECHNOLOGY	Security Camera Upgrade	664388	4/16/2015	\$174,994.75
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	664447	4/22/2015	\$173,397.41
PERMA - Insurance	Gen Lib/WC	664514	4/24/2015	\$98,011.42
U.S. BANK INSTITUTIONAL TRUST- CALSTART, INC.	Pension Deposits Contract 09-001	664382 664295	4/10/2015 4/10/2015	\$94,164.21 \$86,289.48
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664543	4/24/2015	\$80,661.99
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664380	4/10/2015	\$79,358.83
ND ELECTRICAL CONSTRUCTION, INC.	Concrete Pads Improvement	664413	4/16/2015	\$67,894.60
BP ENERGY COMPANY	CNG/	664561	4/30/2015	\$67,639.98
J. FIELDS & CLARK LEGAL GROUP	Insurance Losses	664350	4/10/2015	\$63,200.84
FTI INTERNATIONAL GROUP	Sun Fuels Equip.	664323	4/10/2015	\$40,983.03
TRANSPORTATION MANAGEMENT & SHI INTERNATIONAL CORP.	Bus Route Planning IT Supplies	664443 664373	4/16/2015 4/10/2015	\$29,781.25 \$28,847.94
<u>METLIFE SBC</u>	<u>Dental Insurance Apr 2015</u>	664503	4/24/2015	\$27,213.99
<u>METLIFE SBC</u>	<u>Dental Insurance Mar 2015</u>	664258	4/2/2015	\$27,109.50
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Shelters	664412	4/16/2015	\$26,613.30
SO CAL GAS CO.	Utilities	664430	4/16/2015	\$25,213.84
IMPERIAL IRRIGATION DIST	Utilities	664410	4/16/2015	\$21,996.85
CUMMINS PACIFIC, LLC	Bus Repair Parts	664570	4/30/2015	\$19,540.78
MICHELIN NORTH AMERICA, INC.	Tire Leasing	664504	4/24/2015	\$16,961.89
MICHELIN NORTH AMERICA, INC.	Tire Leasing	664359	4/10/2015	\$15,365.50
NEW FLYER	Bus Parts	664418	4/16/2015	\$15,325.39
CALIFORNIA CONSULTING, LLC	Consulting	664460	4/24/2015	\$15,000.00
SHI INTERNATIONAL CORP.	IT Supplies	664275	4/2/2015	\$14,073.42
RUTAN & TUCKER, LLP	Legal fees	664427	4/16/2015	\$14,012.05
CUMMINS PACIFIC, LLC	Bus Repair Parts	664308	4/10/2015	\$13,910.15
SO CAL GAS CO.	Utilities	664617	4/30/2015	\$12,116.12
STRICKLAND KENNY INC.	Lubricants & Oils	664436	4/16/2015	\$11,348.94
NEW FLYER	Bus Parts	664601	4/30/2015	\$10,692.78
RCTC	Federal JARC Funding	664272	4/2/2015	\$9,535.00
ARCADIS U.S., INC.	Construction Managing	664453	4/24/2015	\$9,170.61
ROMAINE ELECTRIC CORP.	Repair Parts	664610	4/30/2015	\$8,673.38
IMPERIAL IRRIGATION DIST	Utilities	664495	4/24/2015	\$8,625.81
NAPA AUTO PARTS	Vehicle Repair Parts	664510	4/24/2015	\$8,321.41
FUEL SOLUTIONS INC.	Engineer Services	664324	4/10/2015	\$8,161.30
TIME ACCESS SYSTEMS INC.	Key Management System	664278	4/2/2015	\$7,888.00
G & K SERVICES	Uniform service	664580	4/30/2015	\$7,479.36

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

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

Vendor Name	Description	Check #	Check	Amount
CUMMINS PACIFIC, LLC	Bus Repair Parts	664250	4/2/2015	\$6,809.69
MEDICARE	Insurance Losses	664358	4/10/2015	\$6,799.16
CREATIVE BUS SALES, INC.	Bus Repair Parts	664567	4/30/2015	\$6,493.70
SHI INTERNATIONAL CORP.	IT Supplies	664429	4/16/2015	\$6,452.30
TK SERVICES, INC.	Bus Repair Parts	664623	4/30/2015	\$6,400.22
AMERICAN CAB	Taxi Voucher Program	664451	4/24/2015	\$6,186.77
CPAC INC.COM	Software	664301	4/10/2015	\$6,099.95
STRICKLAND KENNY INC.	Lubricants & Oils	664621	4/30/2015	\$5,986.92
AMALGAMATED TRANSIT UNION	Union Dues	664287	4/10/2015	\$5,858.58
PERMA - Insurance	Gen Lib/WC	664366	4/10/2015	\$5,681.78
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	664488	4/24/2015	\$5,465.12
AMALGAMATED TRANSIT UNION	Union Dues	664450	4/24/2015	\$5,407.20
STEAMX, LLC	Repair Parts	664433	4/16/2015	\$5,372.56
NAPA AUTO PARTS	Vehicle Repair Parts	664264	4/2/2015	\$5,340.84
YELLOW CAB OF THE DESERT	Taxi Voucher Program	664551	4/24/2015	\$5,104.58
NEW FLYER	Bus Parts	664266	4/2/2015	\$4,995.87
GAS COMPANY, THE	Indio Facility Gas	664327	4/10/2015	\$4,926.23
KBM FACILITY SOLUTIONS	Janitorial Scrvs	664593	4/30/2015	\$4,925.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	664305	4/10/2015	\$4,655.49
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	664598	4/30/2015	\$4,398.40
ROMAINE ELECTRIC CORP.	Repair Parts	664426	4/16/2015	\$4,080.04
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	664347	4/10/2015	\$4,022.13
TELEPACIFIC COMMUNICATIONS	Telephone Service	664536	4/24/2015	\$3,920.26
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	664461	4/24/2015	\$3,764.06
TK SERVICES, INC.	Bus Repair Parts	664280	4/2/2015	\$3,720.64
HOME DEPOT CRD SRVS	Facility Maintenance	664343	4/10/2015	\$3,691.69
CALIFORNIA STATE DISBURSEMENT	Employce Garnishment	664294	4/10/2015	\$3,662.28
SOUTHWEST NETWORKS, INC.	Network Consultants	664431	4/16/2015	\$3,656.25
JIM'S DESERT RADIATOR	Repair Parts	664591	4/30/2015	\$3,570.60
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	664403	4/16/2015	\$3,565.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	664441	4/16/2015	\$3,452.00
SAFETY-KLEEN CORPORATION	Solvent Tank Service	664428	4/16/2015	\$3,288.23
ANNEX RIVERSIDE, INC.	Body/Paint	664452	4/24/2015	\$3,017.31
VERIZON WIRELESS	Wireless Cell Service	664445	4/16/2015	\$2,955.23
<u>EYE MED</u>	<u>Employee Benefits</u>	664477	4/24/2015	\$2,884.47
HOME DEPOT CRD SRVS	Facility Maintenance	664589	4/30/2015	\$2,863.33
PATRICK M. BRASSII.	Hydrogen Maintenance	664607	4/30/2015	\$2,800.00
TIME WARNER CABLE	Utilities	664376	4/10/2015	\$2,610.52
ELLSWORTH TRUCK & AUTO	Repair Parts	664252	4/2/2015	\$2,495.74
ALLIEDBARTON SECURITY SERVICES	Security Services	664555	4/30/2015	\$2,484.72

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

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

Vendor Name	Description	Check #	Check	Amount
CREATIVE BUS SALES, INC.	Bus Repair Parts	664249	4/2/2015	\$2,453.02
FIESTA FORD, INC.	Repair Parts/Support	664578	4/30/2015	\$2,442.70
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	664356	4/10/2015	\$2,383.26
RBF / MICHAEL BAKER CORP	Solar Panel Project	664368	4/10/2015	\$2,350.51
CARQUEST OF THE DESERT	Repair Parts	664396	4/16/2015	\$2,329.00
BURRTEC WASTE & RECYCLING	Facility Trash Removal	664391	4/16/2015	\$2,322.01
TK SERVICES, INC.	Bus Repair Parts	664438	4/16/2015	\$2,274.67
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	664444	4/16/2015	\$2,269.93
PATRICK M. BRASSIL	Hydrogen Maintenance	664365	4/10/2015	\$2,240.00
PAUL ASSOCIATES	Printing	664269	4/2/2015	\$2,214.03
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	664596	4/30/2015	\$2,207.52
DESERT CITY CAB	Taxi Voucher Program	664470	4/24/2015	\$2,164.90
FIESTA FORD, INC.	Repair Parts/Support	664319	4/10/2015	\$2,093.97
TOPS N BARRICADES, INC.	Bus Stops & Zones Supplies	664624	4/30/2015	\$2,049.46
PETERSON HYDRAULICS, INC.	Security Equipment	664423	4/16/2015	\$2,004.90
F.B.C. ELECTRIC, INC.	Electrical Services	664478	4/24/2015	\$1,996.00
OFFICE DEPOT	Office Supplies	664363	4/10/2015	\$1,875.27
MAGALDI & MAGALDI, INC.	Repair Parts	664594	4/30/2015	\$1,870.90
FLEET-NET CORPORATION	Software & Licenses	664320	4/10/2015	\$1,860.00
OFFICE DEPOT	Office Supplies	664604	4/30/2015	\$1,847.71
GRAVES & KING LLP	Insurance Losses	664331	4/10/2015	\$1,701.54
OFFICE DEPOT	Office Supplies	664268	4/2/2015	\$1,696.16
ST. BOARD OF EQUALIZATION	Use Tax 99-246185	664619	4/30/2015	\$1,695.00
PHOTOMATION PHOTO LAB	Fuel Cell Bus	664270	4/2/2015	\$1,634.20
IDW LLC	Security Equipment	664344	4/10/2015	\$1,550.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	664626	4/30/2015	\$1,508.00
AMERICAN SEATING COMPANY	Seats and Inserts	664556	4/30/2015	\$1,486.57
RBF / MICHAEL BAKER CORP	Solar Panel Project	664519	4/24/2015	\$1,440.79
TOXGUARD FLUID	Coolant Recycling	664625	4/30/2015	\$1,405.55
PAUL ASSOCIATES	Printing	664422	4/16/2015	\$1,386.37
BILSWORTH TRUCK & AUTO	Repair Parts	664573	4/30/2015	\$1,380.76
MSC INDUSTRIAL SUPPLY CO	Maintenance Equipment	664597	4/30/2015	\$1,379.35
IDW LLC	Security Equipment	664493	4/24/2015	\$1,341.00
PDC MACHINES, INC	Sun Fuel Parts	664513	4/24/2015	\$1,339.59
CAL-TEST DRUG TESTING	D&A Onsite Testing	664462	4/24/2015	\$1,337.40
GRAINGER	Facility Maintenance	664330	4/10/2015	\$1,294.36
GRAINGER	Facility Maintenance	664407	4/16/2015	\$1,275.39
TOPS N BARRICADES, INC.	Bus Stops & Zones Supplies	664439	4/16/2015	\$1,269.43
GEORGE BRAZIL SERVICES	Plumbing Service	664406	4/16/2015	\$1,251.81

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

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Vendor Name	Description	Check #	Check	Amount
ALLIEDBARTON SECURITY SERVICES	Security Services	664286	4/10/2015	\$1,242.36
ALLIEDBARTON SECURITY SERVICES	Security Services	664387	4/16/2015	\$1,242.36
ALLIEDBARTON SECURITY SERVICES	Security Services	664449	4/24/2015	\$1,242.36
COMSERCO, INC.	Radio and Bumper	664399	4/16/2015	\$1,240.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	664374	4/10/2015	\$1,240.00
DS AIR	Agency Supplies	664314	4/10/2015	\$1,208.52
GRAINGER	Facility Maintenance	664583	4/30/2015	\$1,157.27
MAGALDI & MAGALDI, INC.	Repair Parts	664354	4/10/2015	\$1,155.54
ANALYSTS, INC.	Oil Sample Jars	664557	4/30/2015	\$1,150.88
AT BATTERY COMPANY, INC.	IT Supplies	664559	4/30/2015	\$1,143.94
ROMAINE ELECTRIC CORP.	Repair Parts	664274	4/2/2015	\$1,133.91
CDW GOVERNMENT, INC	Software/Hardware	664296	4/10/2015	\$1,133.15
DESERT ALARM, INC.	Security Services	664310	4/10/2015	\$1,120.00
GENFARE	Farebox	664328	4/10/2015	\$1,097.37
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	664394	4/16/2015	\$1,088.53
R. LAGUNA & E. MORENO	Insurance Losses	664520	4/24/2015	\$1,069.47
TOTALFUNDS BY HASLER	Postage Supplies	664440	4/16/2015	\$1,066.52
TRAPEZE SOFTWAREGROUP, INC.	Software & Licenses	664378	4/10/2015	\$1,004.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	664468	4/24/2015	\$1,003.94
Total of Checks Over \$1,000				\$2,206,023.12
Total of Checks Under \$1,000				\$54,596.90
Total of All Checks for the Month				\$2,260,620.02
Total Amount of Checks Prior Years Same Month				\$2,984,730.56



April 2015 Statement

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Open Date: 03/21/2015 Closing Date: 04/20/2015

Visa® Business Card
SUNLINE TRANSIT

Account

Cardmember Service ☎ 1-866-552-8855
BUS 30 ELN 12

New Balance	\$9,262.55
Minimum Payment Due	\$93.00
Payment Due Date	05/17/2015

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Activity Summary

Previous Balance	+	\$13,694.14
Payments	-	\$13,130.77CR
Other Credits	-	\$613.37CR
Purchases	+	\$9,312.55
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$9,262.55
Past Due		\$0.00
Minimum Payment Due		\$93.00
Credit Line		\$43,000.00
Available Credit		\$33,737.45
Days in Billing Period		31

Payment Options:



Mail payment coupon with a check.



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000543533

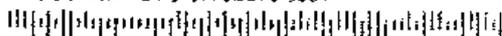


24-Hour Cardmember Service: 1-866-552-8855

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

000050061 1 AB 0.105 000828307473911 P

SUNLINE TRANSIT
CENTRAL BILL
32505 HARRY OLIVER TEL
THOUSAND PLMS CA 92276-0501



Automatic Payment

Account Number:

Your new full balance of \$9,262.55 will be automatically deducted from your account on 05/14/15.



April 2015 Statement 03/21/2015 - 04/20/2015

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SUNLINE TRANSIT

Cardmember Service 1-866-552-8855

Important Messages

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

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

Your payment of \$9262.55 will be automatically deducted from your bank account on 05/14/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions		SKIVER, LAURA L		Credit Limit	\$40000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
03/23	03/21	7896	OWW*ORBITZ.COM 888-656-4546 IL MERCHANDISE/SERVICE RETURN	\$6.99CR	_____
03/25	03/20	1714	UNITED 0167616111428 800-932-2732 TX MERCHANDISE/SERVICE RETURN FRIEND/JOSEPH 05/09/15 PALMSPRINGS TO DENVER DENVER TO ORLANDO FLA ORLANDO FLA TO DENVER DENVER TO PALMSPRINGS	\$556.38CR	_____
04/20	04/16	7919	TENAYA LODGING FISH CAMP CA MERCHANDISE/SERVICE RETURN	\$50.00CR	_____
Purchases and Other Debits					
03/23	03/20	3664	USAIRWAYS03/7616104602 CHICAGO IL GARCIAMITCHELL 05/09/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO ORLANDO FLA ORLANDO FLA TO DALLAS DALLAS TO PALMSPRINGS	\$423.20	_____
03/23	03/20	1223	UNITED 0167616111428 800-932-2732 TX FRIEND/JOSEPH 05/09/15 PALMSPRINGS TO DENVER DENVER TO ORLANDO FLA ORLANDO FLA TO DENVER DENVER TO PALMSPRINGS	\$556.38	_____
03/23	03/21	4611	OWW*ORBITZ.COM 888-656-4546 IL	\$6.99	_____
03/23	03/20	2344	TRAP7EGRP 480-627-8400 AZ	\$250.00	_____
03/23	03/20	4062	TRAP7EGRP 480-627-8400 AZ	\$950.00	_____
03/25	03/23	3009	UNITED 0167616353112 800-932-2732 TX FRIEND/JOSEPH 05/10/15 PALMSPRINGS TO DENVER DENVER TO ORLANDO FLA ORLANDO FLA TO PHOENIX ARIZ	\$569.20	_____



April 2015 Statement 03/21/2015 - 04/20/2015
 SUNLINE TRANSIT

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Cardmember Service ☎ 1-866-552-8855

Transactions		SKIVER, LAURA L		Credit Limit \$40000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			PHOENIX ARIZ TO PALMSPRINGS		
03/25	03/24	1009	EL RANCHITO TACO SHOP PALM DESERT CA	\$278.32	_____
03/25	03/24	9997	APTA HOUSING OFFICE FALLS CHURCH VA	\$388.70	_____
03/25	03/24	3293	OWW*ORBITZ.COM 888-658-4546 IL	\$6.99	_____
03/26	03/24	6157	ORIENTAL TRADING CO 800-228-0475 NE	\$177.76	_____
03/26	03/25	1546	SIERRA AUTOCARS MONROVIA CA	\$638.44	_____
03/27	03/25	4701	HERTZ RENT-A-CAR DUARTE CA	\$604.79	_____
03/27	03/26	9570	APTA HOUSING OFFICE FALLS CHURCH VA	\$227.70	_____
03/30	03/26	9153	USAIRWAYS0377616716115 CHICAGO IL DURAN/VICTOR 04/30/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO DALLAS DALLAS TO DENVER DENVER TO PHOENIX ARIZ	\$342.65	_____
03/30	03/26	1641	UNITED 0162929579830 800-932-2732 TX THOMASJR /CHA 10/11/14 ONTARIO CAL TO HOUSTON HOUSTON TO ONTARIO CAL	\$200.00	_____
04/02	04/01	8546	AMERICAN PUBLIC TRANS 202-4964800 DC	\$195.00	_____
04/02	04/01	8652	AMERICAN PUBLIC TRANS 202-4964800 DC	\$75.00	_____
04/09	04/07	1991	HOLIDAY INN CAPITAL PL SACRAMENTO CA	\$18.00	_____
04/09	04/07	4131	ARCO AM/PM SACRAMENTO CA	\$20.76	_____
04/10	04/08	8422	TRIBUNE TAVERN OAKLAND CA	\$99.00	_____
04/20	04/17	8272	DELTA AIR0067618966802 BELLEVUE WA SKIVER/LAURA L 05/02/15 LOS ANGELES TO DALLAS DALLAS TO LOS ANGELES	\$238.20	_____
04/20	04/17	5449	SMITH SYSTEM D.I.I. IN 800-7777648 TX	\$865.00	_____
04/20	04/16	7120	TENAYA LODGING FISH CAMP CA	\$709.56	_____
04/20	04/16	7138	TENAYA LODGING FISH CAMP CA	\$709.56	_____
04/20	04/17	1213	APTA HOUSING OFFICE FALLS CHURCH VA	\$263.35	_____
			Total for Account	\$8,699.18	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Payments and Other Credits		
04/14	04/14		PAYMENT THANK YOU	\$13,130.77cr	_____
			Total for Account 4799 5100 5089 3920	\$13,130.77cr	



April 2015 Statement 03/21/2015 - 04/20/2015

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SUNLINE TRANSIT

Cardmember Service 1-866-552-8855

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

Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$0,262.55	\$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: 1-866-352-6466
 Fax: 1-866-207-9053

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

Mail payment coupon with a check
 Cardmember Service
 P.O. Box 700-02
 St. Louis, MO 63178-0408

Online
myaccountaccess.com

End of Statement

SUNLINE TRANSIT

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.

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

Lauren Skiver – Detail

03/20/15	US Airways	Trapeze User Conference-airfare-Connie Mitchell, Jr. Analyst, Planning	\$	423.20
03/20/15	United Airlines	Trapeze User Conf.-airfare-Joseph Friend-IT Administrator (Returned-see credit below)	\$	556.38
03/21/15	Orbitz	Orbitz service fee	\$	6.99
03/23/15	Trapeze Group	Trapeze User Conf.-Conf. Fee-Connie Mitchell, Jr. Analyst, Planning	\$	850.00
03/23/15	Trapeze Group	Trapeze User Conf.-Conf. Fee-Joseph Friend, IT Administrator	\$	850.00
03/25/15	United Airlines	Trapeze User Conf.-airfare-Joseph Friend-IT Administrator	\$	569.20
03/24/15	El Ranchito Tacos	Board meeting lunch – March 25, 2015.	\$	278.32
03/24/15	APTA Housing	APTA International Rodeo-Fort worth, TX-one night deposit-hotel-2 room; Mannie Thomas, Deputy Chief Operations Officer; Victor Duran Jr., Operator	\$	388.70
03/24/15	Orbitz	Orbitz service fee	\$	6.99
03/24/15	Oriental Trading Co.	Regional rodeo held at SunLine-decorations/table clothes	\$	177.76
03/25/15	Sierra Autocars	Repairs to the CEO/General Manager vehicles – Tahoe	\$	638.44
03/25/15	Hertz Rent-a-car	Rental car for CEO/G.M. while Tahoe in for repair	\$	604.79
03/26/15	APTA Housing	APTA Bus & Paratransit Conf.-hotel deposit – one night; Tommy Edwards, Deputy Chief Performance Officer	\$	227.70
03/26/15	US Airways	APTA International Rodeo - Airfare - Victor Duran Jr., - Operator	\$	342.65
03/26/15	United Airlines	APTA International Rodeo -Airfare – Mannie Thomas, Deputy COO (credit from previous cancelled flight offset the airline fee)	\$	200.00
04/01/15	APTA	APTA International Rodeo – Registration – Mannie Thomas, Deputy COO	\$	195.00
04/01/15	APTA	APTA International Rodeo – Registration – Victor Duran, Jr., Operator	\$	75.00
04/07/15	Holiday Inn	Parking fee – Sacramento – CARB & AC Transit visit) Lauren Skiver, CEO/General Manager	\$	18.00
04/07/15	Arco AM/PM	Fuel – Sacramento - CARB & AC Transit visit; Lauren Skiver, CEO/General Manager	\$	20.76
04/08/15	Tribune Tavern	Lunch – AC Transit visit – Lauren Skiver, CEO/General Manager	\$	99.00
04/17/15	Delta Airlines	APTA Bus & Paratransit Conf.-Rodeo-Airfare – Lauren Skiver, CEO/General Manager	\$	236.20
04/17/15	Smith System	Smith System Training – Trainer course for driver safety; Victor Duran, Training Supervisor	\$	865.00
04/16/15	Tenaya Lodging	CalAct Spring Conference-hotel-three nights-Lauren Skiver, CEO/General Mgr.	\$	709.56

04/16/15	Tenaya Lodging	CalAct Springs Conf.-hotel-three nights-Beverly Barr-Ford, Deputy Chief Administration officer.	\$	709.56
04/17/15	APTA Housing	APTA Bus & Paratransit Conf.- hotel-deposit-Lauren Skiver, CEO/General Mgr.	\$	263.35
		Total Amount	\$	8,699.18
Credits:				
03/21/15	Orbitz	Merchandise return-Joseph Friend airline fee		6.99 CR
03/20/15	United Airlines -	Merchandise return-Joseph Friend-airline charges-Trapeze User Conf.		556.38 CR
04/16/15	Tenaya Lodging	Merchandise service return-CTA Conference	\$	50.00 CR
03/16/15	Payment		\$	13,130.77 CR

SunLine Transit Agency
Budget Variance Report
April 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,650,635	290,809	304,220	(13,411)	2,807,082	3,042,196	(235,114)
Other Revenue	1,270,670	196,116	105,889	90,227	2,286,948	1,058,892	1,228,057
Total Operating Revenue	4,921,305	486,925	410,109	76,816	5,094,030	4,101,088	992,943
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	720,775	681,187	(39,588)	6,360,627	6,811,870	451,243
Operator & Mechanic Overtime	795,920	60,128	66,327	6,199	782,529	663,267	(119,262)
Administration Salaries & Wages	3,897,652	380,469	324,804	(55,665)	3,216,703	3,248,043	31,341
Administration Overtime	15,770	687	1,314	627	12,904	13,142	237
Fringe Benefits	7,063,352	691,463	588,613	(102,851)	5,858,096	5,886,127	28,031
Communications	114,380	9,405	9,532	127	93,673	95,317	1,644
Legal Services - General	195,460	10,321	16,288	5,968	86,892	162,883	75,991
Computer/Network Software Agreement	268,581	26,205	22,382	(3,823)	231,562	223,818	(7,745)
Uniforms	79,100	7,175	6,592	(583)	68,453	65,917	(2,536)
Contracted Services	423,620	32,521	35,302	2,781	322,128	353,017	30,889
Equipment Repairs	4,000	0	333	333	1,555	3,333	1,778
Security Services	70,000	5,403	5,833	430	55,198	58,333	3,135
Fuel - CNG	1,431,912	104,882	119,326	14,444	1,139,410	1,193,260	53,850
Fuel - Hydrogen	146,546	11,069	12,212	1,143	124,687	122,122	(2,565)
Tires	267,330	9,987	22,277	12,291	209,610	222,775	13,164
Office Supplies	73,893	7,304	6,158	(1,147)	47,552	61,578	14,026
Travel/Training	137,300	13,077	11,442	(1,635)	59,449	114,417	54,968
Repair Parts	840,950	126,790	70,079	(56,710)	787,188	700,792	(86,396)
Facility Maintenance	29,000	2,521	2,417	(105)	32,977	24,167	(8,811)
Electricity - CNG & Hydrogen	171,000	14,849	14,250	(599)	128,105	142,500	14,395
Natural Gas	1,333,000	107,519	111,083	3,565	1,158,710	1,110,833	(47,876)
Water	5,200	252	433	181	5,090	4,333	(756)
Insurance Losses	375,000	41,417	31,250	(10,167)	421,519	312,500	(109,019)
Insurance Premium - Property	9,919	0	827	827	8,063	8,266	202
Repair Claims	45,000	0	3,750	3,750	44,113	37,500	(6,613)
Fuel Taxes	128,800	13,871	10,733	(3,138)	123,251	107,333	(15,918)
Other Expenses	3,492,836	229,122	291,070	61,948	1,960,937	2,910,697	949,760
Self Consumed Fuel	(1,544,841)	(116,035)	(128,737)	12,702	(1,265,129)	(1,287,368)	22,238
Total Operating Expenses (Before Depreciation)	28,044,924	2,511,176	2,337,077	(174,099)	22,075,853	23,370,770	1,294,917
Operating Expenses in Excess of Operating Revenue		\$ (2,024,250)			\$ (16,981,822)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	493,943	494,931	989	4,927,429	4,949,312	21,883
State - LTF	13,506,121	1,003,058	1,125,510	122,452	11,439,606	11,255,101	(184,505)
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	8,770	306,527	297,757	328,916	3,065,270	2,736,354
Total Subsidies	23,123,619	1,505,771	1,926,968	421,198	16,695,951	19,269,683	2,573,732
Net Operating Gain (Loss) After Subsidies	\$ -	\$ (518,480)			\$ (285,872)		

SunLine Transit Agency
Budget Variance Report
April 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	19,946,938	1,853,522	1,662,245	(191,277)	16,230,859	16,622,448	391,589
Services	2,224,990	193,787	185,416	(8,371)	1,669,880	1,854,158	184,278
Fuels & Lubricants	1,706,158	128,623	142,180	13,557	1,382,523	1,421,798	39,275
Tires	267,330	9,987	22,278	12,291	209,610	222,775	13,165
Materials and Supplies	1,139,813	153,507	94,984	(58,522)	1,008,870	949,844	(59,025)
Utilities	1,752,697	141,146	146,058	4,912	1,503,080	1,460,581	(42,499)
Casualty & Liability	1,817,625	91,323	151,469	60,146	980,261	1,514,688	534,426
Taxes and Fees	128,800	13,871	10,733	(3,138)	123,251	107,333	(15,918)
Miscellaneous Expenses	605,414	41,446	50,451	9,005	232,647	504,512	271,864
Self Consumed Fuel	(1,544,841)	(116,035)	(128,737)	12,702	(1,265,129)	(1,287,368)	22,238
Total Operating Expenses (Before Depreciation)	28,044,924	2,511,176	2,337,077	(174,099)	22,075,853	23,370,770	1,294,917
Revenues:							
Passenger Revenue	3,650,635	290,809	304,220	(13,411)	2,807,082	3,042,196	(235,114)
Other Revenue	1,270,670	196,116	105,889	90,227	2,286,948	1,058,892	1,228,057
Total Operating Revenue	4,921,305	486,925	410,109	76,816	5,094,030	4,101,088	992,943
Net Operating Gain (Loss)		\$ (2,024,250)			\$ (16,981,822)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	493,943	494,931	989	4,927,429	4,949,312	21,883
State - LTF	13,506,121	1,003,058	1,125,510	122,452	11,439,606	11,255,101	(184,505)
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	8,770	306,527	297,757	328,916	3,065,270	2,736,354
Total Subsidies	23,123,619	1,505,771	1,926,968	421,198	16,695,951	19,269,683	2,573,732
Net Operating Gain (Loss) After Subsidies	\$ -	\$ (518,480)			\$ (285,872)		

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 - Favorable

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

Fringe Benefits - Favorable

- A retroactive pension contribution adjustment was made in April in accordance with actuarial evacuations effective January 1, 2015.
- Vacant positions in Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- SunLine currently has two 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 & April.

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

- The savings can be attributed to not implementing the extension of the Line 111 to Coachella.

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 April being lower than projected.

Natural Gas - Unfavorable

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

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 - Favorable

- 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.

Self Consumed Fuel - Favorable

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

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

April 2015

Vendor	Product/ Service	Need	Budgeted	Budgeted Amount	Cost	Type
S2 Sealing & Striping	Division 1 Slurry Seal & Re-striping	Preventative Maintenance. Repair slight to moderate pavement surface defects, improve skid resistance	Approved as part of FY14-15 Annual Operating Budget	\$ 623,417	\$ 28,078	Executed Agreement



SunLine Transit Agency Monthly Ridership Report April 2015

FY
2014 & 2015

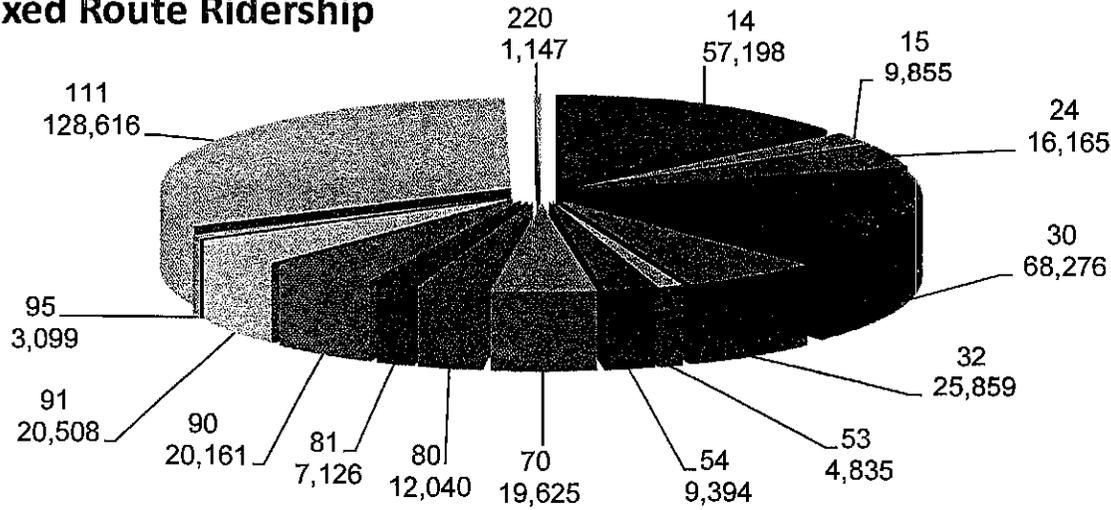
Fixed Route Line	Description	Apr 2015	Apr 2014	Mar 2015	Month Var.	% Var.	FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	57,198	57,009	58,781	189	0.3%	567,016	495,053	71,963	14.5%	1,779	17,431	401	5,127
15	DHS	9,855	10,296	9,487	(441)	-4.3%	97,873	94,396	3,477	3.7%	299	2,764	72	362
24	PS	16,165	18,316	16,153	(2,151)	-11.7%	157,728	169,996	(12,268)	-7.2%	394	3,806	283	2,276
30	CC/PS	68,276	70,130	70,017	(1,854)	-2.6%	668,349	624,088	44,261	7.1%	2,118	20,923	313	3,868
32	PD/RM/TP/CC/PS	25,859	27,435	26,830	(1,576)	-5.7%	248,344	249,320	(976)	-0.4%	1,225	11,307	198	2,159
53	PD/IW	4,835	4,850	5,268	(15)	-0.3%	48,385	49,947	(1,562)	-3.1%	171	1,525	25	287
54	Indio/LQ/IW/PD	9,394	7,785	10,106	1,609	20.7%	80,873	24,211	56,662	234.0%	391	3,317	71	583
70	LQ/BD	19,625	24,395	21,167	(4,770)	-19.6%	184,505	216,321	(31,816)	-14.7%	562	6,975	38	407
80	Indio	12,040	11,739	11,701	301	2.6%	112,700	114,702	(2,002)	-1.7%	182	2,036	138	832
81	Indio	7,126	8,486	7,655	(1,360)	-16.0%	75,030	87,145	(12,115)	-13.9%	67	1,255	77	721
90	Coachella/Indio	20,161	19,383	21,116	778	4.0%	189,747	193,033	(3,286)	-1.7%	522	5,316	124	1,119
91	I/Cch/Th/Mec/Oas	20,508	21,833	22,755	(1,325)	-6.1%	193,655	192,768	887	0.5%	498	5,024	46	488
95	I/Cch/Th/Mec/NS	3,099	2,974	3,223	125	4.2%	27,443	21,158	6,285	29.7%	131	933	4	50
111	PS to Indio	128,616	139,323	138,034	(10,707)	-7.7%	1,280,812	1,365,904	(85,092)	-6.2%	4,701	46,039	814	8,897
220	PD to Riverside	1,147	1,185	1,065	(38)	-3.2%	10,868	12,108	(1,240)	-10.2%	34	498	6	76
Fixed route total		403,904	425,139	423,358	(21,235)	-5.0%	3,943,328	3,910,150	33,178	0.8%	13,074	129,149	2,610	27,252
Demand Response														
SunDial		13,094	12,187	13,808	907	7.4%	128,539	115,267	13,272	11.5%				
System total		416,998	437,326	437,166	(20,328)	-4.6%	4,071,867	4,025,417	46,450	1.2%				
		Apr-15	Apr-14	Mar-15										
	Weekdays:	22	22	22										
	Saturdays:	4	4	4										
	Sundays:	4	4	5										
	Total Days:	30	30	31										

Please note:

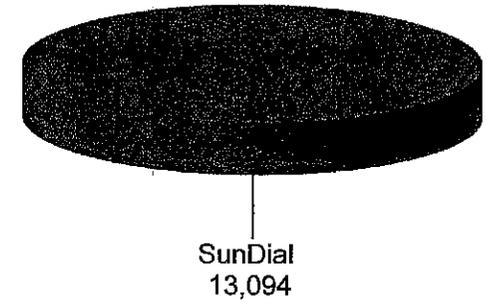
Route 54 implemented on January 6, 2014 - Weekday service only.

SunLine Transit Agency Monthly Ridership Report April - 2015

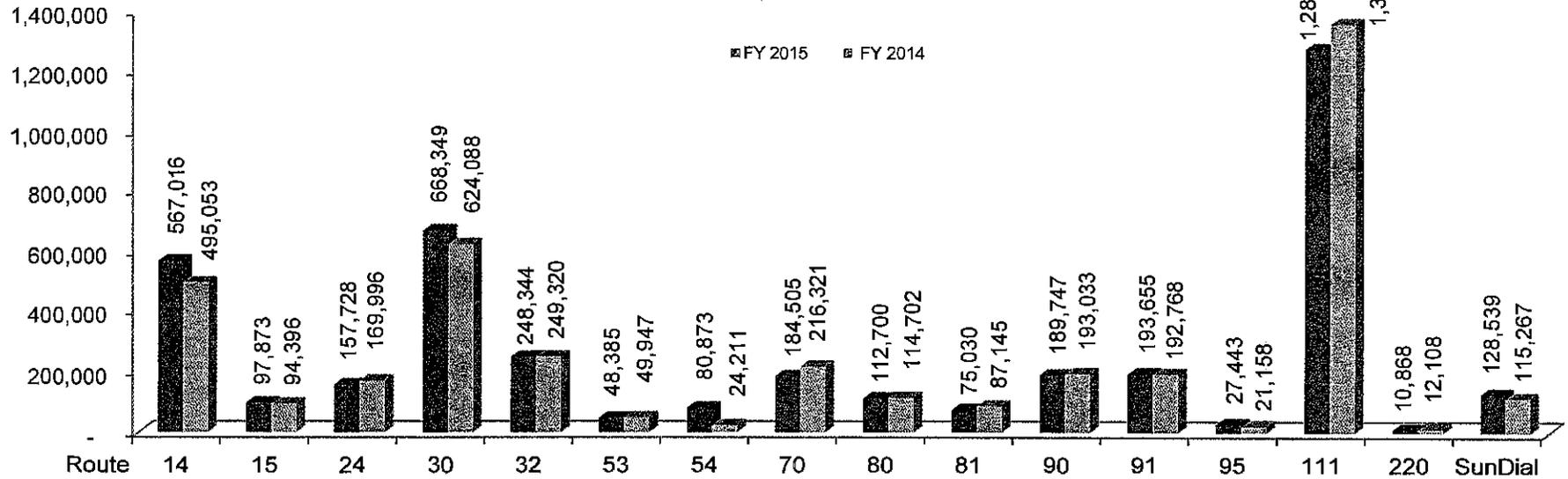
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
April 2015

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.5	93.13	Total trips carried in the on-time window
1,125	1,121	Total trips late during the month
11,096	12,724	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,187	13,094	Total passengers for the month
105,813		Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
10	4	Total Onboard Inspections
0	4	Total Safety Evaluations

5. DENIALS

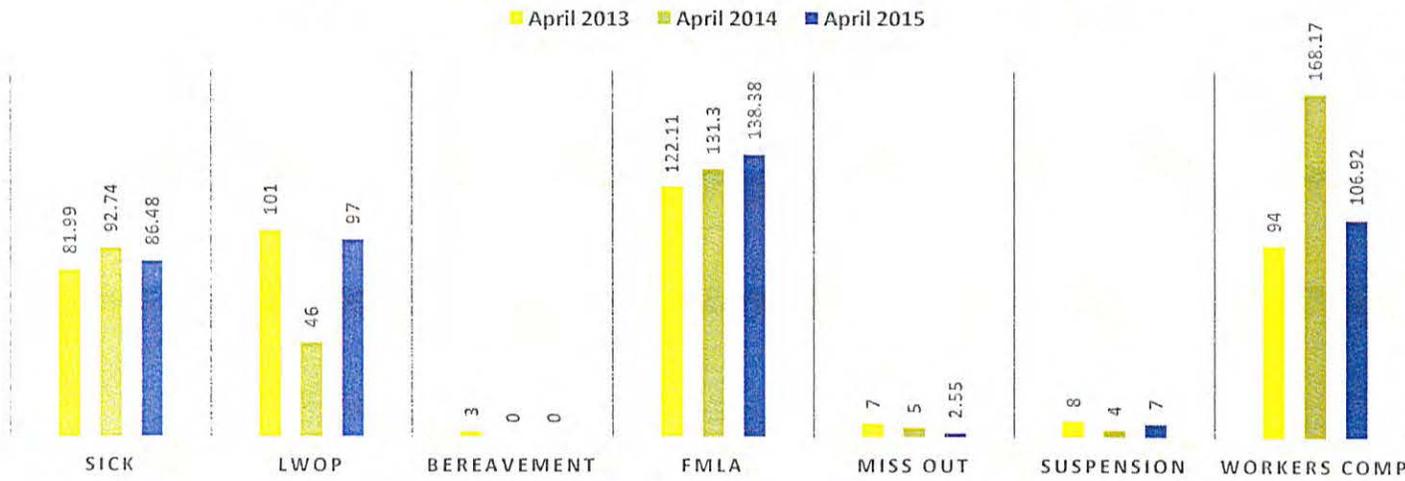
<u>Last Year</u>	<u>This Year</u>	
0		Total Denied Trips

6. WHEELCHAIR BOARDINGS

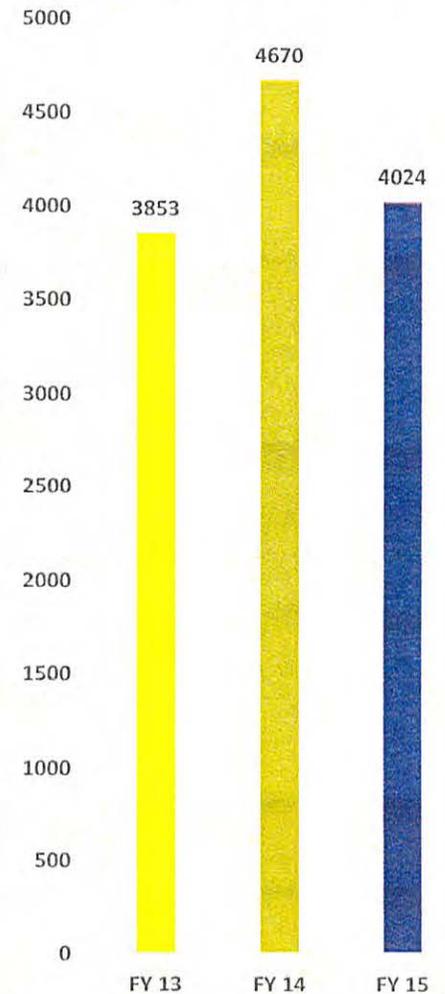
<u>Last Year</u>	<u>This Year</u>	
1,937	2,147	Total Mobility Device Boarding's

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

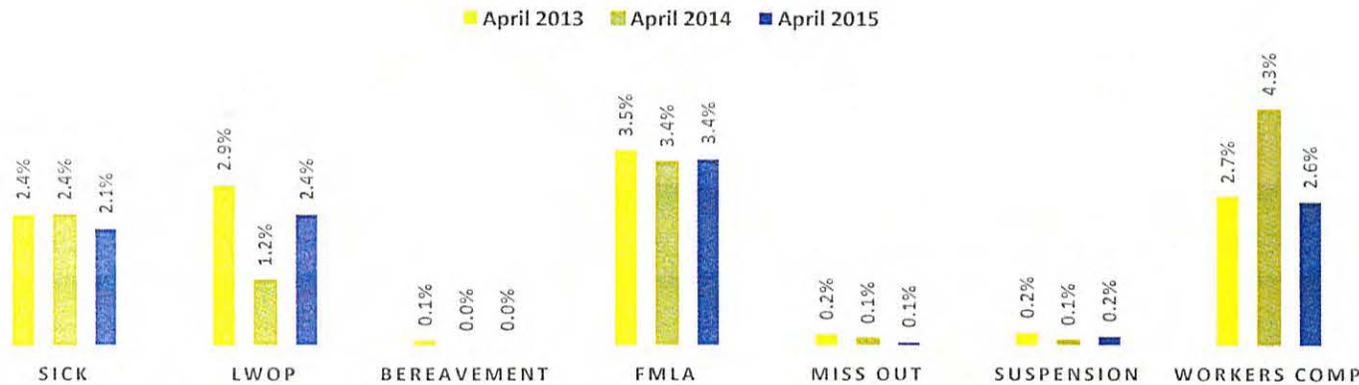
DRIVER ABSENCE OCCURRENCES - APRIL 2015



Occurrences YTD Comparison



DRIVER ABSENCE OCCURENCES BY PERCENTAGES - APRIL 2015



Four drivers out on LWOP in April 2014 & six drivers out on LWOP April 2015 - increase of 1.2%
 Suspensions increased 0.1% - 1 in April 2014 - Preventable - 3 in 2015 - preventable/attendance/miss-out (these are occurrences)
 April 2014 six Work Comp - April 2015 five Work Comp - decreased 1.7%

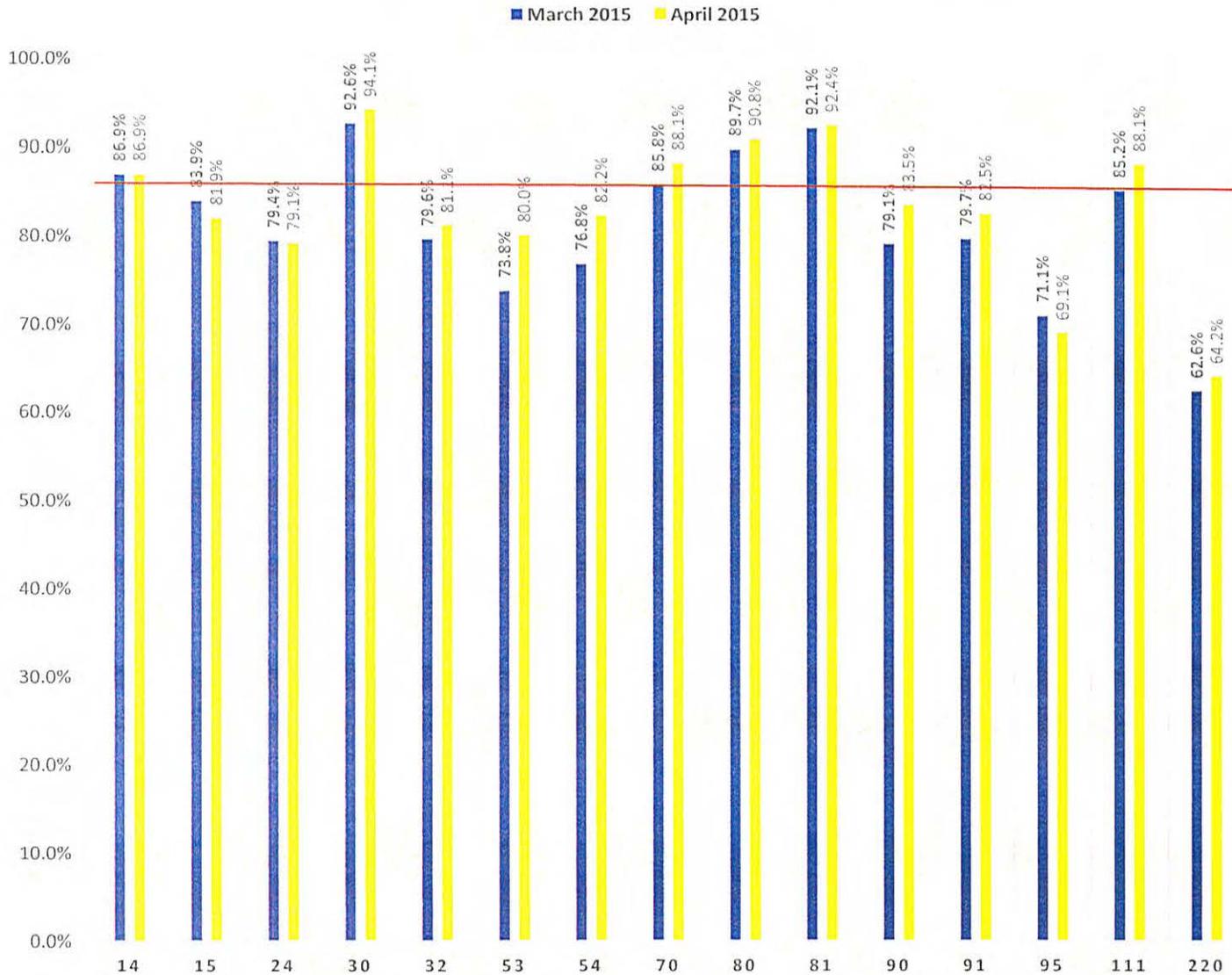
Goal: Enforce attendance policy regulary

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

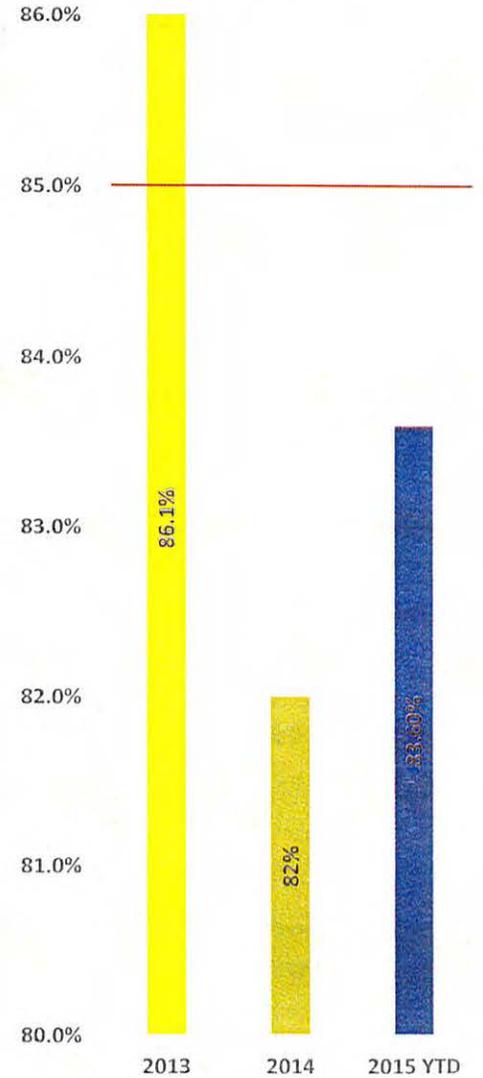
Absences include scheduled and unscheduled for both Paratransit and Fixed Route drivers. This information was gathered from Trapeze Ops Statistics and is based on occurrences in each status not hours.

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

ON TIME PERFORMANCE % BY LINE APRIL 2015



On Time Performance System Wide

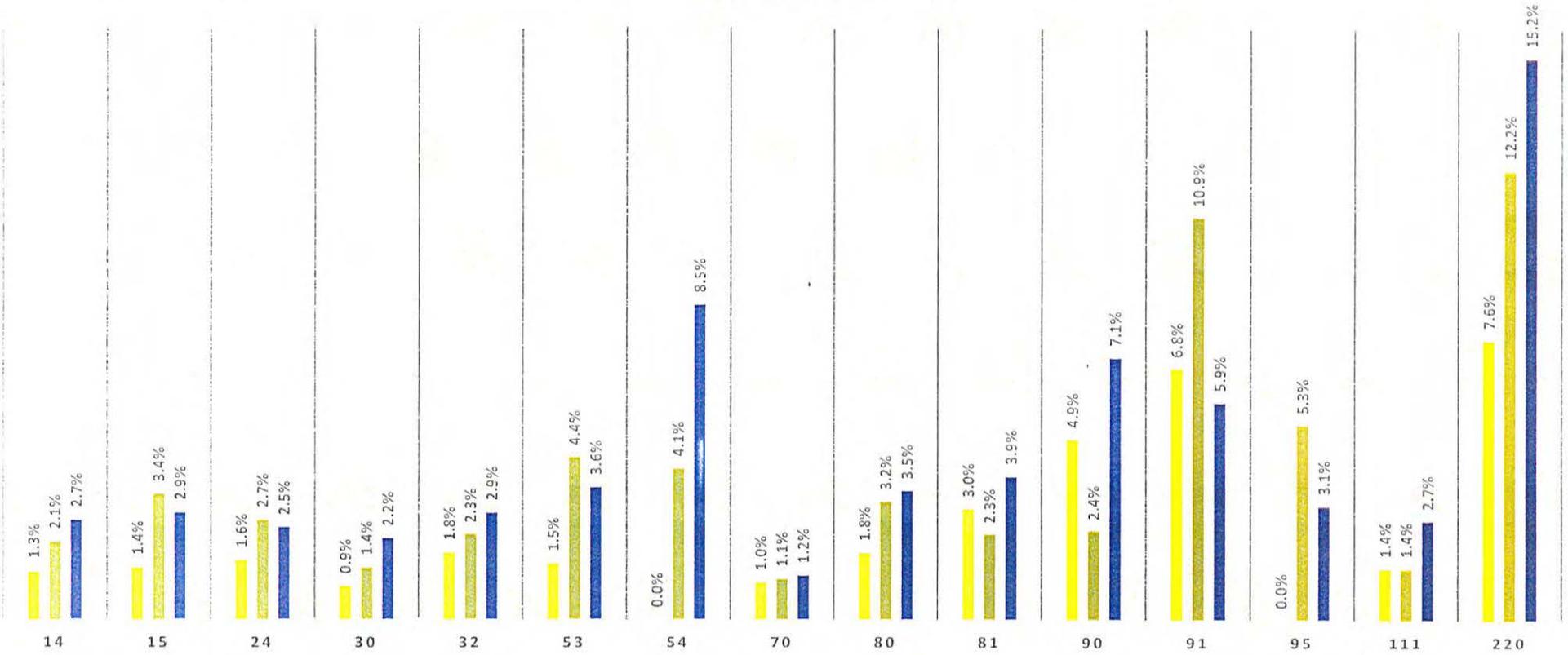


"On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

Goal: minimum target for On Time performance is 85%. As a result of monitoring On Time Performance there was improvement for April at 85.2%.

EARLY DEPARTURES - YEAR TOTALS

■ 2013 ■ 2014 ■ 2015

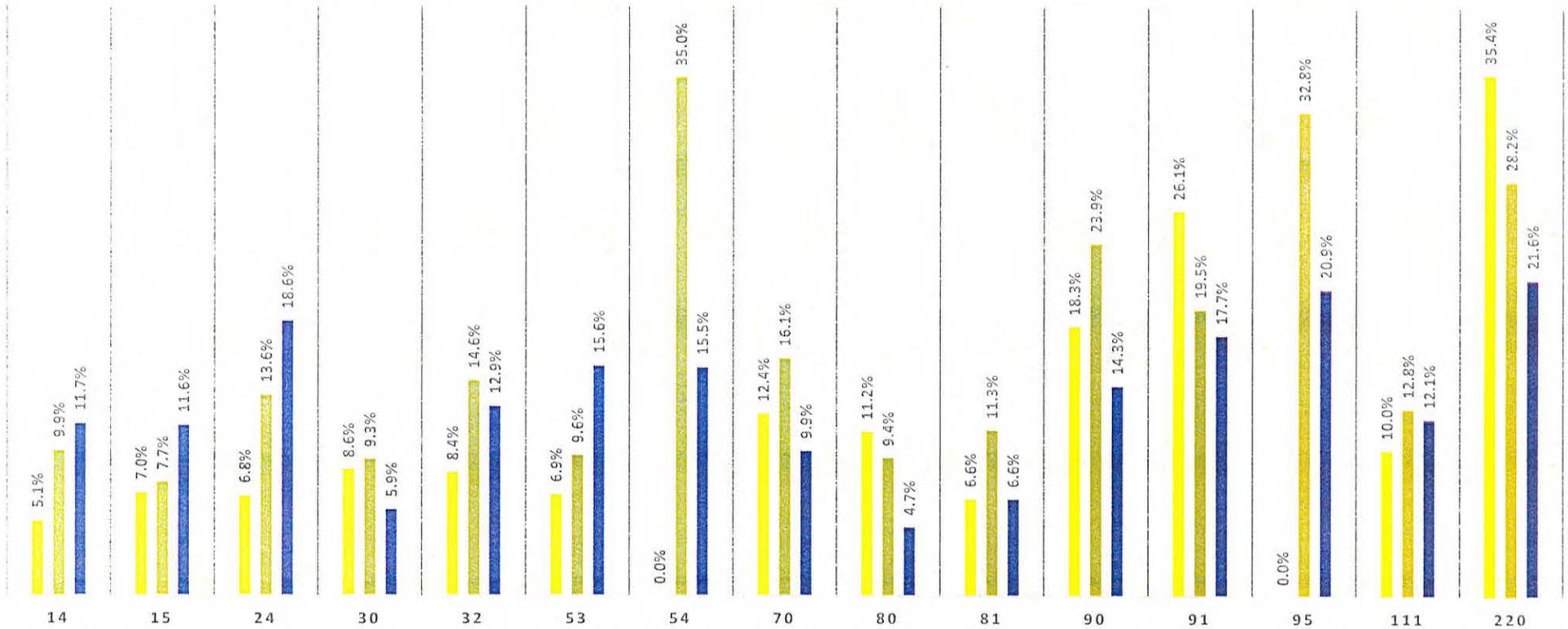


Early departure year totals is based on total number of departures.

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

LATE DEPARTURES - YEAR TOTALS

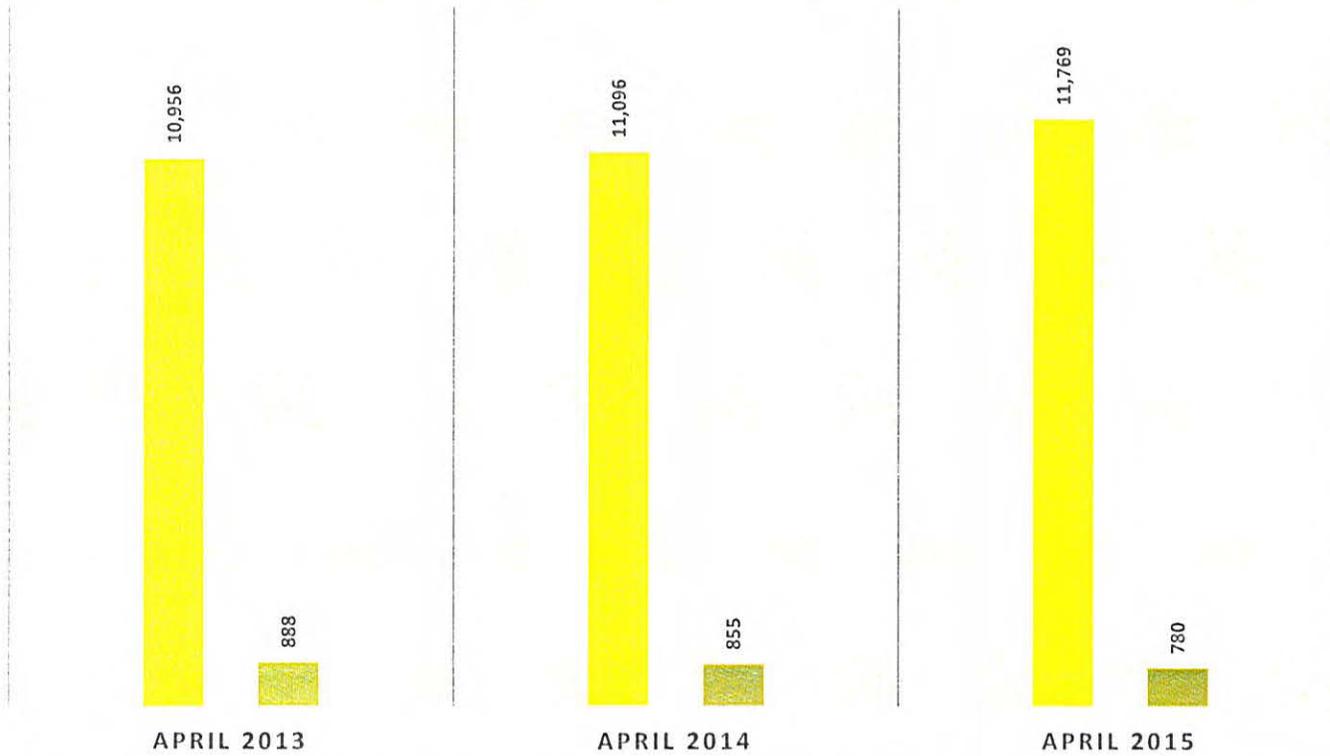
■ 2013 ■ 2014 ■ 2015



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

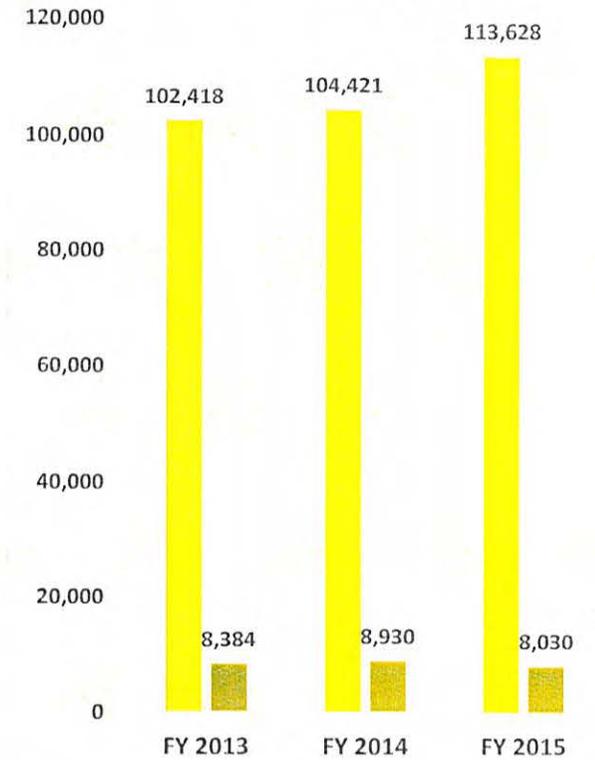
TOTAL TRIPS VS. LATE CANCELLATIONS APRIL

■ Total Trips ■ Late Cancellations



Total Trips vs. Late Cancellations Comparison

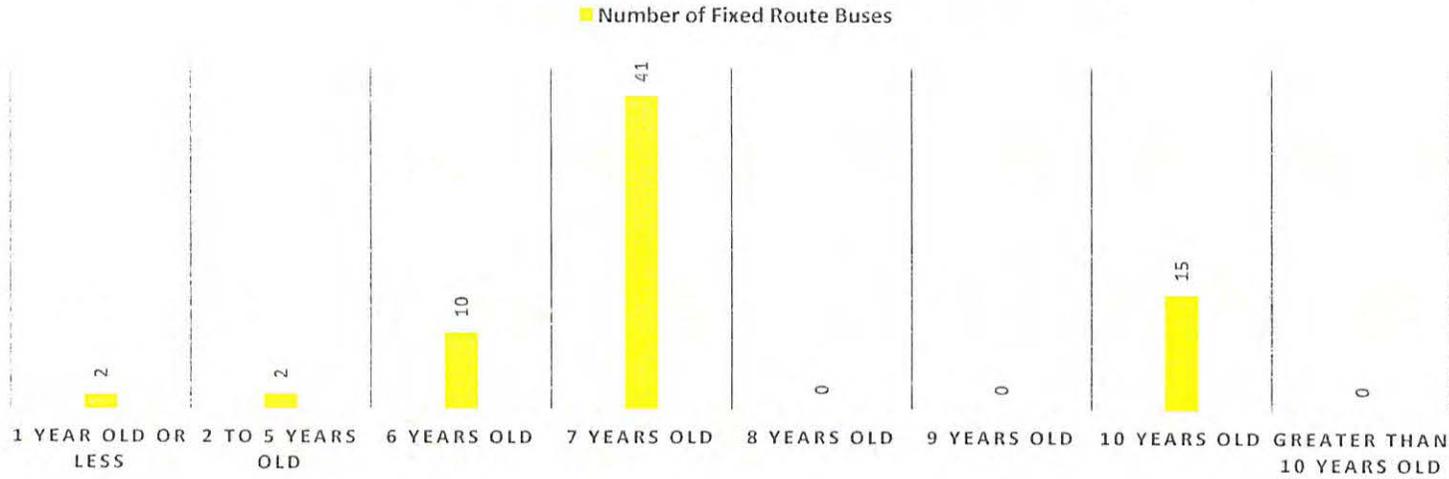
■ Total Trips ■ Late Cancellations



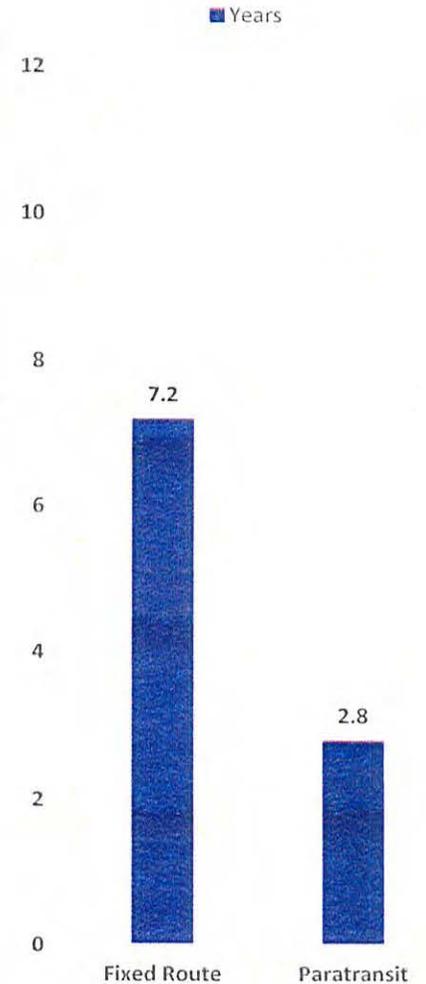
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

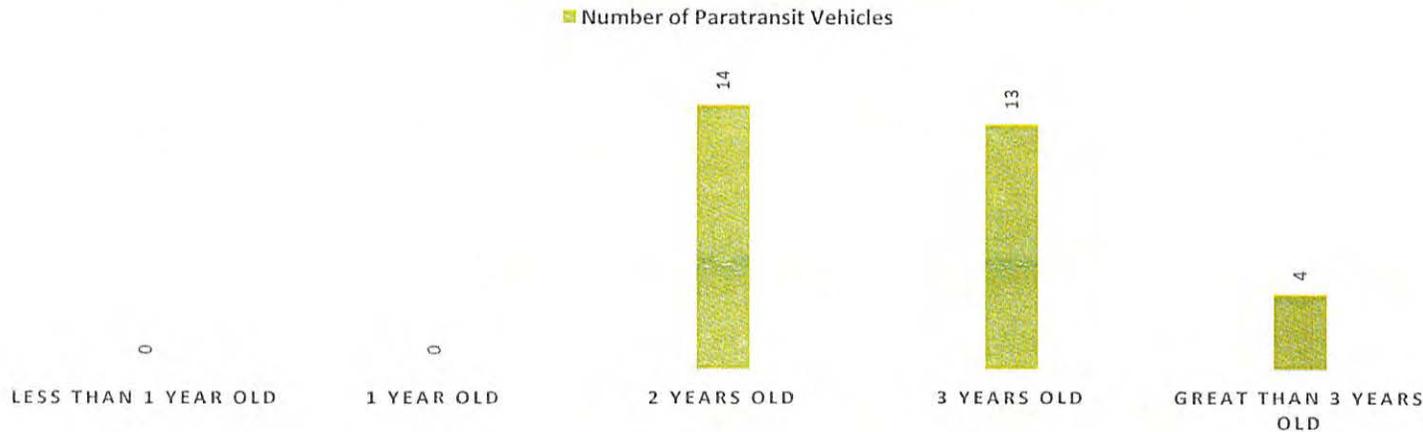
FIXED ROUTE FLEET AGE - APRIL 2015



Average Age of Vehicles



PARATRANSIT FLEET AGE - APRIL 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.

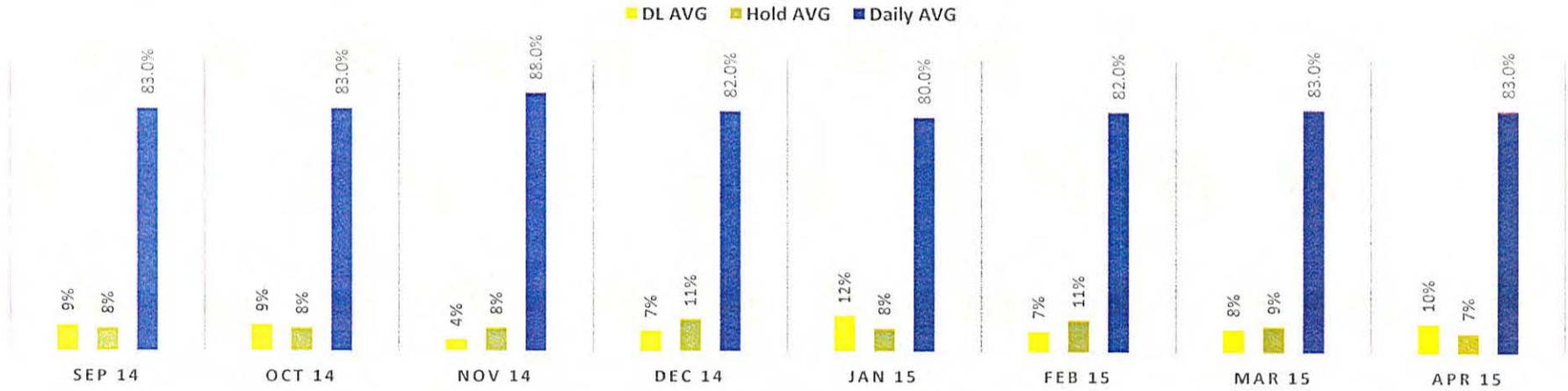
Goal: to reduce the current 10 year standard average to a 6 year average. According to the Service Standards Policy, 1/12th of the fleet should be replaced each year; this is equal to 8.3% of the fleet for approximately 6 buses per year.

PARATRANSIT

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

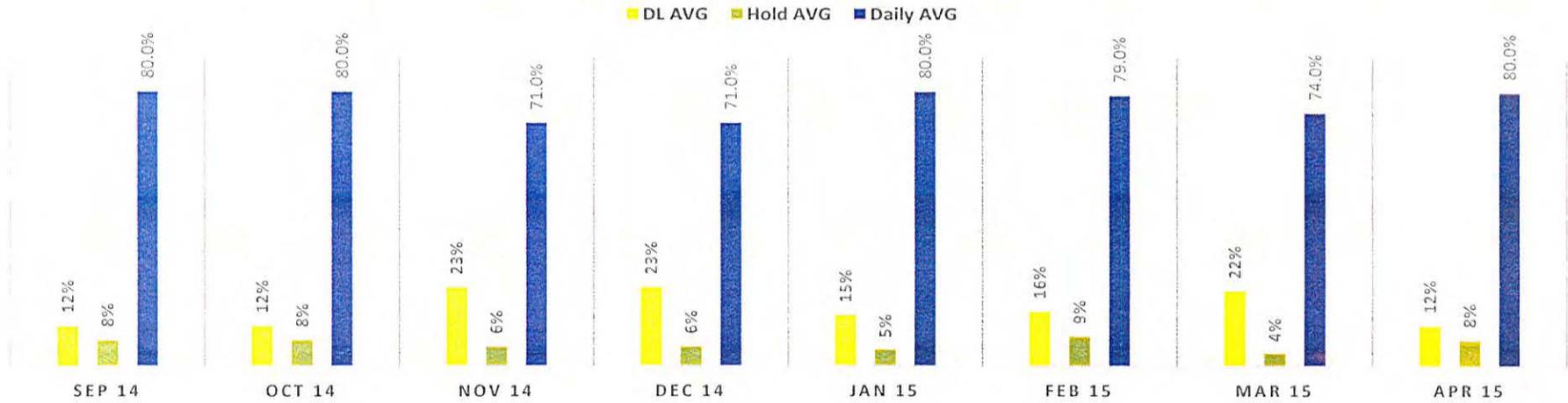
Goal: According to the Fleet Plan, the existing paratransit vehicle fleet requires 10 to 12 vehicles to be purchased annually for replacement.

FIXED ROUTE FLEET AVAILABILITY

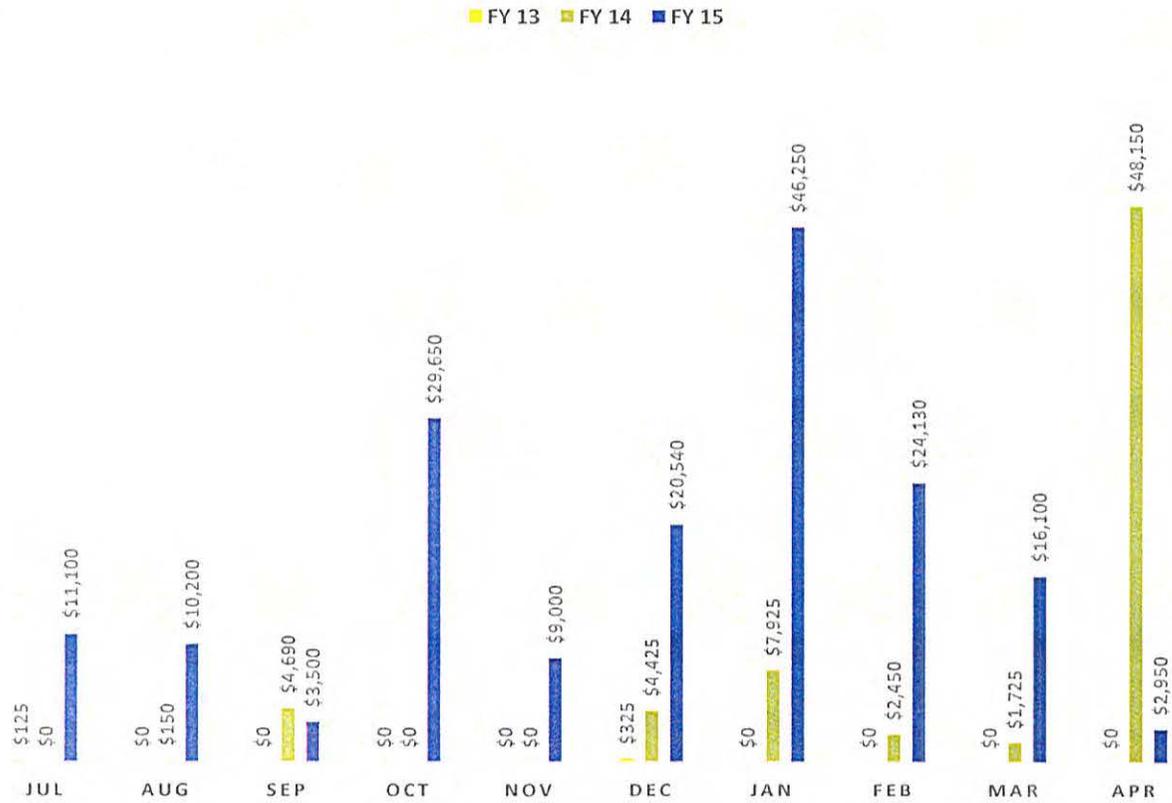


Increased engine failure adding to hard downs

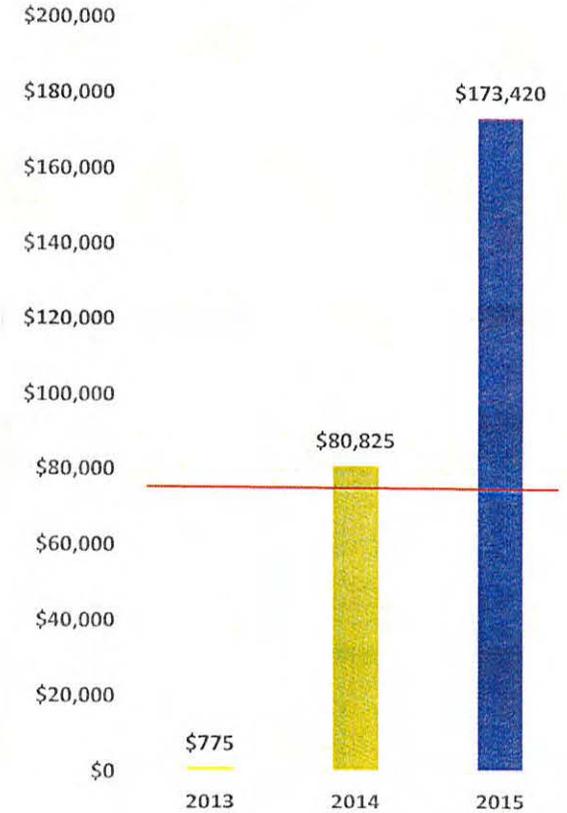
SUNDIAL FLEET AVAILABILITY



ADVERTISING REVENUE



Yearly Totals



Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising.

SunLine Transit Agency budgeted \$75,000 in advertising revenue for FY 14/15. The red line represents the goal for FY 14/15.

SunLine Transit Agency

DATE: June 24, 2015 ACTION
TO: Board of Directors
FROM: Deputy Chief Operations Officer
RE: Approval of New ACCESS Advisory Committee Members

Recommended Action

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

Background

At the May 12, 2015 ACCESS Advisory Committee meeting currently seated members unanimously approved one new member as presented to the Committee by the Membership Subcommittee.

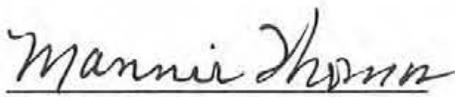
The recommended members are:

Sarah Johnson, Neuro Vitality Center (formerly Stroke Recovery Center)

There are no known conflicts of interest.

Fiscal Impact

None.


Mannie Thomas

**SunLine Transit Agency
SunLine Services Group**

DATE: June 24, 2015 **ACTION**
TO: Board of Directors
FROM: John J. Benoit, Vice Chairman of the Board
RE: Election of Officers

Recommendation

Recommend that the Board of Directors accept nominations and elect officers for SunLine Transit Agency and SunLine Services Group; Chairman of the Board and Vice Chairman of the Board.

Background

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in June and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

Attachment: History of SunLine Transit Agency officers

SunLine Transit Agency History of Board Officers

YEAR	CHAIR	VICE-CHAIR
1977-1978	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1978-1979	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1979-1980	A. A. McCandless (Riverside Cty)	Cole Eyraud (Desert Hot Springs)
1980-1981	A. A. McCandless (Riverside Cty)	Robert Hubbard (Rancho Mirage) Michael Wolfson (Rancho Mirage)
1981-1982	A. A. McCandless (Riverside Cty)	Michael Wolfson (Rancho Mirage)
1982-1983	Julius Corsini (Desert Hot Springs) Roger Harlow (Indio)	Roger Harlow (Indio) vacant 11/82 thru 6/83
1983-1984	Roger Harlow (Indio)	Richard Kelly (Palm Desert)
1984-1985	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1985-1986	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1986-1987	Richard Kelly (Palm Desert)	Yolanda Coba (Coachella)
1987-1988	Richard Kelly (Palm Desert)	Cole Eyraud (Desert Hot Springs)
1988-1989	Richard Kelly (Palm Desert)	Rena Murphy (Cathedral City)
1989-1990	Rena Murphy (Cathedral City)	Yolanda Coba (Coachella) John Pena (La Quinta)
1990-1991	Jeffrey Bleaman (Rancho Mirage)	Darwin Oakley (Indio)
1991-1992	John Pena (La Quinta)	Darwin Oakley (Indio)
1992-1993	Patricia Larson (Riverside Cty)	Richard Kelly (Palm Desert)
1993-1994	Richard Kelly (Palm Desert)	Phil Bostley (Indian Wells)
1994-1995	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1995-1996	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1996-1997	Phil Bostley (Indian Wells) Sarah Di Grandi (Cathedral City)	Sarah Di Grandi (Cathedral City) Will Kleindienst (Palm Springs)
1997-1998	Sarah Di Grandi (Cathedral City)	Roy Wilson (Riverside Cty)
1998-1999	Roy Wilson (Riverside Cty)	Percy Byrd (Indian Wells)
1999-2000	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2000-2001	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2001-2002	Will Kleindienst (Palm Springs)	Percy Byrd (Indian Wells)
2002-2003	Matt Weyuker (Desert Hot Springs)	John Pena (La Quinta) (thru 11/02) Richard Kelly (Palm Desert)(elected 1/03)
2003-2004	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2004-2005	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2005-2006	Richard Kelly (Palm Desert) (thru 3/06) Don Adolph (La Quinta) (4/06 - 6/06)	Don Adolph (La Quinta)
2006-2007	Mike Wilson (Indio)	Don Adolph (La Quinta)
2007-2008	Mike Wilson (Indio)(thru 12/08)	Bud England(Cathedral City)(thru 12/08)
2007-2008	Bud England (Cathedral City)(1/09-6/09)	Steve Pougnet (Palm Springs)(1/09-6/09)
2009-2010	Bud England (Cathedral City)	Steve Pougnet (Palm Springs)
2010-2011	Steve Pougnet (Palm Springs)	Eduardo Garcia (Coachella)
2011-2012	Eduardo Garcia (Coachella)	Robert Spiegel (Palm Desert)
2012-2013	Robert Spiegel (Palm Desert)	Yvonne Parks (Desert Hot Springs)
2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) vacated 10/14 John J. Benoit (Riverside County)

**SunLine Transit Agency
SunLine Services Group**

DATE: June 24, 2015 **ACTION**
TO: Board of Directors
FROM: Legal Counsel
RE: Approval of Resolution Establishing New Board Committees and
Dissolution of Previous Board Committees

Recommendation

Recommend that the Board of Directors approve the attached Resolution establishing new Board committees for SunLine Transit Agency and SunLine Services Group. Committees are as follows: Finance/Audit Committee; Board Operations Committee; Strategic Planning and Operational Committee; Taxi Committee. The Board is requested to approve the dissolution of previous committees: Finance Committee; Litigation Committee; Bylaws, Policy & Procures Committee.

Background

At the April 22, 2015 Board meeting, the Board of Directors directed staff to move forward with the implementation of the proposed committee structure that was recommended by Staff. The attached Resolution establishes new Board Committees and the dissolution of previous Committees.

The new Committees and responsibilities are as follows:

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 major contracts.

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

Board Operations Committee:

- Reviews and advises on Agency bylaws, policies and procedures.

- Reviews and advises on Agency litigation, except for Workers Compensation actions.
- Reviews and advises on State and Federal legislative efforts.
- Coordinates review of the CEO/General Manager.
- Conducts new Board Member orientation.

Committee consists of two Board Members
 Representative: Agency Legal Counsel

Strategic Planning and Operational Committee:

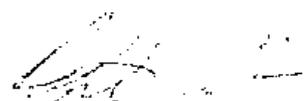
- Advises on Short Range Transit Plan.
- Sets long range goals and a long range plan.
- Generates initiatives to deal with high-stake issues at the strategic end of the spectrum.
- Reviews next year's service goals and the line-item budget.
- Reviews capital projects.
- Provides review and concurrence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

Committee consists of three Board Members.
 Staff representative: Chief Administration Officer, or designee.

Taxi Committee:

- Reviews and monitors all Taxi benchmarks and financial items.
- Reviews Taxi Ordinance amendments and taxi regulations.
- Reviews and advises on Franchise issues.

Committee consists of two Board Members
 Staff Representative: Taxi Administrator



Robert Owen

RESOLUTION NO. _____
A JOINT RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY
SUNLINE SERVICES GROUP
CREATING BOARD COMMITTEES
AND DISSOLVING EXISTING COMMITTEES

WHEREAS, the SunLine Transit Agency ("STA") was formed pursuant to the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") in or about May 1977; and SunLine Services Group ("SSG") was formed pursuant to the SunLine Services Group Joint Powers Agreement on November 2, 1993; and

WHEREAS, Section 3(F)(3) of the Agreement authorizes the Board to appoint advisory committees as deemed necessary; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Committees listed below are hereby established, with memberships and general advisory duties as listed:

1. 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 major contracts.

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

2. Board Operations Committee:

- Reviews and advises on Agency bylaws, policies and procedures.
- Reviews and advises on Agency litigation, except for Workers Compensation actions.
- Reviews and advises on State and Federal legislative efforts.
- Coordinates review of the CEO/General Manager.
- Conducts new Board Member orientation.

Committee consists of two Board Members
Representative: Agency Legal Counsel

3. Strategic Planning and Operational Committee:

- Advises on Short Range Transit Plan.
- Sets long range goals and a long range plan.

- Generates initiatives to deal with high-stake issues at the strategic end of the spectrum.
- Reviews next years' service goals and the line-item budget.
- Reviews capital projects.
- Provides review and concurrence on SunLine's performance management benchmarks and goals.
- Attends quarterly SunLine Stat meetings which monitor service operations and spending performance.

Committee consists of three Board Members.

Staff representative: Chief Administration Officer, or designee.

4. Taxi Committee:

- Reviews and monitors all Taxi benchmarks and financial items.
- Reviews Taxi Ordinance amendments and taxi regulations.
- Reviews and advises on Franchise issues.

Committee consists of two Board Members

Staff Representative: Taxi Administrator

SECTION 2. The Committees listed below are hereby dissolved:

1. Finance Committee.
2. Litigation Committee.
3. Bylaws, Policy & Procedures Committee.

SECTION 3. The Clerk of the Board shall certify to the passage of this Resolution and enter the same in the Agency's Official Book of Resolutions.

PASSED AND ADOPTED this ____ day of _____, 20__.

ATTEST:

 Carolyn Rude
 CLERK OF THE BOARD
 SunLine Transit Agency
 SunLine Services Group

 John J. Benoit
 VICE CHAIRMAN OF THE BOARD
 SunLine Transit Agency
 SunLine Services Group

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

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

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

Robert O. Owen, General Counsel

SunLine Transit Agency
SunLine Services Group

DATE: June 24, 2015 ACTION

TO: Bylaws, Policy & Procedures Committee
Board of Directors

FROM: Legal Counsel

RE: Approval of Resolution Revising Agency/Committee Bylaws

Recommendation

Recommend that the Board of Directors approve the attached Resolution amending Agency/Committee Bylaws.

Background

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

In addition, Committee Bylaws have been created reflecting the new committee structure.

Legal Counsel will be available to answer any questions regarding this item during the meeting.

Financial Impact

No fiscal impact.



Robert Owen

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. _____

A JOINT RESOLUTION AMENDING AND ADOPTING RULES OF PROCEDURE FOR BOARD MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING BYLAWS FOR ALL BOARD COMMITTEES.

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

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

WHEREAS, the Board of Directors desires to establish a common set of bylaws applicable to all established Board Committees; and

WHEREAS, the Board of Directors of the SunLine Services Group desires to establish the same Rules of Procedure and Committee Bylaws through the adoption of this Joint Resolution;

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

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

1. MEETINGS

1.1 REGULAR MEETINGS

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

regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

Special Meetings may be called by the Chairman or majority of Board Members on 24-hour notice, as set forth in the procedures and standards mandated by Government Code Section 54956. Only matters contained in the notice of the Special Meeting may be considered at the meeting.

1.3 QUORUM

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

1.4 MAJORITY VOTE

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

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

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

1.5 MEETINGS TO BE PUBLIC

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

1.6 TELECONFERENCING

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

2. ORDER OF BUSINESS

2.1 AGENDA

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

- Call to Order
- Flag Salute
- Roll Call Presentations
- Finalization of Agenda
- Public Comments
- Board Member Comments
- Receive and File Items
- Action Items
- Information Items
- Discussion Items
- General Counsel
- General Manager's Report
- Adjournment

2.2 DELIVERY OF AGENDA

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

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

2.3 ROLL CALL

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

2.4 APPROVAL OF MINUTES

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

2.5 PUBLIC HEARINGS

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

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

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

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

2.6 PUBLIC COMMENTS

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

2.7 CONSENT CALENDAR

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

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

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

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in June and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

3.2 CALL TO ORDER:

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

3.3 PARTICIPATION OF PRESIDING OFFICER:

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

3.4 SIGNING OF DOCUMENTS:

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

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

3.5 MAINTENANCE OF ORDER:

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

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

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

4.2 DECORUM AND ORDER – BOARD MEMBERS:

- (a) Board members shall accord the utmost courtesy to each other, to SunLine employees and to the public appearing before the Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- (b) Any Board member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Board shall require him or her to so act.

4.3 DECORUM AND ORDER – EMPLOYEES:

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

4.4 ENFORCEMENT OF DECORUM:

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

4.5 CONFLICT OF INTEREST:

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

4.6 PROCEDURES IN ABSENCE OF RULES:

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

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

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

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

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

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

5.2 TIME LIMITATION:

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

5.2.1 Exception:

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

5.3 ADDRESSING THE BOARD AFTER MOTION IS MADE:

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

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

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

6.2 MOTIONS OUT OF ORDER:

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

6.3 DIVISION OF QUESTION:

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

6.4 PRECEDENCE OF MOTIONS:

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

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

6.5 MOTION TO ADJOURN:

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

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

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

6.6 MOTION TO TABLE:

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

6.7 MOTION TO LIMIT OR TERMINATE DISCUSSION:

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

6.8 MOTION TO AMEND:

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

6.9 MOTION TO CONTINUE:

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

7. RESOLUTIONS

7.1 DEFINITIONS:

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

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

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

7.2 RESOLUTIONS PREPARED IN ADVANCE:

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

7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

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

7.4 URGENCY RESOLUTIONS:

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

8. BOARD COMMITTEE BYLAWS

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

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All Committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.

Minutes of the established Committee meetings need not be taken on a regular basis, but shall be taken if any Committee member so requests at least one business day prior to the meeting.

A quorum for a Committee consisting of three Board members is two Board members present at a Committee meeting. A quorum for Committee consisting of two Board members is one Board member present at a Committee meeting.

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction

as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee's officers.

Chairman of the Board may serve as ex-officio on any committee.

ADOPTED THIS ___ DAY OF _____, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

John J. Benoit
VICE CHAIRMAN OF THE BOARD
SunLine Transit Agency
SunLine Services Group

STATE OF CALIFORNIA)

) ss.

COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency and the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2015.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Robert Owen

**SunLine Transit Agency
SunLine Services Group**

DATE: June 24, 2015 **ACTION**
TO: Board of Directors
FROM: Greg Pettis, Chairman of the Board
RE: Committee Appointments

Recommendation

Recommend that the Board of Directors appoint and approve Board Members to the new Board committees for SunLine Transit Agency and SunLine Services Group:

- **Finance/Audit Committee** - Committee would consist of three Board members. Staff representative: Agency Chief Financial Officer.
- **Board Operations Committee** - Committee would consist of two Board Members Representative: Agency Legal Counsel.
- **Strategic Planning and Operational Committee** - Committee would consist of two Board Members. Staff representative: Chief Administration Officer, or designee.
- **Taxi Committee** - Committee would consist of two Board Members Staff Representative: Taxi Administrator

Background

Each year the Board members are given the opportunity to request a change on committee appointments. Given the new committee structure, new appointments are to be made to institute for the new fiscal year.

Committees and Responsibilities:

Finance/Audit Committee: (Three Board members)

- 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.

Board Operations Committee: (Two Board Members)

- 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.

Strategic Planning and Operational Committee: (Three Board Members)

- 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.

Taxi Committee: (Two Board Members)

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

**SunLine Transit Agency
SunLine Services Group
Board Committee Assignments**

PROPOSED FY 2016 COMMITTEE APPOINTMENTS

	Finance/Audit Committee (3) Meet prior to each Board meeting	Board Operations Committee (2) Meet as needed	Strategic Planning & Operational Committee (3) Meet as needed	Taxi Committee (2) Meet as needed
Greg Pettis Cathedral City		M		
John J. Benoit Riverside County				
Russell Betts Desert Hot Springs	M			
Rick Hutcheson Palm Springs	M			
G. Dana Hobart Rancho Mirage		M		M
Robert Spiegel Palm Desert				M
Ty Peabody Indian Wells			M	
Kristy Franklin La Quinta	M			
Troy Strange Indio			M	
Steven Hernandez Coachella			M	

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

SunLine Transit Agency
SunLine Services Group

DATE: June 24, 2015 ACTION

TO: Board of Directors

FROM: Legal Counsel

RE: Compensation Change of the CEO/General Manager/Contract
Amendment

Recommendation

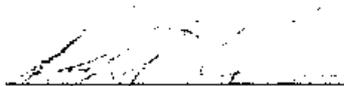
Recommend that the Board of Directors discuss a compensation change for the CEO/General Manager and approve the proposed Amendment to the CEO/General Manager's contract based on outcome.

Background

Per the Evaluation of the General Manager policy, the Board of Directors is to review the performance of the General Manager each year. Based on the evaluation completed at the May 27, 2015 Board meeting, the Board is to discuss and consider a change in compensation.

Financial Impact

Based on the outcome of the discussion, the change in compensation will be adjusted in the new FY 16 budget.



Robert Owen

**THIRD AMENDMENT TO
GENERAL MANAGER EMPLOYMENT AGREEMENT**

THIS THIRD AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT ("Third Amendment") is entered into as of this 25th day of June, 2015, by and between SunLine Transit Agency, a California Joint Powers Authority ("STA") SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver ("Employee").

RECITALS

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

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

WHEREAS, SunLine and Employee desire to amend the Agreement to change certain terms relating to compensation.

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

TERMS AND CONDITIONS

SECTION 1.

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

Section 4. COMPENSATION.

a. SunLine agrees to proportionally pay Employee, for her services rendered hereunder, a base salary of _____ (\$____) per two-week pay period as General Manager commencing on _____. Employee's salary will be paid in installments in accordance with SunLine's normal procedures. During the term of this Agreement, Employee's compensation shall not be subject to any reduction as a result of any change to the composition of SunLine, including but not limited to the dissolution of SSG or SunLine Regulatory Agency.

SECTION 2.

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

Dated: _____, 2015

Lauren Skiver

Dated: _____, 2015

Greg Pettis
Chairman of the Board
SunLine Transit Agency/SunLine Services Group

Dated: _____, 2015

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

SunLine Transit Agency

DATE: June 24, 2015 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Interim Budget Manager
RE: Adoption of the Fiscal Year 2016 Operating & Capital Budget

Recommendation

Recommend that the Board of Directors adopt the proposed FY16 Operating and Capital Budgets.

Background

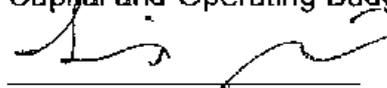
Policy requires that the budget be submitted to the Finance Committee for discussion. Upon recommendation of the Finance Committee, the budget is then submitted to the Board of Directors for approval and adoption. A draft budget was distributed to Board Members on May 18, 2015 and subsequently presented to the Finance Committee on May 27, 2015. At this meeting, staff answered any questions and presented the Committee with a timeline which included the flexibility for any required special meetings that the Committee deem necessary.

The highlights of the budget reflect transit service baseline increases in budgeted expenses of 9.81 percent over FY15. This increase is associated with new service improvements, increased pension contributions, increase in insurance costs, wage increases for bargaining and administrative staff, projected increase in health coverage costs and overall increased operating costs. The 9.8% represents a reduction in proposed budget increases compared to the 12.79% & 11.61% increases in FY14 & FY15, respectively. This achievement is especially significant considering that service was improved and not compromised. This exemplifies our focus on creating efficiencies and utilizing every dollar to its fullest potential.

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

Financial Impact

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



Luis Garcia

FY 16 Budget Amendment Summary

Item	Original Draft	Revised Draft	Total Change	Justification
Admin Salaries - Executive Office	\$ 291,137.00	\$ 300,511.00	\$ 9,374.00	Increase to cover costs of CEO raise pending Board approval.
Fringe Benefits - Executive Office	\$ 182,209.00	\$ 187,271.00	\$ 5,062.00	Resulting increase from salary adjustment.
Admin Salaries - Finance Office	\$ 885,362.00	\$ 921,962.00	\$ 36,600.00	Additional request for 1 FTE for risk management program.
Fringe Benefits - Finance Office	\$ 599,619.00	\$ 625,783.00	\$ 26,164.00	Resulting increase from salary adjustment.
Banking Service Fees - Finance Office	\$ 15,606.00	\$ 17,766.00	\$ 2,160.00	Increase to cover costs for new banking services.
		Sub-total	\$ 79,360.00	
Audit Services - Finance Office	\$ 74,400.00	\$ 47,400.00	\$ (27,000.00)	Removal of audit services for the pension plans.
Benefit Management Expenses - Human Resources	\$ 52,360.00	\$ -	\$ (52,360.00)	Removal of pension administrator costs.
		Sub-total	\$ (79,360.00)	
		Net Increase (Decrease)	\$ -	

SunLine Transit Agency

DATE: June 25, 2015 **Action**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Administration Officer

RE: FY 2015/16 Short Range Transit Plan (S RTP)

Recommendation

Recommend that the Board of Directors approve the FY 2015/16 SunLine Transit Agency Short Range Transit Plan (S RTP).

Background

Each fiscal year, staff is required to develop an S RTP which is a three (3) year planning document outlining the Agency's operating and capital project plans, along with a financial outline to sustain these plans. The first year of the plan is developed for approval in conjunction with the Agency's budget approval. The second and third year plans in the S RTP are provided for future planning purposes only.

The S RTP is subject to approval by the Riverside County Transportation Commission (RCTC), the Finance Committee and the Board of Directors of SunLine Transit Agency.

Operating Plan

The following are highlights of the FY 2015/16 S RTP proposed service improvement:

- New service initiatives - Line 20 from Desert Hot Springs to Palm Desert.
- Line 70 - extend service north of I-10 and improve frequency from forty-five (45) to forty (40) minutes on weekdays and ninety (90) to sixty (60) minutes on weekends.
- Line 91 - weekend headway improvement from eighty (80) to sixty (60) minutes.
- Line 95 - implement weekend service (5 trips).
- Line 220 - add one (1) AM westbound trip and one (1) PM eastbound trip.
- The extension of Line 111 to Coachella was originally planned to occur in FY 2013/14, but requires a transit facility in Coachella which will be provided in FY 2015/16.

Capital Plan:

The following new capital projects are proposed in FY 2015/16:

- Fleet Vehicle Replacement Purchases:
 - Thirteen (13) paratransit vans.
 - Three (3) relief cars and two (2) trucks.
 - Nine (9) fixed route buses.
 - One (1) paratransit expansion van, including radio.

- Two (2) fixed route expansion buses.
- Facilities:
 - Purchase and install 25 bus shelters.
 - Refurbishing and expanding hydrogen fueling station in Thousand Palms facility.
 - New restroom facilities and repaving at Division 2.
- Technology:
 - Purchase software to support SunLine's Technology needs.
 - New asset management tool.

Financial Impact

Funding for the operating budget of \$30,794,949 is from the following sources:

- \$15,029,833 new State Transit Assistance (STA) Funds.
- \$6,492,099 Local Measure A funding.
- \$3,200,000 Federal Urbanized Area Formula Funding (Section 5307)
- \$28,000 Federal Section 5310 Transit for the Elderly/Disabled
- \$359,891 Federal Rural Area Formula Funding (Section 5311)
- \$91,582 Federal JARC and New Freedom Funding (Sections 5316 & 5317)
- \$196,585 Federal Congestion Mitigation and Air Quality Improvement (CMAQ) Funding
- \$155,907 Caltrans Low Carbon Transportation Operations Program (LCTOP) Funding
- \$1,703,450 other revenues (outside fuel sales, emissions credits, taxi voucher sales, bus stop maintenance, advertising revenue, interest/other income, RTA Commuter Link 220 operating assistance)
- \$3,537,602 passenger fare revenues

The operating budget includes \$91,582 of carryover funding from the previous year.

Funding for the capital budget of \$25,502,013 is from the following sources:

- \$867,964 new State Transit Assistance (STA) Funds
- \$4,931,311 Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) Funds
- \$373,153 State Proposition 1B Safety and Security Funding
- \$3,458,489 Federal Urbanized Area Formula Funding (Section 5307)
- \$93,406 Federal Section 5310 Transit for the Elderly/Disabled
- \$913,804 Federal Section 5339 Bus and Bus Facilities Funding
- \$9,803,860 Low or No Emission Vehicle Deployment Program (LoNo) Funds
- \$973,830 Congestion Mitigation and Air Quality Improvement (CMAQ) Funds
- \$2,000,000 California Air Resources Board Funds (anticipated)

The capital budget includes \$5,086,196 of carryover funding from past years.

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


 Beverly Barr-Ford

TABLE 4

**SunLine Transit Agency
FY 2015/16
Summary of Funds Requested
Short Range Transit Plan**

Table 4 - Summary of Funds Requested for FY 2015/16 DRAFT 05.18.2015

DRAFT 29-May-15

Project Description	Total Amount of Funds	Total Amount of Funds Without Carryover	Total Carryover Amount	LTF	STA	Carryover STA	PTMISEA	Prop 1B Transit Security	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Carryover Section 5316	Carryover Section 5317	Carryover Section 5339	LoNo	CMAQ	LC TOP	CARB	Other Revenue	Farebox
OPERATING																					
Operating Assistance	\$29,992,743	\$29,989,511	\$3,232	\$14,785,617					\$6,492,099	\$3,200,000		\$359,891		\$3,232						\$1,614,302	\$3,537,602
Vanpool program	\$118,804	\$118,804	\$0	\$105,524													\$13,280				
Line 20	\$207,054	\$207,054	\$0	\$23,749													\$183,305				
Line 220	\$143,552	\$71,776	\$71,776	\$71,776									\$63,742	\$8,034							
Line 91	\$155,907	\$155,907	\$0	\$0														\$155,907			
Taxi Voucher Program	\$176,889	\$160,315	\$16,574	\$43,167							\$28,000			\$16,574						\$89,148	
Sub-total Operating	\$30,794,949	\$30,703,367	\$91,582	\$15,029,833	\$0	\$0	\$0	\$0	\$6,492,099	\$3,200,000	\$28,000	\$359,891	\$63,742	\$27,840	\$0	\$0	\$196,585	\$155,907	\$0	\$1,703,450	\$3,537,602
CAPITAL																					
Capital Project Number	Total Amount of Funds	Total Amount of Funds Without Carryover	Total Carryover Amount	LTF	STA	Carryover STA	PTMISEA	Prop 1B Transit Security	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Carryover Section 5316	Carryover Section 5317	Carryover Section 5339	LoNo	CMAQ	LC TOP	CARB	Other Revenue	Farebox
Replacement (13) Paratransit Vans	SL-16-01	\$1,560,000	\$1,560,000	\$0	\$265,200					\$1,294,800											
Transit Enhancement (25 Shelters)	SL-16-02	\$393,153	\$393,153	\$0				\$373,153		\$20,000											
Refurbished Hydrogen Fueling Station Thousand Palms	SL-16-03	\$1,500,000	\$1,500,000	\$0					\$300,000	\$1,200,000											
Information Technology System (IT) Projects	SL-16-04	\$300,000	\$300,000	\$0					\$60,000	\$240,000											
Replacement Service Vehicles (3 cars, 2 trucks)	SL-16-05	\$200,000	\$200,000	\$0					\$40,000	\$160,000											
Replacement (9) Fixed Route Buses	SL-16-06	\$5,175,000	\$5,175,000	\$0			\$4,931,311			\$243,689											
Paratransit Expansion (1) Van (including radio)	SL-16-07	\$120,000	\$120,000	\$0	\$26,594						\$93,406										
Bus Expansion (2) Fixed Route Buses	SL-16-08	\$1,150,000	\$1,150,000	\$0	\$176,170												\$973,830				
Hydrogen Electric Hybrid Fuel Cell Buses (5)	SL-16-09	\$13,103,860	\$10,103,860	\$3,000,000		\$2,086,196				\$300,000					\$913,804	\$9,803,860					
Expansion Hydrogen Fueling Station Thousand Palms	SL-16-10	\$1,500,000	\$1,500,000	\$0																\$1,500,000	
Indio Restroom Facilities and Repaving	SL-16-11	\$500,000	\$500,000	\$0																\$500,000	
Sub-total Capital	\$25,502,013	\$22,502,013	\$3,000,000	\$0	\$867,964	\$2,086,196	\$4,931,311	\$373,153	\$0	\$3,458,489	\$93,406	\$0	\$0	\$0	\$913,804	\$9,803,860	\$973,830	\$0	\$2,000,000	\$0	\$0
Total Operating & Capital	\$56,296,962	\$53,205,380	\$3,091,582	\$15,029,833	\$867,964	\$2,086,196	\$4,931,311	\$373,153	\$6,492,099	\$6,658,489	\$121,406	\$359,891	\$63,742	\$27,840	\$913,804	\$9,803,860	\$1,170,415	\$155,907	\$2,000,000	\$1,703,450	\$3,537,602

Project Funding Details

Target Budget	Total Amount of Funds	
Projected FY15/16 LTF	\$15,029,833	Based on FY15 new allocation
Projected FY15/16 Farebox Revenue	\$3,537,602	Based on FY15 forecasted revenue
Projected FY15/16 Other Revenues	\$1,703,450	Based on projections with \$999,878 outside fuel sales, \$150,000 advertising revenue, \$119,000 Bus Shelter Maintenance revenue, \$66,621 RTA Metrolink, \$175,000 Emissions credit, \$60,729 SRA Overhead fee, \$89,148 Taxi Voucher sales and other income of \$43,074.
Projected FY15/16 LC TOP Capital	\$155,907	As for FY15/16 - Line 91
Projected FY15/16 CMAQ	\$196,585	FY14/15 CMAQ for Vanpool is \$827,756. \$13,280 covers admin fees while pass through expenses is \$814,476. CMAQ for Line 20 DHS-PD is \$183,805 (if PEPRAs issue is not settled, we will request this to be taken from LTF reserves)
Projected FY15/16 Measure A	\$6,492,099	As for FY14/15 + 7.5%
Projected FY15/16 Section 5307 Operating Funds	\$3,200,000	FFY 15 carryover plus some of FFY 16 - If PEPRAs issue is not settled, we will request this to be taken from LTF reserves
Projected FY15/16 Section 5310 Operating Funds	\$28,000	New grants of Taxi Voucher Program for one year - If PEPRAs issue is not settled, we will request this to be taken from LTF reserves
Projected FY15/16 Section 5311 Operating Funds	\$359,891	As for FY14/15 - If PEPRAs issue is not settled, we will request this to be taken from LTF reserves
Projected FY15/16 Section 5316 Operating Funds	\$63,742	Section 5316 carryover Line 220 X148 & X193
Projected FY15/16 Section 5317 Operating Funds	\$11,266	Section 5317 carryover Line 220 X063 and admin fees; ILP pass through expenses is \$13,000
Projected FY15/16 Section 5317 Operating Funds	\$16,574	Section 5317 carryover Taxi Voucher Program X063
Total Estimated Operating Funding Request	\$30,794,949	
Projected FY15/16 STA Capital	\$867,964	FY15/16 (Expansion of 2 Fixed Route Buses SL-16-08 - added \$50,000 from the original local match of \$126,170. This project has reference FTIP# RIV140822)
Projected FY15/16 STA Capital carryover	\$2,086,196	FY14/15 carryover
Projected FY15/16 5307 Capital	\$3,458,489	FFY 15 carryover plus some of FFY 16 (The \$300,000 programmed in FY14/15 was removed from the TEAM application (originally CNG) and now being applied towards LONO project SL-16-09) FTIP# RIV140810.
Projected FY15/16 Section 5309 Capital carryover	\$913,804	FY14/15 carryover
Projected FY15/16 Section 5339 Capital	\$9,803,860	FY15/16
Projected FY15/16 CARB	\$2,000,000	FY15/16 - projects to be applied against CARB funding.
Projected FY15/16 Section 5310 Capital Funds	\$93,406	FY15/16
Projected FY15/16 Prop 1B	\$373,153	FY15/16
Projected FY15/16 Prop 1B-PTMISEA	\$4,931,311	FY15/16
Projected FY15/16 CMAQ Capital	\$973,830	FY14/15
Total Estimated Capital Funding Request	\$25,502,013	
Total Funds Requested	\$56,296,962	

SunLine Transit Agency

DATE: June 24, 2015 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Grants Analyst
RE: Resolution to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolutions that delegate's authority to the CEO/General Manager to execute and file for grants and obtain revenues on behalf of the Agency for the new fiscal year.

Background

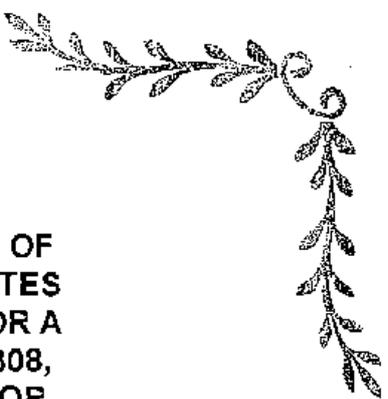
Each year the various funding agencies to which we apply for either grants or formula funding require a Resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds.

Fiscal Implications

The Resolution is necessary to obtain operating and capital funds to operate the Agency in Fiscal Year 2015-16.



Phenvana Panpradith



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTIONS 5304, 5307, 5308,
5309, 5310, 5311, 5312, 5316, 5317, 5339 OR
CMAQ FUNDING OF THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2015/2016**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

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

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

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

1) The CEO/General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5308, 5309, 5310, 5311, 5312, 5316, 5317, 5339 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.

2) The CEO/General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The CEO/General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

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

5) The CEO/General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 24th DAY OF JUNE, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

John J. Benoit
VICE CHAIRMAN OF THE BOARD
SunLine Transit Agency

SunLine Transit Agency

DATE: June 24, 2015 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Grants Analyst
RE: Resolutions to Obtain Prop 1B Grant Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolutions that grants authority to the CEO/General Manager to execute and file Proposition 1B grants; Resolution 1: Transit System Safety, Security and Disaster Response Account; and Resolution 2: Public Transportation Modernization, Improvement and Service Enhancement Account Bond Program for Fiscal Year 2016.

Background

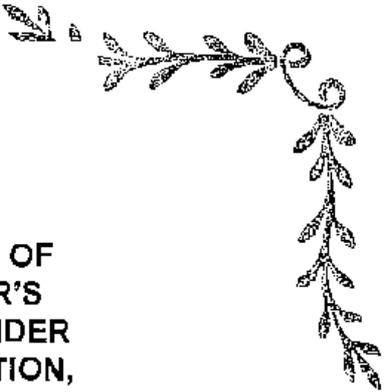
Each year the various funding agencies to which SunLine applies for either grants or formula funding require a Resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds. The Resolution is typically executed in advance of the fiscal year that the Agency is requesting grant funding.

Fiscal Implications

These Resolutions are necessary to obtain operating and capital funds to operate the Agency in Fiscal Year 2015-16.



Phenvana Panpradith



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE GOVERNOR'S
OFFICE OF HOMELAND FOR A GRANT UNDER
THE HIGHWAY SAFETY, TRAFFIC REDUCTION,
AIR QUALITY AND PORT SECURITY BOND ACT
(PROPOSITION 1B – FY2015/16 FUNDING)**

WHEREAS, the Governor is authorized to make grants for the California Transit Security Grant Program under the Transit System Safety, Security and Disaster Response Account, and

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

WHEREAS, it is required by the Governor's Office of Homeland Security in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the California Transit Security Grant Program-California Transit Assistance Fund of 2006, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the Governor's Office of Homeland Security requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

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

- 1) The CEO/General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security to aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006, as amended.
- 2) The CEO/General Manager is authorized to execute and file with such applications an assurance or any other document required by the Governor's Office of Homeland Security effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The CEO/General Manager is authorized to furnish such additional information as the Governor's Office of Homeland Security may require in connection with the application for the program of projects.

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

5) The CEO/General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security for aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006.

ADOPTED THIS 24th DAY OF JUNE, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

John J. Benoit
CHAIRMAN OF THE BOARD
SunLine Transit Agency



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**AUTHORIZATION FOR THE EXECUTION
OF THE CERTIFICATIONS AND
ASSURANCES FOR PROP 1B PUBLIC
TRANSPORTATION MODERNIZATION,
IMPROVEMENT, AND SERVICE
ENHANCEMENT ACCOUNT BOND
PROGRAM**

WHEREAS, SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager be authorized to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

ADOPTED THIS 24th DAY OF JUNE, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

John J. Benoit
VICE CHAIRMAN OF THE BOARD
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

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

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

Robert Owen
Legal Counsel

SunLine Transit Agency

DATE: June 24, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Performance Officer/Capital Projects

RE: New CNG Fueling Station Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed \$35,716 with Fuel Solutions, Inc. to cover costs for additional services to provide strategic site planning and specialty-equipment design as part of CNG-Facility upgrade project.

Background

The original contract was awarded with Fuel Solutions, Inc. through a competitive qualifications based selection process in accordance with Government Code §4525 and Public Contract Code §20209.5. SunLine negotiated a fair and reasonable price that was below the independent estimate for the baseline work.

It was later revealed that additional functionality for bus servicing was stated as desirable but not included in the baseline scope. After having several discussions with the contractor, Fuel Solutions, SunLine believes the design upgrade is needed to add operating efficiencies and to complete the project.

This cost includes developing a strategic site plan for SunLine (equipment compound and fueling lanes) and 30% bridging documents for new or added specialty maintenance equipment at the transit fueling lanes that will include fare collection system/count room, vacuum station, and service reels.

Financial Impact

SunLine Transit Agency Finance has performed a price analysis and found the rates to be fair and reasonable.

The budget for this **design build** project is \$5,200,000. Funding is in the approved capital project budget. In FY14, there was \$2,700,000 budgeted and in FY15 there is \$2,500,000 budgeted.


Tommy D. Edwards

Change Order Log

March 25, 2015

Original Contract Value: \$89,924

Change Order No.	Amount	Date	Revised Contract Value
1	\$35,716		\$125,640

SunLine Transit Agency

DATE: June 24, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Operations Maintenance

RE: Approval of Janitorial Services Contract

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a contract with Palm Springs Cleaning-Com, LLC for Janitorial services for one year, with two single year options, subject to approval as to form by Legal Counsel. The total cost for this contract, including option years, is not to exceed \$216,000.

Background

The contract with the current Janitorial Services Contractor, KBM Solutions, expires at the end of June 2015. Furthermore, the scope of work changed significantly with the addition of the new administration building and removal of four prefabricated admin buildings.

Reason for Selection of Procurement Process

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

Reason for Selection of Contract Type

A Firm Fixed Price type contract was selected because it places upon the Contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the Contractor to control costs and perform effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of the Contractor

On April 15, 2015, twenty-four (24) cleaning companies were solicited to provide Janitorial Services. Moreover, the solicitation was advertised in the local newspaper and on SunLine's website. On May 13, 2015, four (4) separate and individual proposals were received from CCA Service Cleaner, Inc., Jabez Cleaning Services, Palm Springs Cleaning- Com, LLC., and KBMFS/ Pristine Environments.

A committee comprised of SunLine's Deputy Chief Performance Officer, Chief Operations Officer, Facilities Maintenance Supervisor, and Projects Admin Assistant

evaluated all proposals based on established criteria found in the RFP. According to the evaluations, Jabez Cleaning Services and Palm Springs Cleaning were determined to be within the competitive range and were invited to proceed to the "Best and Final Offer" phase. Unfortunately, both companies decided their original offer was the best they could offer. Therefore, SunLine has elected to make an award to the highest ranked proposer, Palm Springs Cleaning-Com, as the contractor representing the best value to SunLine.

How Price was Determined Fair and Reasonable

Palm Springs Cleaning- Com's price was determined to be fair and reasonable based on a price analysis and adequate price competition.

Financial Impact

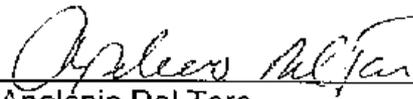
Year one of the contract cost for janitorial service will be \$68,400. These expenses have been budgeted in the FY16 operating budget and will be paid for using Federal and State funding.

Year 1 = \$68,400

Year 2 = \$72,000

Year 3 = \$75,600

Total contract cost, including option years, is \$216,000.



Apolónio Del Toro



PROPOSAL OPENING/ TABULATION RECORD
 JANITORIAL SERVICES
 RFP 15-016

OPENING DATE: _____ May 29, 2015

PREPARED BY: _____
 SIGNATURE

 SIGNATURE

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED	AMOUNT (MONTHLY CHARGE)
CCA Service Cleaner, Inc.	30380 Sierra Del Sol Thousand Palms, CA. 92276	N/A	\$ 10,900.00
Jabez Cleaning Services	2094 Orange Ave. Costa Mesa, CA. 92627	N/A	\$ 10,914.00
Palm Springs Cleaning-Com, LLC.	79-405 Hwy. 111, Suite 9-277 La Quinta, CA. 92253	N/A	\$ 5,700.00
KBMFS/ Pristine Environments	7976 Engineer Road, Suite 200 San Diego, CA. 92111	N/A	\$ 5,166.00

SunLine Transit Agency

DATE: June 24, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Financial Officer

RE: Closure of Current Bank Accounts/Approval of New Bank Accounts

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a three (3) year contract with seven (7) optional one year renewals for banking services and to close out all bank accounts with Pacific Western Bank.

Background

SunLine has had a relationship with our current bank, Pacific Western Bank, for nine years. During this time, staff experienced a pleasant affiliation and were satisfied with the services provided. However, as a component of an overall review of the Finance Department, banking services were identified as an integral service which had potential for improvement. Given our long relationship with one specific bank, staff felt that new services could be offered at different institutions which could improve the processes in the Finance Department.

Reason for Selection of Procurement Process

The Request for Proposal (RFP) solicitation was selected as the procurement method in order to award the contract based on established criteria: experience of Contractor, experience of personnel, detailed work plan, and cost. This procurement method fulfilled the competition requirements in order to ensure that quality and cost were evaluated effectively.

Reason for Selection of Contract Type

A Firm Fixed Price type contract was selected because it places maximum risk and full responsibility for all costs upon the Contractor. The Firm Fixed Price contract provides maximum incentive for the Contractor to control costs, perform effectively and imposes minimal administrative burden upon SunLine.

Reason for Selection of the Contractor

On April 3, 2015, fourteen (14) banks were solicited to provide Banking Services. The solicitation was advertised in the local newspaper, on SunLine's website and on www.californiabids.com. On May 1, 2015, six (6) individual proposals were received

from Bank of the West, Citibank, Pacific Western Bank, Pacific Premier Bank, Rabobank and Wells Fargo Bank.

A committee comprised of SunLine's Chief Financial Officer, Interim Budget Manager, Accounting Manager and Budget Analyst evaluated all proposals based on established criteria found in the RFP. According to the evaluations, Bank of the West and Wells Fargo Bank were determined to be within the competitive range and were invited to proceed to the "Best and Final Offer" phase. Consequently, SunLine successfully negotiated a monthly savings of 7.54% with the highest ranked proposer, Wells Fargo Bank. Therefore, SunLine has elected to make an award to Wells Fargo Bank as the contractor representing the best value to SunLine.

How Price was Determined Fair and Reasonable

Wells Fargo Bank's monthly rates were determined to be fair and reasonable based on a price analysis and adequate price competition

Financial Impact

Estimated Gross Monthly Charges	\$2,260.23
Estimated Earnings Credit	<u>(\$2,080.82)</u>
Estimated Net Monthly Charges	\$ 179.41



Al Hillis, Sr.



PROPOSAL OPENING/ TABULATION RECORD
 BANKING SERVICES
 RFP 15-021

OPENING DATE: May 1, 2015

PREPARED BY: _____
 SIGNATURE

 SIGNATURE

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED	AMOUNT (BIDS ONLY)
Bank of the West	300 S. Grand Avenue Los Angeles, CA. 90071	N/A	N/A
Citibank, N.A.	399 Park Avenue New York, NY. 10043	N/A	N/A
Pacific Western Bank	30855 Date Palm Drive Cathedral City, CA. 92234	N/A	N/A
Pacific Premier Bank	17901 Von Karman Ave., Suite 1200 Irvine, CA. 92614	N/A	N/A
Rabobank	3800 Concourse St., Suite 350 Ontario, CA. 91764	N/A	N/A
Wells Fargo Bank, N.A.	4141 Inland Empire #200 Ontario, CA. 91764	N/A	N/A

SunLine Transit Agency

DATE: June 24, 2015 ACTION
TO: Bylaws, Policy & Procedures Committee
Board of Directors
FROM: Clerk of the Board
RE: Approval of Records Management Policy/Retention Schedule

Recommended Action

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

Background

At the April 22, 2015 Bylaws, Policy & Procedures Committee, the Committee requested staff to revisit the proposed policy schedule. Based on research, staff requests that the proposed policy and schedule move forward based on guidelines of the Secretary of State for the State of California.

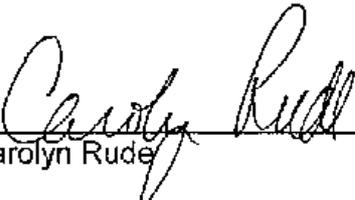
Under the California Public Records Act (CPRA), SunLine Transit Agency (STA) is required to make its public records available for public disclosure unless there is a valid reason to withhold. The reason for withholding disclosure of a record is set forth in the exemptions contained in the CPRA. SunLine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

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

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

Financial Impact

No fiscal impact.



Carolyn Rude

Records Management Policy/Retention Schedule

1.0 POLICY STATEMENT

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

2.0 PURPOSE

STA has developed the Records Management Policy/Retention Schedule to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by the Agency, or are of no value, are discarded at the proper time.

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

If there are questions regarding a record not covered in the Agency Records Retention Schedule, refer to the Local Government Records Management Guidelines as set forth by the State of California. The Local Government Records Management Guidelines can be found at <http://www.sos.ca.gov/archives/local-gov-program/>.

3.0 APPLICABILITY

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

4.0 PROCEDURE FOR PUBLIC RECORDS REQUESTS

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

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

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

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

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

STA employees are subject to using a Public Records Request Form in the event that there is a need for an employee to request records. Public records are not to be used for private use; STA employees are required to follow this policy.

5.0 ATTACHMENTS

1. Retention Schedule
2. Public Records Request Form

1. ADA COMPLIANCE

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

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

2. ADMINISTRATION

Description of Records	Retention	Descriptor	Format
CLERK:			
AUDIT, TDA TRIENNIAL	Permanent		Paper
CLAIMS, STATE CONTROLLER'S OFFICE	Current year + 4 years	Brown Act Reimbursement	Paper, Electronic
DEEDS	Permanent		
EXEMPTIONS & AUTHORIZATIONS, FEDERAL/STATE	Permanent	Federal or State exemptions or special authorizations to regulations, laws or policies	Paper, Electronic
FAIR POLITICAL PRACTICES: Form 700 (SEI) - Elected	Termination + 7 years		
LITIGATION	Permanent	Litigation initiated by STA or other entities. May be kept with special project file while active.	Paper
POLICY MANUAL	Superseded Permanent	Compilation of all current Board approved Policies	Paper, Electronic
PUBLIC RECORDS REQUEST	Closed/Completed + 2 years	Request and response letters, receipt confirmation	Paper, Electronic

RECORDS MANAGEMENT, INDEX	Superseded	Index of current and inactive records and location. Tapes may be recycled.	Paper, Electronic , Database
RECORDS MANAGEMENT, RETENTION SCHEDULE	Superseded + 4 years	Policy attached to Schedule, but official filed in Legal/Legislative/Policies	Paper, Electronic
REFERENCE	Superseded	Information reference guides such as Brown Act, Robert's Rules, IRS guidelines, Dept. of Commerce, etc.	Paper, Electronic
RESOURCE GUIDES, BOARD AND STA	Superseded	Compilation of pertinent resource documents, updated as necessary	Paper, Electronic
VEHICLE REGISTRATION & TITLE (MOVE TO FINANCE)	Permanent	Original maintained offsite	Paper
GENERAL SUBJECT:			
AGENDA, EXTERNAL AGENCIES	Life Permanent	External agency agendas if deemed pertinent for reference, retained while needed.	Paper, Electronic
ARTICLES OF INTEREST	Life Permanent	Keep until outdated or no longer needed.	Paper, Electronic
AWARDS, CERTIFICATES AND PLAQUES	Permanent	Historic value.	Paper, Electronic
CORRESPONDENCE, JURISDICTIONS, OUTSIDE AGENCY, LEGISLATORS, ETC.	Current year + 4 years	If not attached to agreement, project file or Agenda File by agency or city name.	Paper, Electronic
FORMS, DEPARTMENTAL	Superseded	Administrative Forms, Departmental	Paper
MEMBERSHIPS (APTA, CTA, etc.)	Superseded	Membership benefit info	Paper
MEMOS, BULLETIN BOARD, GM UPDATE	Current Year + 4 years	Includes GM updates, Bulletin Board Memos	Paper, Electronic

MISCELLANEOUS	Current Year + 4 years	Temporary holding for files without designation, or not typically retained by STA.	Paper
NEWSPAPER CLIPPINGS	Current year + 2	Historical Value	Paper
POLICIES AND PROCEDURES, DEPARTMENTAL	Superseded + 4 years Permanent	Retain while current	Paper, Electronic
PROGRAMS & PLANS	Current year + 4 years	Includes Strategic Plan, Legislative Program, Action Plan, TAMC TRP, AMBAG OWP	Paper
REPORTS, CUSTOMER SERVICE	Current year + 2 years	Reports not assigned	Paper, Database
SURVEYS AND STUDIES	Permanent	Service Analysis, Customer Surveys, etc.	Paper, Electronic
GRANTS:			
CERTIFICATION AND ASSURANCES	Closed, completed + 4 years	Federal and State C & A documents	Paper, Electronic
FEDERAL, CAPITAL	Grant closed, completed + 4 years.	Capital purchases. Must retain 3 years after receiving title (Useful Life = 12 years)	Paper, Electronic
FEDERAL, OPERATING ASSISTANCE	Closed, completed – 4 years	Operating assistance. Retain 3 years after close of contract	Paper, Electronic
FINANCIAL RECORDS	Closed, completed + 10 years	Refer to grant close-out procedure.	Paper, Electronic
OTHER	Closed, completed + 4 years	Grants administered by local agencies, or foundations	Paper, Electronic
STATE, CAPITAL	Life of grant + 4 years	Equipment purchases.	Paper, Electronic
STATE, CalEMA	Current year + 15 years	Capital and Operating grants	Paper, Electronic

STATE OPERATING ASSISTANCE	Closed, completed + 4 years	Operating assistance. 3 years after close of contract.	Paper , Electronic
GRANTS, UNSUCCESSFUL	Closed, completed + 4 years	Unfunded applications	Paper , Electronic
LEGAL/LEGISLATIVE:			
AGENDA, ELECTRONIC TRANSMITTAL	Life Permanent		
AGENDA PACKETS, BOARD & COMMITTEES	Permanent	Complete agenda packets by month	Paper , Electronic , Website
APPLICATIONS, COMMITTEES (NOT SELECTED)	Closed, completed + 2 years	Applicants not selected, all STA Committees (ACCESS Committee)	Paper , Electronic
APPLICATIONS, COMMITTEES (SELECTED)	Termination + 4 years	Applicants selected, all STA Committees (ACCESS Committee)	Paper , Electronic
AUDIO, RECORDINGS	Closed, completed + 2 months	When used for minutes preparation	Paper , Electronic
BYLAWS	Superseded + 4 years Permanent	Drafts kept only until final version approved by Board.	Paper , Electronic
CORRESPONDENCE, BOARD	Current year + 4 years	Correspondence from or to Board, not included in Board packet	Paper , Electronic
HEARING, ADMINISTRATIVE	Closed, completed + 4 years	Rulings or documentation	Paper , Electronic
LEGAL ADVERTISING	Current year + 4 years	Proof of Publication for Public Hearings, Display Ads, etc.	Paper , Electronic
MINUTES, BOARD, COMMITTEE (If Applicable), PUBLIC OR ADMINISTRATIVE HEARINGS	Permanent	Official minutes and hearing proceedings of Board, Committees, or Public Hearings	Paper , Electronic
OPINIONS, LEGAL	Superseded + 2 years 10 years	Confidential or Public	Paper , Electronic

ORDINANCES	Permanent	Board approved	Paper, Electronic
PETITIONS	Current year + 1 year	Submitted to Board	Paper, Electronic
POLICIES, BOARD APPROVED	Superseded + 2 years Permanent	All agency policies	Paper, Electronic
PROCLAMATIONS	Permanent	Policies, directives rendered by Board not assigned a resolution or ordinance number.	Paper, Electronic
REGULATIONS	Superseded + 2 years	Regulations adopted for STA	Paper, Electronic
REPORTS, LOBBYIST	Current Year + 4 years	Documentation received, created, and/or submitted to Board	Paper, Electronic
RESOLUTIONS	Permanent	Board actions	Paper, Electronic
TRIP REPORTS	Current year + 4 years	Trip Reports submitted to Board	Paper, Electronic
MARKETING:			
ANNUAL REPORT	Permanent	Brochure publicity piece, historical value	Paper, Electronic
BROCHURES	Superseded + 2 years	Miscellaneous publications	
PRESS RELEASES	Current year + 2 years	Created by STA	Electronic
RIDER'S GUIDES	Superseded + 2 years	Historical Value	Paper, Electronic
SIGNAGE	Superseded + 2 years	Historical Value	Paper, Electronic

PLANNING & SCHEDULING			
CORRESPONDENCE, COMMENT LETTERS	Permanent	STA initiated EIR/Development response letters	Paper, Electronic
DRIVER SCHEDULE BIDS	Current year + 4 years	Driver scheduled BIDS-finals only	Electronic

3. FINANCE

Description of Records	Retention	Descriptor	Format
ACCOUNTING:			
ACCOUNTS PAYABLE	Audit + 4 years	Invoices, check copies, supporting documents	Paper
ACCOUNTS RECEIVABLE	Audit + 4 years		Paper
BANK RECONCILIATION	Audit + 5 years	Statements, summaries for receipts, disbursements & reconciliation	Paper
BUDGET	Permanent	Adopted by Board	Paper, Electronic
FEDERAL & STATE TAX	Audit + 4 years	Forms 1096, 1099, W-9's and W-2's	Paper
JOURNALS	Current + 2 years	All monthly activity	Paper
LEDGER, GENERAL	Audit + 4 years Permanent		Paper
STATE CONTROLLER	Permanent	State Controller may destroy after 5 years	Paper

WARRANT REGISTER	Audit + 4 years		Paper
AUDIT:			
AUDIT, CAFR	Permanent	Independent auditor analysis	Paper
AUDIT, FTA TRIENNIAL	Permanent		Paper
AUDIT, PTMISEA	Permanent	CA Bond Audit	Paper
AUDIT, SINGLE	Permanent	Federal Grant Programs	Paper
AUDIT, TDA TRIENNIAL	Permanent		Paper
REVIEWS, INTERNAL/EXTERNAL PERIODIC	Audit + 4	Daily, weekly, monthly, quarterly, or other summary, review, evaluation, etc. except a report	Paper
FIXED ASSETS:			
INVENTORY	Active + 4 years	Reflects purchase date, cost, account number	Paper
Surplus Property, Disposal	Audit + 4 years	Sales of obsolete equipment	Paper
PAYROLL:			
DEFERRED COMPENSATION	Audit + 6 years	Records of employee contributions and agency payments	Paper
EMPLOYEE TIME SHEETS	Audit + 6 years	Signed by employee for audit & FEMA reports	Paper

EMPLOYEE TRANSACTION DETAIL	Permanent		Paper
PERS EMPLOYEE DEDUCTION REPORTS	Audit- Termination + 6 years		Paper
PURCHASING:			
BIDS, RFQ'S, RFP'S	Audit + 4 years	Requests for qualifications	Paper
BIDS, RFQ'S, RFP'S – SUCCESSFUL	Audit + 5 years	Requests for proposals regarding goods and services	Paper
BIDS, RFQ'S, RFP'S – UNSUCCESSFUL	Closed - completion + 4 years		Paper
CONTRACTS, EQUIPMENT	Life + 4 years 10 years	Keep for life of equipment plus 4 years	Paper
CONTRACTS, SERVICE/SUPPLIES	Termination + 4 years	Keep for 4 years beyond termination of contract	Paper
INTER-GOVERNMENTAL AGENCY AGREEMENTS	Permanent	JPA Agreements, MOU, other agreements between MST and Jurisdictions, Agencies, etc.	Paper, Electronic
LEGAL ADVERTISING	Current + 4 years	Proof of Publication for RFQ, RFP, Ads, etc.	Paper, Electronic
REQUISITIONS, PURCHASE ORDERS	Audit + 4 years	Original Documents	Paper
VEHICLE REGISTRATION & TITLE	Life of the Vehicle	Registration and title kept until sold or donated	
TREASURY:			
ACCOUNT STATEMENTS	Closed – Completion + 10 years	Monthly statement of transactions	Paper

BANK STATEMENTS	Audit + 2 years	Financing Authority	Paper
BONDS & COUPONS	Closed – Completed + 10 years	Supporting Documents Paid/Canceled	Paper
INVESTMENT TRANSACTIONS	Permanent	Summary of transaction, inventory & earnings report	Paper

4. HUMAN RESOURCES

Description of Records	Retention	Descriptor	Format
BENEFIT PLAN ENROLLMENT – DENIED	Closed – completed + 4 years		Paper
CORRESPONDENCE – MISCELLANEOUS	Current year + 2 years	If not attached to agreement, project file or Agenda	Paper, Electronic
EMPLOYEE HANDBOOK	Superseded + 2 years		Paper, Electronic
EMPLOYEE RIGHTS	Termination + 2 years Termination + 6 years	Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	Paper
MEDICAL RECORDS	Termination + 6 years	Enrollment Forms, Employee Benefit Forms	Paper
MEDICAL LEAVE	Termination + 6 years Termination + 30 years	May include Family leave, certification; tests	Paper
NEGOTIATIONS	Termination + 4 years	Notes, notebooks, correspondence, contracts, and Memorandum of Agreements	Paper, Electronic
PERSONNEL RECORDS	Termination + 6 years Termination + 3 years	Attendance, evaluations, drafts, worksheets, postings	Paper

DRUG & ALCOHOL TESTING	5 years	Results of drug and alcohol testing	
RECRUITMENT	Closed – completion + 3 years	Applications, resumes, alt. lists/logs, ethnicity disclosures, exam materials; job bulletins; eligibility; electronic database	Paper
SALARY RECORDS	Termination + 3 years	Deduction authorization, beneficiary designations, unemployment claims	Paper, Electronic
SUVEYS AND STUDIES	Termination + 3 years Termination + 2 years	Includes classifications, wage rates	Paper, Electronic
TRAINING RECORDS	Termination + 6 years Termination + 7 years	Employee applications, volunteer program training, class training materials, internships	Paper, Electronic
WORKERS COMPENSATION	Permanent	Claim files, reports, video, incidents (working files) originals filed with Administrator	Paper
RISK MANAGEMENT:			
CLAIMS, REJECTION	Closed—completion + 2 years Closed-completion + 5 years		Paper, Electronic
CLAIMS, REPORTS	Closed—Completion + 2 years Closed-completion + 7 years		Paper, Electronic
INSURANCE, CERTIFICATES	Permanent	Insurance certificates filed separately from contracts, includes insurance files by licensees	Paper
INSURANCE, LIABILITY/PROPERTY	Permanent	May include liability, property, Certificates of Participation, deferred, used of facilities	Paper
INSURANCE, WORKERS COMPENSATION	Permanent	Indemnity; PERS-working files- originals with Administrator	Paper
REPORTS, ACCIDENT – AGENCY ASSETS	Closed – Completion + 7 years	Reports and related records	Paper, Electronic

REPORTS, INCIDENT	Closed – Completion + 7 years	External comments/claims from public	Paper, Electronic
REPORTS, RISK MANAGEMENT	Permanent Closed-completion + 5 years	Federal OSHA Forms Loss Analysis Report; Safety Reports; Actuarial Studies	Paper, Electronic
VIDEO, AUDIO, PHOTOS – ADA RELATED	Current Year + 5 years	Any video or audio used for ADA purposes, complaints, or actions	Video, Audio
VIDEO, AUDIO, PHOTOS – DISCIPLINARY ACTION	Closed, Completed + 2 years	Close of file = post disciplinary action if not transferred to another case or action	Video, Audio
VIDEO, AUDIO, PHOTOS – GENERAL SURVEILLANCE	Variable	Routine daily video and audio. If not pulled for other action or case, retention is governed by system overwrite protocol. Based on space availability	Video, Audio
VIDEO, AUDIO, PHOTOS – LAW ENFORCEMENT	No Retention	Requests for video or audio not maintained by STA once turned over to law enforcement.	Video, Audio
VIDEO, AUDIO, PHOTOS – OTHER	Current year + 2 years	Includes video requested by Customer Service Complaint that is not attached to a file or used in active action or case	Video, Audio
VIDEO, AUDIO, PHOTOS - LIABILITY CASES	Closed – completed + 2 years	Close of file – disposition of case	Video, Audio
SAFETY & TRAINING:			
DMV RECORDS	Termination + 6 years	Employee	
TRAINING RECORDS	Termination + 6 years	Sign In Sheets	
TRAINING MATERIALS	Superseded		
INFORMATION TECHNOLOGY:			

INTERNET, WORLD WIDE WEB	Superseded + 2 years	Management/Policies and supporting documentation	
INVENTORY, INFORMATION SYSTEMS	Superseded + 2 years	Hardware/Software Inventory logs; system manuals	
NETWORK INFORMATION SYSTEMS (LAN/WAN)	Current year + 4 years	Configuration maps and plans	
PROGRAM FILES AND DIRECTORIES – ANNUAL BACKUP	Current year + 2 years		
PROGRAM FILES AND DIRECTORIES – DAILY BACKUP	Current year + 2 years		
PROGRAM FILES AND DIRECTORIES – DAILY BACKUP	Current year + 2 months		
PROGRAM FILES AND DIRECTORIES – MONTHLY BACKUP	Current year + 1 year		
PROGRAM FILES AND DIRECTORIES – MONTHLY BACKUP	Current year + 1 year		
PROGRAM FILES AND DIRECTORIES – WEEKLY BACKUP	Current year + .5 years		
TAPES, INFORMATION SYSTEM	Current year + 2 years		

5. OPERATIONS

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

BLUEPRINTS, SPECIFICATIONS	Life + 3 years Permanent	Life = life of project, shelter, building	Paper, Electronic, Photo
DRAWINGS, PROJECT PLANS	Life + 3 Years permanent	Includes traffic control or other plans. Life = life of project, shelter, building	Paper, Electronic
INSPECTIONS, VARIOUS ANNUAL COMPLIANCE INSPECTIONS/RECORDS AND PERMITS/ENVIRONMENTAL	Current year + 4 years	Documentation for managing hazardous materials and waste. Certified Unified Program Agencies (CUPAs); tire storage; above ground storage and below ground storage; storm water reports	Paper
MAINTENANCE, EQUIPMENT & BUILDING PMs	Current year + 4 years	STA and vendor performed	Paper, Electronic
PERMITS, ENCROACHMENT	Permanent	Required for work completed in a public right of way; example: bus stops and construction projects	Paper
PERMITS: COMPLIANCE/ENVIRONMENTAL	Permanent	Includes but is not limited to operating permits, storage, testing results, annual renewable permits	Paper
PLANS, CAPITAL IMPROVEMENT PROJECTS	Permanent	All documents and materials related to funding design, permits, construction and as built drawings	Paper, Electronic
RECORDS, DISPOSAL MANIFEST/HAZ-MAT	Current Year + 9 years	Haz-Mat manifest (Evergreen, Safety Kleen, other haz-mat disposal)	Paper
RECORD, DISPOSAL, ENVIRONMENTAL/HAZ-MAT MAJOR INCIDENTS	Current Year + 9 years	Major Environment/Haz-Mat spills (entering storm drains, waterways, creeks, etc.) including multiple agency responders	Paper, Electronic
RECORD, DISPOSAL, ENVIRONMENTAL/HAZ-MAT MINOR INCIDENTS	Current Year + 5 years	Minor Environmental/Haz-Mat spills	Paper, Electronic
INSPECTIONS, ANNUAL BUS OR OTHER SPECIAL	Life + 3 years Permanent	Annual CHP inspections or other inspections	Paper
MAINTENANCE RECORDS, REVENUE AND NON-REVENUE VEHICLES	Life of vehicle + 3 years	Electronic or paper records that track the maintenance activities (preventative & repairs and modifications)	Paper, Electronic

MAINTENANCE RECORDS, FORK LIFT, TUG, SWEEPER AND OTHER EQUIPMENT/VEHICLES	Life of vehicle + 3 years	Electronic or paper records that track the maintenance activities (preventative repairs and modifications)	Paper, Electronic
PERMITS, COMPLIANCE/ENVIRONMENTAL	Permanent	Includes but is not limited to operating permits, storage, testing results, annual renewable permits, construction projects	Paper
VEHICLE, ASSIGNMENT REPORTS:			
REPORTS, CARB ANNUAL	Current year + 9 year	Annual bus fleet emissions report	Paper
REPORTS, MONTHLY DEPARTMENT	Current year + 4 years	Board report documents from department	Electronic
TIRE MANIFEST	Life of tires + 1 year	Life of Contract + 1	Paper
WARRANTY, BUS WARRANTY FILES/RECORDS	Life of vehicle + 3 years	Records of warranty work	Paper, Electronic
WORK ORDERS, BUS & DEFECT CARDS: REVENUE VEHICLES (INCLUDES OIL ANALYSIS)	Life of vehicle + 3 years	All documents and files, including but not limited to bus preventative maintenance, repairs and modifications	Paper, Electronic
TAXI:			
TAXI VOUCHER RECEIPTS/REDEMPTION	6 years	Verifies receipt of taxi voucher for sales to the public	Paper
TRANSPORTATION:			
COURTESY CARDS	Current year + 2 years	Form completed by passengers or witnesses to an event typically occurring on board the coach	Paper
FORMS, DISPATCH SHEETS, UTW'S	Current year + 7 years	Payroll document	Paper

FORMS, VOLUNTEER	Current year + 2 years	Completed by Operator to volunteer for overtime assignment	Paper
LOGS, US-DOT DRIVER'S DAILY	Current Year + 7 years	Federal Department of Transportation Requirements	Paper
MANUALS, COACH OPERATORS	Active + 3 years	Operator SOPS(s) – periodically reprinted	Paper, Electronic
MEMOS, SERVICE ALERT	Current year + 2 years	Service Alert Memos – providing direction to Operators on routing detours, etc.	Paper
POLICIES AND PROCEDURES, STANDARD OPERATING	Active + 3 years	Transportation Department Standard Operating Procedures	Paper, Electronic
REPORTS, AFTER ACTION – MAJOR INCIDENT	Current year + 9 years	Staff report and follow up response to any major incident (Haz-Mat, disaster response)	Paper
REPORTS, OCCURRENCE	Current year + 4 years	Completed by the Operator to report unusual occurrence or incident. Courtesy cards attached to report.	Paper
REPORTS, PRE-TRIP INSPECTION	Current year + 3 years	DOT Requirement	Paper
REPORTS, SUPERVISOR DAILY ACTIVITY	Current year + 1 year		Paper, Electronic
REPORTS, TRANSIT MASTER INSPECTION	Current year + 1 year	ACS Defect Card	Paper
REPORTS, VEHICLE INSPECTION	Life of vehicle	Operator generated Maintenance Defect Cards	Paper



Request for Public Records

FOR OFFICE USE ONLY
Date Received:
Due Date:
Deposit Amount:

Format:

Paper

Electronic

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

Description of Record	Date/Range

Rev. 6/24/2015

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, June 24, 2015
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

**Chairman Greg Pettis will participate via phone from
Marriott Hotel
350 Calle Principal
Monterey, CA 93940**

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

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

AGENDA TOPICS

RECOMMENDATION

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

2. **Roll Call**

3. **Finalization of Agenda**

4. **Presentations**
None.

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

Receive Comments

NON AGENDA ITEMS

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

AGENDA ITEMS

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

6. Board Member Comments**Receive Comments**

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

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

7. Consent Calendar**Approve**

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) Approval of Minutes of May 27, 2015 Board of Directors meeting (Pages 1-8)
- b) SSG/SRA checks over \$1000 issued April, 2015. (Page 9)
- c) SSG/SRA Monthly Budget Reports April, 2015. (Pages 10-11)
- d) Taxi Vehicle/Rides Analysis (Pages 12-14)
- e) California Retail Gasoline Price Report (Page 15)
- f) Metrix (Page 16)
- g) Election of Officers for SSG for FY 16; concurring with SunLine Transit Agency Board election of officers. (Pages 17-18)
- h) Approval of Resolution Establishing New Board Committees and Dissolving existing committees; concurring with SunLine Transit Agency Board decision. (Pages 19-23)
- i) Approval of Resolution Revising Agency/Committee Bylaws; concurring with SunLine Transit Agency Board decision. (Pages 24-36)
- j) Appointment of New Board Committees; concurring with SunLine Transit Agency Board appointments. (Pages 37-39)
- k) Approval of compensation change of the CEO/General Manager and contract amendment; concurring with SunLine Transit Agency Board decision. (Pages 40-42)

**8. Taxicab Budget & Fee Schedule Resolution for FY 2016
(Chairman of Taxi Committee, Greg Pettis)****Approve**

Request to the Board to approve the Taxicab Budget and fee schedule Resolution for FY 2015. (Pages 43-54)

9. **Resolutions Setting Taxi Rates FY 2016** (Chairman of **Taxi Committee, Greg Pettis**) **Approve**
Request to the Board to approve the Resolution setting taxi rate for FY 2016. (Pages 55-57)
10. **Next Meeting Date**
July 29, 2015
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
11. **Adjourn**



**AGENDA
TAXI COMMITTEE MEETING**

**June 24, 2015
11:00 a.m.**

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

**Chairman Greg Pettis will participate via phone from
Marriott Hotel
350 Calle Principal
Monterey, CA 93940**

(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.

----- ACTION -----

5. Consent Calendar

Approve

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

6. **Approval of Taxicab Budget & Fee Schedule Resolution For FY 2016** **Approve**
(Michael Jones)
Request to the Board to approve the Taxicab Budget and fee schedule Resolution for FY 2016. (Pages 9-20)
7. **Approval of Resolution Setting Taxicab Rates For FY 2016** **Approve**
(Michael Jones)
Request to the Board to approve the Resolution setting taxicab rates for FY 2016. (Pages 21-23)
8. **Adjourn**

MINUTES
SunLine Services Group
Board of Directors Meeting
May 27, 2015

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, May 27, 2015 at 12:00 p.m. in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

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

2. Pledge of Allegiance

Board Member Kristy Franklin, led all in the Pledge of Allegiance

3. Roll Call

Completed.

Members Present

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City, via teleconference
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

John J. Benoit, Vice Chairman, Supervisor, County of Riverside

4. Finalization of Agenda

No changes.

5. Presentations

None.

6. Public Comments

NON - AGENDA ITEMS:

None.

AGENDA ITEMS:

Agenda Item #12

Thomas Cooper, Yellow Cab, addressed the Board. Mr. Cooper stated that he represents the drivers and presented a signed petition stating that Uber is flagging rides everywhere. Mr. Cooper stated that the drivers would like to see some sort of regulation set up to regulate Uber. He stated that there should be a fair game. Ms. Skiver stated that there is a regulatory arm for the TNCs. Mr. Cooper stated that the taxicab drivers are not seeing any regulation. He stated that even the hotels call Uber. This is their livelihood. Mayor Pro Tem Franklin asked Mr. Thomas if he

thought that establishing more taxicab stands would be one means of effectively assisting the taxi business. Mr. Cooper stated, yes, they need more stands. He stated that it is discouraging when you are standing at a stand, and Uber pulls up acting like a taxi.

Michael Brock, Yellow Cab, addressed the Board. She stated that each week she is faced with questions from drivers who fear for their livelihood. They ask what is being done by SunLine and the franchises to combat the illegal activity and loss of ridership to the TNCs. Ms. Brock stated that other than explaining to them what the Taxi Trade Associations are doing at the legislative level and what they are doing as a company as part of the marketing strategy, she does not have any answers for them. Neither of the answers are having an immediate impact as the drivers are watching their businesses deteriorate by leaps and bounds each month. Ms. Brock stated that she is before the Board to ask for support from each Board member and to request that each member utilize their political influence to convince the CPUC to delegate the TNC regulation to the local level and hold them accountable to the same strict regulatory standards that taxicabs are held to. Ms. Brock stated that TNC companies, such as Uber, maintain that they are a software technology company, but in reality they are no more of a technology company than any of the local cab companies. Ms. Brock stated that we all use technology as the foundation to connect drivers with passengers. The primary difference is that taxicab companies are held by strict regulatory standards as a transportation company and TNCs are not, thereby not allowing the franchises to compete with their price structures. Ms. Brock stated that she fails to comprehend why the State is reinventing the wheel at the expense of public safety. Taxicabs are regulated at the local level to ensure public safety. Common sense says that a company that provides the same service, should be subject to the same regulations.

Duncan MacLeod, Desert City Cab, addressed the Board stating one of the greatest problems within the State Senate and State Assembly is that Uber is not being looked at as a public transportation company. He stated that all he hears them saying is 'we are just carpooling' or 'ridesharing'. There is nothing about making money. They don't want to advertise that they are making money – they are helping out the public. Mr. MacLeod stated that every Assemblyman he has heard speak on the subject is how Uber is helping out the public; not making money. He stated they need to be regulated as taxis are; they need the same insurance program to protect the customer, as well as the same inspections. Mr. MacLeod stated that they need a price cap to protect the customer. No one is protecting the customer or the drivers. TNCs are allowed to put as many vehicles on the road as they want and if one customer does not like them, the driver is released from their contract and they are not called again. For those working for the taxi company, there is a Board to go to. Mr. MacLeod stated that we need to bring Uber down to a local agency where they can be controlled and capped. Without that, the taxi business will be gone.

Mayor Pro Tem Belts stated that he wanted to see what Uber was about, so he signed up to be an Uber driver. When it gets to the point where it says give insurance information, he did not want to give them that information; he did not

want his rates to be affected. Mayor Pro Tem Betts stated that he did not think that his insurance covers him doing a commercial operation. He stated that he is trying to figure out what happens when someone gets into the car and there is accident where someone gets hurt seriously. Is there coverage for the rider? Mr. Jones stated that there are cases out there. A couple of years ago on New Year's Eve, a six year girl was hit and killed by an Uber driver. As of today, that family has not received any kind of compensation.

Ms. Skiver stated that the question on the floor is insurance. Currently, when a passenger is in an Uber vehicle under a 'ride', they are covered by Uber's policy. This is always the question that the public, taxi operators, regulators want to know. How does that work? When that question is asked of a TNC, that is how they respond. Your insurance, even though you have to provide the information, isn't the only insurance coverage for that driver when they are in revenue service. Mr. Jones stated that is correct. There are three phases. There is the first phase where the driver of an Uber vehicle is waiting for an app to be pressed. Then there is phase two where a ride has been accepted and phase three, when there is a passenger in the vehicle itself. Ms. Skiver stated that the reason personal insurance must be provided is because it is a personal vehicle. You as a driver cannot drive the vehicle unless you have insurance for that vehicle. They want to see private insurance to ensure that all the regulatory requirements under that vehicle being registered have taken place. The personal insurance would not be technically the insurance that would cover if you were in a revenue situation with a passenger.

Mayor Pro Tem Betts stated that he did not complete the process; he is not an Uber driver. He asked about the regulations a taxicab driver goes through. Mr. Jones stated that the regulations are very strict. In order for a taxicab driver to receive a permit in the Coachella Valley, they have to be drug and alcohol tested, a ten year check on driver record, sign up for employee pull notice, which is constantly being reviewed on a daily basis. They go through live scan – fingerprinted. SRA also receives a background check not only at the State level, but the Federal level as well. There is random drug testing and drivers are required to go through training through each one of their franchises. Ms. Skiver further stated that with the permission of the Board, we have sent communication to the CPUC stating that we are willing to help or be the regulator for TNCs in the Coachella Valley. Maybe stronger support or more influence is what is needed. The correspondence was sent to the CPUC in July of last year, sent certified mail. A verbal response was received from the office, but nothing in writing. The verbal response was that it was not going to happen at this time.

Chairman Pettis stated that the taxi company did ask for help in facilitating a meeting. There are three local and state representatives – Senator Stone, Assemblyman Garcia and Assembly Mayes. A meeting could possibly take place here at SunLine and we would invite the taxi companies to come to the meeting and have a face-to-face conversation with local representatives. Uber is talking to them in Sacramento. The Chairman would like to see that meeting take place

hopefully in the next couple of months. Mr. Jones stated that we will begin working on that right away.

Mayor Hernandez stated that he is with the taxicabs – everyone should play by the same rules. It is not fair that they get away with less regulation. Having said that, Mayor Hernandez stated that the taxi franchises need to compete. TNCs have invested heavily in technology, which is convenience. Mayor Hernandez stated that we have seen this throughout history. The franchises need to come together, spend the money; everyone is on their smart phones and they want convenience.

7. Board Member Comments

Mayor Pro Tem Betts stated that he wanted all to know that we have a really great bus service. He took a ride on the Line 14 to Palm Springs. He stated that it is clean, quick and it was nice going across the wash on a windy day. Mayor Pro Tem Betts complimented staff stating that it was a pleasurable experience. He asked all to try the bus.

8. Consent Calendar

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

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

9. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of the April 22, 2015 Board meeting. The motion was seconded by Mayor Hernandez. The motion was approved by a unanimous vote of 9-0.

10. Update to the Board on FY16 Capital & Operating

Chairman of the Taxi Committee, Greg Pettis stated that the Taxi Committee reviewed the budget. There were some questions; there were no concerns and the Committee asks that this be moved forward to the full Board for approval at the next Board meeting.

11. Desert City Cab Color Scheme

Chairman of the Taxi Committee, Greg Pettis stated that Desert City Cab wanted to change the colors of their cabs. He asked that Taxi Administrator, Michael Jones, give a quick update. Mr. Jones stated that SRA received a written request by Desert City Cab and the traditional green cabs be changed, beginning this week. The cabs are changing to white, with metallic green.

12. Regulation of Transportation Network Companies

Taxi Administrator, Michael Jones addressed the Board. He provided the following presentation:

Taxi Regulation

In today's technology environment, transportation regulation has challenges that do not fit neatly within our customary framework of ordinances and regulations. The California Public Utility Commission has asserted control of all TNCs.

Questions begin with the TNC service that carry seven passengers or less.

For Example:

- UberX(cars) and UberXL(minivans) are vehicles that carry seven passengers or less; they are for hire on a "for profit" basis.
- They use Smartphone GPS technology as a meter to charge drop per mile and per minute.
- They are required to have a unique identifying dress, rather than a top light. You will see a symbol on the windshield, front grill, or even on the side mirrors.

Mr. Jones stated that at a previous meeting, there was a request for a cost comparison. He stated that this can be a moving target; however we had a great example that came up; the trip was from the JW Marriott in Palm Desert to the Palm Springs Airport. Ms. Jones stated that on the cost comparison (below), UberX, the price per mile was \$1.75, which brought the total charge with the base rate to \$21.87. The UberXL, the minivans, was a little higher at \$36.25 and higher for the taxicab under our current base rate of \$3.12 per mile, at \$39.00. For the UberX, you see a significant change happen as soon as there is spike in need. For UberX, when there is a surge of five times the amount, and this is dictated on the need for additional vehicles on the road, that \$29.37 ride immediately go up to \$116.87. This is not just on the 'per mile'; the base rate goes up as well as the 'per mile' and the 'per minute'. That is why it can be substantially higher.

Cost Comparison

JW Marriott to Palm Springs Airport:

Distance: 12.5 miles.

Time: 25 minutes.

UberX: Base rate: \$2.50, Per mile: \$1.75 x 12.5 miles = \$21.875
Per min: \$.20/min x 25 minutes = \$5.00, TOTAL = **\$29.37**

UberXL: Base rate: \$5.00 (minivan)
Per mile: \$2.90 x 12.5 = \$36.25, Per min: \$.35/min x 25,
minutes = \$8.75, TOTAL = **\$50.00**

Taxi: Base Rate: \$2.50, SRA: \$.50, Per mile: \$3.12 x 12.5 = \$39.00
Wait time: Approximately \$2.00 (traffic signals delay)
TOTAL = **\$44.00**

What are the known violations by TNCs?

- TNCs stage at locations such as taxicab stands, hotels, restaurants, bars, etc.
- TNC passengers pre-calling a TNC driver.
- TNC have been found soliciting rides.
- TNC have blogged about accepting cash ride.

Mr. Jones stated in reference to known violations by the TNCs, he has heard from the taxicab drivers; SRA staff tries to witness as well, that TNCs are staged at locations such as the taxi stands currently in place, as well as restaurants and bars. Mr. Jones stated that TNCs – their passengers, have found a way to get around system and a way to get in touch with their specific driver. What they do is when the driver gets close to the area of pickup, they will make a call to the passenger and the passenger will then press the app button, giving that ride directly to that driver. Mr. Jones stated that this information came from taxicab drivers. TNCs will blog what they have done and how they have been able to do it.

TNCs have been found to soliciting rides in our community; they try to get word to their car when in fact they should not be staged in the location. In addition, TNCs have blogged about accepting cash for rides; this took place during the festivals (Coachella Fest; Stagecoach).

Mayor Pro Tem Franklin, stated that never having called Uber, she asked about the surge. She asked that if she called for an Uber vehicle and she wants to go from the Marriott to the airport, how would the passenger know the cost of the trip. Mr. Jones stated that the app provides the price; there is full disclosure. When surge pricing is in effect, it requires you to accept it. Mr. Jones stated that if the price is the current price, it will tell you that you have the current threshold. If there is price surging, it will give the passenger a disclaimer and the passenger is required to accept that surge pricing. It will tell you what the price surging is and you have ability to accept the price or decline it. Mayor Pro Tem Spiegel asked if TNCs can be at a taxi stand. Mr. Jones stated that there is not an actual taxi stand at the Marriott. On that private property, there is a stand that is designated to taxis, but it is not recognized as an actual taxicab stand. Uber should not be there; SRA makes them leave. Mayor Pro Tem Franklin asked how a passenger would get an Uber – texting, or calling. Mr. Jones stated there is nobody to call. There is only an application.

What are the options and rights of the SRA?

- Establish "taxicab only" stands throughout the Coachella Valley.
- Launch a Universal Taxi Application.
- Increase options to identify and cite violators.

Mr. Jones stated that the options and rights of the SRA has come into question as to how far can the SRA assert regulatory authority and are there options. Mr. Jones stated that the SRA can launch a universal taxi app. He stated that one of

the concerns with launching the app is the question – how effective is it going to be. There was discussion during the Taxi Committee on this. To launch a universal app is costly and in doing so, a universal app that is just for the Coachella Valley would be ineffective at best. Mr. Jones stated that Uber is nation-wide and unless we have some type of a taxi app that our franchises can become a consortium with, or a member of, that is known across the nation, for us as the SRA, to try and assert some type of a universal app within our Valley is really going to be costly and not provide the results we are looking for. Mayor Hobart asked why it would not be effective enough if it was just in use in the Coachella Valley. Mr. Jones stated that the target audience would be our local community as they are being marketed to. Our visitors, which we rely on very heavily in our Valley, would not necessarily know that we have own app available unless they would be able to come out to the curb – for example, the Palm Springs Airport, and see that they can load the app. Mayor Hobart asked if it would be something that could be considered by the residents for the Coachella Valley. Mr. Jones stated, yes. Mayor Hobart stated that we could put signs at the Airport – “Taxi App”, or something along that line. When people are coming in, they could see the sign, if the Airport and the taxicabs want to do that. This could help and be a competitive way to, at least, begin to challenge of Uber and affiliated groups. Mr. Jones stated that this would be an option. The three franchises do have apps; each one works at a different level. Mr. Jones stated that if all three franchises had one app, and start a marketing campaign, that could be an option. Ms. Skiver clarified that this would be something that the franchises would launch, not SRA. Mr. Jones stated that the franchises could go after this. There have been some cities that actually have RFPs out there to launch a universal app; however, they can be costly and at this particular point, we do not know how effective that would be.

Mr. Jones stated that the other options and rights under SRA – what we are trying to do is to increase our options to identify and site the violators. It is a difficult task to try and find them in action. As soon as the SRA is out on the streets, or as soon as they are alerted, they have a good network and start communicating with each other. They then vanish. STA is going to try to initiate other options to look and identify ways to work with cities to do some operations to get some of these issues under control.

Councilmember Strange asked about the consequences of catching the violators. Mr. Jones stated that for unauthorized taxicab services, the citation is \$5,000. We do have the ability in cases to actually tow the car. Mr. Jones stated that in other municipalities where they have tried to do this, it lacks on its successful follow through.

Mayor Pro Tem Spiegel asked if there have been any fines handed out in the Coachella Valley. Mr. Jones stated yes. Mayor Pro Tem Betts asked how the Ubers are being fined. Mr. Jones stated this happens when Uber operators are operating outside of their rules and regulations. They are a prearranged ride. To be staged or when they pull into a taxicab stand waiting for a ride – that would not be a prearranged ride.

Mr. Jones continued his presentation: Establish 'taxicab only' stands throughout the Coachella Valley. Currently, and this is something that a lot of people are not aware of - in the Coachella Valley, there are only three designated taxicab stands. The City of Palm Springs recently worked diligently with staff to establish a stand in the north end of town. There was a public safety issue. Additional taxicab stands would do the following: provide an additional convenience to passengers to see a well posted location to wait for a taxi and provides a visible staging area for everyone. Taxicabs and drivers have a designated stand. This is a place where only they can park. It helps SRA with efficiency on the oversight of the taxicab operations to make sure that those areas that are designated for passenger pickup are being utilized by approved taxicab service.

Ms. Skiver further stated that this Board has been briefed many times on the TNCs and we have heard from our taxi operators and franchises on the issue. What we wanted to bring before the Board is our rights and responsibilities under our Ordinance. One of the things that comes to mind is providing a designated place for taxis to operate from. This gives us a point to regulate. It gives more visibility to the taxi operators. Ms. Skiver stated that when she travels and knows that when she sees a taxi stand where she can see staged cars, she knows she will get a ride. People gravitate to Uber because they know they don't have to make a phone call; they can go to an app, see the car, and they never have to pick up the phone. Ms. Skiver stated we wanted to bring solutions. Taxi stands in well used, well-traveled areas would assist. The SRA would have a place to catch offenders. Currently it is almost impossible.

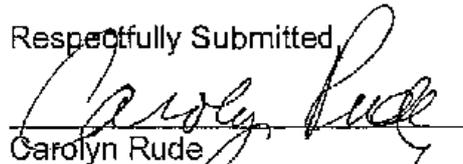
13. Next Meeting Date

Chairman Pettis announced that the next regular meeting of the Board of Directors, if needed, will be held June 24, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

14. Adjourn

Chairman Pettis adjourned the meeting at 12:37p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of April 2015

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

Vendor Name	Description	Check #	Check	Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 4/10/15	090019	4/10/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 4/24/15	090028	4/30/2015	\$9,650.84
SUNLINE TRANSIT AGENCY	Operating Exp (Feb 2015)	090017	4/10/2015	\$7,193.60
RUTAN & TUCKER, LLP	Legal fees (Mar 2015)	090023	4/16/2015	\$4,775.50
Total of Checks Over \$1,000				\$31,376.58
Total of Checks Under \$1,000				\$820.22
Total of All Checks for the Month				\$32,196.80
Total Amount of Checks Prior Years Same Month				\$29,482.92

SunLine Regulatory Agency
Budget Variance Report
April 2015

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	325,000	31,084	27,083	4,000	245,699	270,833	(25,135)
Revenue Fines	5,000	600	417	183	8,350	4,167	4,183
Vehicle Inspection Revenue	17,000	3,200	1,417	1,783	22,450	14,167	8,283
New Driver Permit Revenue	6,000	210	500	(290)	6,550	5,000	1,550
Driver Transfer Revenue	1,620	80	135	(55)	1,960	1,350	610
Driver Renewal Revenue	9,200	280	767	(487)	6,415	7,667	(1,252)
Driver Permit Reinstatement/Replacement	165	30	14	16	365	138	228
Vehicle Permit Revenue	102,000	550	8,500	(7,950)	96,916	85,000	11,916
Interest Revenue	110	3	9	(6)	33	92	(59)
Other Revenue	-	-	-	-	3,000	-	3,000
Carryover Taxi Funds	8,950	-	746	(746)	-	7,458	(7,458)
Total revenue	475,045	36,037	39,587	(2,804)	391,738	395,871	(4,133)
Expenses:							
Salaries and Wages	226,918	17,815	18,910	1,095	183,303	189,098	5,796
Fringe Benefits	135,624	11,285	11,302	17	106,356	113,020	6,664
Services	75,028	2,443	6,252	3,810	49,805	62,523	12,718
Supplies and Materials	10,300	685	858	173	7,204	8,583	1,379
Miscellaneous	27,175	1,662	2,265	603	19,072	22,646	3,574
Total Expenses	475,045	33,889	39,587	5,698	365,740	395,871	30,131
Total Operating Surplus (Deficit)	\$ -	\$ 2,148			\$ 25,998		

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.

TRIP vs. VEHICLE ANALYSIS

TRIP vs. VEHICLE ANALYSIS															
	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199
	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254	157	39,715	253
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	2052	637,756	311
	FY14/15									FY 12/11					

	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	158	43,182	273			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUN			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
TOTALS	1773	528,139	298	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!	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												

MOST VEHICLES	APR	189												
LEAST VEHICLES	JUL	140												
MOST TRIPS/VEH	Mar	347												
LEAST TRIPS/VEH	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

U.S. Energy	
Apr 01, 2015	\$3.21
May 01, 2015	\$3.75
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	\$3.48

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	

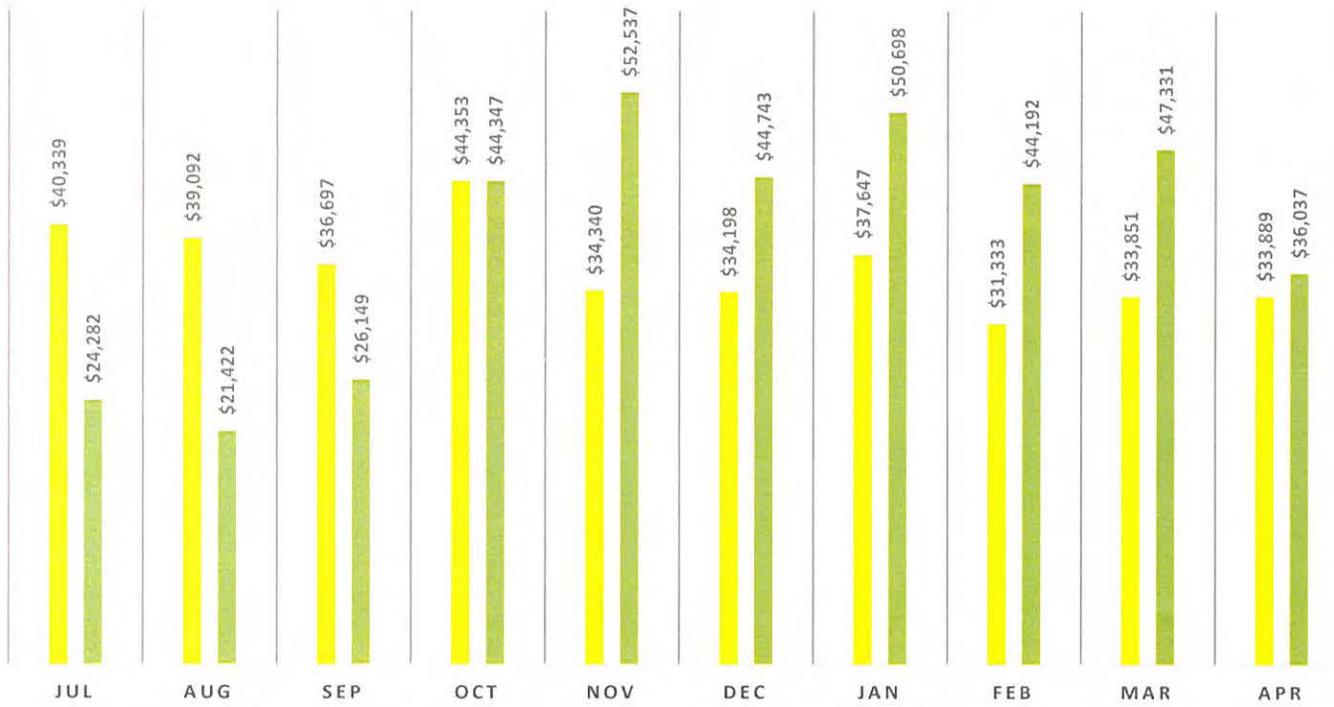
Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

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	\$3.48	
Difference	-\$0.36	Rate Decrease
		-0.08
New Rate	2014/15	\$3.04
2015	\$3.51	
2016	\$3.48	
Difference	-\$0.03	Rate Decrease
		-0.08
New Rate	2014/15	\$3.04

TAXI EXPENSE VS. REVENUE AND VARIANCE APRIL

Expense Revenue



FY 15 YTD



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

**SunLine Transit Agency
SunLine Services Group**

DATE: June 24, 2015 **ACTION**
TO: Board of Directors
FROM: John J. Benoit, Vice Chairman of the Board
RE: Election of Officers

Recommendation

Recommend that the Board of Directors accept nominations and elect officers for SunLine Transit Agency and SunLine Services Group; Chairman of the Board and Vice Chairman of the Board.

Background

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in June and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

Attachment: History of SunLine Transit Agency officers

SunLine Services Group
History of Board Officers

YEAR	CHAIR	VICE-CHAIR
1993-1994	Richard Kelly (Palm Desert)	Phil Bostley (Indian Wells)
1994-1995	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1995-1996	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1996-1997	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
	Sarah Di Grandi (Cathedral City)	Will Kleindienst (Palm Springs)
1997-1998	Sarah Di Grandi (Cathedral City)	Roy Wilson (Riverside Cty)
1998-1999	Roy Wilson (Riverside Cty)	Percy Byrd (Indian Wells)
1999-2000	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2000-2001	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2001-2002	Will Kleindienst (Palm Springs)	Percy Byrd (Indian Wells)
2002-2003	Matt Weyuker (Desert Hot Springs)	John Pena (La Quinta) (thru 11/02)
		Richard Kelly (Palm Desert)(elected 1/03)
2003-2004	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2004-2005	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2005-2006	Richard Kelly (Palm Desert) (thru 3/06)	Don Adolph (La Quinta)
	Don Adolph (La Quinta) (4/06 - 6/06)	
2006-2007	Mike Wilson (Indio)	Don Adolph (La Quinta)
2007-2008	Mike Wilson (Indio)(thru 12/08)	Bud England(Cathedral City)(thru 12/08)
2007-2008	Bud England (Cathedral City)(1/09-6/09)	Steve Pougnet (Palm Springs)(1/09-6/09)
2009-2010	Bud England (Cathedral City)	Steve Pougnet (Palm Springs)
2010-2011	Steve Pougnet (Palm Springs)	Eduardo Garcia (Coachella)
2011-2012	Eduardo Garcia (Coachella)	Robert Spiegel (Palm Desert)
2012-2013	Robert Spiegel (Palm Desert)	Yvonne Parks (Desert Hot Springs)
2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) vacated 10/14
		John J. Benoit (Riverside County)

**SunLine Transit Agency
SunLine Services Group**

DATE: June 24, 2015 **ACTION**
TO: Board of Directors
FROM: Legal Counsel
RE: **Approval of Resolution Establishing New Board Committees and
Dissolution of Previous Board Committees**

Recommendation

Recommend that the Board of Directors approve the attached Resolution establishing new Board committees for SunLine Transit Agency and SunLine Services Group. Committees are as follows: Finance/Audit Committee; Board Operations Committee; Strategic Planning and Operational Committee; Taxi Committee. The Board is requested to approve the dissolution of previous committees: Finance Committee; Litigation Committee; Bylaws, Policy & Procures Committee.

Background

At the April 22, 2015 Board meeting, the Board of Directors directed staff to move forward with the implementation of the proposed committee structure that was recommended by Staff. The attached Resolution establishes new Board Committees and the dissolution of previous Committees.

The new Committees and responsibilities are as follows:

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 major contracts.

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

Board Operations Committee:

- Reviews and advises on Agency bylaws, policies and procedures.

- Reviews and advises on Agency litigation, except for Workers Compensation actions.
- Reviews and advises on State and Federal legislative efforts.
- Coordinates review of the CEO/General Manager.
- Conducts new Board Member orientation.

Committee consists of two Board Members
 Representative: Agency Legal Counsel

Strategic Planning and Operational Committee:

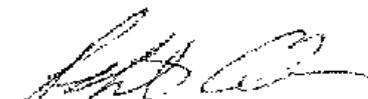
- Advises on Short Range Transit Plan.
- Sets long range goals and a long range plan.
- Generates initiatives to deal with high-stake issues at the strategic end of the spectrum.
- Reviews next year's service goals and the line-item budget.
- Reviews capital projects.
- Provides review and concurrence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

Committee consists of three Board Members.
 Staff representative: Chief Administration Officer, or designee.

Taxi Committee:

- Reviews and monitors all Taxi benchmarks and financial items.
- Reviews Taxi Ordinance amendments and taxi regulations.
- Reviews and advises on Franchise issues.

Committee consists of two Board Members
 Staff Representative: Taxi Administrator



 Robert Owen

RESOLUTION NO. _____
A JOINT RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY
SUNLINE SERVICES GROUP
CREATING BOARD COMMITTEES
AND DISSOLVING EXISTING COMMITTEES

WHEREAS, the SunLine Transit Agency (“STA”) was formed pursuant to the SunLine Joint Powers Transportation Agency Agreement (the “Agreement”) in or about May 1977; and SunLine Services Group (“SSG”) was formed pursuant to the SunLine Services Group Joint Powers Agreement on November 2, 1993; and

WHEREAS, Section 3(F)(3) of the Agreement authorizes the Board to appoint advisory committees as deemed necessary; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Committees listed below are hereby established, with memberships and general advisory duties as listed:

1. 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 major contracts.

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

2. Board Operations Committee:

- Reviews and advises on Agency bylaws, policies and procedures.
- Reviews and advises on Agency litigation, except for Workers Compensation actions.
- Reviews and advises on State and Federal legislative efforts.
- Coordinates review of the CEO/General Manager.
- Conducts new Board Member orientation.

Committee consists of two Board Members
Representative: Agency Legal Counsel

3. Strategic Planning and Operational Committee:

- Advises on Short Range Transit Plan.
- Sets long range goals and a long range plan.

- Generates initiatives to deal with high-stake issues at the strategic end of the spectrum.
- Reviews next years' service goals and the line-item budget.
- Reviews capital projects.
- Provides review and concurrence on SunLine's performance management benchmarks and goals.
- Attends quarterly SunLine Stat meetings which monitor service operations and spending performance.

Committee consists of three Board Members.
 Staff representative: Chief Administration Officer, or designee.

4. Taxi Committee:

- Reviews and monitors all Taxi benchmarks and financial items.
- Reviews Taxi Ordinance amendments and taxi regulations.
- Reviews and advises on Franchise issues.

Committee consists of two Board Members
 Staff Representative: Taxi Administrator

SECTION 2. The Committees listed below are hereby dissolved:

1. Finance Committee.
2. Litigation Committee.
3. Bylaws, Policy & Procedures Committee.

SECTION 3. The Clerk of the Board shall certify to the passage of this Resolution and enter the same in the Agency's Official Book of Resolutions.

PASSED AND ADOPTED this ____ day of _____, 20__.

ATTEST:

 Carolyn Rude
 CLERK OF THE BOARD
 SunLine Transit Agency
 SunLine Services Group

 John J. Benoit
 VICE CHAIRMAN OF THE BOARD
 SunLine Transit Agency
 SunLine Services Group

SunLine Transit Agency
SunLine Services Group

DATE: June 24, 2015 **ACTION**

TO: Bylaws, Policy & Procedures Committee
Board of Directors

FROM: Legal Counsel

RE: Approval of Resolution Revising Agency/Committee Bylaws

Recommendation

Recommend that the Board of Directors approve the attached Resolution amending Agency/Committee Bylaws.

Background

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

In addition, Committee Bylaws have been created reflecting the new committee structure.

Legal Counsel will be available to answer any questions regarding this item during the meeting.

Financial Impact

No fiscal impact.



Robert Owen

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. _____

A JOINT RESOLUTION AMENDING AND ADOPTING RULES OF PROCEDURE FOR BOARD MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING BYLAWS FOR ALL BOARD COMMITTEES.

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

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

WHEREAS, the Board of Directors desires to establish a common set of bylaws applicable to all established Board Committees; and

WHEREAS, the Board of Directors of the SunLine Services Group desires to establish the same Rules of Procedure and Committee Bylaws through the adoption of this Joint Resolution;

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

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

1. MEETINGS

1.1 REGULAR MEETINGS

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

regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

Special Meetings may be called by the Chairman or majority of Board Members on 24-hour notice, as set forth in the procedures and standards mandated by Government Code Section 54956. Only matters contained in the notice of the Special Meeting may be considered at the meeting.

1.3 QUORUM

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

1.4 MAJORITY VOTE

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

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

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

1.5 MEETINGS TO BE PUBLIC

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

1.6 TELECONFERENCING

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

2. ORDER OF BUSINESS

2.1 AGENDA

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

- Call to Order
- Flag Salute
- Roll Call Presentations
- Finalization of Agenda
- Public Comments
- Board Member Comments
- Receive and File Items
- Action Items
- Information Items
- Discussion Items
- General Counsel
- General Manager's Report
- Adjournment

2.2 DELIVERY OF AGENDA

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

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

2.3 ROLL CALL

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

2.4 APPROVAL OF MINUTES

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

2.5 PUBLIC HEARINGS

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

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

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

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

2.6 PUBLIC COMMENTS

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

2.7 CONSENT CALENDAR

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

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

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

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in June and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

3.2 CALL TO ORDER:

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

3.3 PARTICIPATION OF PRESIDING OFFICER:

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

3.4 SIGNING OF DOCUMENTS:

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

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

3.5 MAINTENANCE OF ORDER:

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

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

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

4.2 DECORUM AND ORDER – BOARD MEMBERS:

- (a) Board members shall accord the utmost courtesy to each other, to SunLine employees and to the public appearing before the Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- (b) Any Board member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Board shall require him or her to so act.

4.3 DECORUM AND ORDER – EMPLOYEES:

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

4.4 ENFORCEMENT OF DECORUM:

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

4.5 CONFLICT OF INTEREST:

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

4.6 PROCEDURES IN ABSENCE OF RULES:

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

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

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

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

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

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

5.2 TIME LIMITATION:

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

5.2.1 Exception:

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

5.3 ADDRESSING THE BOARD AFTER MOTION IS MADE:

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

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

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

6.2 MOTIONS OUT OF ORDER:

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

6.3 DIVISION OF QUESTION:

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

6.4 PRECEDENCE OF MOTIONS:

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

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

6.5 MOTION TO ADJOURN:

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

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

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

6.6 MOTION TO TABLE:

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

6.7 MOTION TO LIMIT OR TERMINATE DISCUSSION:

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

6.8 MOTION TO AMEND:

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

6.9 MOTION TO CONTINUE:

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

7. RESOLUTIONS

7.1 DEFINITIONS:

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

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

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

7.2 RESOLUTIONS PREPARED IN ADVANCE:

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

7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

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

7.4 URGENCY RESOLUTIONS:

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

8. BOARD COMMITTEE BYLAWS

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

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All Committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.

Minutes of the established Committee meetings need not be taken on a regular basis, but shall be taken if any Committee member so requests at least one business day prior to the meeting.

A quorum for a Committee consisting of three Board members is two Board members present at a Committee meeting. A quorum for Committee consisting of two Board members is one Board member present at a Committee meeting.

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction

as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee's officers.

Chairman of the Board may serve as ex-officio on any committee.

ADOPTED THIS ___ DAY OF _____, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

John J. Benoit
VICE CHAIRMAN OF THE BOARD
SunLine Transit Agency
SunLine Services Group

STATE OF CALIFORNIA)

) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency and the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2015.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Robert Owen

**SunLine Transit Agency
SunLine Services Group**

DATE: June 24, 2015 **ACTION**
TO: Board of Directors
FROM: Greg Pettis, Chairman of the Board
RE: Committee Appointments

Recommendation

Recommend that the Board of Directors appoint and approve Board Members to the new Board committees:

- **Finance/Audit Committee** - Committee would consist of three Board members. Staff representative: Agency Chief Financial Officer.
- **Board Operations Committee** - Committee would consist of two Board Members Representative: Agency Legal Counsel.
- **Strategic Planning and Operational Committee** - Committee would consist of two Board Members. Staff representative: Chief Administration Officer, or designee.
- **Taxi Committee** - Committee would consist of two Board Members
Staff Representative: Taxi Administrator

Background

Each year the Board members are given the opportunity to request a change on committee appointments. Given the new committee structure, new appointments are to be made to institute for the new fiscal year.

Committees and Responsibilities:

Finance/Audit Committee: (Three Board members)

- 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.

Board Operations Committee: (Two Board Members)

- 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.

Strategic Planning and Operational Committee: (Three Board Members)

- 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.

Taxi Committee: (Two Board Members)

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

**SunLine Transit Agency
SunLine Services Group
Board Committee Assignments**

PROPOSED FY 2016 COMMITTEE APPOINTMENTS

	Finance/Audit Committee (3) Meet prior to each Board meeting	Board Operations Committee (2) Meet as needed	Strategic Planning & Operational Committee (3) Meet as needed	Taxi Committee (2) Meet as needed
Greg Pettis Cathedral City		M		
John J. Benoit Riverside County				
Russell Betts Desert Hot Springs	M			
Rick Hutcheson Palm Springs	M			
G. Dana Hobart Rancho Mirage		M		M
Robert Spiegel Palm Desert				M
Ty Peabody Indian Wells			M	
Kristy Franklin La Quinta	M			
Troy Strange Indio			M	
Steven Hernandez Coachella			M	

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

SunLine Transit Agency
SunLine Services Group

DATE: June 24, 2015 ACTION

TO: Board of Directors

FROM: Legal Counsel

RE: Compensation Change of the CEO/General Manager/Contract
Amendment

Recommendation

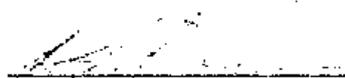
Recommend that the Board of Directors discuss a compensation change for the CEO/General Manager and approve the proposed Amendment to the CEO/General Manager's contract based on outcome.

Background

Per the Evaluation of the General Manager policy, the Board of Directors is to review the performance of the General Manager each year. Based on the evaluation completed at the May 27, 2015 Board meeting, the Board is to discuss and consider a change in compensation.

Financial Impact

Based on the outcome of the discussion, the change in compensation will be adjusted in the new FY 16 budget.



Robert Owen

**THIRD AMENDMENT TO
GENERAL MANAGER EMPLOYMENT AGREEMENT**

THIS THIRD AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT ("Third Amendment") is entered into as of this 25th day of June, 2015, by and between SunLine Transit Agency, a California Joint Powers Authority ("STA") SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver ("Employee").

RECITALS

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

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

WHEREAS, SunLine and Employee desire to amend the Agreement to change certain terms relating to compensation.

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

TERMS AND CONDITIONS

SECTION 1.

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

Section 4. COMPENSATION.

a. SunLine agrees to proportionally pay Employee, for her services rendered hereunder, a base salary of _____ (\$__) per two-week pay period as General Manager commencing on _____. Employee's salary will be paid in installments in accordance with SunLine's normal procedures. During the term of this Agreement, Employee's compensation shall not be subject to any reduction as a result of any change to the composition of SunLine, including but not limited to the dissolution of SSG or SunLine Regulatory Agency.

SECTION 2.

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

Dated: _____, 2015

Lauren Skiver

Dated: _____, 2015

Greg Pettis
Chairman of the Board
SunLine Transit Agency/SunLine Services Group

Dated: _____, 2015

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

SunLine Services Group

DATE: June 24, 2015 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Taxicab Budget & Resolution Setting Fee Schedule

Recommendation

Recommend that the Board of Directors approve the attached Fiscal Year 2016
A) Budget FY2016; B) Resolution setting FY 2016 fee schedule.

Background

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

For Fiscal Year 2016, SSG will collect \$423,670 to cover expenses. This is a 10.8% decrease from last year's budget:

- \$293,286 Passenger paid surcharges
- \$91,400 Franchise vehicle permit fees
- \$16,680 Taxicab driver permit fees
- \$22,388 Fines, vehicle inspections, vehicle transfer, etc.

Highlight of Fee Changes

- New Taxicab Driver Permit fee will be increased from \$70 to \$90.
- Annual Taxicab Driver Permit renewal and transfer fee will increase from \$40 to \$50.

Financial Impact

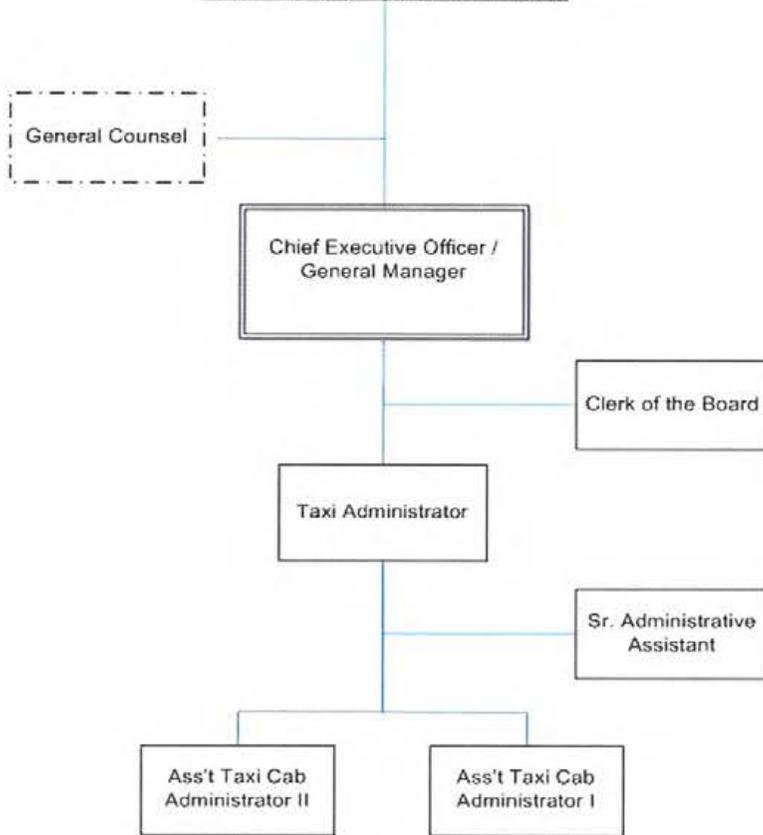
This proposed budget is designed to generate sufficient revenue to sustain SRA's regulatory mandate provided by the SSG Ordinance.



Michael Jones

SunLine Services Group

BOARD OF DIRECTORS





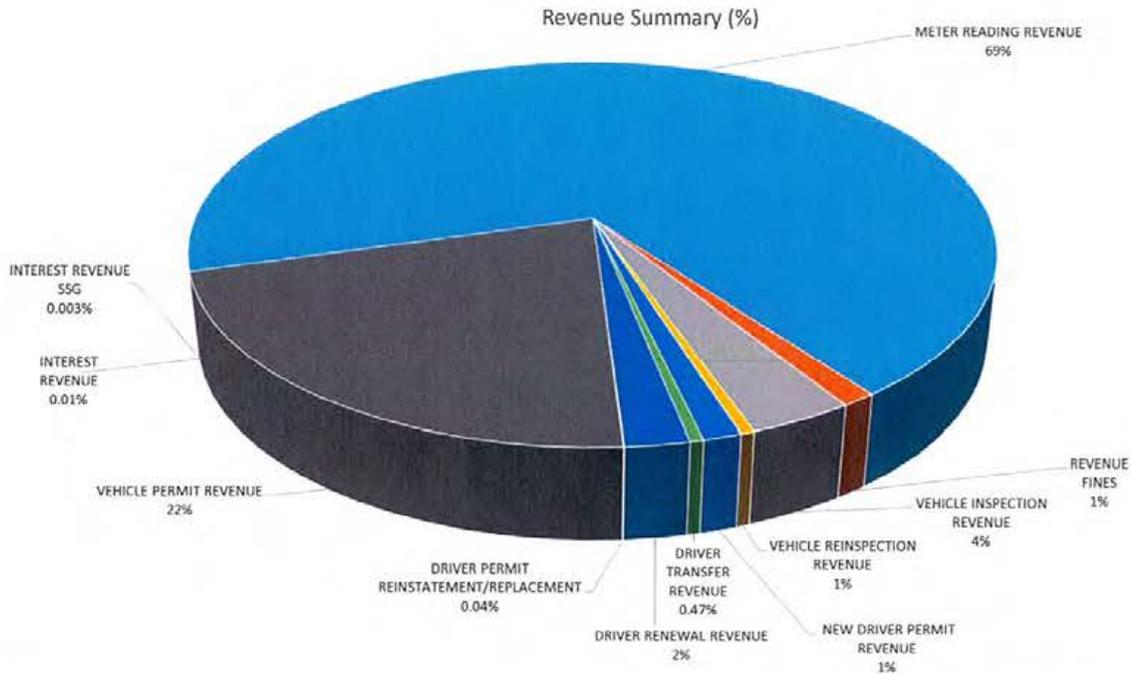
FUNCTIONS & RESPONSIBILITIES

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	91,400	(10,600)
4010102000 INTEREST REVENUE	110	26	(84)	26	(84)
4010102100 INTEREST REVENUE SSG	-	13	13	13	13
4010102200 OTHER REVENUE	8,950	4,000	(4,950)	-	(8,950)
4070301050 OPERATOR APPLICATION FEE	-	-	-	-	-
Total Revenue	475,045	457,332	(17,713)	423,670	(51,375)

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.

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	-	-	-
Vehicle Permit renewal	600	600	-
Vehicle Permit Alt Fuel, Hybrid, Ada - renewal	400	400	-
Vehicle Permits Re-Insertion	65	65	-
Appeal Fee	100	100	-

Notes:

- 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

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	2,704	1,504
5099905990 MISCELLANEOUS EXPENSE	570	1,924	2,472	5,400	1,000	(4,400)
Total Expenses	547,370	412,874	434,925	475,045	423,670	(51,375)

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)
4	Total FTEs	5.00	4.00	(1.00)

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

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 15 Approved Budget	FY 16 Proposed Budget	Variance
Sub-total	-	60,729	60,729
5049900002 POSTAGE			
Postage related expenses	500	-	(500)
Sub-total	500	-	(500)
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	4,000	4,000	-
Sub-total	4,000	4,000	-
5050200001 UTILITIES			
Allocated costs for utilities to operate facilities	5,500	-	(5,500)
Sub-total	5,500	-	(5,500)
5050200003 TRASH PICK-UP			
Allocated costs for trash services	600	-	(600)
Sub-total	600	-	(600)
5050200006 COMMUNICATIONS			
Allocated costs for communication related expenses	4,000	-	(4,000)
Sub-total	4,000	-	(4,000)
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocated costs for insurance expenses	3,800	-	(3,800)
Sub-total	3,800	-	(3,800)
5079900000 FUEL TAXES			
Fuel tax expenses	50	20	(30)
Sub-total	50	20	(30)
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	575	575	-
Sub-total	575	575	-
5090200000 TRAVEL AND TRAINING			
International Association of Transportation Regulators	3,000	-	(3,000)
Sub-total	3,000	-	(3,000)
5090200001 DRIVER TRAINING/EVENTS			
Annual taxi rodeo	3,000	-	(3,000)
Sub-total	3,000	-	(3,000)
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for staff	50	50	-
Sub-total	50	50	-
5099900001 STAFF DEVELOPMENT			
General training for staff	1,200	2,704	1,504
Sub-total	1,200	2,704	1,504

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 15 Approved Budget	FY 16 Proposed Budget	Variance
5099905990 MISCELLANEOUS EXPENSE			
Facility maintenance	5,400	1,000	(4,400)
Sub-total	5,400	1,000	(4,400)
Total Expenses	475,045	423,670	(51,375)

ADOPTED THIS 24th DAY OF JUNE, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group

John J. Benoit
VICE CHAIRMAN OF THE BOARD
SunLine Services Group

SunLine Services Group

DATE: June 24, 2015 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Resolution Setting Taxicab Rates for Fiscal Year 2016

Recommendation

Recommend that the Board of Directors approve the attached Resolution setting the recommended maximum 'Rate Per and 'Hourly Wait Time' for fiscal year 2016, July 1, 2015 – June 30, 2016.

Information

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

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

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

At the March 25, 2015 Board meeting, staff had requested a reduction in the 'Rate Per Mile'. Staff was given direction to bring back any changes in June and that the current rates and resolution would be in effect. After review of fuel prices, it has been determined that no change is necessary.

Financial Impact

There is no impact to the SRA budget.



Michael Jones

SunLine Services Group

RESOLUTION NO. _____

**RESOLUTION ADOPTING RATES FOR
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY
July 1, 2015 THROUGH June 30, 2016**

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

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

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

The following rates are effective July 1, 2015:

Maximum Rate per Mile	\$ 3.12
Maximum Hourly Wait Time Rate	\$ 24.00

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

ADOPTED THIS 24th DAY OF June, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group

John J. Benoit
CHAIRMAN OF THE BOARD
SunLine Services Group

