



**Wednesday, July 29, 2015
12:00 Noon
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Kristy Franklin

2. **Flag Salute**

3. **Roll Call**

4. **Presentations**
a. SunLine Commercial (Lauren Skiver)
b. Disadvantaged Business Enterprise Presentation (Vanessa Mora)
c. Use of State Contracts (Rudy Le Flore)

5. **Finalization of Agenda**

6. **Correspondence**
None.

7. **Public Comments**

Receive Comments

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

NON AGENDA ITEMS

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

AGENDA ITEMS

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

8. **Board Member Comments** **Receive Comments**
Any Board Member who wishes to speak may do so at this time.

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

9. **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) Minutes of the June 24, 2015 Board of Directors meeting. (Pages 1-12)
 - b) Checks over \$1,000 report for May, 2015 (Pages 13-15)
 - c) Credit card statement for May, 2015 (Pages 16-20)
 - d) Monthly Budget Variance Report for May, 2015 (Pages 21-24)
 - e) Ridership Report for May, 2015 (Pages 25-26)
 - f) SunDial Operational Notes for May, 2015 (Page 27)
 - g) Metrics (Pages 28-35)
10. **Approval of Resolution Revising Agency/Committee Bylaws (Legal Counsel, Robert Owen)** **Approve**
Continued item from June 24, 2015 Board meeting. Request to the Board to approve the attached Resolution revising Agency/Committee Bylaws for SunLine Services Group/SunLine Transit Agency. (Pages 36-47)
11. **Approval Cooperative Agreement Amendment No. 3 Riverside Commuter Link 220 Service (Chair of Finance/Audit Committee; staff: Anita Petke)** **Approve**
Request to the Board to delegate authority to the CEO/General Manager to execute Amendment No. 3 of the Cooperative Agreement with Riverside Transit Agency for Riverside Commuter Link 220 Service. SunLine's total Share for this project is \$136,172. (Pages 48-49)
12. **Solar Panels Change Order Contract 14-115B T2 Approval (Chair of Finance/Audit Committee; staff: Tommy Edwards)** **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to: a) Negotiate and execute a change order in the amount Not To Exceed \$67,764.63 with Renova Energy Corporation to cover costs for relocating and constructing a covered parking structure and connection of T2 Bus Port Solar PV System (408 modules) grid to the T3 new Administration Building grid; b) Appropriate FY 09 State Transportation Assistance funding in the amount of \$67,764.63 to fund the Change order for additional work relating to the covered parking solar installation. (Pages 50-51)

13. **Solar Construction Management Change Order Approval** **Approve**
(Chair of Finance/Audit Committee; staff: Tommy Edwards)
Request to the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed \$29,980.40 with RBF Consulting, a Michael Baker International Company, to cover costs for additional construction management services to complete the oversight of the relocating and constructing covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building. (Page 52)
14. **Design Change Order Approval** **Approve**
(Chair Finance/Audit Committee; staff: Rudy Le Flore)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in a value Not to Exceed \$68,049.65 with IBI Group for Professional Architectural services in support of the Administration Building and Transit Hub Project. (Pages 53-55)
15. **Natural Bio Gas Fuel Agreement and Emissions Credit** **Approve**
(Chair Finance/Audit Committee; staff: Tommy Edwards)
Recommend that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months. (Pages 56-57)
16. **Approve Revised Checks Policy** **Approve**
(Chair of the Board Operations Committee; staff: Luis Garcia)
Recommend that the Board to approve the revised redlined Checks Policy (Pages 58-65)
17. **Approval of Disadvantaged Business Enterprise (DBE) Policy Statement** **Approve**
(Chair of Board Operations Committee; staff: Vanessa Mora)
Recommend that the Board to approve the attached revised DBE policy statement. (Pages 66-67)
18. **Approval of Resolution Related to Workers' Compensation** **Approve**
(Legal Counsel, Robert Owen)
Recommend that the Board of Directors approve the attached Resolution providing the CEO/General Manager authority to make settlement decisions related to Workers' Compensation claims. (Pages 68-70)
-
19. **CEO/General Manager's Report**

20. Closed Session

- a) CONFERENCE WITH LEGAL COUNSEL to discuss existing litigation pursuant to Subdivision (a) of Section 54956.9 of the Government Code. James Williams v. Sunline Transit Agency, et al. TS1312.
- b) Closed Session: public employee appointment of Agency General Counsel pursuant to Government Code Section 54957 of the California Government Code.

21. Report Out of Closed Session**22. Contract for Agency Legal Counsel.....**

Recommend that the Board of Directors: a) delegate authority to the CEO/General Manager and the Ad Hoc Committee to negotiate a fair and reasonable price for Legal Counsel selection; b) delegate authority to the CEO/General Manager to execute contract to the winning firm, once the fair and reasonable price is determined. (Page 71)

23. Next Meeting Date

September 23, 2015
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

24. Adjourn



FINANCE/AUDIT COMMITTEE AGENDA

July 29, 2015

11:00 a.m. – 12:00noon

Board Room

SunLine Transit Agency

Thousand Palms, CA

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**
5. **Appoint Committee Chair/Vice Chair**

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

6. **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) Checks over \$1,000 report for May, 2015 (Pages 1-3)
b) Credit card statement for May, 2015 (Pages 4-8)
c) Monthly Budget Variance Report for May, 2015 (Pages 9-12)
d) Metrics (Pages 13-20)
7. **Approval Cooperative Agreement Amendment No. 3 Riverside Commuter Link 220 Service** (Chair of the Finance Committee; staff: Anita Petke) **Approve**
Request to the Board to delegate authority to the CEO/General Manager to execute Amendment No. 3 of the Cooperative Agreement 12-027 with Riverside Transit Agency for Riverside Commuter Link 220 Service. SunLine's total Share for this project is \$136,172. (Pages 21-22)
8. **Solar Panels Change Order Contract 14-115B T2 Approval** (Chair of the Finance/Audit Committee; staff: Tommy Edwards) **Approve**
Request to the Board of Directors to delegate authority to the CEO/General Manager to: a) Negotiate and execute a change order in the amount Not To Exceed \$67,764.63 with Renova Energy Corporation to cover costs for relocating

and constructing a covered parking structure and connection of T2 Bus Port Solar PV System (408 modules) grid to the T3 new Administration Building grid;
b) Appropriate FY 09 State Transportation Assistance funding in the amount of \$67,764.63 to fund the Change Order for additional work relating to the covered parking solar installation. (Pages 23-24)

9. **Solar Construction Management Change Order Approval** **Approve**
(Chair of the Finance/Audit Committee; staff: Tommy Edwards)
Request to the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed \$29,980.40 with RBF Consulting, a Michael Baker International Company, to cover costs for additional construction management services to complete the oversight of the relocating and constructing covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building. (Page 25)
10. **Design Change Order Approval** **Approve**
(Chair Finance/Audit Committee; staff: Rudy Le Flore)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a Change order in a value Not to Exceed \$68,049.65 with IBI Group for Professional Architectural services in support of the Administration Building and Transit Hub Project. (Pages 26-28)
11. **Natural Bio Gas Fuel Agreement and Emissions Credit** **Approve**
(Chair Finance/Audit Committee; staff: Tommy Edwards)
Recommend that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months. (Pages 29-30)
12. **Adjourn**



**AGENDA
BOARD OPERATIONS COMMITTEE**

**July 29, 2015
10:00 – 10:30a.m.**

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

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**
5. **Appoint a Committee Chair/Vice Chair**

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

6. **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 1-12)
7. **Approval of Revised Checks Policy** **Approve** **(Luis Garcia)**
Request to the Board to approved the revised Checks Policy. (Pages 13-20)
8. **Approval of Disadvantaged Business Enterprise Policy Statement** **Approve**
(Chair of Board Operations Committee; staff: Vanessa Mora)
Recommend that the Board to approve the attached revised Disadvantaged Business Enterprise Policy Statement. (Pages 21-22)
9. **Adjourn**

MINUTES
SunLine Transit Agency
Board of Directors Meeting
June 24, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, June 24, 2015 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 Vice Chair John J. Benoit. He stated that Chairman Greg Pettis will participate via phone from Marriott Hotel, 350 Calle Principal, Monterey, CA 93940

2. **Flag Salute**

Vice Chair John J. Benoit led all in a salute to our flag.

3. **Roll Call**

Completed.

Members Present

John J. Benoit, Vice Chairman, Supervisor, County of Riverside
Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City (Unable to participate after agenda item #10)
Russell Betts, Mayor Pro Tem, City of Desert Hot 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

Members Absent

Rick Hutcheson, Councilmember, City of Palm Springs
Steven Hernandez, Mayor, City of Coachella

4. **Presentations**

Rudy Le Flore, Chief Performance Officer, addressed the Board. He stated that at the May 27, 2015 Board meeting, he informed the Board that he would provide a general overview of the project closeout status for the Administration Building and Transit Hub.



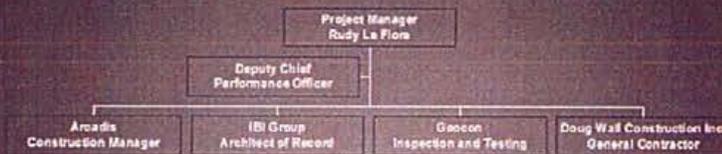
PROJECT OVERVIEW

- ▶ Approximately 25,000 square foot Administration Building
- ▶ Approximately 800 square foot Transit Hub with 89 parking stalls
- ▶ New Gas Piping for Maintenance Facility
- ▶ Sewer, Water, and Electricity for Temporary Operations Facility
- ▶ Back-up Generator
- ▶ New Board Room
- ▶ New Drainage System for Bus Wash
- ▶ Installed New Phone System
- ▶ LEED Silver requirements
- ▶ Harry Oliver Trail Paving

SUNLINE TRANSIT AGENCY

JUNE 2015 2

PROJECT TEAM



SUNLINE TRANSIT AGENCY

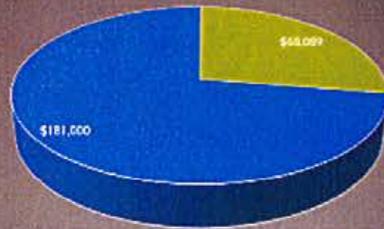
PROJECT FINANCIAL REPORT



SUNLINE TRANSIT AGENCY

CONTRACTOR NEGOTIATIONS

In Negotiations



■ IBI Group ■ Doog Wall Construction

PUNCH LIST ITEMS

- ▶ No major issues open reviewing small items.

LEED STATUS

- ▶ Process Review Started June 12, 2015
- ▶ Review 25 business days
- ▶ Comments / Conclusion by USGBC Institute



Mr. Le Flore stated that with respect to the estimated \$500,000 budget remaining, there is some landscaping work that is being recommended. There has been a substantial increase of the amount of service and information systems that we have in this building. We have to increase the air conditioning capacity to keep the server room at the recommended level. That would come out of the \$500,000, along with recommendations from employees that in the Wellness Center, we replace one of the showers with a restroom. There will also be some consideration for covered parking in the parking area at the facility. Mr. Le Flore stated that covered parking is the most pricy item out of the amount. It is not within the project budget. That would be new work and amenities for the staff.

Mayor Pro Tem Spiegel asked if the parking would be solar. Mr. Le Flore stated that it is pretty expensive; he is not sure if we can get all the things that are recommended and the solar for the covered parking. The covered parking – the foundation, we put in the undergrand infrastructure for solar covered parking. If we can get that within the budget, we would get both. Ms. Skiver stated that we do have the foundation as Mr. Le Flore stated; we could go for grant funding later on to do solar; we may not be able to put in in this budget. Supervisor Benoit stated that a project this size, that came together this quickly with very few items in dispute, is commendable. Getting the job done as well as it has – a beautiful facility and close to budget, with little delay – good job.

5. **Finalization of Agenda**
No changes to the agenda.
6. **Correspondence**
None.
7. **Public Comments**
Non-Agenda Items - None.

Agenda Items – Comments below – during Public Hearing on the Budget.

8. Board Member Comments

None.

9. Consent Calendar

- a) Minutes of the May 27, 2015 Board meeting.
- b) Checks over \$1,000 and backup report, for April, 2015
- c) Credit card statement for April, 2015
- d) Monthly Variance Report April, 2015 - revised
- e) Contracts Signed in Excess of \$25,000 for April, 2015
- f) Ridership Reports for April, 2015
- g) SunDial Operational Notes for April, 2015
- h) Metrics
- i) Approval of New Access Advisory Committee Member; Sarah Johnson

Mayor Pro Tem Spiegel moved to approve the consent calendar, with the revised Monthly Variance Report. The motion was seconded by Mayor Pro Tem Franklin. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; motion passes.

10. Election of Officers

Vice Chairman Benoit stated that historically, this rotates through the various Valley cities. He stated that there has been interest expressed by Mayor Pro Tem Franklin from La Quinta; Vice Chair Benoit stated that he thinks she would be an outstanding Chair and the timing is about right from the perspective of rotation.

Mayor Pro Tem Spiegel asked if we normally elect the Vice Chair as Chair. Supervisor Benoit stated that would be typical; however, he serves on 42 Boards and Commissions. He stated that he accepted the responsibility to serve as Vice Chair as short term.

Vice Chairman Benoit nominated Mayor Pro Tem Kristy Franklin to serve as Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Peabody seconded the motion. The motion passed by a unanimous vote of 8 yes; 0 no.

Vice Chairman Benoit nominated Mayor Steve Hernandez to serve as Vice Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Hobart seconded the motion. The motion passed by a unanimous vote of 8 yes; 0 no.

11. Approval of Resolution Establishing New Board Committees and Dissolving Previous Committees

Legal Counsel, Bob Owen, addressed the Board. He stated that a staff presentation at a previous Board meeting and Board concurrence took place on restructuring the Agency Committees. Today we are presenting to the full Board, a joint Resolution for SunLine Transit Agency and SunLine Services Group which will dissolve the current Bylaws, Policy & Procedures Committee, the Litigation Committee and Finance Committee; keep the Taxi Committee; create the following new committees:

Finance/Audit Committee; Board Operations Committee; Strategic Planning and Operational Committee.

Mayor Pro Tem Betts asked if the committees presently have five members. Ms. Skiver stated that historically, there have been five members on the Finance Committee and four members on the Taxi Committee. She stated that staff modeled the recommendation of committee members on each committee in the presentation based on the cities and other transit agencies. Ms. Skiver stated that it is the pleasure of the Board on the composition and the amount of members. She further stated that by having more members on each committee, there will be a need for more time from the Board members in order to meet; it might be difficult to accommodate on Board day.

Mayor Hobart stated that he disagrees with the proposed number on the Finance/Audit Committee. He stated that if five people stay on the Finance/Audit Committee, there are five people looking at the most difficult subjects. He believes that we would benefit as a group if we have five members on that Committee.

Mayor Pro Tem Franklin restated the motion to approve the following Committees and number of Board members on each Committee: Finance/Audit Committee – five members; Board Operating Committee – three members; Strategic Legal Counsel, Mr. Owen, clarified that the motion is to approve the Resolution, amending to reflect the different number of Committee members. Vice Chair Benoit verified. Vice Chair Benoit asked if there were any concerns from staff. Ms. Skiver answered, no. (*Vice Chairman Greg Pettis lost phone connection and is no longer part of the meeting.) Mayor Hobart seconded the motion. The motion as stated carried by a unanimous vote of 7 yes; 0 no.

12. Approval of Resolution Revising Agency/Committee Bylaws

Legal Counsel, Bob Owen, stated that the Bylaws, Policy & Procedures Committee met earlier and discussed in great detail the proposed Resolution for Agency/Committee Bylaws. There were some changes recommended. The changes will be made and brought back to the July 29th Board meeting. Mayor Pro Tem Spiegel moved to continue item to the July 29th Board meeting. Mayor Pro Tem Franklin seconded the motion. The motion carried by a unanimous vote of 7 yes; 0 no.

13. Appoint New Committees

Vice Chair Benoit stated that Chairman Pettis wanted to present this item, but is unable to do so. Chairman Pettis had provided a proposed list of committee appointments, which is included the agenda packet. Vice Chair Benoit stated that Chairman Pettis would be willing to serve on the Finance/Audit Committee. He nominated Chairman Pettis subject to his objection. Mayor Pro Tem Spiegel agreed to also serve on the Finance/Audit Committee, which brings the total committee members to the recommended five.

The nominations for committees are as follows:

Finance/Audit Committee: Greg Pettis, City of Cathedral City; Russell Betts, City of Desert Hot Springs; Rick Hutcheson, City of Palm Springs; Kristy Franklin, City of La Quinta; Robert Spiegel, City of Palm Desert.

Board Operations Committee: Greg Pettis, City of Cathedral City; Dana Hobart, City of Rancho Mirage; Ty Peabody, City of Indian Wells.

Strategic Planning & Operational Committee: Ty Peabody, City of Indian Wells; Troy Strange, City of Indio; Steven Hernandez, City of Coachella.

Taxi Committee: Dana Hobart, City of Rancho Mirage; Robert Spiegel, City of Palm Desert; Kristy Franklin, City of La Quinta.

Vice Chair Benoit moved to approve the amended slate of nominations for the Committees. Mayor Pro Tem Spiegel seconded the motion. The motion carried by a unanimous vote of 7 yes; 0 no.

14. Compensation Change to the CEO/General Manager – Contract Amendment

Legal Counsel, Bob Owen stated that pursuant to the Brown Act and case law, any upward adjustment in compensation for a public agency employee must be decided upon in open session. Mayor Pro Tem Franklin stated she would be pleased to make a recommendation to the Board. Mayor Pro Tem Franklin recommended a five percent (5%) increase in salary; two percent (2%) to go to the 401K and the use of the SunLine vehicle- the Tahoe, following the "Use of Non-Revenue Vehicle" policy – conducting SunLine business. *(See below for restated commendation by Legal Counsel).*

Vice Chair Benoit stated that he was involved in the selection of the CEO/General Manager. He stated that Ms. Skiver has done an absolutely outstanding job and continues to be the best organized, most communicative, well informed in transit, managers that he has had a chance to be associated with. Vice Chair Benoit stated that he is very pleased with her work..

Mayor Pro Tem Betts stated that he was not on the Board during the previous management, so he can only compare to other managers he has worked with; he stated that Ms. Skiver is by far a top manager in terms of energy, enthusiasm and competence. He stated that Ms. Skiver has saved this Agency a lot of money. He could not offer a higher recommendation.

Mayor Hobart stated that he wanted to echo what has been said. He stated that some of the current Board members have been involved in the process from the beginning; he has supported Ms. Skiver from the start and is proud of the progress. Mayor Hobart stated that at the recommendation of Supervisor Benoit to bring in Roger Snoble as an Interim General Manager, this led us to where we are today.

Mayor Pro Tem Spiegel stated that as the longest standing Board Member, he congratulated Ms. Skiver and stated that this has been the best year yet.

Mayor Peabody stated that Ms. Skiver is one of the best executives he has worked with.

Mayor Pro Tem Franklin recommended a five percent (5%) increase in salary; two percent (2%) to go to the 401K and the use of the SunLine vehicle- the Tahoe, following the "Use of Non-Revenue Vehicle" policy – conducting SunLine business.

Legal Counsel, Bob Owen, clarified the increase of compensation approval by the Board for the CEO/General Manager. He stated the following: "There is a five (5) percent raise in salary; a one-time, three (3) percent of the total new salary contribution into the retirement plan, plus the use of the Tahoe following the "Use of Non-Revenue Vehicle" policy. Mayor Pro Tem Franklin made the motion. Vice Chair Benoit seconded the motion and was approved by a unanimous vote of yes-7; no-0.

15. Overview of the FY 2016 Budget

Deputy Chief Financial Officer, Luis Garcia, provided the Board with an overview of the proposed FY 2016 Budget. The Finance Committee reviewed the proposed FY 2016 budget. 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.

16. Public Hearing on the Budget

Vice Chair Benoit opened the Budget Hearing for the proposed FY16 budget.

Public Speakers:

Michele Hasson, Leadership Counsel for Justice and Accountability. She is here with partner organization, Lideres Campesinas. Ms. Hasson stated that she is before the Board to provide support would like to clarify comments are for this item and not item #18. She stated that the concerns related to the SRTP were effectively addressed in the previous Finance Committee meeting. She recognized and commends SunLine, specifically Ms. Skiver, for the incredible work being done to increase transit and access opportunity in the Coachella Valley. She stated that she understands that ridership numbers are not where they could be, but they are working in collaboration with SunLine over the past few months. Ms. Hasson stated that they can see economic opportunities and access to basic services increasing for all residents in the Coachella Valley. Ms. Hasson stated that they support the extension of services, specifically the Line 91, Line 95 and Line 111. She also thanked Board Members Troy Strange and Mayor Steven Hernandez for their support.

Maricro Ramirez, representing the area of Mecca addressed the Board, via translator. She thanked the Board for taking into account, the challenges of Van Pools and transportation in the East Valley. She would also like to take time to thank Ms. Skiver for making a public commitment to this work. She looks forward to continued collaboration and meetings in moving forward.

Nancy Gonzalez, Lideres Campesinas. She thanked the Board for helping the community. She is happy to work together with SunLine to change the service. SunLine is doing a great job for Mecca, Thermal and North Shore. She is happy to serve her community.

Vice Chair Benoit stated that the challenges of providing more service with fewer dollars are never going to be gone. He stated that he appreciates these community representatives in assisting to build ridership as it is critical in moving forward. It is an important goal of the Agency to continue to expand and improve the service, particularly in areas of critical needs. Ms. Skiver reminded the Board and members of the audience, that the Short Range Transit Plan (SRTP) is a planning document guide for the future. Based on the great relationships with the East Valley, the Agency would like to continue to promote collaboration. The document can be changed based on a priority of the Board and the community. There needs to be a plan, but that plan changes as needs change, the Valley grows, increased development, etc. There is opportunity to discuss changes. In the Finance Committee, there was discussion on strengthening relationships with the community as far as more meetings and opportunities for discussion. Ms. Skiver further stated that the Strategic Operational Committee will be involved with bringing forth ideas with how we work in the community better.

Vice Chair Benoit closed the Public Hearing on the Budget.

17. **Approval of the FY16 Capital & Operating Budget**

Chairman of the Finance Committee, Russell Betts, stated that the committee met and reviewed the budget and the committee supports staff recommendation to approve. Mayor Pro Tem Betts moved to approve the FY16 Capital & Operating Budget. Vice Chair Benoit seconded the motion. The motion was approved by a unanimous vote of 7-yes; 0-no.

18. **Approval of the Short Range Transit Plan (SRTP) for FY 2016**

Chairman of the Finance Committee, Russell Betts, stated that the Finance Committee met and discussed the SRTP. He stated that the SRTP is a three year projection. During the Finance Committee meeting there were public comments; people expressing interests of changes down the road. It was explained to them that this is a three year plan, but is not carved in stone. As issues come forward that work or don't work, there can be changes.

Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Spiegel seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

19. **Resolutions to Obtain Grant Funding**

Chairman of the Finance Committee, Russell Betts, stated that the committee discussed Staff recommendation, which recommends that the Board of Directors approve the Resolution 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. Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Spiegel seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

20. Resolutions to Obtain Proposition 1B Grant Funds

Chairman of the Finance Committee, Russell Betts, stated that the committee discussed Staff recommendation, which recommends that the Board of Directors approve the 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.

Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Franklin seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

21. Approval of Change Order to the Contract with Fuel Solutions

Chairman of the Finance Committee, Russell Betts, stated that the committee discussed Staff recommendation, which recommends 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. The budget is \$5.2 million; this change order is a small amount in relation to the overall budget. Ms. Skiver further stated that we did receive project funding for the fuel island for the Agency, and upgrades for our public fueling station. We want to consolidate the coin and revenue counting facility. It is currently in a trailer. It is the goal to try and get every employee who is working in a trailer into a building. This project is to redesign some of the attributes of the facility to include the coin counting and fare collection mechanisms. This is money that is in the project. This is the least costly and problematic time to introduce the changes in the project as we are in the design phase.

Mayor Pro Tem Betts moved for approval. Mayor Peabody seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

22. Approval of Contract for Agency Janitorial Services

Chairman of the Finance Committee, Russell Betts, stated that the committee discussed this item. In the agenda packet, it shows four bidders. Two bidders were approximately \$10,000 a month, and two were at \$5,000 a month. That is a huge disparity. The committee was not sure if two people under-estimated the job, or if two bid too much. The Finance Committee's recommendation was to approve a one year contract and then go back out to bid. There was conversation with Staff and Staff recommendation is to move forward with a three year contract and come back in one year. Chief Operations Officer, Tommy Edwards, stated that there was an evaluation team with criteria for the technical review; the best value for the Agency, based on the technical scoring, was Palm Springs Cleaning-Com.

Mayor Pro Tem Franklin moved that the recommendation be changed to the following: Approve a three year contract with Palm Springs Cleaning-Com, LLC, with the total cost of the contract, Not To Exceed \$216,000 for three years. Supervisor Benoit clarified that the contract is a three year contract; however, annually, we can review and choose to renew or not renew. Mayor Pro Tem Betts asked if our contracts provide a clause to terminate at any time. Legal Counsel, Bob Owen, stated that yes, usually with a thirty day notice.

Mayor Pro Tem Betts moved for approval the recommendation of Mayor Pro Tem Franklin, as discussed. Mayor Peabody seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

23. Closure of Current Bank Accounts/Approval of New Bank Accounts

Chairman of the Finance Committee, Russell Betts, addressed the Board. The Finance Committee discussed Staff recommendation, which recommends 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. Mayor Pro Tem Betts stated that the Agency is currently banking with Pacific Western Bank. Staff went out for proposals. Wells Fargo is able to accommodate new technology. Ms. Skiver further stated that currently our receptionist takes credit card information, secure the information and process. Customers do not like to give credit card information; the new process will be an automatic transfer between the bank and the customer. There will be a small cost in fees - \$179 more; however, the technology we are getting in reporting and the ability to do electronic transfers, far outweighs the \$179 in additional fees.

Mayor Pro Tem Betts moved for approval of Staff recommendation. Mayor Hobart seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

24. Approval of the Agency Records Retention Policy

Chairman of the Bylaws, Policy & Procedures Committee, Mayor Pro Tem Spiegel, addressed the Board. He stated that the Committee recommends staff approval of the Records Retention Policy and Schedule. Vice Chairman Benoit seconded the motion and was approved by a unanimous vote of yes-7; no-0.

25. CEO/General Manager's Report

CEO/General Manager Lauren Skiver, addressed the Board. She introduced Luis Garcia and informed the Board that he has been named the Deputy Chief Financial Officer. She stated that he provides excellent service to the Agency, as well as the Board, specifically throughout the budget process. Ms. Skiver stated we are proud of his success and support him through the future of his success. Vice Chairman Benoit and the Board commended Mr. Garcia. Ms. Skiver introduced Eric Mester, who is also new to the SunLine family. He is working in our IT Department with Joseph Friend. He has also become very instrumental in helping our users with our technology. Ms. Skiver introduced Stephanie Buriel, who has taken on some new duties to help in the Performance Management Office. The metrics tables included in the agenda packet, where you can review the productivity of the Agency, we want to include more and more information for the Board and the public. Stephanie has agreed to help. She is responsible for the data that is included. Ms. Skiver thanked Stephanie for taking on the new duties. Ms. Skiver stated that it is important for us to grow as an Agency and that we are recognizing our own talent and harnessing energy as we move forward. Ms. Skiver stated that there are a lot of talented people here at SunLine. Ms. Skiver stated that the team is the reason she received great comments from the Board. Ms. Skiver and the Board Members acknowledged the team. Ms. Skiver stated that the

Agency had a very successful Disadvantaged Business Enterprise Workshop. EEO Officer, Vanessa Mora, pulled the event together with help from staff. She was instrumental in bringing that forward. Our DBE reporting and communication with the Board will be strengthened. We are working with cities to collaboratively look at the ways we report. That will be a continued item.

At 1:09pm, Vice Chairman Benoit announced that the Board recess the SunLine Transit Agency meeting and open the SunLine Services Group meeting.

At 1:20pm, Vice Chairman Benoit announced that the SunLine Transit Agency Board meeting would resume.

26. Report by Legal Counsel

Legal Counsel, Bob Owen stated that at the last Board meeting, May 27, 2015, the Board of Directors met in Closed Session on the claim of Maribel Trejo v. SunLine Transit Agency. It was a personal injury claim relating to injury sustained while on a bus. The Board unanimously approved the \$50,000 settlement. The settlement has been signed.

At 1:21 the Vice Chairman Benoit announced that the Board would move into Closed Session. Legal Counsel, Bob Owen, announced the following closed session item: Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.

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.

At 2:10pm, Legal Counsel, Bob Owen, announced the return to Open Session. Mr. Owen stated that the Board met in Closed Session and discussed the CEO/General Manager evaluation. There is no reportable action.

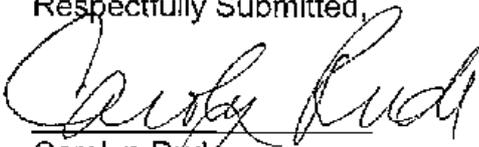
28. Next Regular Board Meeting Date

July 29, 2015; 12 o'clock Noon, New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

29. Adjourn

Meeting was adjourned at 2:10p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 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>	Group Health Ins Prem	664654	<u>5/7/2015</u>	<u>\$278,491.01</u>
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664676	5/7/2015	\$81,064.32
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664824	5/22/2015	\$80,581.53
BP ENERGY CO	CNG/Hydrogen	664746	5/22/2015	\$60,704.46
ND ELECTRICAL CONSTRUCTION	Bus Stop Improvement	664798	5/22/2015	\$51,826.11
TYLER TECHNOLOGIES	ERP System Financial Mgmt.	664823	5/22/2015	\$36,541.80
SO CAL GAS CO.	Utilities	664725	5/14/2015	\$35,543.31
<u>METLIFE SBC</u>	Dental Insurance	664659	<u>5/7/2015</u>	<u>\$27,303.99</u>
TRANSPORTATION MANAGEMENT &	Bus Route Planning	664822	5/22/2015	\$26,343.75
IMPERIAL IRRIGATION DIST	Utilities	664703	5/14/2015	\$20,951.68
CTE	Consulting	664640	5/7/2015	\$11,095.01
RUTAN & TUCKER, LLP	Legal fees	664807	5/22/2015	\$10,922.60
NEW FLYER	Bus Parts	664664	5/7/2015	\$9,296.36
CUMMINS PACIFIC, LLC	Bus Repair Parts	664760	5/22/2015	\$8,171.91
IMPERIAL IRRIGATION DIST	Utilities	664785	5/22/2015	\$8,026.59
NEW FLYER	Bus Parts	664714	5/14/2015	\$7,782.71
LONG ELECTRIC, INC.	Facility Maints Equip	664706	5/14/2015	\$7,469.00
PSOMAS	Engineer Services	664666	5/7/2015	\$7,209.06
G & K SERVICES	Uniform service	664775	5/22/2015	\$6,902.71
CUMMINS PACIFIC, LLC	Bus Repair Parts	664642	5/7/2015	\$6,359.17
AMALGAMATED TRANSIT UNION	Union Dues	664633	5/7/2015	\$5,455.22
NAPA AUTO PARTS	Vehicle Repair Parts	664797	5/22/2015	\$5,447.02
AMALGAMATED TRANSIT UNION	Union Dues	664738	5/22/2015	\$5,431.21
CPAC INC.COM	Software	664686	5/14/2015	\$5,230.00
NEW FLYER	Bus Parts	664800	5/22/2015	\$5,102.44
MORE PREPARED LLC	Emergency Preparedness Supplies	664711	5/14/2015	\$5,074.80
STRICKLAND KENNY INC.	Lubricants & Oils	664727	5/14/2015	\$4,985.72
KBM FACILITY SOLUTIONS	Janitorial Services	664788	5/22/2015	\$4,925.00
SOUTHWEST NETWORKS, INC.	Network Consultants	664812	5/22/2015	\$4,743.75
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	664657	5/7/2015	\$4,492.16
GAS COMPANY, THE	Indio Facility Gas	664697	5/14/2015	\$4,179.06
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	664652	5/7/2015	\$4,074.87
TELEPACIFIC COMMUNICATIONS	Telephone Service	664815	5/22/2015	\$3,828.80
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	664749	5/22/2015	\$3,817.57
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	664680	5/14/2015	\$3,800.00
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	664637	5/7/2015	\$3,753.40
CPAC INC.COM	Software	664757	5/22/2015	\$3,486.00
ARCADIS U.S., INC.	Construction Managing	664740	5/22/2015	\$3,469.60
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	664752	5/22/2015	\$3,406.27

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month of May 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
COMPLETE COACH WORKS	Repair/Paint Buses	664684	5/14/2015	\$3,207.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	664759	5/22/2015	\$3,135.49
LPM CONSULTING, INC.	Human Resource Consultant	664708	5/14/2015	\$3,000.00
VERIZON WIRELESS	Wireless Cell Service	664733	5/14/2015	\$2,944.28
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>664770</u>	<u>5/22/2015</u>	<u>\$2,852.40</u>
ARCADIS U.S., INC.	Construction Managing	664741	5/22/2015	\$2,805.00
TIME WARNER CABLE	Utilities	664729	5/14/2015	\$2,800.00
HOME DEPOT CRD SRVS	Facility Maintenance	664783	5/22/2015	\$2,706.11
TURBO IMAGES INC.	Bus Decals/Logos	664675	5/7/2015	\$2,692.00
ROMAINE ELECTRIC CORP.	Repair Parts	664668	5/7/2015	\$2,654.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	664688	5/14/2015	\$2,529.47
ALLIEDBARTON SECURITY SERVICES	Security Services	664737	5/22/2015	\$2,484.72
TRANSIT RESOURCES, INC.	Bus wheel chair parts	664820	5/22/2015	\$2,453.78
RBF / MICHAEL BAKER CORP	Solar Panel Project	664721	5/14/2015	\$2,432.63
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	664660	5/7/2015	\$2,422.87
BURRTEC WASTE & RECYCLING	Facility Trash Removal	664683	5/14/2015	\$2,418.64
PETERSON HYDRAULICS, INC.	Security Equipment	664719	5/14/2015	\$2,412.90
ELLSWORTH TRUCK & AUTO	Repair Parts	664644	5/7/2015	\$2,367.74
KAISER HENGESBACH, PC	Insurance Losses	664787	5/22/2015	\$2,268.27
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	664698	5/14/2015	\$2,193.65
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	664827	5/22/2015	\$2,099.24
GRAINGER	Facility Maints Equip	664700	5/14/2015	\$2,096.88
TK SERVICES, INC.	Bus Repair Parts	664730	5/14/2015	\$2,003.12
VICKY CASTANEDA	Education Reimbursement	664734	5/14/2015	\$2,000.00
DESERT ALARM, INC.	Admin Bldg. Fees	664763	5/22/2015	\$2,000.00
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	664766	5/22/2015	\$1,940.00
NET-NET CORPORATION	Software & Licenses	664695	5/14/2015	\$1,860.00
TK SERVICES, INC.	Bus Repair Parts	664818	5/22/2015	\$1,816.58
MAGALDI & MAGALDI, INC.	Repair Parts	664658	5/7/2015	\$1,729.64
LONG ELECTRIC, INC.	Land Improvements	664707	5/14/2015	\$1,500.00
ELLSWORTH TRUCK & AUTO	Repair Parts	664691	5/14/2015	\$1,328.87
CREATIVE BUS SALES, INC.	Bus Repair Parts	664687	5/14/2015	\$1,310.99
AVAIL TECHNOLOGIES	ITS Implementation	664635	5/7/2015	\$1,295.46
ALLIEDBARTON SECURITY SERVICES	Security Services	664679	5/14/2015	\$1,242.36
SMARTDRIVE SYSTEMS, INC.	Security Equipment	664724	5/14/2015	\$1,240.00
OFFICE DEPOT	Office Supplies	664716	5/14/2015	\$1,216.32
MSC INDUSTRIAL SUPPLY CO.	Facility Maints Equip	664712	5/14/2015	\$1,213.76
DESERT ALARM, INC.	Security Services	664762	5/22/2015	\$1,120.00
CARQUEST OF THE DESERT	Repair Parts	664755	5/22/2015	\$1,115.48

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

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Vendor Name	Description	Check #	Check	Amount
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	664710	5/14/2015	\$1,077.78
GREATER PALM SPRINGS CVB	Membership & Subscriptions	664701	5/14/2015	\$1,050.00
OFFICE DEPOT	Office Supplies	664802	5/22/2015	\$1,045.77
TOTALFUNDS BY HASLER	Postage Supplies	664819	5/22/2015	\$1,000.00

Total of Checks Over \$1,000	\$954,373.17
Total of Checks Under \$1,000	\$24,111.52
Total of All Checks for the Month	\$978,484.69
Total Amount of Checks Prior Years Same Month	\$2,162,652.39



May 2015 Statement

Open Date: 04/21/2015 Closing Date: 05/21/2015

Account:

Visa® Business Card
SUNLINE TRANSIT

Cardmember Service 1-866-552-8855
BUS 30 FIN 13

New Balance	\$7,145.29
Minimum Payment Due	\$72.00
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%.

Previous Balance	+	\$9,262.55
Payments	-	\$9,249.05 CR
Other Credits	-	\$13.50 CR
Purchases	+	\$7,145.29
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$7,145.29
Past Due		\$0.00
Minimum Payment Due		\$72.00
Credit Line		\$43,000.00
Available Credit		\$35,854.71
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 00064553

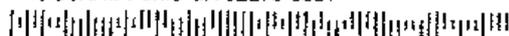


24-Hour Cardmember Service: 1-866-552-8855

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

000050384 1 AB 0.406 000638315212397 P

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



Automatic Payment

Account Number:)

Your new full balance of \$7,145.29 will be automatically deducted from your account on 06/15/15.



May 2015 Statement 04/21/2015 - 05/21/2015

Page 2 of 4

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 \$7145.29 will be automatically deducted from your bank account on 06/15/2015. 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					
05/11	05/06	3294	OMNI FORT WORTH FORT WORTH TX MERCHANDISE/SERVICE RETURN	\$13.50cr	_____
Purchases and Other Debits					
04/21	04/20	9130	OWW-ORBITZ.COM 888-656-4546 II	\$398.04	_____
04/21	04/21	8074	GAN*1082DESERTSUNCIRC 858-426-0491 IN	\$120.00	_____
04/22	04/20	2839	AMERICAN 0017619208785 CHICAGO IL DURAN/VICTOR 06/15/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$213.20	_____
04/22	04/21	3925	EL RANCHITO TACO SHOP PALM DESERT CA	\$263.77	_____
05/04	05/01	8874	USAIRWAYS0372184019538 PHOENIX AZ SKIVER/LAURA 05/02/15 PALMSPRINGS TO PHOENIX ARIZ	\$29.00	_____
05/04	05/01	6882	USAIRWAYS0372184019539 PHOENIX AZ SKIVER/LAURA 05/02/15 PHOENIX ARIZ TO DALLAS	\$25.00	_____
05/04	05/01	3206	AMERICAN 0012302350166 DALLAS TX SKIVER/LAURA 05/02/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO DALLAS DALLAS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$579.20	_____
05/04	05/01	0693	SHERATON FT WORTH FORT WORTH TX	\$971.75	_____
05/04	05/01	0701	SHERATON FT WORTH FORT WORTH TX	\$971.75	_____
05/11	05/07	7645	OMNI FORT WORTH FORT WORTH TX	\$21.32	_____
05/11	05/06	2564	OMNI FORT WORTH FORT WORTH TX	\$241.90	_____
05/11	05/07	0362	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$71.00	_____
05/18	05/15	0730	HYATT HOTELS GRND CYPR ORLANDO FL	\$787.52	_____
05/18	05/14	9083	HYATT HOTELS GRND CYPR ORLANDO FL	\$590.64	_____
05/20	05/13	7791	UNITED 0167598100658 800-932-2732 TX	\$916.20	_____

Continued on Next Page



May 2015 Statement 04/21/2015 - 05/21/2015
 SUNLINE TRANSIT

Page 3 of 4

Cardmember Service ☎ 1-866-552-8855

Transactions		SKIVER, LAURA L		Credit Limit	\$40000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			EDWARDS/LOMMY 05/27/15 PALMSPRINGS TO DENVER DENVER TO DULLES DULLES TO DENVER DENVER TO PALMSPRINGS		
05/20	05/19	4342	SOUTHWES 5262109862371 800-435-9792 TX LFFLORE/RUDOLT 05/20/15 BURBANK TO OAKLAND CAL OAKLAND CAL TO BURBANK	\$320.00	
05/20	05/19	4359	SOUTHWES 5260666689190 800-435-9792 TX LFFLORE/RUDOLT 05/19/15 DALLAS LOVE TO DALLAS LOVE	\$25.00	
Total for Account				\$7,131.79	

Transactions		BILLING ACCOUNT ACTIVITY		Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/14	05/14		PAYMENT THANK YOU	\$9,249.05cr	
Total for Account				\$9,249.05cr	

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	\$7,145.29	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	13.99%	



May 2015 Statement 04/21/2015 - 05/21/2015

SUNLINE TRANSIT (CPN 000648533)

Page 4 of 4

Cardmember Service (1-866-552-8855



Contact Us

Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-607-9053

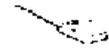
Questions

Cardmember Service
P.O. Box 0353
Fargo, ND 58125-6353



Mail payment coupon with a check

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



Online

myaccountaccess.com

End of Statement

SUNLINE TRANSIT

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.

RECEIVED

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

Lauren Skiver – Detail

04/20/15	Orbitz	Hotel; Training-Victor M. Duran, Supervisor; Smith System Training. Phoenix, AZ – 3 days.	\$	398.04
04/21/15	The Desert Sun	Newspaper renewal – one year	\$	120.00
04/20/15	American A/L	Airfare; Training-Victor M. Duran, Supervisor; Smith System Training Phoenix, AZ	\$	213.20
04/21/15	El Ranchito Taco	Board meeting lunch – April Board meeting	\$	263.77
05/01/15	US Airways	Airline fee; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus & Paratransit Conf.	\$	29.00
05/01/15	US Airways	Airline fee; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus & Paratransit Conf.	\$	25.00
05/01/15	US Airways	Airfare; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus & Paratransit Conf. Dallas, TX	\$	579.20
05/01/15	Sheraton, Ft.Worth	Hotel; Victor A. Duran, Operator; APTA Roadeo; five nights	\$	971.75
05/01/15	Sheraton, Ft.Worth	Hotel; Mannie Thomas, DCOO-Transportation; APTA Roadeo; five nights	\$	971.75
05/07/15	Omni, Ft. Worth	Hotel charge; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus & Paratransit Conf.	\$	21.32
05/06/15	Omni, Ft. Worth	Hotel; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus & Paratransit Conf. (includes \$126.91 for Roadeo Team breakfast); 4 nights	\$	841.90
05/07/15	P.S. Airport	Airport parking fees; Lauren Skiver, CEO/G.M. & Tommy Edwards, COO APTA Roadeo/Bus & Paratransit Conf.	\$	71.00
05/15/15	Hyatt -Orlando	Hotel; Connie Garcia, Planning Svcs. Coordinator; training-Trapeze User Conf. 4 nights.	\$	787.52
05/14/15	Hyatt –Orlando	Hotel; Joseph Friend, IT Specialist; training-Trapeze User Conf. 3 nights.	\$	590.64
05/20/15	United Airlines	Airfare; Tommy Edwards, COO; APTA-Zero Emissions Work Group (Sponsored & reimbursable by APTA)	\$	916.20
05/19/15	Southwest A/L	Airfare; Rudy Le Flore, CPO; Calif. Fuel Cell Partnership Conf.; Oakland	\$	320.00
05/19/15	Southwest A/L	Airline fee; Rudy Le Flore, CPO; Calif. Fuel Cell Partnership Conf.; Oakland	\$	25.00
Total Amount			\$	7,131.79
Credits:				
05/06/15	Omni Hotel	Merchandise return-Lauren Skiver; APTA Bus & Paratransit Conf.		13.50 CR
05/14/15	Payment		\$	9,249.05 CR

SunLine Transit Agency
Budget Variance Report
May 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	270,227	304,220	(33,993)	3,077,308	3,346,415	(269,107)
Other Revenue	1,270,670	216,787	105,889	110,898	2,503,736	1,164,781	1,338,955
Total Operating Revenue	4,921,305	487,014	410,109	76,905	5,581,044	4,511,196	1,069,848
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	634,750	681,187	46,437	6,995,377	7,493,057	497,680
Operator & Mechanic Overtime	795,920	95,154	66,327	(28,828)	877,683	729,593	(148,090)
Administration Salaries & Wages	3,897,652	317,998	324,804	6,807	3,413,197	3,572,848	159,650
Administration Overtime	15,770	2,463	1,314	(1,149)	15,367	14,456	(911)
Fringe Benefits	7,063,352	602,329	588,613	(13,716)	6,460,425	6,474,740	14,315
Communications	114,380	10,250	9,532	(718)	103,923	104,848	925
Legal Services - General	195,460	16,383	16,288	(95)	103,276	179,172	75,896
Computer/Network Software Agreement	268,581	20,929	22,382	1,452	252,491	246,199	(6,292)
Uniforms	79,100	5,708	6,592	883	74,161	72,508	(1,653)
Contracted Services	423,620	28,641	35,302	6,661	350,769	388,318	37,549
Equipment Repairs	4,000	0	333	333	1,555	3,667	2,111
Security Services	70,000	5,638	5,833	195	60,836	64,167	3,331
Fuel - CNG	1,431,912	93,537	119,326	25,789	1,232,946	1,312,586	79,640
Fuel - Hydrogen	146,546	15,797	12,212	(3,584)	140,483	134,334	(6,150)
Tires	267,330	12,860	22,277	9,417	222,470	245,052	22,582
Office Supplies	73,893	4,739	6,158	1,419	52,290	67,735	15,445
Travel/Training	137,300	9,126	11,442	2,315	68,576	125,858	57,283
Repair Parts	840,950	79,976	70,079	(9,897)	867,164	770,871	(96,293)
Facility Maintenance	29,000	2,399	2,417	17	35,377	26,583	(8,794)
Electricity - CNG & Hydrogen	171,000	14,216	14,250	34	142,322	156,750	14,428
Natural Gas	1,333,000	93,511	111,083	17,572	1,252,221	1,221,917	(30,304)
Water	5,200	271	433	163	5,360	4,767	(594)
Insurance Losses	375,000	142,136	31,250	(110,886)	563,655	343,750	(219,905)
Insurance Premium - Property	9,919	0	827	827	8,063	9,092	1,029
Repair Claims	45,000	0	3,750	3,750	44,113	41,250	(2,863)
Fuel Taxes	128,800	14,744	10,733	(4,011)	137,995	118,067	(19,929)
Other Expenses	3,492,836	248,759	291,070	42,311	2,209,695	3,201,766	992,071
Self Consumed Fuel	(1,544,841)	(109,402)	(128,737)	19,335	(1,374,531)	(1,416,104)	41,574
Total Operating Expenses (Before Depreciation)	28,044,924	2,362,912	2,337,077	(25,835)	24,317,262	25,707,847	1,390,585
Operating Expenses in Excess of Operating Revenue		\$ (1,875,898)			\$ (18,736,218)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	481,814	494,931	13,117	4,812,294	5,444,243	631,949
State - LTF	13,506,121	1,095,681	1,125,510	29,829	10,943,513	12,380,611	1,437,098
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	298,403	306,527	8,124	2,980,411	3,371,797	391,386
Total Subsidies	23,123,619	1,875,898	1,926,968	51,070	18,736,218	21,196,651	2,460,433
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
May 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	1,652,693	1,662,245	9,552	17,762,049	18,284,693	522,644
Services	2,224,990	223,873	185,416	(38,457)	1,893,753	2,039,574	145,822
Fuels & Lubricants	1,706,158	117,366	142,180	24,813	1,499,889	1,563,978	64,089
Tires	267,330	12,860	22,278	9,417	222,470	245,053	22,582
Materials and Supplies	1,139,813	100,954	94,984	(5,970)	1,109,824	1,044,829	(64,995)
Utilities	1,752,697	128,858	146,058	17,200	1,631,938	1,606,639	(25,299)
Casualty & Liability	1,817,625	192,035	151,469	(40,567)	1,172,297	1,666,156	493,860
Taxes and Fees	128,800	14,744	10,733	(4,011)	137,995	118,067	(19,929)
Miscellaneous Expenses	605,414	28,930	50,451	21,521	261,577	554,963	293,385
Self Consumed Fuel	(1,544,841)	(109,402)	(128,737)	19,335	(1,374,531)	(1,416,104)	41,574
Total Operating Expenses (Before Depreciation)	28,044,924	2,362,912	2,337,077	(25,835)	24,317,262	25,707,847	1,390,585
Revenues:							
Passenger Revenue	3,650,635	270,227	304,220	(33,993)	3,077,308	3,346,415	(269,107)
Other Revenue	1,270,670	216,787	105,889	110,898	2,503,736	1,164,781	1,338,955
Total Operating Revenue	4,921,305	487,014	410,109	76,905	5,581,044	4,511,196	1,069,848
Net Operating Gain (Loss)		\$ (1,875,898)			\$ (18,736,218)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	481,814	494,931	13,117	4,812,294	5,444,243	631,949
State - LTF	13,506,121	1,095,681	1,125,510	29,829	10,943,513	12,380,611	1,437,098
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	298,403	306,527	8,124	2,980,411	3,371,797	391,386
Total Subsidies	23,123,619	1,875,898	1,926,968	51,070	18,736,218	21,196,651	2,460,433
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

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

Other Revenue - Favorable

- General retail CNG customers have increased usage by 10 %.
- More CNG credit customers have been added and current customers have increased usage. Thus increasing usage by 21% compared to the same period in FY14.
- YTD advertising revenue above budgeted amount by \$80K.

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Unfavorable

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

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

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

Fringe Benefits - Favorable

- 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.



SunLine Transit Agency Monthly Ridership Report May 2015

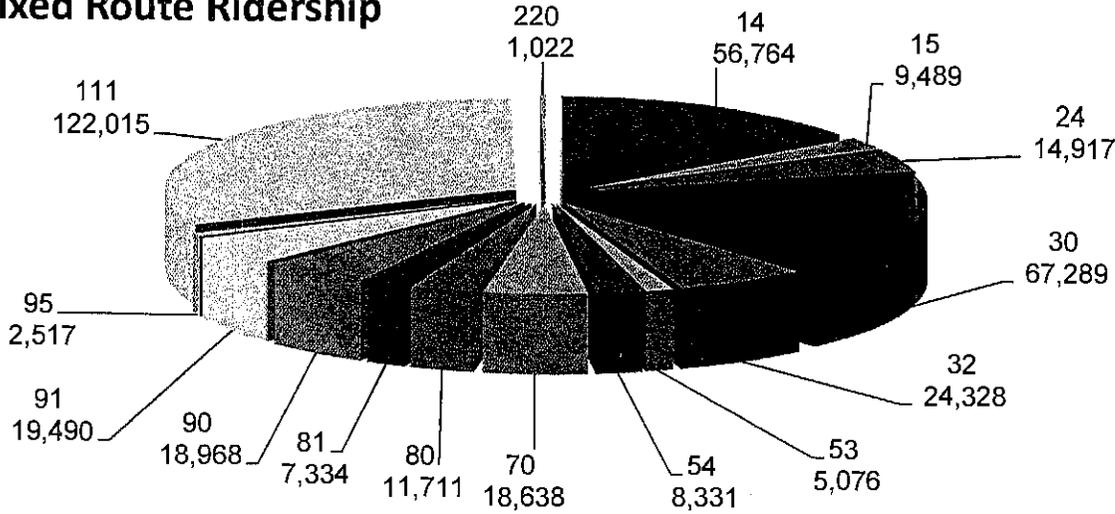
Line	Fixed Route Description	FY 2014 & 2015		Month Var.	% Var.	FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
		May 2015	May 2014							Apr 2015	Monthly	YTD	Monthly	YTD
		14	DHS/PS							56,764	58,945	57,198	(2,181)	-3.7%
15	DHS	9,489	10,202	9,855	(713)	-7.0%	107,362	104,598	2,764	2.6%	232	2,996	50	412
24	PS	14,917	18,172	16,165	(3,255)	-17.9%	172,645	188,168	(15,523)	-8.2%	326	4,132	170	2,446
30	CC/PS	67,289	69,605	68,276	(2,316)	-3.3%	735,638	693,693	41,945	6.0%	2,261	23,184	377	4,245
32	PD/RM/TP/CC/PS	24,328	26,178	25,859	(1,850)	-7.1%	272,672	275,498	(2,826)	-1.0%	1,025	12,332	133	2,292
53	PD/IW	5,076	5,409	4,835	(333)	-6.2%	53,461	55,356	(1,895)	-3.4%	162	1,687	23	310
54	Indio/LQ/IW/PD	8,331	6,758	9,394	1,573	23.3%	89,204	30,969	58,235	188.0%	373	3,690	80	663
70	LQ/BD	18,638	22,883	19,625	(4,245)	-18.6%	203,143	239,204	(36,061)	-15.1%	618	7,593	34	441
80	Indio	11,711	10,997	12,040	714	6.5%	124,411	125,699	(1,288)	-1.0%	242	2,278	97	929
81	Indio	7,334	8,728	7,126	(1,394)	-16.0%	82,364	95,873	(13,509)	-14.1%	84	1,339	97	818
90	Coachella/Indio	18,968	18,934	20,161	34	0.2%	208,715	211,967	(3,252)	-1.5%	429	5,745	133	1,252
91	I/Cch/Th/Mec/Oas	19,490	21,600	20,508	(2,110)	-9.8%	213,145	214,368	(1,223)	-0.6%	611	5,635	35	523
95	I/Cch/Th/Mec/NS	2,517	2,880	3,099	(363)	-12.6%	29,960	24,038	5,922	24.6%	42	975	3	53
111	PS to Indio	122,015	133,547	128,616	(11,532)	-8.6%	1,402,827	1,499,451	(96,624)	-6.4%	4,621	50,660	818	9,715
220	PD to Riverside	1,022	1,146	1,147	(124)	-10.8%	11,890	13,254	(1,364)	-10.3%	24	522	4	80
Fixed route total		387,889	415,984	403,904	(28,095)	-6.8%	4,331,217	4,326,134	5,083	0.1%	12,831	141,980	2,505	29,757
Demand Response														
SunDial		13,022	12,363	13,094	659	5.3%	141,561	127,630	13,931	10.9%				
System total		400,911	428,347	416,998	(27,436)	-6.4%	4,472,778	4,453,764	19,014	0.4%				
		May-15	May-14	Apr-15										
	Weekdays:	* 20	* 21	22										
	Saturdays:	5	5	4										
	Sundays:	* 6	* 5	4										
	Total Days:	31	31	30										

Please note:

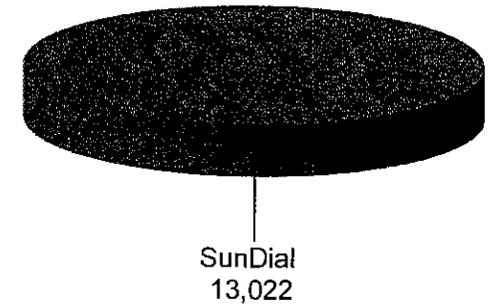
*Running the Saturday/Sunday service on May 25, 2015 and May 26, 2014, Memorial Day Holiday. Weekday and Sunday total days reflect the change. Line 54 implemented on January 6, 2014 - Weekday service only.

SunLine Transit Agency Monthly Ridership Report May - 2015

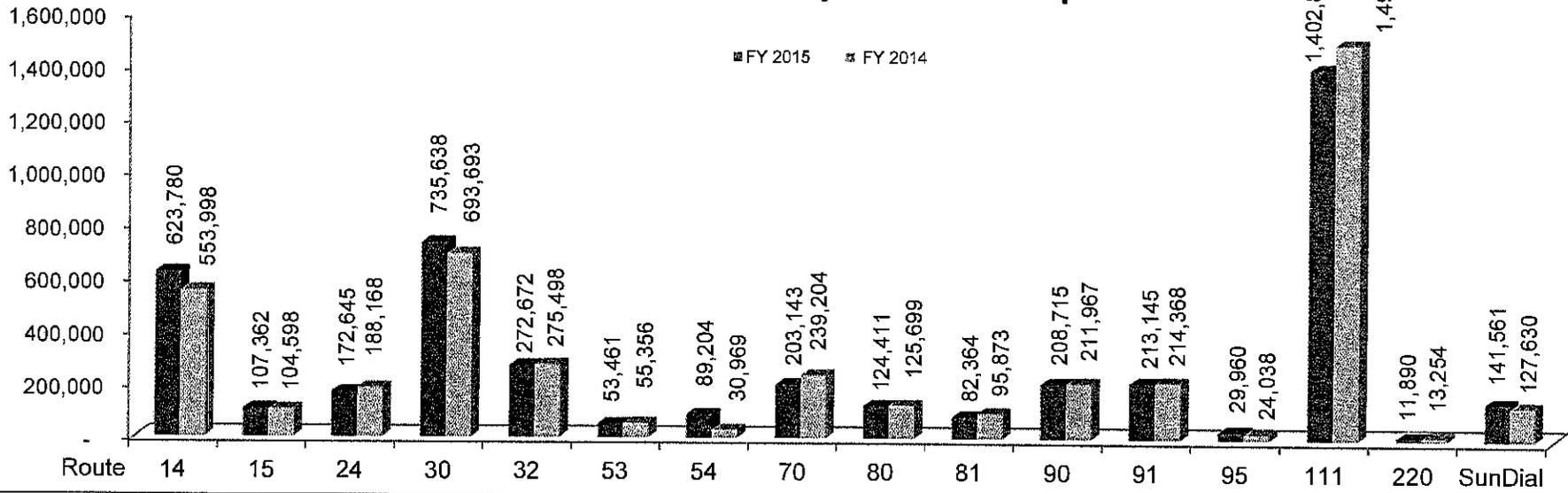
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
May 2015

1. **ON-TIME PERFORMANCE**

<u>Last Year</u>	<u>This Year</u>	
91.8	92.3	Total trips carried in the on-time window
811	954	Total trips late during the month
11,113	11,709	Total trips

2. **RIDERSHIP and MILEAGE**

<u>Last Year</u>	<u>This Year</u>	
12,363	13,022	Total passengers for the month
108,358	108,358	Total miles traveled for the month

3. **SAFETY**

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

4. **RIDE-A-LONG & ONBOARD EVALUATIONS**

<u>Last Year</u>	<u>This Year</u>	
2	1	Total Ride-a-Long Evaluations
13	12	Total Onboard Inspections
0	10	Total Safety Evaluations

5. **DENIALS**

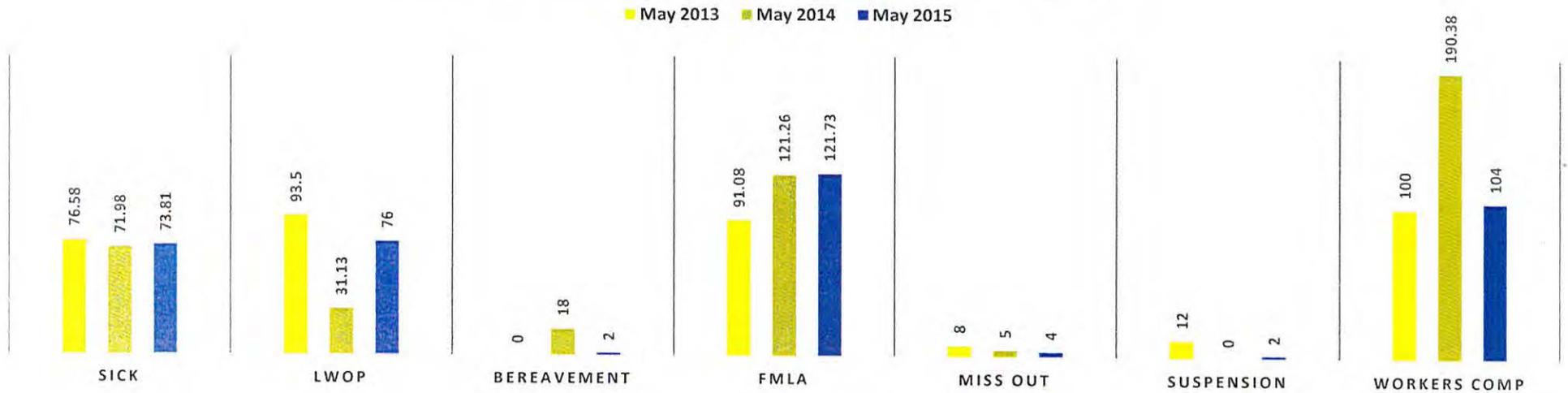
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. **WHEELCHAIR BOARDINGS**

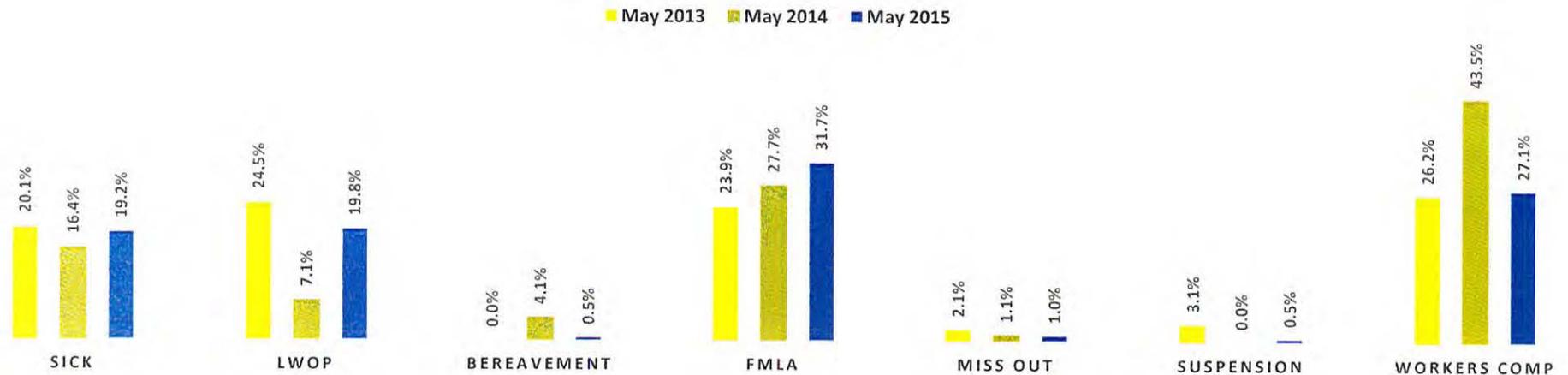
<u>Last Year</u>	<u>This Year</u>	
1,890	2,105	Total Mobility Device Boarding's

cc: Lauren Skiver, Carolyn Rude, Mannie Garcia, Mannie Thomas, Diane Beebe

DRIVER ABSENCE OCCURRENCES - MAY 2015



DRIVER ABSENCE OCCURENCES BY PERCENTAGES - MAY 2015



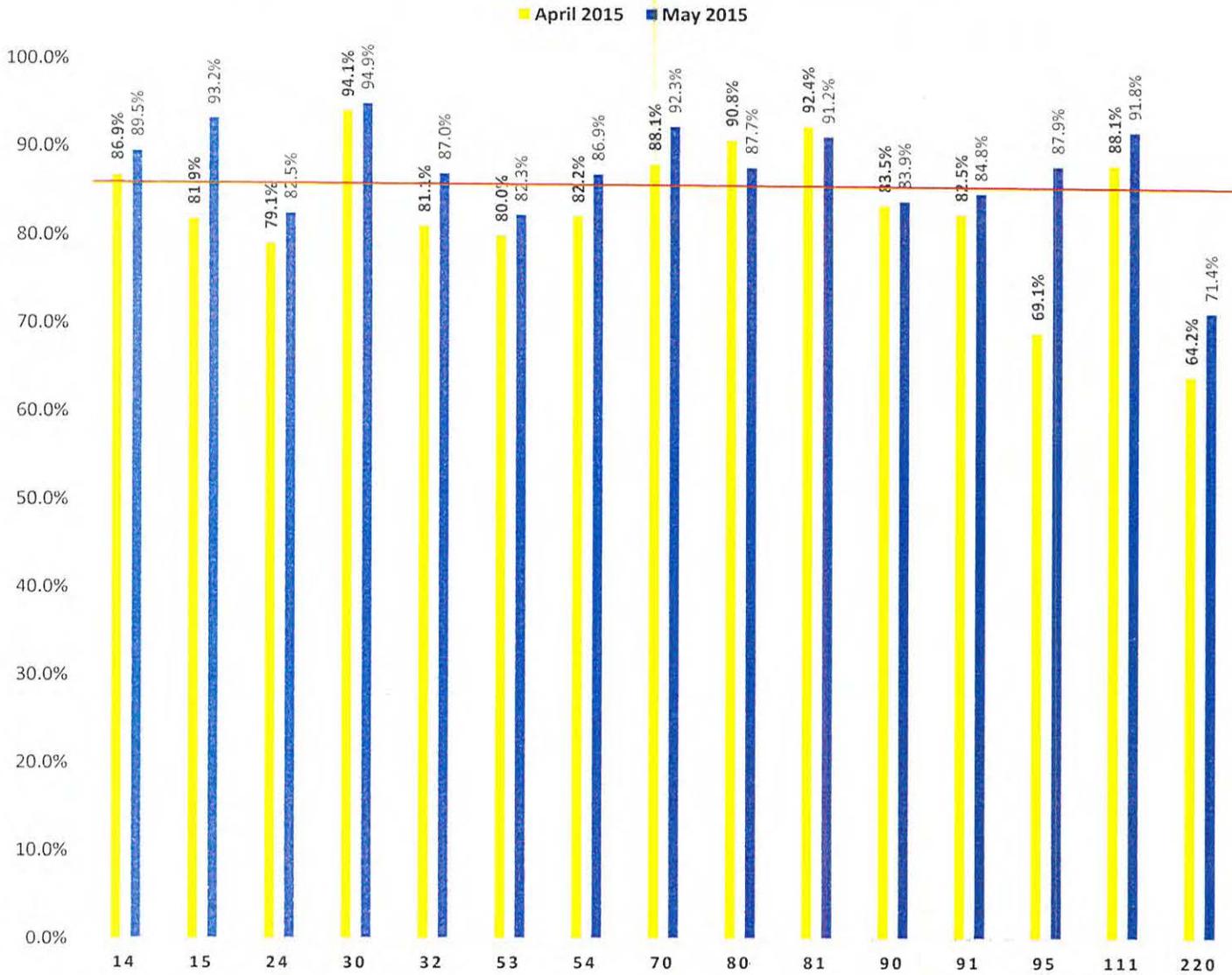
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -

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

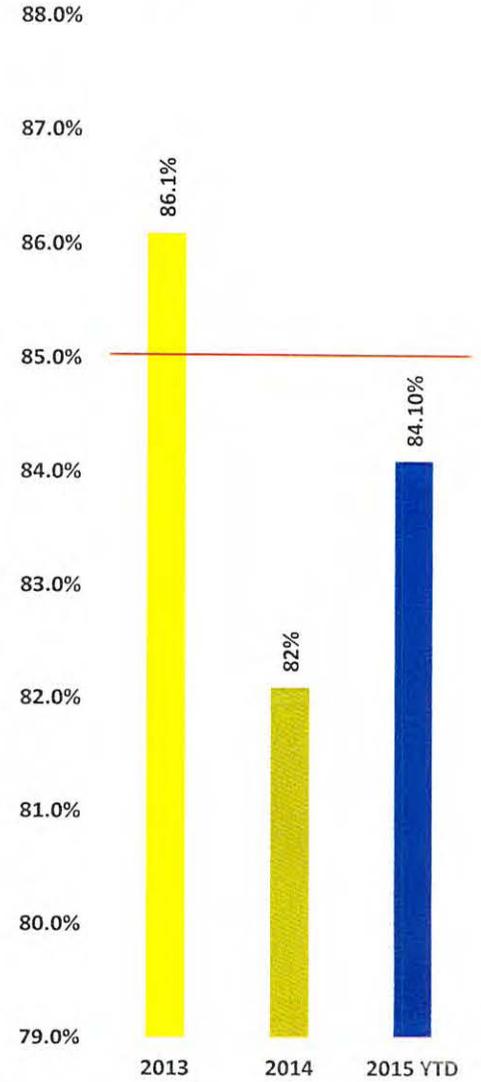
The variables used for calculating the percentages are (1) Scheduled Operators per day and (2) the number of absences per day computed in each category

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.

ON TIME PERFORMANCE % BY LINE MAY 2015



On Time Performance System Wide



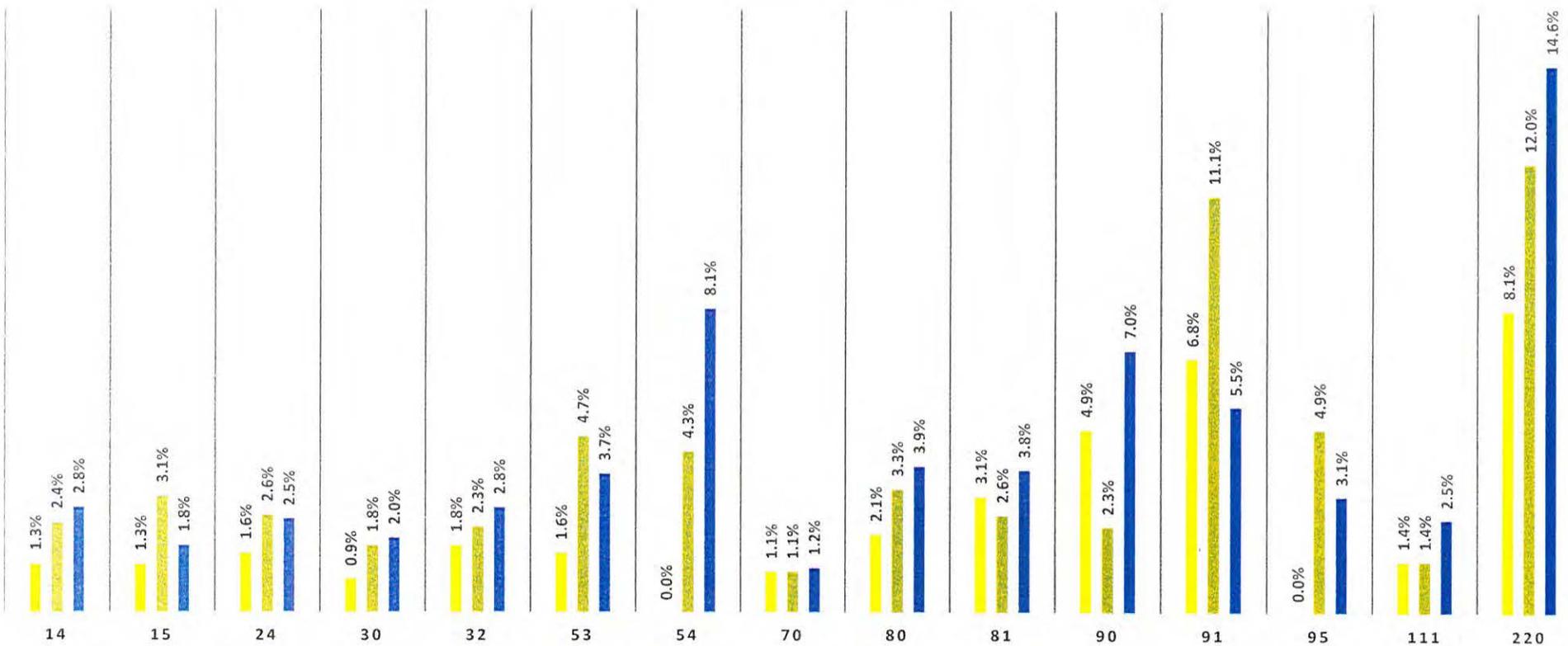
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues

EARLY DEPARTURES BY LINE - YEAR TOTALS

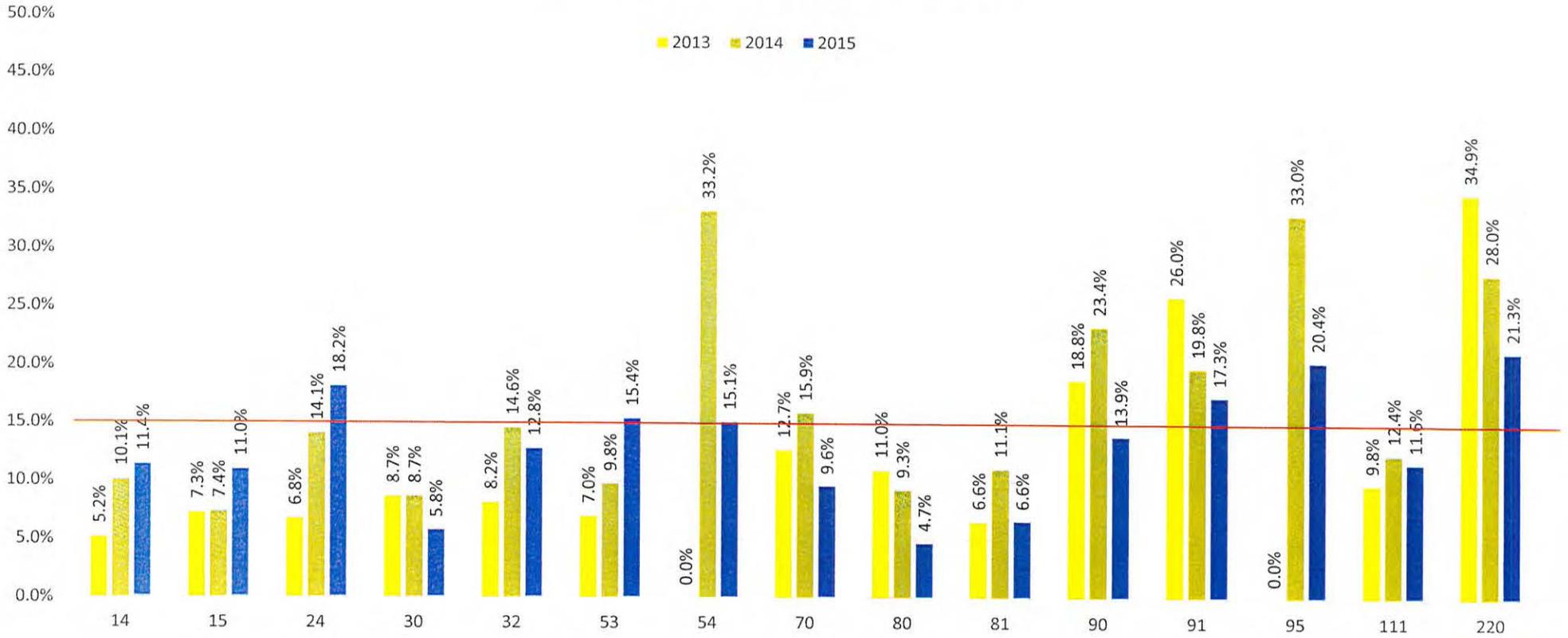
■ 2013 ■ 2014 ■ 2015



Definition: When a bus leaves a time point ahead of the scheduled departure time.

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

Late Departures By Line- Year Totals

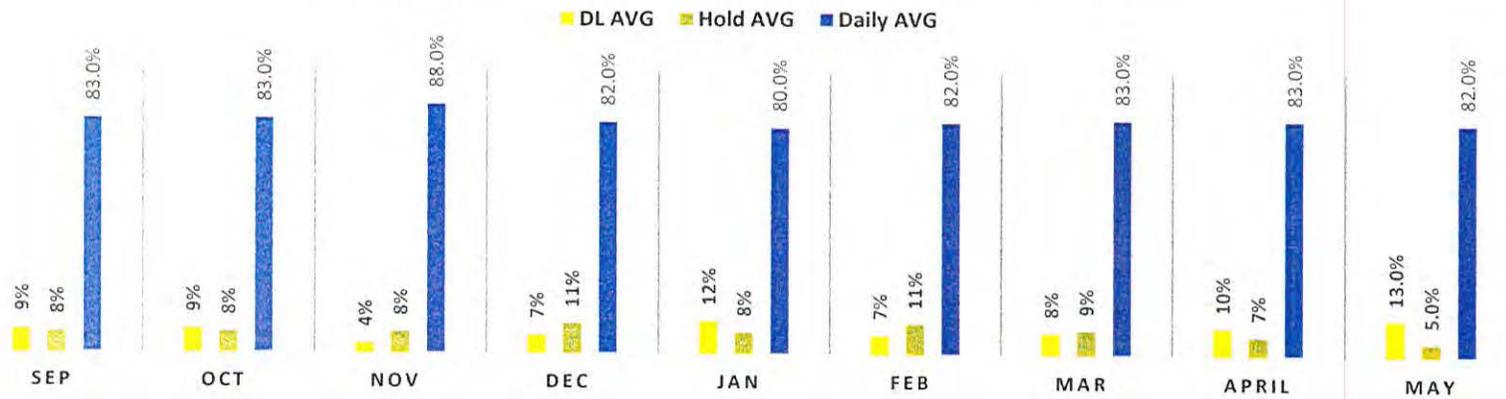


Definition: When a bus leaves a time point behind the scheduled departure time.

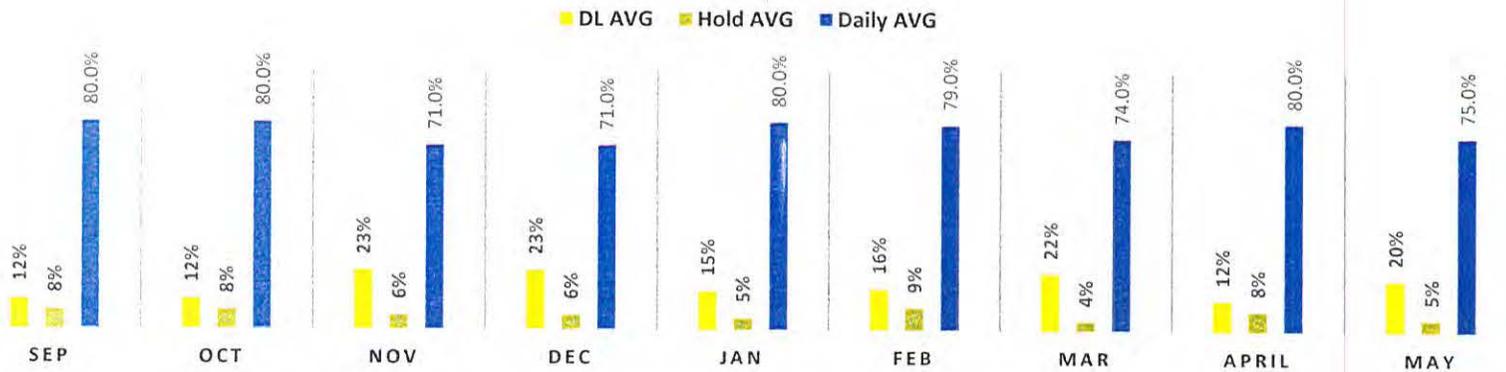
The line is running late with a departure greater than 5 minutes.

Goal: to reduce late departures to 15% for each line.

FY 15 FIXED ROUTE FLEET AVAILABILITY



FY 15 DIAL A RIDE FLEET AVAILABILITY



Fleet Availability: Total average percentage of the Fleet available to Operations

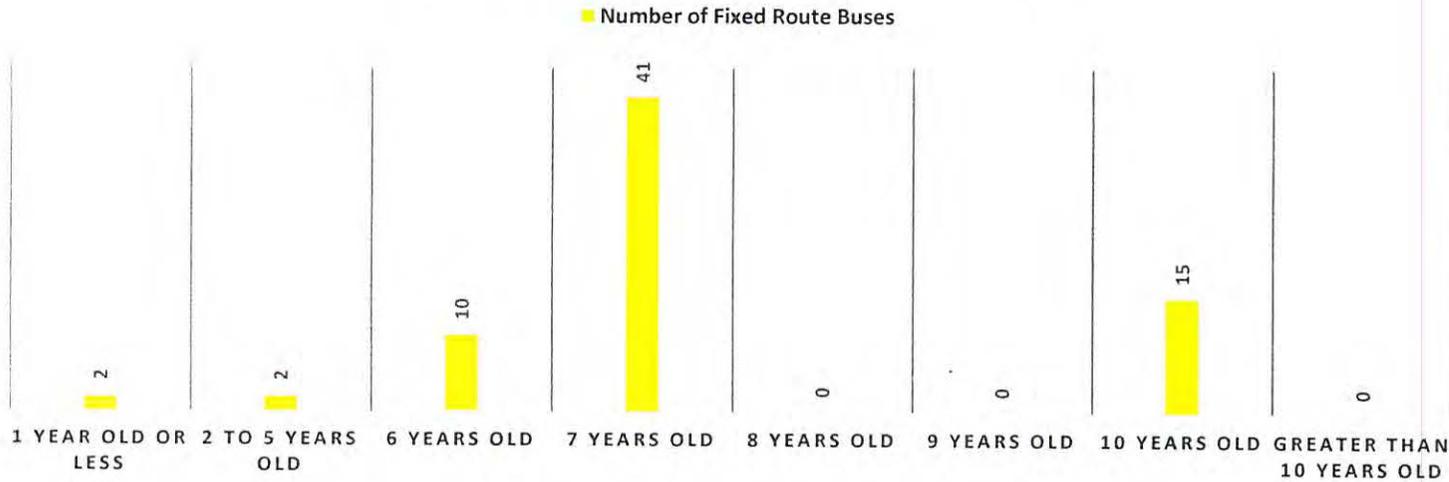
Hard Down = When a vehicle absolutely cannot go out on the road for the day. This is noted as DL.

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

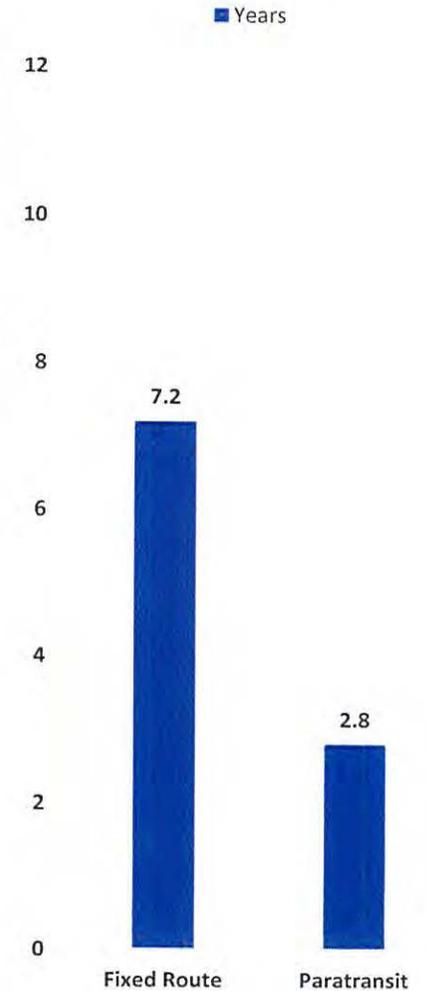
Goal: To have less than 20 percent of the fleet down for maintenance

Dial a Ride fleet fell below the desired goal by 5%. Three long term D/L buses due to engine failures and several A/C issues for the month of May.

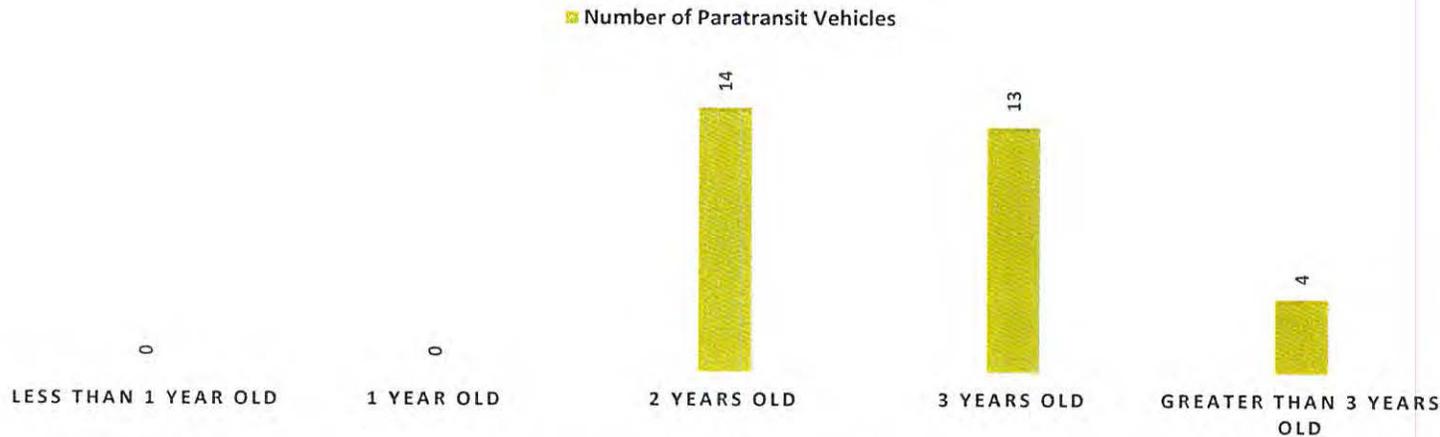
FIXED ROUTE FLEET AGE - MAY 2015



Average Age of Vehicles



PARATRANSIT FLEET AGE - MAY 2015



FIXED ROUTE FLEET AGE: 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.

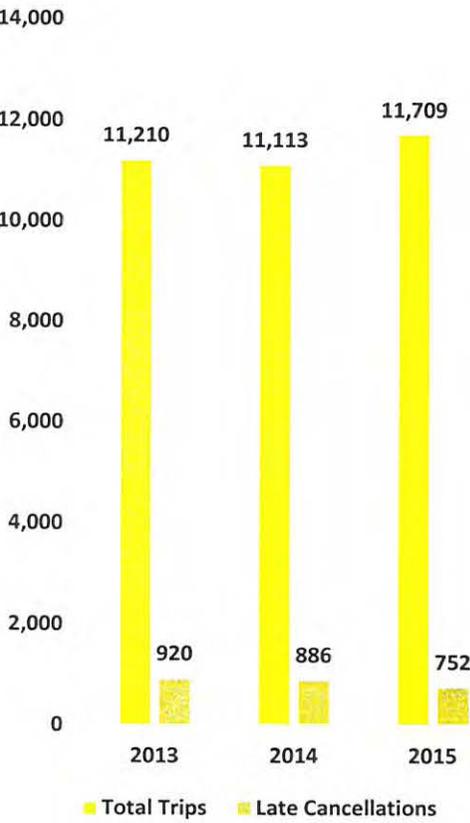
PARATRANSIT

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

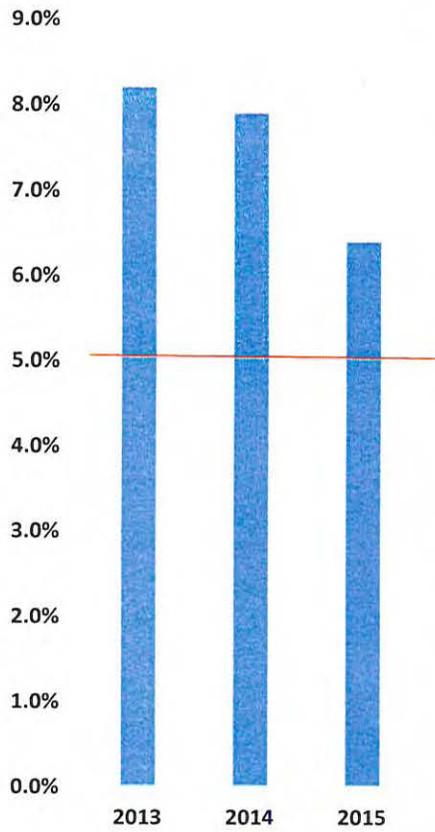
Goal: According to the Fleet Plan, the existing paratransit vehicle fleet requires 10 to 12 vehicles to be purchased annually for replacement.

Total Trips vs Late Cancellations

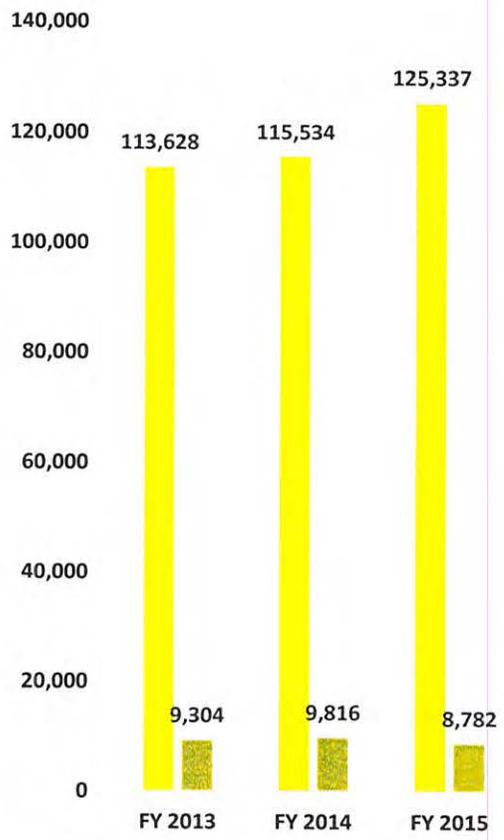
May



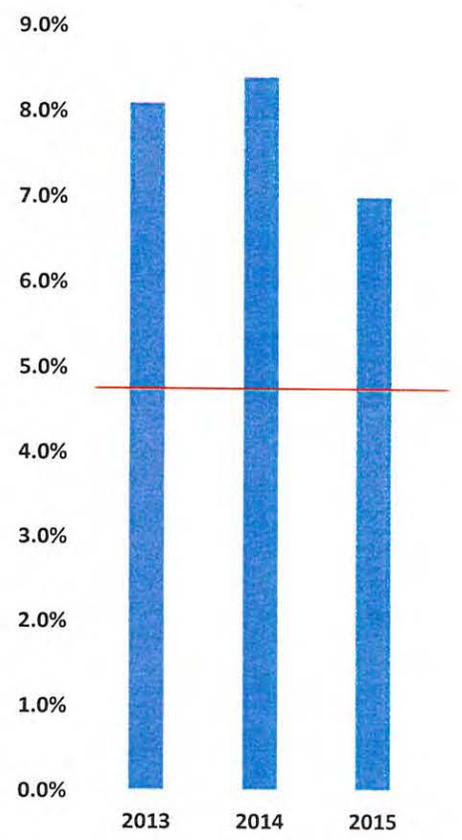
Late Cancellation Percentage



YTD Total Trips vs. Late Cancellations

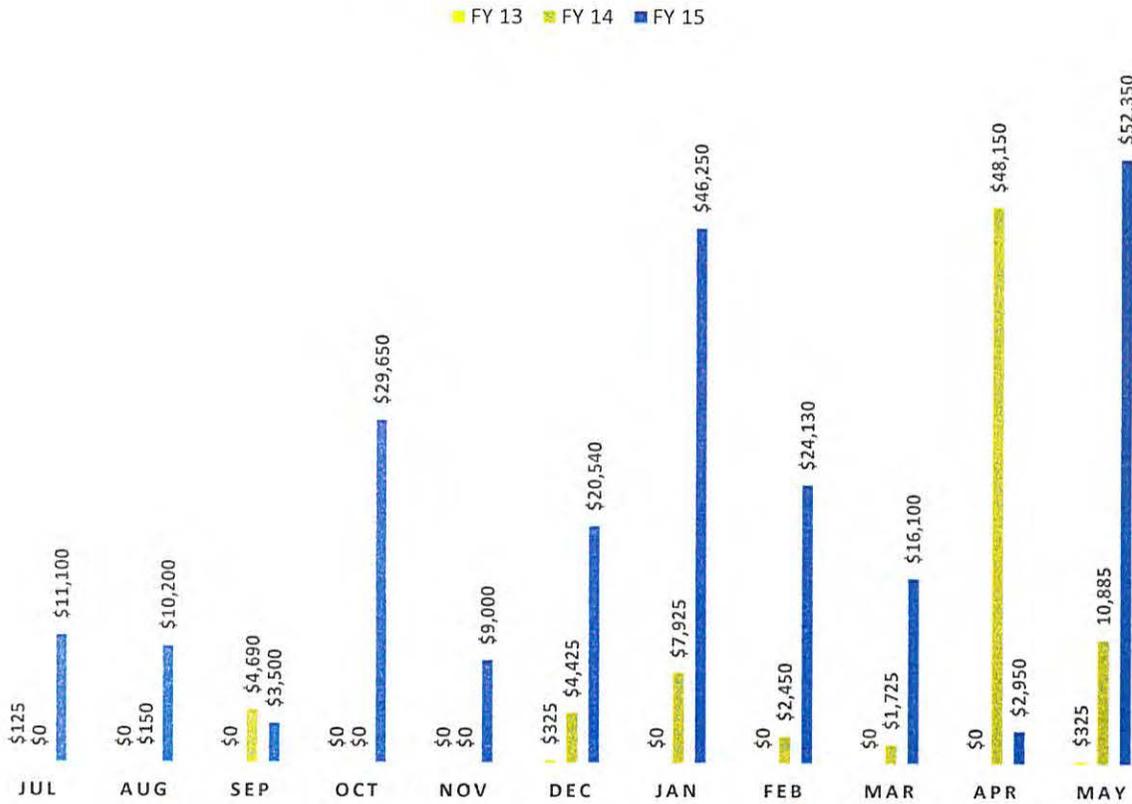


YTD Late Cancellation Percentage

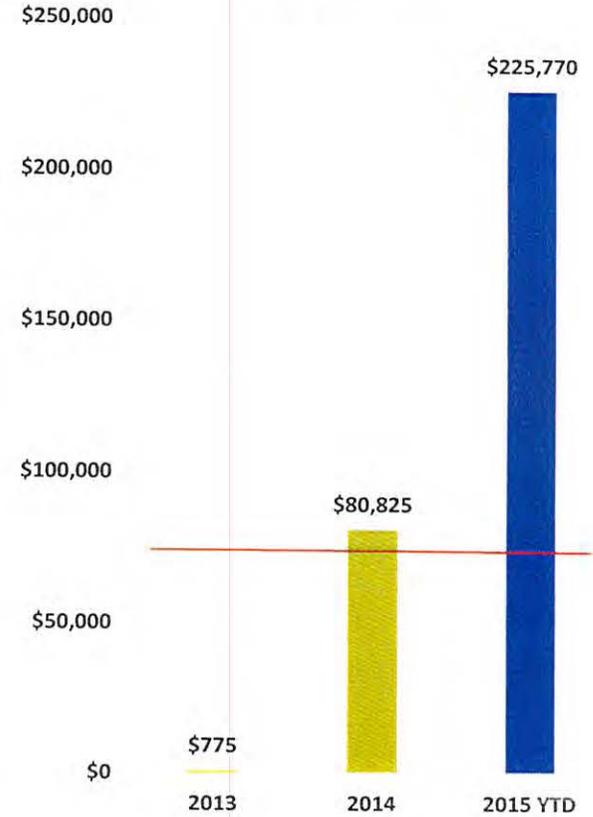


Trip: A one-way ride booked by the client. A round trip is counted as two trips.
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.
Goal for Late Cancellations: 5% or below.

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
SunLine Services Group**

DATE: July 29, 2015 **ACTION**
TO: Board Operations 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

At the June 24th Bylaws, Policy & Procedures Committee meeting, Committee members provided changes to the proposed Bylaws. Per Committee direction, the updated Agency/Committee Bylaws presented reflects those changes.

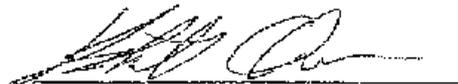
Pursuant to Board direction, General Counsel has prepared amendments to the Agency's Rules of Procedure, which were originally adopted on July 1, 1977. The changes include removing or amending provisions to ensure consistency with the Brown Act, and with the original SunLine JPA, removing and amending 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 TRANSPORTATION 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 (the "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 Chairperson 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 Chairperson
- 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 Chairperson 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 may 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.

2.8 AGENDA ITEMS

Upon request of any Board Member, any item shall be placed on the agenda at the next regularly scheduled Board meeting, provided that the request is submitted prior to the deadline for posting the agenda.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

The Chairperson shall be the Presiding Officer at all meetings of the Board. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a temporary Presiding Officer to serve until the arrival of the Chairperson or Vice Chairperson or until adjournment.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairperson and one as Vice Chairperson. 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 Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

3.2 CALL TO ORDER:

The meeting of the Board shall be called to order by the Chairperson or in his or her absence by the Vice Chairperson. In the absence of both the Chairperson and Vice Chairperson, 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 Chairperson, or Vice Chairperson in the absence of the Chairperson, shall sign Resolutions and Ordinances adopted by the Board.

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

3.5 MAINTENANCE OF ORDER:

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

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

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

4.2 DECORUM AND ORDER - BOARD MEMBERS:

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

4.3 DECORUM AND ORDER - EMPLOYEES:

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

4.4 ENFORCEMENT OF DECORUM:

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

4.5 CONFLICT OF INTEREST:

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

4.6 PROCEDURES IN ABSENCE OF RULES:

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

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

In presiding over Board meetings, the Chairperson, Vice Chairperson 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.

4.8 BOARD APPOINTEES

Any SunLine employees who are appointed to their positions by the Board are nevertheless subject to direction, discipline, and removal by the General Manager pursuant to Section 4.ii. of the Agreement.

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, the speaker shall state his or her 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.

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 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.

6.3 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

6.4 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.

6.5 MOTION TO CONTINUE:

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

7. RESOLUTIONS

7.1 DEFINITIONS:

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

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

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

7.2 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in written form in advance of the Board's vote, 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 orally in motion form together with instructions for written preparation for later execution. After the resolution has been orally 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 Chairperson 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.

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.

ADOPTED THIS ____ DAY OF _____, 2015

ATTEST:

Carolyn Rude

CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

Kristy Franklin

CHAIRPERSON 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

DATE: July 29, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Transit Planning Manager

RE: Cooperative Agreement Amendment No. 3 - Riverside Commuter
Link 220 Service

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to enter into Amendment No. 3 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency (RTA).

Background

This Agreement Amendment is for the continued operation of Riverside Commuter Link 220 Bus Service for the third option period October 1, 2015 through September 30, 2016. The agreement includes an operating funding contribution from RTA for the Commuter Link 220 of up to a maximum amount of \$118,351.

The Commuter Link 220 bus service between Palm Desert and Riverside was launched by SunLine Transit Agency on September 10, 2012. The Cooperative Agreement allows SunLine to operate and collect fare revenue within the RTA service area. This Agreement Amendment will cover the third year of operation of the Commuter Link 220.

The Agreement Amendment includes up to \$118,351 in operating assistance to be provided by RTA, this being 66% of the net operating costs of the service after fare revenue and FTA grant funding are deducted. The remaining 34% of net operating costs comes from SunLine's local transit funding. This cost allocation places the Commuter Link 220 on the same cost allocation model RTA uses for other services with agency cost sharing agreements (OCTA, NCTD, etc.).

As of April 30, 2015 after thirty-one (31) months of operation, the Commuter Link 220 performance is as follows:

- 37,988 rides (82.3% of target)
- \$122,532 fare revenue (95.9% of target)
- \$3.23 average fare versus \$2.78 target
- \$712,869 operating costs at 81% of budgeted costs
- 17.3% cost recovery versus 17.5% target.

SunLine was recently awarded \$300,000 in July 2015, to expand this service line. Funding was awarded through a competitive process from FTA Section 5311(f). This funding will be utilized to add additional trips to and from Riverside on weekdays. An analysis of these additional trips will determine the success of expanding additional service to connect riders with leisure activities in Riverside and surrounding areas.

Financial Impact

This agreement increases the RTA share of operating costs to \$118,351, compared to \$103,700 for last year. This helps offset the federal grant funding available for years three and four of the Commuter Link 220 project as allocated by Riverside County Transportation Commission in the 2013 Call for Projects for JARC and New Freedom funding. SunLine's total share for this project is \$136,172 and has applied \$44,743 towards this project as of April 2015.



Anita M. Petke

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operating Officer

RE: Solar Panels Change Order Contract 14-115B T2 Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to:

- a. Negotiate and execute a change order in the amount Not To Exceed \$67,764.63 with Renova Energy Corporation to cover costs for relocating and constructing a covered parking structure and connection of T2 Bus Port Solar PV System (408 modules) grid to the T3 new Administration Building grid.
- b. Appropriate FY 09 State Transportation Assistance funding in the amount of \$67,764.63 to fund the change order for additional work relating to the covered parking solar installation.

Background

SunLine was awarded a competitive grant by the Federal Transit Administration and the Air Quality Management District. In reviewing the project in October 2014 during the process of applying for final permits for the Solar Project, it was brought to our attention that the existing Administration modular trailers had permitting issues. After having several discussions with the County of Riverside Building & Safety Department, Contractor and Construction Manager, a solution was made to relocate and construct a covered parking structure to include (44 spaces) 408 solar panels (183,000 kWh per year) in the main parking lot at the new Administration Building. This PV array will tie into the T3 new Administration Building grid.

The benefits of previously Board approved Change Order No.1 for T1, (336 Sunpower Modules) are approximately: 151,000 kWh per year.

The benefits of this Change Order before you (408 Sunpower Modules) are approximately: 183,000 kWh per year.

With this project, approximately 33% of the total annual energy used by the Agency would be generated from the solar panels.

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

This change is supported by an independent technical evaluation from the Construction Management firm of RBF to be fair and reasonable.

Financial Impact

This action would add \$67,764.63 to the FY 16 Capital Budget to fund this effort.

The energy savings resulting approximately:

1. Production of 438,000 kWh per year
2. Savings of approximately \$65,700 annually.
3. Savings of approximately 33% of the total energy consumed.


Tommy D. Edwards

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operations Officer

RE: Solar Construction Management 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 \$29,980.40 with RBF Consulting, a Michael Baker International Company, to cover costs for additional construction management services to complete the oversight of the relocating and constructing covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building.

Background

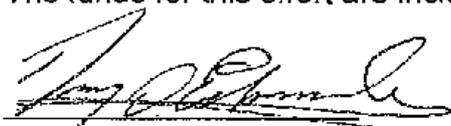
This work is required by Federal Transit Administration regulations in consideration of the additional scope of work relating to the construction of covered parking being provided by Renova.

RBF was awarded a competitive contract by SunLine to oversee the Renova Solar Panel installation contract. This oversight is a mandatory requirement of the Federal Transit Administration. The modification of Renova's agreement with SunLine to include a redirection of solar efforts to covered parking and the Administration Building requires additional oversight by the Construction Management Firm of RBF Consulting.

This cost includes oversight for a period of three months with technical and clerical support from RBF (Construction Management Team) including a pre and post construction phases.

Financial Impact

The funds for this effort are included in the approved project budget for this effort.


Tommy D. Edwards

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**
TO: Finance/Audit Committee
Board of Directors
FROM: The Chief Performance Officer
RE: Design Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in a value Not to Exceed \$68,049.65 with IBI Group for Professional Architectural services in support of the Administration Building and Transit Hub Project.

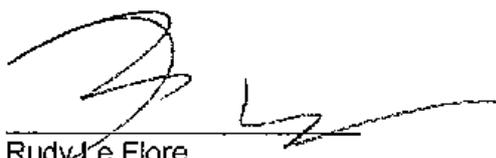
Background

This is the finalization of changes with the IBI Group. This item is being brought to the Board of Directors because it exceeds the General Manager's change order authority. This change order consists of several additional support and design efforts relating to the flagpole revisions, air leak testing, fencing revisions, interior signage, structural revisions, extended administration, and design efforts relating to Imperial Valley Irrigation District Easements.

IBI Group was awarded a competitive contract by SunLine to conduct the design work relating to the Administration Building and Transit Hub Project. The total current contract value is \$1,070,690.87. Over 60 percent of the change order activity consists of executing owner requested changes.

Financial Impact

This amount is included in Administration Building and Transit Hub Construction Budget of \$16,838,170. This project is still projected to be approximately \$500,000 under budget with the settlement of this change order.


Rudy Le Flore

CHANGE ORDER LOG

7 2015

Original Contract Value \$359,532.00

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

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operating Officer

RE: Natural Bio Gas Fuel Agreement and Emissions Credits Update

Recommendations

Recommend that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months.

Background

At the July, 2014 Board Meeting, Staff briefed the Board of Directors on its desires to pursue Natural Bio Gas purchase and emissions credits. The Board of Directors approved a three-year agreement with a unilateral option to opt out after the first year. The agreement with BP Energy calls for an automatic renewal for 24 months unless SunLine Transit Agency provides a written notice to opt out.

SunLine Staff has surveyed the local marketplace and believes that this agreement represents the best option for the Agency.

Staff has worked with BP Energy over the past year and feels that SunLine is getting a fair and reasonable value with this provider.

Through the end of FY15, SunLine has been able to see a savings of \$75,511.67; a reduction compared to what the cost would have been buying the gas from our former supplier, So Cal Gas.

SunLine, with help from BP Energy, has been able to claim and sell the Low Carbon Fuel Standard credits from CARB capturing \$113,843 in revenue for FY 2015. As of May 1, 2015, SunLine has been receiving from BP Energy, 100% Bio-Natural Gas from Landfill. This allows SunLine to receive a portion of the Federal Renewable Identification Number fuel credits; the revenue for May and June of 2015 is \$23,397. Overall, the value for FY2015 totals \$212,751.33.

Financial Impact

SunLine received \$113,843 in revenue for FY 15 in LCFS credits, another \$23,397 in RIN fuel credits, and saw a reduction in FY 15 fuel costs of \$75,511.67. The financial benefits of this agreement is \$212,751.33 in FY15.



Tommy Edwards

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Checks Policy #B-030403 Revision Approval

Recommended Action

Recommend that the Board of Directors approve the attached revised Checks Policy# B-030403 with the changes listed below.

Background

Amending policies as changes occur is integral to increasing the accuracy and controls in the Finance Department. The Checks Policy was originally adopted for the purpose of outlining the controls necessary to reduce the risk to the Agency. Following this purpose, Staff feels it is necessary to update the Checks Policy to reflect the Agency's current payment values and improve administrative check processing. The majority of the modifications in the revised policy can be attributed to minor alterations to titles, inconsistencies and signature authority.

The major change for this revision is the request to increase the dollar amount at which a Chair or Vice Chair must sign a check. The dollar amount has remained at the current level of \$25,000 since a 2006 revision. Staff is requesting that this amount be increased to \$50,000. The Agency has grown immensely during this time period and has increased the budget by almost \$13 million over Fiscal Year 2006, and thus, processes more checks for larger amounts.

In FY15, SunLine processed a total of 158 checks over \$25,000, of which, 93 checks were exceptions to the Chair or Vice Chair signature requirement within the Checks Policy. The balance of 65 checks required a signature from the Chair or Vice Chair. Following the proposed \$50,000 limit would reduce the number of checks for which a Chair or Vice Chair must sign by an estimated 50%. Thus, the proposed revision would alleviate administrative burden of check processing while still allowing appropriate level of controls.

Staff feels that the current controls, such as providing the monthly "Checks Over \$1,000" report and bringing forward amendments and projects to the Board for approval, greatly reduce the risk of fraud. It is also worth noting that once a purchase order and or contract has been issued, SunLine is already liable to fulfilling our responsibility by making payment to the vendor. The current limitation only delays payment to our vendors as current controls are practiced prior to awarding a contract or purchase order to vendors. However, we understand the sensitivity and trepidation one

might have allowing this level of responsibility. Accordingly, staff is proposing that the CEO/General Manager and Chief Financial Officer be required to sign checks between the range of \$25,000 and \$50,000. A strong relationship of trust between management and the Board of Directors is imperative to promoting a robust business operation. Approval of this revision will allow the Agency to take one of many large steps in a positive direction.

Financial Impact

No fiscal impact.



Luis Garcia

CHECKS POLICY

I. PURPOSE

The purpose of this document is to outline the policy and procedures on checks for SunLine Transit Agency (hereafter referred to as "SunLine").

II. POLICY

It is the policy of SunLine to use checks as its principal means of disbursement. Checks minimize the amount of cash on hand; require expenditure preauthorization and justification; and are easier to record than credit transactions. Weak or nonexistent internal controls, however, could result in check fraud losses for SunLine since the Uniform Commercial Code has shifted a greater proportion of such losses to the check issuer.

1. **Scope**

The provisions of this policy shall apply to all checks that SunLine originates or receives.

2. **Objectives**

SunLine's objectives shall be to minimize the risk of:

- a. Theft by third parties after checks have been ordered or mailed in payment of bills.
- b. Forgery of check signatures by public officials or employees, or by third parties who have intercepted checks in the mail.
- c. Embezzlement by public officials or employees through the improper use of checks.
- d. Fraud by public officials or employees through the misrepresentation or omission of a material fact concerning checks.

III. PROCEDURE

1. Segregation of Duties

The duties of public officials and employees with respect to check custody, preparation, and execution shall be segregated so that embezzlement will not be facilitated by a concentration of responsibilities in one person (e.g., cash handling and financial statement preparation). Individuals, independent of one another, shall therefore discharge the following duties:

- a. **Check Stock Custody.** The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant shall have exclusive custody to the safe combination. The key to the locked unit in which the check stock is kept should be held in the safe. Only the Accounting Technician, ~~(a)Accounts Payable,~~ and the Payroll Accountant shall be allowed to use the key.
- b. **Check Preparation.** The Accounting Technician, ~~(a)Accounts Payable,~~ and the ~~Accounting Technician (payroll)~~ Payroll Accountant shall have exclusive responsibility for preparing all checks.
- c. **Check Signing.** The ~~Chairmanperson, or Vice-Chairmanperson, and the General Manager/CEO-CEO/General Manager, Chief Performance Officer,~~ Chief Financial Officer, ~~or and~~ Chief Operations Officer and Chief Performance Officer shall have exclusive responsibility for signing all checks.
- d. **Batches Reviewed and Posted.** Either the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant shall review and post all accounting batches.
- e. **Bank Statement Reconciliation.** The Senior Accountant or Accounting Technician, ~~Fixed Assets,~~ shall have exclusive responsibility for reconciling SunLine's bank statements to its general ledger on a monthly basis.
- f. **Mail.** ~~Two Accounting Technicians~~ The Receptionist shall have exclusive responsibility for receiving, opening, and reviewing all incoming checks and for distributing receipts for checks.
- g. **Stop Payments.** The Accounting Manager or Senior Accountant ~~or designee~~ shall have exclusive responsibility for placing stop payments on outstanding checks.
- h. **Vendor Verification.** No check will be issued to any vendor until their Federal ID# and mailing address have been verified.

If any of the above-referenced Finance Department employees are unavailable, then ~~the Finance—Department—management~~CEO/General Manager may assign those responsibilities to other Finance Department employees.

2. Control Reports

A criminal typically attempts to conceal embezzlement by increasing or decreasing reported monthly expenditures, or by doing both. SunLine shall address this risk by requiring that the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant prepare and review SunLine's monthly statements of financial position; statements of revenues and expenditures; check registers; and bank reconciliation's. The ~~Board~~ Finance/Audit -Committee shall receive a copy of ~~each~~the Cechecks Over \$1,000 report -register and each statement of revenues and expenditures, on a monthly basis.

3. Procurement

SunLine's check stock shall be pre-numbered, and shall have the following security features:

- a. Artificial watermarks on both sides of the check that cannot be scanned or photocopied.
- b. The word "VOID" will appear on the check if it is scanned or photocopied.
- c. Chemical-reactive paper that voids the check if an ink eradicator is applied.
- d. Microprinting that prevents details from being matched if the check is scanned or photocopied.
- e. Warning banners that advise tellers to inspect a check before accepting it, and that may deter criminal experimenting.

The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant shall be responsible, upon receipt of new check stock, for its immediate review in order to verify consecutive check numbering, and the accuracy of account information. If either individual is unavailable, then the Chief Operations Officer shall perform these duties.

4. Custody

The Chief Financial Officer shall designate a locked unit for the storage of all check stock. The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager and Senior Accountant shall have exclusive custody of the safe combination in which the key

to that unit is held. The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant shall release it only to ~~authorized~~ the Accounting Technicians, ~~{aAccounts Ppayable,}~~ and Payroll Accountant, ~~or to their authorized replacements.~~

The Accounting Technician, ~~{aAccounts Ppayable,}~~ and the Payroll Accountant who prepare the checks shall maintain a log that lists the checks that have been issued. The Accounting ~~Manager or Senior Accountant~~ shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

5. Request for Payment

The Accounting Technician, ~~A{accounts pPayable,}~~ shall prepare and submit to the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

6. Signature Authority

Only the Chairpersonman, Vice-Chairpersonman, General Manager/CEO, CEO/General Manager, Chief Performance Officer, Chief Financial Officer, ~~or~~ Chief Operations Officer and Chief Performance Officer, ~~the Chairman and the Vice-Chairman~~ shall have check-signing authority on SunLine's behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

Checks between \$25,000 and \$50,000 must be signed by the CEO/General Manager and the Chief Financial Officer. Along with another authorized signatory, tThe Chairpersonman or Vice Chairpersonman must sign all checks over \$250,000 with an original signature with the exception of the following list of reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed by the Finance Committee:

U.S. Bank – Pension fund payments
Health-Net – Health Care Vendor
Southern California Gas – Natural Gas
PERMA – Insurance Vendor
Imperial Irrigation - Electricity

BP Energy Company – Natural Gas
MetLife SBC--- Supplemental (LTD/STD), Group Life and Dental Insurance
Michelin North America---Tire Leasing
*BAE – Pass-through account with CalStart

All checks shall require two original signatures. Payroll checks may be signed as follows: original of Chair~~personman~~, Vice-Chair~~personman~~, ~~or General Manager/CEO~~ CEO/General Manager, Chief Performance Officer, Chief Financial Officer, Chief Operations Officer or Chief Performance Officer. All other Board Members and employees are prohibited from having check-signing authority. Exceptions can be approved by the CEO/General Manager.

7. Mailing

Checks should always be mailed directly to the vendor or payee by ~~Finance~~ the Receptionist. They shall not be returned to the requesting department, division, or individual, in order to minimize the likelihood that such checks will be altered, ~~and negotiated or given~~ by someone other than the intended payee.

8. Manually-Issued Checks

SunLine ~~periodically must~~ may issue manual checks that are subsequently entered into SunLine's computerized accounting system. In order to minimize the potential for forgery, all manual checks shall be ~~prepared on a typewriter~~ approved by the Chief Financial Officer or Deputy Chief Financial Officer.

9. Cancelled Checks

SunLine shall request that its commercial bank return all of SunLine's cancelled checks, or a disk with a copy of each check on both sides, on a monthly basis, by mail, so that ~~the~~ SunLine will possess the requisite financial records for its annual financial audit.

10. Reconciled Bank Accounts

The Senior Accountant or ~~designee~~ Accounting Technician, Fixed Assets, shall promptly reconcile all bank statements within 30 days of statement mailing. ~~That~~ The Senior Accountant or Accounting Technician, Fixed Assets, shall immediately report any discrepancy to the Chief Financial Officer, Deputy Chief Financial Officer or Accounting Manager, and shall provide a supporting reconciliation report. The Chief Financial Officer,

* Pass through accounts will be identified for Board approval to be included in the list of exclusions from the dollar amount limitations.

~~or designee~~ Deputy Chief Financial Officer or Accounting Manager shall perform a final review of the bank reconciliation, and shall approve the bank reconciliation by initialing it.

11. Voided Checks

All checks that are spoiled or mutilated or that have been defectively prepared shall be voided by:

- a. Stamping or by writing, in ink, the word "VOID" in the check amount field, and in the vendor name/address field; and
- b. ~~Excising~~ Removing the signature blocks from the check.

The check shall also be voided on SunLine's computerized accounting system.

12. Stop Payments

When one of SunLine's checks is lost in the mail or otherwise cannot be accounted for, ~~then SunLine Senior Accountant~~ shall immediately contact the bank upon which the check is drawn, and place a stop payment on the check, ~~for at least one year~~. The check shall also be voided on SunLine's computerized accounting system.

13. Destruction of Obsolete Check Stock

Upon notification of obsolete check stock by the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant, checks shall be destroyed within 48 hours and never discarded intact. Check stock shall be deemed to be obsolete when an address change occurs or a bank account is closed. ~~An assigned Accounting Technician~~ The Accounting Manager or Senior Accountant, in the presence of another Finance employee with the approval of the Chief Financial Officer or Deputy Chief Financial Officer, shall shred all obsolete check stock and personally attest in writing to the check destruction. Alternatively, the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant may retain a commercial shred company with bonded employees for that purpose.

14. Disciplinary Action

SunLine employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**
TO: Board Operations Committee
Board of Directors
FROM: Compliance Officer
RE: Disadvantaged Business Enterprise Policy Statement Approval

Recommended Action

Recommend that the Board of Directors approve SunLine's attached Disadvantaged Business Policy Statement.

Background

SunLine Transit Agency has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, for Federal fiscal years 2016, 2017 and 2018. SunLine receives Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance, SunLine must have an approved program in place.

SunLine must issue a signed and dated policy statement that expresses SunLine's commitment to its DBE program, state its objectives and outlines responsibilities for its implementation. SunLine must circulate the statement throughout the organization and to the DBE and Non-DBE business communities that perform work on SunLine's DOT-assisted contracts.

This policy statement is mandatory for approval every three (3) years. SunLine's existing policy statement was submitted and approved by the policy setting body of the Agency, its Board of Directors on July 31, 2013. Staff is asking that the Board of Directors approve the policy statement and affirm its support of the DBE program by approving this policy.

Financial Impact

No fiscal impact.



Vanessa Mora



DISADVANTAGED BUSINESS ENTERPRISE PROGRAM POLICY STATEMENT

SunLine Transit Agency (SunLine) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. SunLine has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SunLine has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of SunLine to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT assisted contracts;
- To assist with the development of firms that can compete successfully in the market place outside the DBE Program.

SunLine's Compliance Officer has been delegated as the DBE Liaison Officer. In that capacity, the Compliance Officer is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by SunLine in its financial assistance agreements with the Department of Transportation.

SunLine has disseminated this policy statement to the Board of Directors and all of the components of our organization and will publish this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts.

By: _____

Date: _____

Lauren Skiver
CEO/General Manager

SunLine Transit Agency

DATE: July 29, 2015 **ACTION**
TO: Board of Directors
FROM: SunLine Legal Counsel
RE: Approval of Resolution Related to Workers' Compensation Claims

Recommendation

Recommend that the Board of Directors adopt the attached Resolution delegating authority to CEO/General Manager to make settlement decisions related to Workers' Compensation claims.

Background

At the March 4, 2015 Board meeting, the Board approved the Bylaws for the then Litigation Committee that provided authority to the CEO/General Manager to take any necessary actions regarding litigation arising out of Workers' Compensation claims. Due to the restructure of committees, the Bylaws are no longer in effect. The attached Resolution clarifies and further establishes the delegation of authority provided by the Board of Directors to the CEO/General Manager.


Robert Owen

SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

A JOINT RESOLUTION DELEGATING THE CEO/GENERAL
MANAGER AUTHORITY TO MAKE A SETTLEMENT DECISION
RELATED TO WORKERS' COMPENSATION CLAIMS

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

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

The Board of Directors hereby delegates to the CEO/General Manager the authority to
make settlement decisions for Workers' Compensation claims. The CEO/General Manager may,
in his or her discretion, submit settlement offers to full Board for approval.

ADOPTED THIS ___ DAY OF .. , 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Kristy Franklin
CHAIRPERSON 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 _____, 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

APPROVED AS TO FORM:

General Counsel
Robert Owen

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, July 29, 2015
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Kristy Franklin

2. **Roll Call**

3. **Finalization of Agenda**

4. **Presentations**
None.

5. **Public Comments**

Receive Comments

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

NON AGENDA ITEMS

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

AGENDA ITEMS

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

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 June 24, 2015 Board of Directors meeting (Pages 1-4)
- b) SSG/SRA checks over \$1000 issued May, 2015. (Page 5)
- c) SSG/SRA Monthly Budget Reports May, 2015. (Pages 6-7)
- d) Taxi Vehicle/Rides Analysis (Pages 8-10)
- e) California Retail Gasoline Price Report (Page 11)
- f) Metrics (Page 12)
- g) Approval of Resolution Revising Agency/Committee Bylaws; concurring with SunLine Transit Agency Board decision. (Pages 13-24)

8. First Reading of SSG Revised Ordinance (Chairperson of Taxi Committee; Staff: Michael Jones)**Approve**

Request to the Board to approve the first reading of Revised Ordinance #2015-01 of SunLine Services Group amending Section 1.080 that corrects and extends the taxicab vehicle age. ([Ordinance separate attachment](#)) (Page 25)

9. Approve Update to SRA Taxicab Regulations (Chairperson of the Taxi Committee; Staff: Michael Jones)**Approve**

Request to the Board to Update the SRA Taxicab Regulations with the correction to model year requirements for vehicles used as taxicabs and add verbiage to allow the extension of the vehicle permits. (Page 26) ([Regulations separate attachment](#))

10. Closed Session

- a) Closed Session: public employee appointment of Agency General Counsel pursuant to Government Code Section 54957 of the California Government Code.

11. Report Out of Closed Session**12. Contract for Agency Legal Counsel****Approve**

Recommend that the Board of Directors: a) delegate authority to the CEO/General Manager and the Ad Hoc Committee to negotiate a fair and reasonable price for Legal Counsel selection; b) delegate authority to the CEO/General Manager to execute contract to the winning firm, once the fair and reasonable price is determined. (Page 27)

13. Next Meeting Date

September 23, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

14. Adjourn

MINUTES
SunLine Services Group
Board of Directors Meeting
June 24, 2015

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, June 24, 2015 at 12:00 p.m. in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 1:09p.m. by Vice Chair John J. Benoit.

2. Roll Call

Completed.

Members Present

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

Members Absent

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City
Rick Hutcheson, Councilmember, City of Palm Springs
Steven Hernandez, Mayor, City of Coachella

3. Finalization of Agenda

No changes.

4. Presentations

None.

5. Public Comments

NON - AGENDA ITEMS:

None.

AGENDA ITEMS:

Duncan MacLeod, Desert City Cab, addressed the Board stating that at the close of the last meeting, a comment was made that taxi needed to get out and provide more competition with Uber and do a better job. Mr. MacLeod stated that he agrees. He stated that owners are not been forthcoming thinking up ideas yet. He stated that the problem that drivers have with the Uber drivers – they have a \$400 average payment for his car. A taxi driver, to stay in business here, at the lowest, has a payment of \$2300 a month for leases, up to \$4600 a month. The Uber driver has no supervisor. Taxi drivers are supervised. Uber drivers have low insurance rates and an unlimited supply of drivers to go anywhere in the state. Mr. MacLeod stated that the taxi drivers are limited to provide service in the Coachella Valley. He stated that he does not think that is fair. Uber should be regulated and supervised.

Vice Chair Benoit stated that Uber is not on our agenda; therefore, there cannot be a discussion or action taken. He stated that this is a new process and there are lots of regulation and change; who knows what will happen in the future. He stated that he does not like to see government get in the way of innovation, but he understands the concerns.

6. Board Member Comments

None.

7. Consent Calendar

- a) Minutes of the May 27, 2015 Board meeting.
- b) SSG/SRA checks over \$1000 issued April, 2015
- c) SSG/SRA Monthly Budget Reports April, 2015.
- d) Taxi Vehicle/Rides Analysis.
- e) California Retail Gasoline Price Report
- f) Metrics
- g) Election of Officers for SSG for FY 16; concurring with SunLine Transit Agency Board election of officers. (see below)
- h) Approval of Resolution Establishing New Board Committees and dissolving existing committees; concurring with SunLine Transit Agency Board decision. (see below)
- i) Approval of Resolution Revising Agency/Committee Bylaws; concurring with SunLine Transit Agency Board decision. (Removed from Consent Calendar)
- j) Appointment of New Board Committees; concurring with SunLine Transit Agency Board appointments. (see below)
- k) Approval of compensation change of the CEO/General Manager and contract amendment; concurring with SunLine Transit Agency Board decision. (See below)

Vice Chair Benoit stated that items 7g through 7k are repetitive items from the SunLine Transit Agency agenda. He stated that at his direction, he asked that these items be placed on the Consent Calendar of SSG as it would not be necessary to further discuss approved items. Legal Counsel, Bob Owen, asked that item 7i be removed from the SSG Consent Calendar as it was continued to the July 29th meeting.

Agenda item 7g: Vice Chairman Benoit nominated Mayor Pro Tem Kristy Franklin to serve as Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Peabody seconded the motion. The motion passed by a unanimous vote of 7-yes; 0-no.

Vice Chairman Benoit nominated Mayor Steve Hernandez to serve as Vice Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Hobart seconded the motion. The motion passed by a unanimous vote of 7-yes; 0-no.

Agenda item 7h: Mayor Pro Tem Franklin restated the motion to approve the following Committees and number of Board members on each Committee: Finance/Audit Committee – five members; Board Operating Committee – three members; Strategic Planning and Operational Committee – three members; Taxi Committee – three members. Mayor Hobart seconded the motion. Legal Counsel, Mr. Owen, clarified that the motion is to approve the Resolution, amending to reflect the different number of Committee members. Vice Chair Benoit verified. Vice Chair Benoit asked if there were any concerns from staff. Ms. Skiver answered, no. The motion as stated above, carried by a unanimous vote of 7-yes; 0-no.

Agenda item 7j:

Committee Appointments:

Finance/Audit Committee: Greg Pettis, City of Cathedral City; Russell Betts, City of Desert Hot Springs; Rick Hutcheson, City of Palm Springs; Kristy Franklin, City of La Quinta; Robert Spiegel, City of Palm Desert.

Board Operations Committee: Greg Pettis, City of Cathedral City; Dana Hobart, City of Rancho Mirage; Ty Peabody, City of Indian Wells.

Strategic Planning & Operational Committee: Ty Peabody, City of Indian Wells; Troy Strange, City of Indio; Steven Hernandez, City of Coachella.

Taxi Committee: Dana Hobart, City of Rancho Mirage; Robert Spiegel, City of Palm Desert; Kristy Franklin, City of La Quinta.

Vice Chair Benoit moved to approve the amended slate of nominations for the Committees. Mayor Pro Tem Spiegel seconded the motion. The motion carried by a unanimous vote of 7 yes; 0 no.

Agenda item 7k:

Legal Counsel, Bob Owen, clarified the increase of compensation approval by the Board for the CEO/General Manager. He stated the following: "There is a five (5) percent raise in salary; a one-time, three (3) percent of the total new salary contribution into the retirement plan, plus the use of the Tahoe following the "Use of Non-Revenue Vehicle" policy.

Mayor Hobart moved to approve the consent calendar of SunLine Services Group, item 7a - 7f. Mayor Peabody seconded the motion. All items of the Consent Calendar was approved by a unanimous vote of 7 yes, 0 no.

8. Taxicab Budget & Fee Schedule Resolution for FY 2016

Councilmember Strange, Vice Chair of the Taxi Committee, addressed the Board. He stated that the Committee reviewed and discussed the proposed taxicab budget and fee schedule and received public comments. There were no objections to the staff recommended budget and fee schedule resolution. 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.

The highlight of fee changes are as follows:

- 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.

Councilmember Strange moved to approve the proposed taxi budget and fee schedule resolution. Mayor Peabody seconded the motion and was approved by a unanimous vote; yes-7; no-0.

9. Resolution Setting Taxi Rate for FY 2016

Councilmember Strange, Vice Chair of the Taxi Committee, addressed the Board. He stated that there was discussion, including public comments, and there were no objections. As background, 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. Legal Counsel advised that the current Resolution setting rates would remain in effect. After review of fuel prices, it has been determined that no change is necessary.

Councilmember Strange moved to approve the proposed resolution setting taxi rates for FY16. Mayor Pro Tem Spiegel seconded the motion and was approved by a unanimous vote; yes-7; no-0.

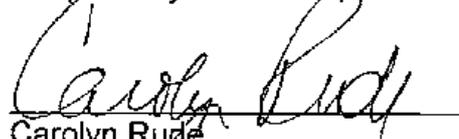
10. Next Meeting Date

Vice Chairman Benoit announced that the next regular meeting of the Board of Directors, if needed, will be held July 29, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

11. Adjourn

Vice Chair Benoit adjourned the meeting at 1:20p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of May 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 5/8/15	090034	5/22/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 5/22/15	090035	5/22/2015	\$9,650.84
RUTAN & TUCKER, LLP	Legal fees (Apr 2015)	090032	5/22/2015	\$1,907.50
Total of Checks Over \$1,000				\$21,314.98
Total of Checks Under \$1,000				\$1,059.17
Total of All Checks for the Month				\$22,374.15
Total Amount of Checks Prior Years Same Month				\$33,261.41

SunLine Regulatory Agency
Budget Variance Report
May 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	21,591	27,083	(5,492)	267,290	297,917	(30,627)
Revenue Fines	5,000	600	417	183	8,950	4,583	4,367
Vehicle Inspection Revenue	17,000	2,000	1,417	583	24,450	15,583	8,867
New Driver Permit Revenue	6,000	3,640	500	3,140	10,190	5,500	4,690
Driver Transfer Revenue	1,620	160	135	25	2,120	1,485	635
Driver Renewal Revenue	9,200	320	767	(447)	6,735	8,433	(1,698)
Driver Permit Reinstatement/Replacement	165	15	14	1	380	151	229
Vehicle Permit Revenue	102,000	550	8,500	(7,950)	97,466	93,500	3,966
Interest Revenue	110	2	9	(7)	36	101	(65)
Other Revenue	-	-	-	-	3,000	0	3,000
Carryover Taxi Funds	8,950	-	746	(746)	-	8,204	(8,204)
Total revenue	475,045	28,878	39,587	(9,963)	420,617	435,458	(14,841)
Expenses:							
Salaries and Wages	226,918	16,162	18,910	2,748	199,465	208,008	8,543
Fringe Benefits	135,624	9,082	11,302	2,220	115,439	124,322	8,883
Services	75,028	3,564	6,252	2,689	53,368	68,776	15,407
Supplies and Materials	10,300	1,213	858	(354)	8,417	9,442	1,025
Miscellaneous	27,175	1,869	2,265	396	20,941	24,910	3,970
Total Expenses	475,045	31,889	39,587	7,698	397,629	435,458	37,829
Total Operating Surplus (Deficit)	\$ -	\$ (3,011)			\$ 22,988		

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 & consulting 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

		FY 14/15											
HIGHEST TRIPS	APR	62,167											
LOWEST TRIPS	JUN	30,274											
MOST VEHICLES	APR	189											
LEAST VEHICLES	JUN	134											
MOST TRIPS/VEH	Mar	347											
LEAST TRIPS/VEH	JUN	226											

CALIFORNIA RETAIL GASOLINE PRICE REPORT

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	\$3.54
Jul 01, 2015	\$3.42
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

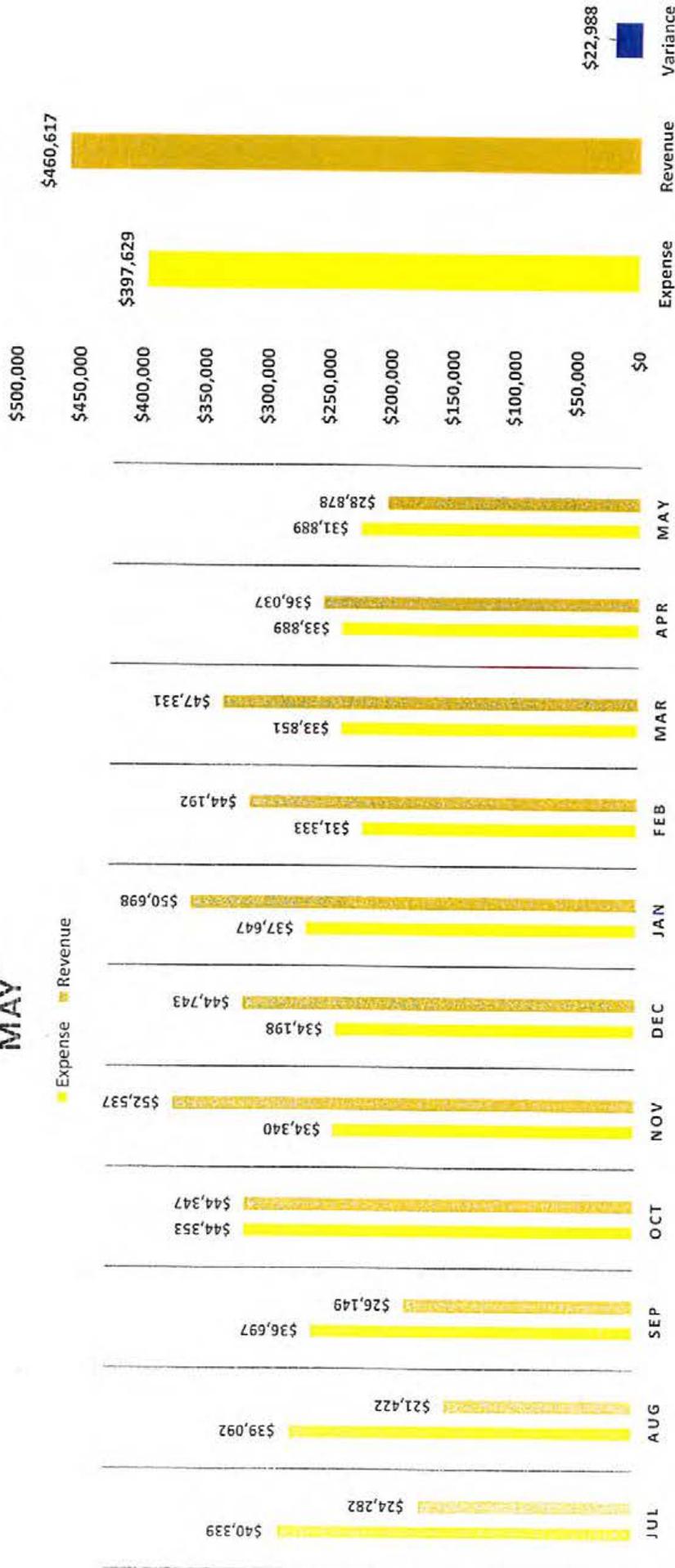
Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.48	
Difference	-\$0.36	Rate Decrease
		0
New Rate	2014/15	\$3.12
2015	\$3.51	
2016	\$3.48	
Difference	-\$0.03	Rate Decrease
New Rate	2014/15	

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		

TAXI EXPENSE VS. REVENUE AND VARIANCE

MAY

FY 15 YTD



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

Goal: Reduce legal expenses & office supplies by 5% to offset the continued decrease in taxicab ridership.

SunLine Transit Agency
SunLine Services Group

DATE: July 29, 2015 **ACTION**

TO: Board Operations 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

At the June 24th Bylaws, Policy & Procedures Committee meeting, Committee members provided changes to the proposed Bylaws. Per Committee direction, the updated Agency/Committee Bylaws presented reflects those changes.

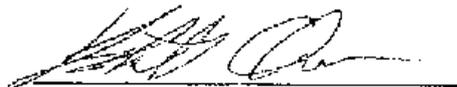
Pursuant to Board direction, General Counsel has prepared amendments to the Agency's Rules of Procedure, which were originally adopted on July 1, 1977. The changes include removing or amending provisions to ensure consistency with the Brown Act, and with the original SunLine JPA, removing and amending 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 (the "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 Chairperson 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 Chairperson
- 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 Chairperson 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 may 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.

2.8 AGENDA ITEMS

Upon request of any Board Member, any item shall be placed on the agenda at the next regularly scheduled Board meeting, provided that the request is submitted prior to the deadline for posting the agenda.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

The Chairperson shall be the Presiding Officer at all meetings of the Board. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a temporary Presiding Officer to serve until the arrival of the Chairperson or Vice Chairperson or until adjournment.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairperson and one as Vice Chairperson. 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 Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

3.2 CALL TO ORDER:

The meeting of the Board shall be called to order by the Chairperson or in his or her absence by the Vice Chairperson. In the absence of both the Chairperson and Vice Chairperson, 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 Chairperson, or Vice Chairperson in the absence of the Chairperson, shall sign Resolutions and Ordinances adopted by the Board.

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

3.5 MAINTENANCE OF ORDER:

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

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

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

4.2 DECORUM AND ORDER – BOARD MEMBERS:

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

4.3 DECORUM AND ORDER - EMPLOYEES:

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

4.4 ENFORCEMENT OF DECORUM:

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

4.5 CONFLICT OF INTEREST:

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

4.6 PROCEDURES IN ABSENCE OF RULES:

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

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

In presiding over Board meetings, the Chairperson, Vice Chairperson 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.

4.8 BOARD APPOINTEES

Any SunLine employees who are appointed to their positions by the Board are nevertheless subject to direction, discipline, and removal by the General Manager pursuant to Section 4.ii. of the Agreement.

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, the speaker shall state his or her 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.

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 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.

6.3 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

6.4 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.

6.5 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 written form in advance of the Board's vote, 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 orally in motion form together with instructions for written preparation for later execution. After the resolution has been orally 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 Chairperson 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.

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.

ADOPTED THIS ___ DAY OF _____, 2015

ATTEST:

Carolyn Rude

CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

Kristy Franklin

CHAIRPERSON 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 Services Group

DATE: July 29, 2015 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: First Reading of SunLine Services Group (SSG) Ordinance #2015-01

Recommended Action

Recommend that the Board of Directors approve the first reading of the proposed SSG Ordinance #2015-01. Ordinance supersedes all previous Ordinance and Amendments.

Background

This proposed Ordinance #2015-01 corrects and extends the taxicab vehicle age. Extending the age by six months aligns the vehicles discontinuation with the SSG Board approved fee schedule, while providing the franchises an opportunity to maintain a larger number of taxicab vehicles during peak demand months.

1. Amendment Regarding Taxicab Vehicle Model Years Section 1.080.

All Franchisees shall be required to certify to SRA's satisfaction at least every year that no less than an average of eight (8) dispatched and non-dispatched trips per day per each non-temporary taxicab permitted vehicle per year are generated as provided for in the Franchise Agreement. Franchisees shall be responsible to maintain sufficient records to accurately verify the number of trips per vehicle at the request of SRA. SRA shall reduce the number of Vehicle Permits licensed to the Franchisee if the eight (8) trip minimum is not maintained. If a Franchisee is required to reduce the number of permitted vehicles, it shall be required to remove vehicles over ~~five (5)~~ **six (6)** model years **plus six months (6 months)** of age first in the case of standard vehicles and over ~~seven (7)~~ **eight (8)** model years **plus six months (6 months)** of age in the case of approved alternative fueled vehicles, using the Environment Protection Agency's definition of an alternative fueled vehicle. SRA may terminate the Franchise Agreement if the number of licensed vehicles is reduced below the minimum number required by Section 1.080 B. 2).

Financial Impact

The proposed Ordinance #2015-01 with change to Sections 1.080 does not appear to impose any additional financial obligations on SunLine Regulatory Administration.


Michael Jones

SunLine Services Group

DATE: July 29, 2015 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Approval of Update to SRA Taxicab Regulations

Recommendation

Recommend that the Board of Directors approve the revised Taxicab Regulations with the correction to model year requirements for vehicles used as taxicabs and the addition of verbiage to allow the extension of the vehicle permits.

Background

Under Regulation R.9., the model year for the standard vehicle is to be no more than six (6) model years, plus six months (6 months) and ADA wheelchair accessible. Alternative fueled vehicles should be no more than eight (8) model years, plus six months (6 months). This standard was outline in the original RFP addendum No: 1 dated April 17, 2009.

This change to the regulations does the following:

- Corrects allowed number of models years.
- Aligns the discontinuation of the outdated taxicab vehicles with the Fiscal Year when vehicles permits were paid.
- Extends the useful life of the taxicab vehicles during our peak season to meet the needs of the citizens and visitors to the Coachella Valley.

The recommended action does not change the standards and requirements including inspection and insurance for the reliability and safety of the visitors and citizens of the Coachella Valley.

Financial Impact

None.


Michael Jones

**SunLine Transit Agency
SunLine Services Group**

Date: July 29, 2015 **ACTION**
TO: Board of Directors
FROM: Chief Performance Officer
RE: Contract for Agency Legal Counsel

Recommendation

Recommend that the Board of Directors: a) delegate authority to the CEO/General Manager and the Ad Hoc Committee to negotiate a fair and reasonable price for Legal Counsel services; b) delegate authority to the CEO/General Manager to execute a contract with the winning firm, once the fair and reasonable price is determined.

Background

SunLine has solicited a contract for legal counsel. The process follows SunLine's Policies and Procedures relating to competitively negotiated procurement actions. The responsive proposals were scored the by an Ad Hoc committee and the CEO/General Manager. Three firms were selected to participate in final interviews as they were determined to be in the "competitive range" for selection.

Interviews with the firms in the competitive range are being held in closed session by the Board of Directors. At the conclusion of the meeting, an award decision will be made by the Board of Directors.

To provide administrative actions necessary to conclude the contracting process, this staff report recommends that the above authority be granted.

Financial Impact

None.



Rudy Le Flore