



**Wednesday, September 23, 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

- | | |
|---|--------------------------------|
| <ol style="list-style-type: none">1. <u>Call to Order</u>
Chairperson Kristy Franklin2. <u>Flag Salute</u>3. <u>Roll Call</u>4. <u>Presentations</u><ol style="list-style-type: none">a. Introduce new Agency General Counsel (Lauren Skiver)b. Update on the Finance Department (Al Hillis, Sr.)5. <u>Finalization of Agenda</u>6. <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | <p>Receive Comments</p> |
|---|--------------------------------|

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. 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.

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. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

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

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

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

- a) Checks over \$1,000 report for June, 2015 (Pages 1-4)
- b) Credit card statement for June, 2015 (Pages 5-8)
- c) Monthly Budget Variance Report for June, 2015 (Pages 9-12)
- d) Report of Executed Contracts - \$25,000 to \$100,000 (Page 13)
- e) Ridership Report for June, 2015 (Pages 14-15)
- f) SunDial Operational Notes for June, 2015 (Page 16)
- g) Metrics (Pages 17-24)

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the July 31, 2015 Board of Directors meeting. (Pages 25-32)

10. **Approval of Contract for Pension Audit Services** **Approve**
**(Chair of Finance/Audit Committee, Robert Spiegel;
Staff: Al Hillis, Sr.)**
Request to the Board to delegate authority to the CEO/General Manager to execute a contract with Kushner, Smith, Joanou & Gregson, LLP for pension audit services, for an amount Not to Exceed \$77,000. (Pages 33-35)

11. **Approval of Contract for Bus Graphics Services** **Approve**
**(Chair of Finance/Audit Committee, Robert Spiegel;
Staff: Tommy Edwards)**
Request to the Board to delegate authority to the CEO/General Manager to execute a contract with Decal by Design Not to Exceed \$356,416 for new bus graphics removal and installation. (Pages 36-38)

12. **Award of Contracts for the Battery Dominant Fuel Cell Bus Project** **Approve**
(Chair of the Finance/Audit Committee, Robert Spiegel; Staff: Tommy Edwards)
Request to the Board of Directors to delegate authority to the CEO/General Manager to negotiate and execute:
- a) a contract to US Hybrid to provide a fuel cell and power distribution system in an amount Not to Exceed \$686,560;
 - b) a contract to BAE System for propulsion and system integration of the battery dominant fuel cell bus in an amount Not to Exceed 2,766,000;
 - c) a contract with El Dorado National-California for a bus glider in an amount Not to Exceed \$218,747.

Contracts are with partners in the award of a grant from the FTA and California Energy Commission to provide a battery dominant fuel cell bus. (Pages 39-40)

13. Approval of IT Policy Revision (Greg Pettis, Chair of the Board Operations Committee; Staff: Joseph Friend) **Approve**

Request to the Board to approve the attached revised IT Policy # B-090304, replacing current policies - IT Security Policy #B-090304 and IT User Policy #B-090404. ([Proposed Revised Policy is separate attachment](#)) ([Current policies is a separate attachment](#)) (Pages 41-44)

14. Approval of Revised Checks Policy (Greg Pettis, Chair of Board Operations Committee; Staff: Al Hillis, Sr.) **Approve**

Request to the Board to approve the attached revised Checks Policy #B-030403. (Pages 45-51)

15. Reschedule October 28th Board Meeting (Carolyn Rude) **Approve**

Request to the Board to reschedule the approved Board meeting date of October 28th to Wednesday, November 4th. (Page 52)

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

16. Executed Contract with Agency Legal Counsel (Lauren Skiver) **Information**

Updated information on the execution of a contract for Agency Legal Counsel with the winning firm, Burke, Williams and Sorenson, LLP. (Page 53)

17. CEO/General Manager's Report

18. Next Meeting Date

November 4, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

19. Adjourn



FINANCE/AUDIT COMMITTEE AGENDA

September 23, 2015

11:15 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**

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

5. **Consent Calendar** **Receive & File**

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

 - a) Checks over \$1,000 report for June, 2015 (Pages 1-4)
 - b) Credit card statement for June, 2015 (Pages 5-8)
 - c) Monthly Budget Variance Report for June, 2015 (Pages 9-12)
 - d) Report of Executed Contracts - \$25,000 to \$100,000 (Page 13)
 - e) Metrics (Pages 14-21)
6. **Approval of Contract for Pension Audit Services** (Chair of Finance/Audit Committee, Robert Spiegel; Staff: Al Hillis, Sr.) **Approve**

Request to the Board to delegate authority to the CEO/General Manager to execute a contract with Kushner, Smith, Joanou & Gregson, LLP for pension audit services, for an amount Not to Exceed \$77,000. (Pages 22-24)
7. **Approval of Contract for Bus Graphics Services** (Chair of Finance/Audit Committee, Robert Spiegel; Staff: Tommy Edwards) **Approve**

Request to the Board to delegate authority to the CEO/General Manager to negotiate and execute a contract with Decal by Design Not to Exceed \$356,416 for new bus graphics removal and installation. (Pages 25-27)

8. Approval of Contracts Battery Dominant Buses (Chair of Finance/Audit Committee, Robert Spiegel; Staff: Tommy Edwards)

Approve

Request to the Board of Directors to delegate authority to the CEO/General Manager to negotiate and execute:

- a) a contract to US Hybrid to provide a fuel cell and power distribution system in an amount Not to Exceed \$686,560;
- b) a contract to BAE System for propulsion and system integration of the battery dominant fuel cell bus in an amount Not to Exceed 2,766,000;
- c) a contract with El Dorado National-California for a bus glider in an amount Not to Exceed \$218,747.

Contracts are with partners in the award of a grant from the FTA and California Energy Commission to provide a battery dominant fuel cell bus. (Pages 28-29)

9. Adjourn



**AGENDA
BOARD OPERATIONS COMMITTEE**

**September 23, 2015
10:15 – 10:45a.m.**

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

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

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

5. **Approval of Revised IT Policy** (Joseph Friend) **Approve**
Request to the Board to approve the attached revised IT Policy # B090304, replacing current policies - IT Security Policy #B-090304 and IT User Policy #B-090404. ([Proposed Revised Policy is separate attachment](#)) ([Current polices is a separate attachment](#)) (Pages 1-4)
6. **Approval of Revised Checks Policy** (Greg Pettis, Chair of Board Operations Committee; Staff: Al Hillis, Sr.) **Approve**
Request to the Board to approve the attached revised Checks Policy #B-030403. (Pages 5-11)
7. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of June 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	664892	6/5/2015	\$277,328.21
UNICARS, HONDA, INC.	WIP Replacement Support Veh	665210	6/30/2015	\$146,815.75
RENOVA ENERGY CORP.	Solar Panel Project	665059	6/19/2015	\$103,577.48
PERMA - Insurance	Gen Lib/WC	664860	6/2/2015	\$97,990.70
PERMA - Insurance	Gen Lib/WC	665124	6/25/2015	\$97,968.00
TYLER TECHNOLOGIES, Inc.	WIP ERP Project	665208	6/30/2015	\$87,699.24
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	664921	6/5/2015	\$80,658.36
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	665072	6/19/2015	\$80,128.44
BP ENERGY Co	CNG	665017	6/19/2015	\$57,691.76
NAME WITHHELD	Insurance Losses	664966	6/12/2015	\$50,000.00
SOFTCHOICE CORP.	WIP ERP Project	665196	6/30/2015	\$44,833.25
TRANSPORTATION MANAGEMENT &	Bus Route Planning	665070	6/19/2015	\$43,406.25
WONDRIES CHEVROLET	NEW SUPPORT	665009	6/12/2015	\$35,521.79
SO CAL GAS CO.	Utilities	664990	6/12/2015	\$34,595.72
S-2 SEALING & STRIPING, Inc.	Slurry Seal	664984	6/12/2015	\$28,078.00
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	664934	6/12/2015	\$27,452.58
<u>METLIFE SBC</u>	Dental Insurance	665048	6/19/2015	\$27,165.05
RUTAN & TUCKER, LLP	Legal fees	665062	6/19/2015	\$24,670.46
IMPERIAL IRRIGATION DIST	Utilities	664960	6/12/2015	\$24,172.88
NEW FLYER	Bus Parts	665178	6/30/2015	\$18,371.75
MICHELIN NORTH AMERICA, Inc.	Tire Leasing	665173	6/30/2015	\$17,796.45
MICHELIN NORTH AMERICA, Inc.	Tire Leasing	664967	6/12/2015	\$17,682.44
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	665133	6/30/2015	\$17,000.00
MICHAEL BAKER INTERNATIONAL, Inc.	Solar Panel Project	664982	6/12/2015	\$13,311.89
SHI INTERNATIONAL CORP.	IT Supplies	664986	6/12/2015	\$12,109.82
DECALS BY DESIGN, Inc.	Bus Decals/Logos	665147	6/30/2015	\$11,544.00
VASQUEZ AND CO LLP	Audit Services (SLT)	665075	6/19/2015	\$10,787.52
CUMMINS PACIFIC, LLC	Bus Repair Parts	664947	6/12/2015	\$9,900.52
STRICKLAND KENNY INC.	Lubricants & Oils	665199	6/30/2015	\$9,637.53
COMSERCO, INC.	Radio and Bumper	664943	6/12/2015	\$9,493.26
AMERICAN CAB	Taxi Voucher Program	664869	6/5/2015	\$8,881.31
PDC MACHINES, INC	Sun Fuel Parts	664974	6/12/2015	\$8,776.20
NEW FLYER	Bus Parts	664973	6/12/2015	\$8,604.93
IMPERIAL IRRIGATION DIST	Utilities	665113	6/25/2015	\$8,439.60
CUMMINS PACIFIC, LLC	Bus Repair Parts	665093	6/25/2015	\$7,934.56
GRAPHTEK INTERACTIVE	Custom Web Site Design	665160	6/30/2015	\$7,200.00
G & K SERVICES	Uniform service	665039	6/19/2015	\$6,927.41
CPAC INC.COM	Software	665024	6/19/2015	\$6,809.27
AMERICAN CAB	Taxi Voucher Program	664930	6/12/2015	\$6,486.34

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For the month of June 2015**

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Vendor Name	Description	Check #	Check	Amount
CUMMINS PACIFIC, LLC	Bus Repair Parts	664839	6/2/2015	\$6,350.54
OFFICE DEPOT	Office Supplies	665183	6/30/2015	\$6,280.87
CUMMINS PACIFIC, LLC	Bus Repair Parts	665145	6/30/2015	\$6,235.92
CREATIVE BUS SALES, INC.	Bus Repair Parts	665091	6/25/2015	\$5,880.37
YELLOW CAB OF THE DESERT	Taxi Voucher Program	664925	6/5/2015	\$5,872.44
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	665103	6/25/2015	\$5,853.66
SUNLINE REGULATORY ADMINI	Allocation	664995	6/12/2015	\$5,844.81
YELLOW CAB OF THE DESERT	Taxi Voucher Program	665010	6/12/2015	\$5,806.55
AMALGAMATED TRANSIT UNION	Union Dues	664868	6/5/2015	\$5,407.20
CUMMINS PACIFIC, LLC	Bus Repair Parts	665027	6/19/2015	\$5,349.59
AMALGAMATED TRANSIT UNION	Union Dues	665011	6/19/2015	\$5,274.65
TK SERVICES, INC.	Bus Repair Parts	665202	6/30/2015	\$5,114.94
COMPLETE COACH WORKS	Repair/Paint Buses	665142	6/30/2015	\$4,989.00
KBM FACILITY SOLUTIONS	Janitorial Servs	665044	6/19/2015	\$4,925.00
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	665166	6/30/2015	\$4,863.40
<i>PETERSON HYDRAULICS, INC.</i>	<i>FA Maints Equip</i>	<i>664980</i>	<i>6/12/2015</i>	<i>\$4,550.00</i>
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	664895	6/5/2015	\$4,258.05
TK SERVICES, INC.	Bus Repair Parts	664998	6/12/2015	\$4,091.92
CNTY OF RIVERSIDE DEPARTMENT OF	Hazardous Mat. Permit	664877	6/5/2015	\$4,004.00
STRICKLAND KENNY INC.	Lubricants & Oils	664864	6/2/2015	\$3,899.04
INKHEAD, Inc.	Safety Supplies	664962	6/12/2015	\$3,852.48
DS AIR	Agency Supplies	665029	6/19/2015	\$3,782.99
TELEPACIFIC COMMUNICATIONS	Telephone Service	665125	6/25/2015	\$3,735.85
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	664876	6/5/2015	\$3,727.53
<i>SEFAC, INC.</i>	<i>WIP Fac Improvement</i>	<i>665193</i>	<i>6/30/2015</i>	<i>\$3,719.95</i>
NEW FLYER	Bus Parts	664856	6/2/2015	\$3,705.54
ELLSWORTH TRUCK & AUTO	Repair Parts	664952	6/12/2015	\$3,551.61
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	665018	6/19/2015	\$3,540.38
NAPA AUTO PARTS	Vehicle Repair Parts	665121	6/25/2015	\$3,419.92
HOME DEPOT CRD SRVS	Facility Maintenance	665112	6/25/2015	\$3,392.76
FIESTA FORD, INC.	Repair Parts/Support	665036	6/19/2015	\$3,206.09
PATRICK M. BRASSIL	Hydrogen Maintenance	664905	6/5/2015	\$3,120.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	665026	6/19/2015	\$3,106.29
SAFETY-KLEEN CORPORATION	Solvent Tank Service	665192	6/30/2015	\$3,059.55
VERIZON WIRELESS	Wireless Cell Service	665005	6/12/2015	\$2,968.60
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	664871	6/5/2015	\$2,900.00
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>665033</u>	<u>6/19/2015</u>	<u>\$2,862.29</u>
ROMAINE ELECTRIC CORP.	Repair Parts	664862	6/2/2015	\$2,833.62
DESERT CITY CAB	Taxi Voucher Program	664879	6/5/2015	\$2,831.58
TURBO IMAGES INC.	Bus Decals/Logos	665071	6/19/2015	\$2,822.25

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Vendor Name	Description	Check #	Check	Amount
PETERSON HYDRAULICS, INC.	Security Equipment	664861	6/2/2015	\$2,810.97
TK SERVICES, INC.	Bus Repair Parts	664865	6/2/2015	\$2,804.65
TIME WARNER CABLE	Utilities	664917	6/5/2015	\$2,800.00
GREEN BUILDING CERTIFICATION	Administration Building Fees	664889	6/5/2015	\$2,750.00
SOUTHWEST NETWORKS, INC.	Network Consultants	664991	6/12/2015	\$2,737.50
GENFARE	Farebox	665157	6/30/2015	\$2,702.42
DESERT CITY CAB	Taxi Voucher Program	664949	6/12/2015	\$2,670.99
PATRICK M. BRASSIL	Hydrogen Maintenance	665123	6/25/2015	\$2,640.00
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	665031	6/19/2015	\$2,625.00
ALLIEDBARTON SECURITY SERVICES	Security Services	664867	6/5/2015	\$2,602.96
SCENE CREATIVE, LLC	Advertisement	664913	6/5/2015	\$2,600.00
FIESTA FORD, INC.	Repair Parts/Support	664955	6/12/2015	\$2,598.26
TURBO IMAGES INC.	Bus Decals/Logos	665002	6/12/2015	\$2,571.10
CONTRACT DÉCOR	Furniture Fixtures &	664944	6/12/2015	\$2,571.00
ALLIEDBARTON SECURITY SERVICES	Security Services	665132	6/30/2015	\$2,484.72
GAS COMPANY, THE	Indio Facility Gas	664956	6/12/2015	\$2,481.27
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	665131	6/30/2015	\$2,412.32
TURBO IMAGES INC.	Bus Decals/Logos	665207	6/30/2015	\$2,254.29
TRANSIT PRODUCTS & SERVICES	Repair Parts	665000	6/12/2015	\$2,210.00
PLAZA TOWING, INC.	Towing Service	664981	6/12/2015	\$2,100.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	664945	6/12/2015	\$2,058.67
DESERT SUN PUBLISHING CO., THE	Public Notice	664840	6/2/2015	\$2,050.80
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	665004	6/12/2015	\$2,047.56
CARQUEST OF THE DESERT	Repair Parts	665021	6/19/2015	\$2,009.44
TK SERVICES, INC.	Bus Repair Parts	665069	6/19/2015	\$1,966.94
STRICKLAND KENNY INC.	Lubricants & Oils	664993	6/12/2015	\$1,879.94
SMARTDRIVE SYSTEMS, INC.	Security Equipment	664989	6/12/2015	\$1,875.97
FLEET-NET CORPORATION	Software & Licenses	664885	6/5/2015	\$1,860.00
MANUFACTURES EDGE, Inc.	Sun Fuel Parts	665046	6/19/2015	\$1,843.98
NEW FLYER	Bus Parts	665051	6/19/2015	\$1,794.30
TOMMY EDWARDS	Travel/Meetings	664919	6/5/2015	\$1,777.49
HI-TECH MACHINING	Repair Parts	664959	6/12/2015	\$1,774.50
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	664968	6/12/2015	\$1,697.05
GRAINGER	Facility Maintenance	664849	6/2/2015	\$1,664.68
PERFORMANCE TURBOCHARGERS, LLC	Repair Parts	665186	6/30/2015	\$1,656.66
CAL-TEST Drug Testing Services	D&A Onsite Testing	665136	6/30/2015	\$1,589.60
ROMAINE ELECTRIC CORP.	Repair Parts	664983	6/12/2015	\$1,553.85
GILLIG LLC	Bus Repair Parts	665040	6/19/2015	\$1,503.46

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Vendor Name	Description	Check #	Check	Amount
CREATIVE BUS SALES, INC.	Bus Repair Parts	665143	6/30/2015	\$1,469.23
TRANSIT RESOURCES, INC.	Bus wheel chair parts	665205	6/30/2015	\$1,439.70
DESERT AIR CONDITIONING, INC.	A/C REPAIR AND SALES	664948	6/12/2015	\$1,411.25
ROMAINE ELECTRIC CORP.	Repair Parts	665060	6/19/2015	\$1,391.04
PSOMAS	Engineer Services	665057	6/19/2015	\$1,382.85
GRAINGER	Facility Maintenance	665041	6/19/2015	\$1,376.91
GRAINGER	Facility Maintenance	664958	6/12/2015	\$1,366.25
PROMO DIRECT	PROMOTIONAL ITEMS	665056	6/19/2015	\$1,360.71
GRAINGER	FA Maints Equip	665159	6/30/2015	\$1,350.99
RECARO NORTH AMERICA, INC.	Bus Seats	665058	6/19/2015	\$1,325.43
AIR & HOSE SOURCE, INC.	Repair Parts	664928	6/12/2015	\$1,266.38
SMART CHEMISTRY CORPORATION	Hydrogen Samples	664988	6/12/2015	\$1,250.00
CUMMINS-ALLISON CORP.	COUNT MACHINES	665146	6/30/2015	\$1,246.86
ALLIEDBARTON SECURITY SERVICES	Security Services	664929	6/12/2015	\$1,242.36
ALLIEDBARTON SECURITY SERVICES	Security Services	665080	6/25/2015	\$1,242.36
SMARTDRIVE SYSTEMS, INC.	Security Equipment	664914	6/5/2015	\$1,240.00
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	665066	6/19/2015	\$1,233.79
INKHEAD, Inc.	Safety Supplies	665043	6/19/2015	\$1,182.02
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	664977	6/12/2015	\$1,152.61
BURRTEC WASTE & RECYCLING	Facility Trash Removal	664936	6/12/2015	\$1,139.00
DESERT ALARM, INC.	Security Services	665028	6/19/2015	\$1,120.00
WESTGATE CENTER FOR NAME WITHHELD	Staff Development Insurance Losses	665077 665115	6/19/2015 6/25/2015	\$1,095.00 \$1,090.81
TOTALFUNDS BY HASLER	Postage Supplies	665127	6/25/2015	\$1,054.18
CARNICERIA ATOYAC	Employee Event	664939	6/12/2015	\$1,029.98
CAL-TEST Drug Testing Services	D&A Onsite Testing	664834	6/2/2015	\$1,025.40
TRANSIT RESOURCES, INC.	Bus wheel chair parts	665001	6/12/2015	\$1,001.81
BURRTEC WASTE & RECYCLING	Facility Trash Removal	665085	6/25/2015	\$1,000.80
BOYLIN MANAGEMENT INSTITUTE	Staff Development	665016	6/19/2015	\$1,000.00
BOYLIN MANAGEMENT INSTITUTE	Staff Development	664833	6/2/2015	\$1,000.00
BOYLIN MANAGEMENT INSTITUTE	Staff Development	664935	6/12/2015	\$1,000.00
Total of Checks Over \$1,000				\$1,879,960.01
Total of Checks Under \$1,000				\$52,970.09
Total of All Checks for the Month				\$1,932,930.10
Total Amount of Checks Prior Years Same Month				\$2,825,689.76



June 2015 Statement



Open Date: 05/22/2015 Closing Date: 06/18/2015

Account:

Visa® Business Card
SUNLINE TRANSIT (CF)

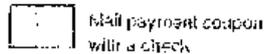
Cardmember Service ☎ 1-866-552-8855
BUS 30 ELN 13

New Balance	\$741.73
Minimum Payment Due	\$10.00
Payment Due Date	07/17/2015

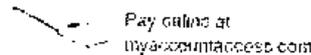
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Activity Summary		
Previous Balance	+	\$7,145.29
Payments	-	\$7,145.29 ^{CH}
Other Credits		\$0.00
Purchases	+	\$741.73
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$741.73
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$43,000.00
Available Credit		\$42,258.27
Days in Billing Period		28

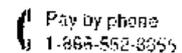
Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

DUPLICATE REPRINTED 8/11/11

No payment is required.

CPN 000693533



PACIFIC WESTERN BANK

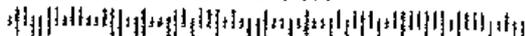
24-Hour Cardmember Service: 1-866-552-8855

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

Automatic Payment

Account Number:
Your new full balance of \$741.73 will be automatically deducted from your account on 07/14/15.

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





June 2015 Statement 05/22/2015 - 06/18/2015

Page 2 of 3



SUNLINE TRANSIT

Cardmember Service ☎ 1-866-552-0855

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 \$741.73 will be automatically deducted from your bank account on 07/14/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions		SKIVER, LAURA L		Credit Limit	\$40000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/28	05/27	3585	GRILL CONCEPTS - P PALM DESERT CA	\$226.80	_____
06/08	06/05	8098	AMERICAN PUBLIC TRANS 202-4964800 DC	\$190.00	_____
06/15	06/13	9497	PANERA BREAD #601771 PALM DESERT CA	\$144.97	_____
06/15	06/13	1960	PANERA BREAD #601771 PALM DESERT CA	\$179.96	_____
Total for Account 4798 5100 5089 1353				\$741.73	

Transactions		BILLING ACCOUNT ACTIVITY		Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
06/15	06/15		PAYMENT THANK YOU	\$7,145.29cr	_____
Total for Account				\$7,145.29cr	

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



June 2015 Statement 05/22/2015 - 06/18/2015

Page 3 of 3

SUNLINE TRANSIT (CPN 000648533)

Cardmember Service ☎ 1-866-552-8855

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	19.99%	
**PURCHASES	\$741.73	\$0.00	YES	\$0.00	13.98%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us

☎ Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053

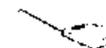
? Questions

Cardmember Service
P.O. Box 6363
Fargo, ND 58125-6363



Mail payment coupon with a check

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



Online
myaccountaccess.com

End of Statement

SUNLINE TRANSIT

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: June 18, 2015

Lauren Skiver – Detail

05/27/15	Grill Concepts	Lunch – May 27, 2015 Board meeting	\$ 226.80
06/05/15	American Public Transp. Assn.	AdWheels Contest Entry Fees	\$ 190.00
06/13/15	Panera Bread	Food – Agency DBE Workshop	\$ 144.97
06/13/15	Panera Bread	Food – Agency DBE Workshop	\$ 179.96
Total Amount			\$ 741.73
Credits:			
06/15/15	Payment		\$ 7,145.29 CR

SunLine Transit Agency
Budget Variance Report
June 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	238,043	304,220	(66,177)	3,315,351	3,650,635	(335,284)
Other Revenue	1,270,670	150,949	105,889	45,060	2,654,685	1,270,670	1,384,015
Total Operating Revenue	4,921,305	388,992	410,109	(21,117)	5,970,036	4,511,196	1,458,840
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	651,419	681,187	29,768	7,646,796	8,174,244	527,449
Operator & Mechanic Overtime	795,920	71,164	66,327	(4,837)	948,847	795,920	(152,927)
Administration Salaries & Wages	3,897,652	345,226	324,804	(20,422)	3,758,423	3,897,652	139,229
Administration Overtime	15,770	1,267	1,314	47	16,634	15,770	(864)
Fringe Benefits	7,063,352	603,830	588,613	(15,217)	7,064,255	7,063,352	(902)
Communications	114,380	9,765	9,532	(233)	113,688	114,380	692
Legal Services - General	195,460	16,499	16,288	(210)	119,775	195,460	75,685
Computer/Network Software Agreement	268,581	21,966	22,382	415	274,458	268,581	(5,877)
Uniforms	79,100	9,053	6,592	(2,461)	83,214	79,100	(4,114)
Contracted Services	423,620	57,427	35,302	(22,125)	408,196	423,620	15,424
Equipment Repairs	4,000	0	333	333	1,555	4,000	2,445
Security Services	70,000	5,462	5,833	371	66,298	70,000	3,702
Fuel - CNG	1,431,912	107,278	119,326	12,048	1,340,224	1,431,912	91,688
Fuel - Hydrogen	146,546	17,817	12,212	(5,605)	158,301	146,546	(11,755)
Tires	267,330	14,741	22,277	7,536	237,211	267,330	30,118
Office Supplies	73,893	4,263	6,158	1,895	56,553	73,893	17,340
Travel/Training	137,300	4,841	11,442	6,601	73,416	137,300	63,884
Repair Parts	840,950	102,803	70,079	(32,724)	969,967	840,950	(129,018)
Facility Maintenance	29,000	6,477	2,417	(4,060)	41,854	29,000	(12,854)
Electricity - CNG & Hydrogen	171,000	14,303	14,250	(53)	156,624	171,000	14,376
Natural Gas	1,333,000	96,150	111,083	14,933	1,348,371	1,333,000	(15,371)
Water	5,200	602	433	(169)	5,962	5,200	(762)
Insurance Losses	375,000	(15,071)	31,250	46,321	548,584	375,000	(173,584)
Insurance Premium - Property	9,919	0	827	827	8,063	9,919	1,856
Repair Claims	45,000	255	3,750	3,495	44,368	45,000	632
Fuel Taxes	128,800	13,047	10,733	(2,314)	151,042	128,800	(22,242)
Other Expenses	3,492,836	315,395	291,070	(24,325)	2,525,090	3,492,836	967,746
Self Consumed Fuel	(1,544,841)	(125,159)	(128,737)	3,578	(1,499,690)	(1,544,841)	45,151
Total Operating Expenses (Before Depreciation)	28,044,924	2,350,820	2,337,077	(13,743)	26,668,082	28,044,924	1,376,842
Operating Expenses in Excess of Operating Revenue		\$ (1,961,828)			\$ (20,698,045)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	494,806	494,931	125	5,916,369	5,939,174	22,805
State - LTF	13,506,121	(1,655,929)	1,125,510	2,781,439	10,786,734	13,506,121	2,719,387
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	3,134,204	306,527	(2,827,677)	3,985,621	3,678,324	(307,297)
Total Subsidies	23,123,619	1,973,081	1,926,968	(46,113)	20,688,724	23,123,619	2,434,895
Net Operating Gain (Loss) After Subsidies	\$ -	\$ 11,253			\$ (9,322)		

SunLine Transit Agency
Budget Variance Report
June 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	1,672,906	1,662,245	(10,661)	19,434,955	19,946,938	511,983
Services	2,224,990	292,999	185,416	(107,583)	2,186,751	2,224,990	38,239
Fuels & Lubricants	1,706,158	141,368	142,180	812	1,641,257	1,706,158	64,901
Tires	267,330	14,741	22,278	7,537	237,211	267,330	30,119
Materials and Supplies	1,139,813	142,921	94,984	(47,937)	1,252,745	1,139,813	(112,932)
Utilities	1,752,697	135,752	146,058	10,306	1,767,690	1,752,697	(14,993)
Casualty & Liability	1,817,625	35,078	151,469	116,391	1,207,375	1,817,625	610,250
Taxes and Fees	128,800	13,047	10,733	(2,314)	151,042	128,800	(22,242)
Miscellaneous Expenses	605,414	27,167	50,451	23,284	288,744	605,414	316,670
Self Consumed Fuel	(1,544,841)	(125,159)	(128,737)	3,578	(1,499,690)	(1,544,841)	45,151
Total Operating Expenses (Before Depreciation)	28,044,924	2,350,820	2,337,077	(13,743)	26,668,082	28,044,924	1,376,842
Revenues:							
Passenger Revenue	3,650,635	238,043	304,220	(66,177)	3,315,351	3,650,635	(335,284)
Other Revenue	1,270,670	150,949	105,889	45,060	2,654,685	1,270,670	1,384,015
Total Operating Revenue	4,921,305	388,992	410,109	(21,117)	5,970,036	4,921,305	1,048,731
Net Operating Gain (Loss)		\$ (1,961,828)			\$ (20,698,045)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	494,806	494,931	125	5,916,369	5,939,174	22,805
State - LTF	13,506,121	(1,655,929)	1,125,510	2,781,439	10,786,734	13,506,121	2,719,387
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	3,134,204	306,527	(2,827,677)	3,985,621	3,678,324	(307,297)
Total Subsidies	23,123,619	1,973,081	1,926,968	(46,113)	20,688,724	23,123,619	2,434,895
Net Operating Gain (Loss) After Subsidies	\$ -	\$ 11,253			\$ (9,322)		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- YTD passenger fare revenue slightly 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

- The quantity of external fuel sales increased by 21% over FY14.
- 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 - Unfavorable

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

Communications - Favorable

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

Legal Services - General - Favorable

- Use of legal counsel was 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 - Favorable

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

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.

Contract Executed - Over \$25,000 to \$100,00

July - August 2015

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Complete Engine Rebuilds	Four (4) complete Fixed Route engine rebuilds.	Four buses were down due to engine problems. This procurement will help get the buses back up and running.	Approved as part of FY09-11 SRTTP	\$ 170,000	\$56,799.32	Executed Agreement
PVC Consulting	Project Management Services - Tigger III & FC3-6	Consultant to provide technical support for FC3, Tigger III FC4/ FC5, and FC6 for 12 months. Consultant will also provide recommendations with the LoNo Fuel Cell Bus	As funded by CalStart, CA-88-0013, and Internal LTF		\$46,800.00	Executed Agreement



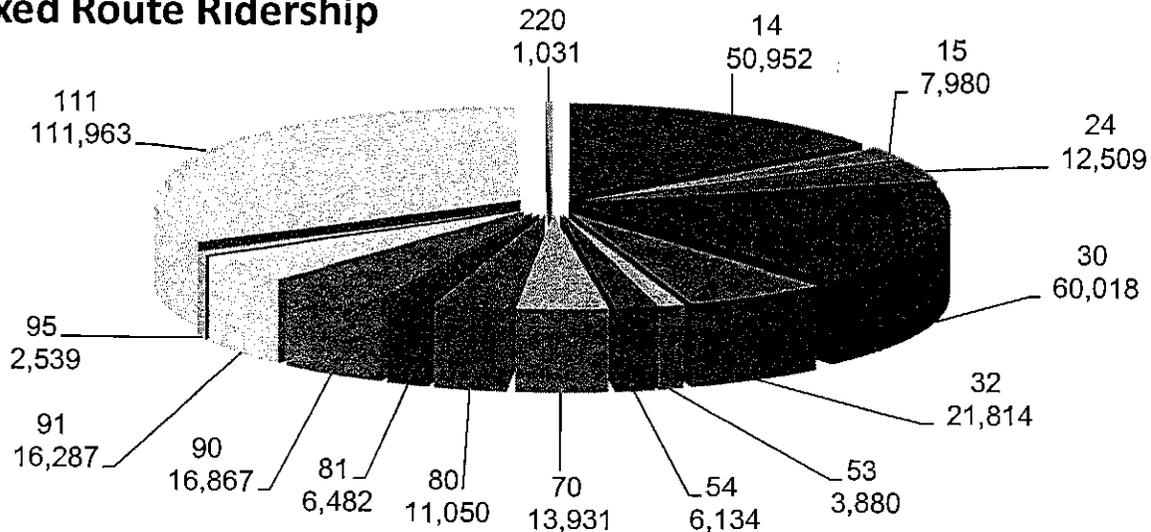
SunLine Transit Agency Monthly Ridership Report June 2015

Line	Fixed Route Description	FY 2014 & 2015				FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	FY 2015						
		Jun 2015	Jun 2014	May 2015	Month Var.					% Var.	YTD	%	Bikes		Wheelchairs	
													Monthly	YTD	Monthly	YTD
14	DHS/PS	50,952	52,960	56,764	(2,008)	-3.8%	674,732	606,958	67,774	11.2%	1,617	20,829	389	5,967		
15	DHS	7,980	8,044	9,489	(64)	-0.8%	115,342	112,642	2,700	2.4%	273	3,269	50	462		
24	PS	12,509	14,168	14,917	(1,659)	-11.7%	185,154	202,336	(17,182)	-8.5%	326	4,458	156	2,602		
30	CC/PS	60,018	61,502	67,289	(1,484)	-2.4%	795,656	755,195	40,461	5.4%	2,188	25,372	360	4,605		
32	PD/RM/TP/CC/PS	21,814	22,232	24,328	(418)	-1.9%	294,486	297,730	(3,244)	-1.1%	1,001	13,333	175	2,467		
53	PD/IW	3,880	3,902	5,076	(22)	-0.6%	57,341	59,258	(1,917)	-3.2%	153	1,840	14	324		
54	Indio/LQ/IW/PD	6,134	4,562	8,331	1,572	34.5%	95,338	35,531	59,807	168.3%	305	3,995	58	721		
70	LQ/BD	13,931	15,662	18,638	(1,731)	-11.1%	217,074	254,866	(37,792)	-14.8%	536	8,129	35	476		
80	Indio	11,050	10,362	11,711	688	6.6%	135,461	136,061	(600)	-0.4%	202	2,480	65	994		
81	Indio	6,482	7,597	7,334	(1,115)	-14.7%	88,846	103,470	(14,624)	-14.1%	71	1,410	68	886		
90	Coachella/Indio	16,867	16,991	18,968	(124)	-0.7%	225,582	228,958	(3,376)	-1.5%	378	6,123	117	1,369		
91	I/Cch/Th/Mec/Oas	16,287	17,567	19,490	(1,280)	-7.3%	229,432	231,935	(2,503)	-1.1%	451	6,086	33	556		
95	I/Cch/Th/Mec/NS	2,539	2,565	2,517	(26)	-1.0%	32,499	26,603	5,896	22.2%	22	997	7	60		
111	PS to Indio	111,963	119,026	122,015	(7,063)	-5.9%	1,514,790	1,618,477	(103,687)	-6.4%	4,368	55,028	838	10,553		
220	PD to Riverside	1,031	1,004	1,022	27	2.7%	12,921	14,258	(1,337)	-9.4%	48	570	7	87		
Fixed route total		343,437	358,144	387,889	(14,707)	-4.1%	4,674,654	4,684,278	(9,624)	-0.2%	11,939	153,919	2,372	32,129		
Demand Response																
SunDial		13,293	11,412	13,022	1,881	16.5%	154,854	139,042	15,812	11.4%						
System total		356,730	369,556	400,911	(12,826)	-3.5%	4,829,508	4,823,320	6,188	0.1%						
		Jun-15	Jun-14	May-15												
	Weekdays:	22	21	* 20												
	Saturdays:	4	4	5												
	Sundays:	4	5	* 6												
	Total Days:	30	30	31												

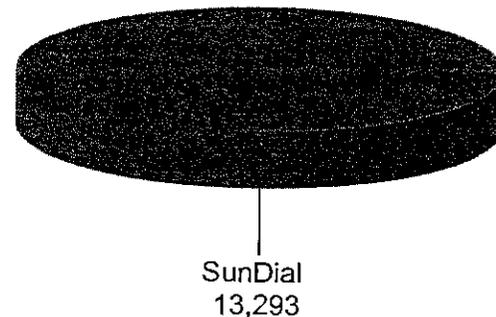
Please note:
 *Running the Saturday/Sunday service on May 25, 2015 for the Memorial Day Holiday. Weekday and Sunday total days reflect the change.
 Line 54 implemented on January 6, 2014 - Weekday service only.

SunLine Transit Agency Monthly Ridership Report June - 2015

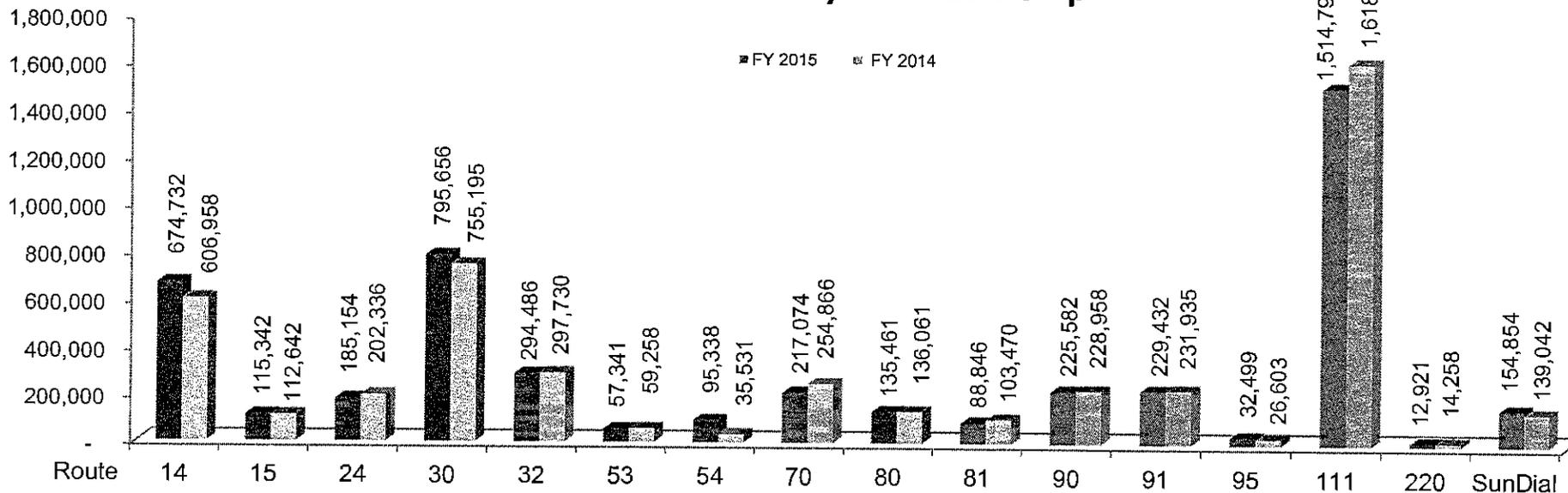
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





SunDial Operational Notes
June 2015

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
92.4%	89.9%	Total trips carried in the on-time window
856	1,295	Total trips late during the month
10,442	12,943	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,412	13,293	Total passengers for the month
102,667	103,280	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
4	0	Total Onboard Inspections
3	0	Total Safety Evaluations

5. DENIALS

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

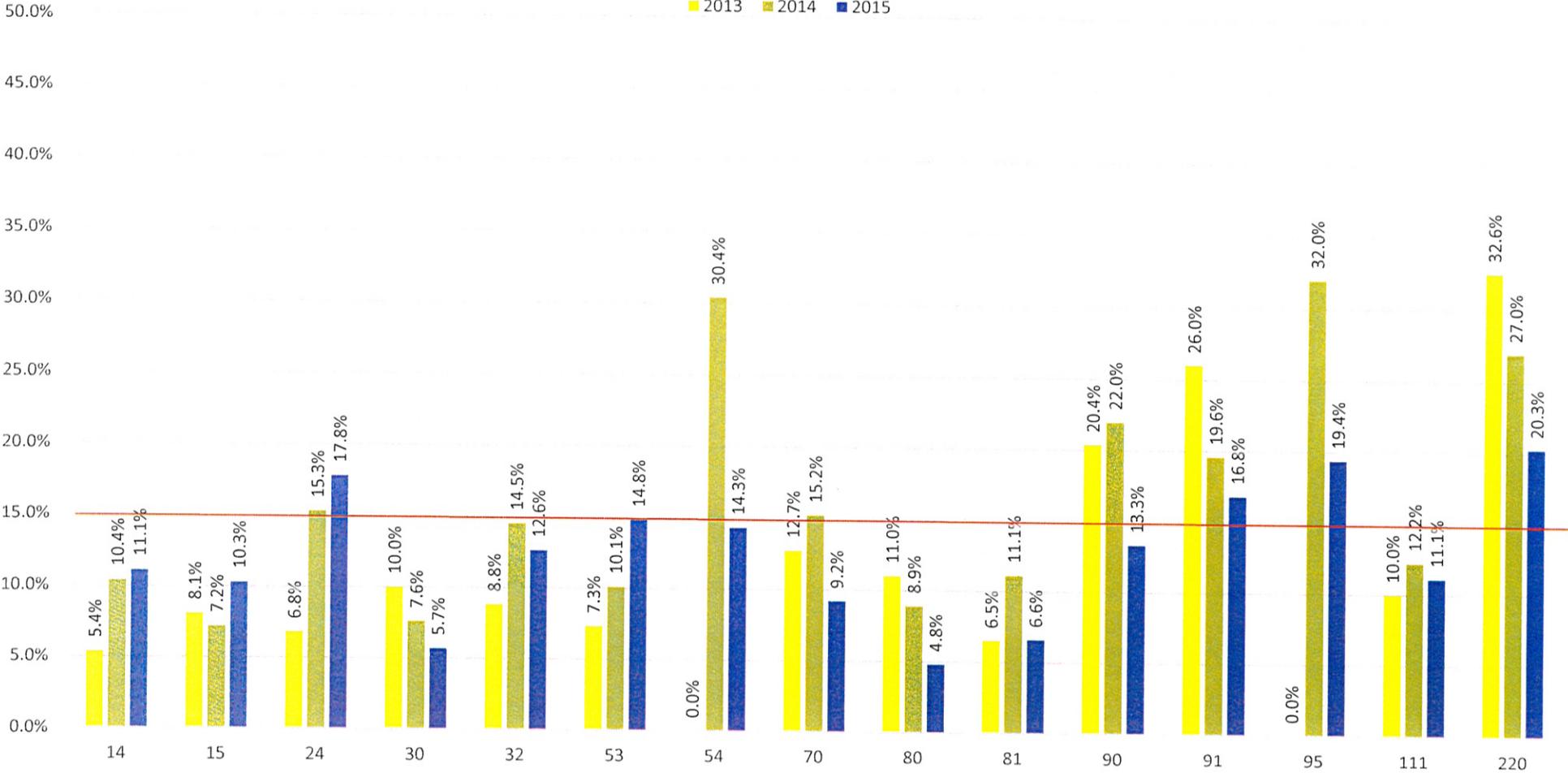
6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,715	2,051	Total Mobility Device Boarding's

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

Late Departures By Line- Year Totals

2013 2014 2015

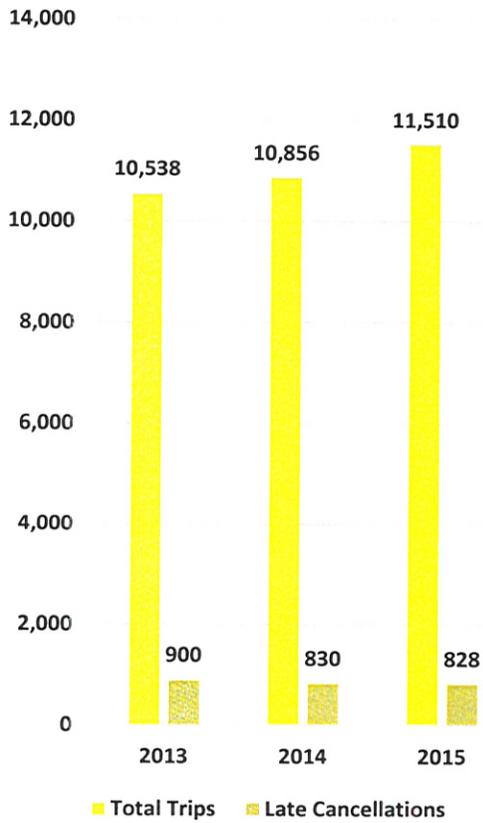


Definition: When a bus leaves a time point behind the scheduled departure time.

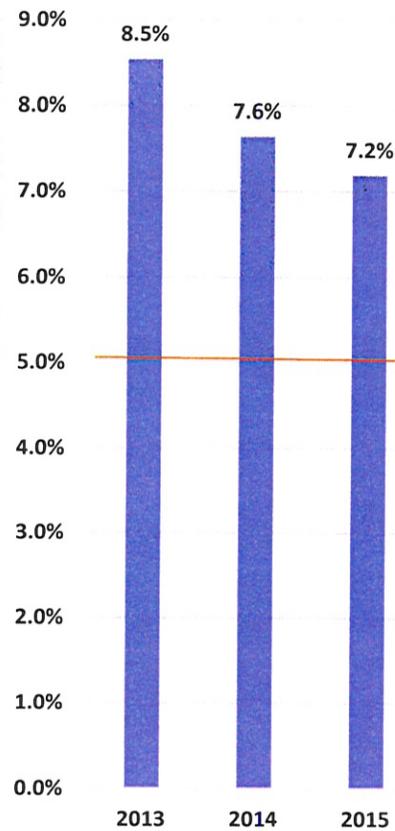
The line is running late with a departure greater than 5 minutes.

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

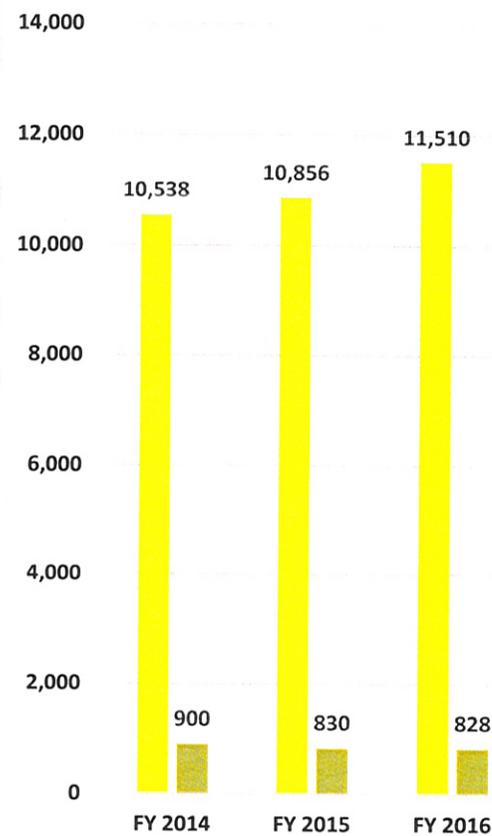
Total Trips vs Late Cancellations JULY



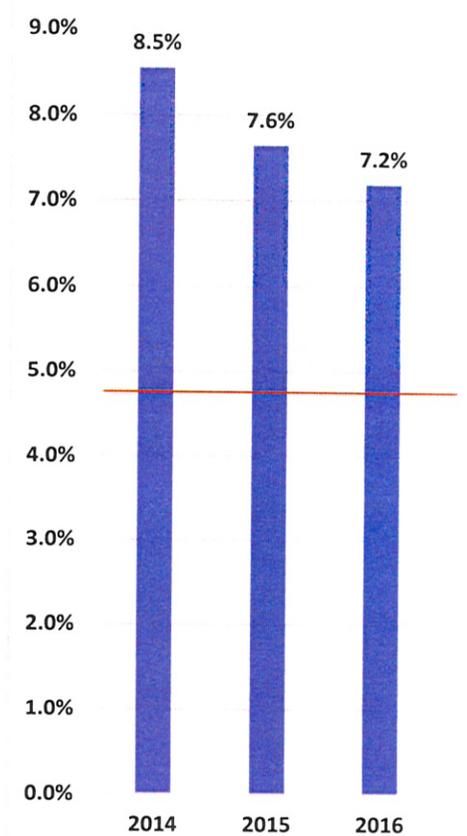
Late Cancellation Percentage



YTD Total Trips vs. Late Cancellations



YTD Late Cancellation Percentage

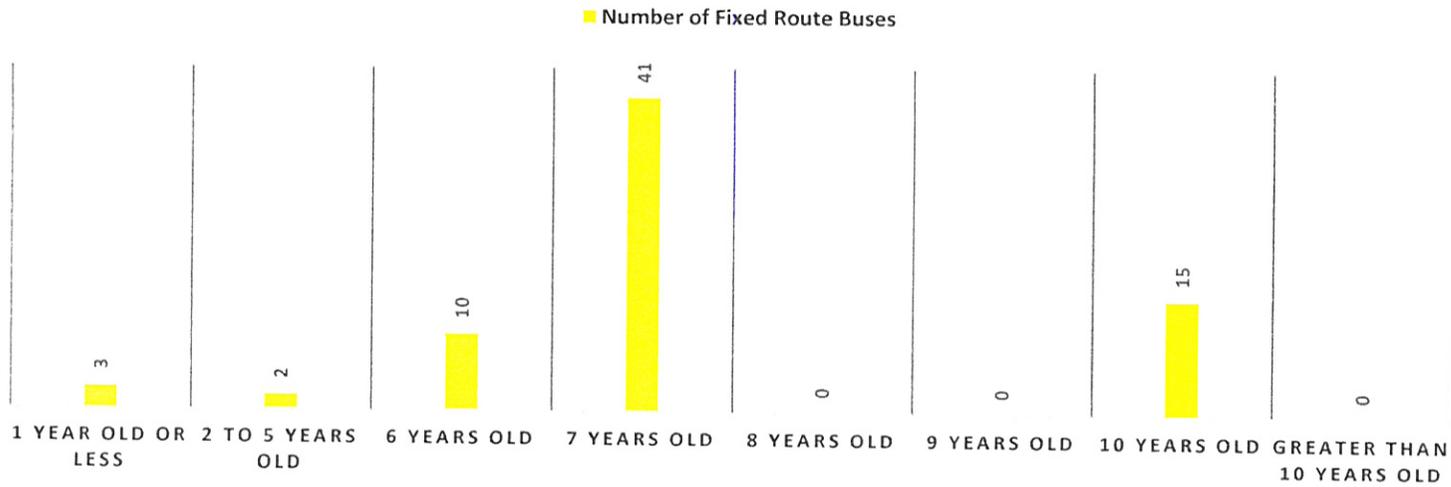


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

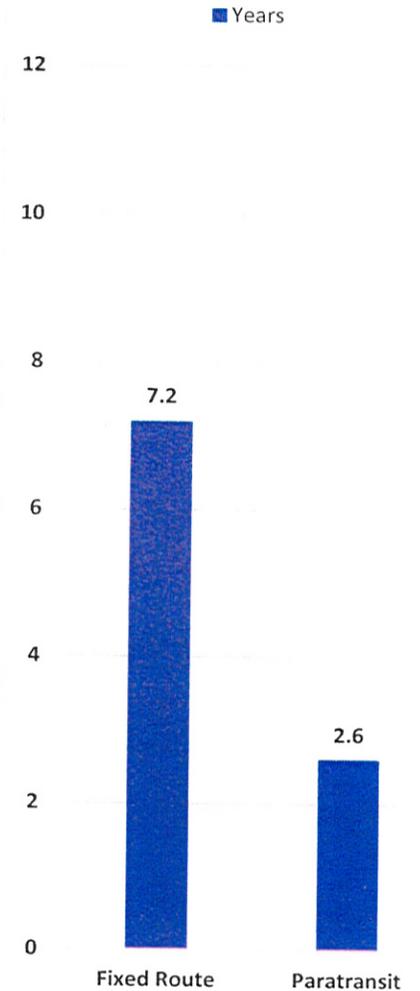
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 5% or below.

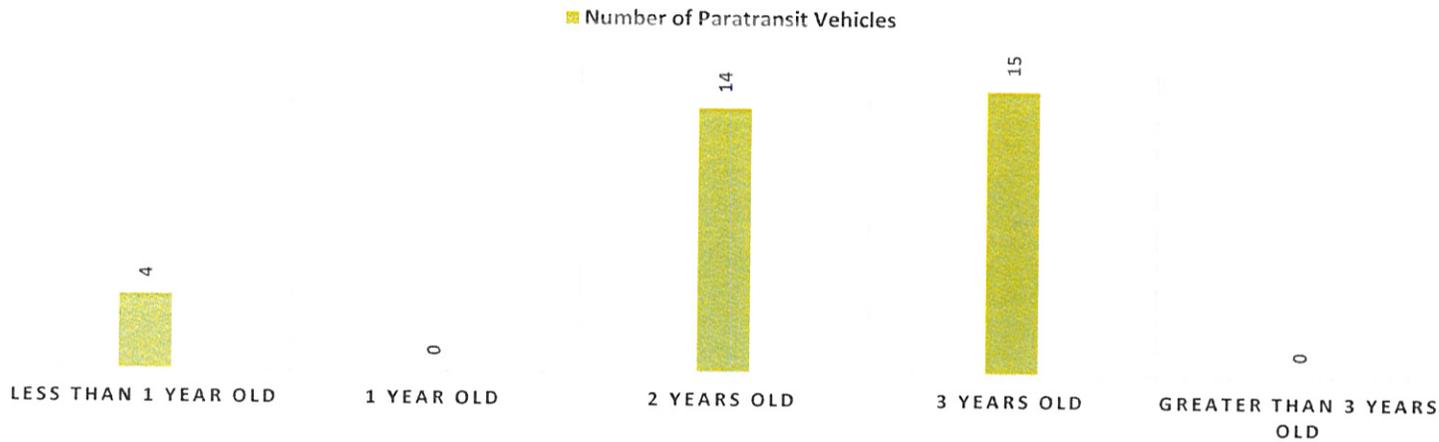
FIXED ROUTE FLEET AGE - JULY 2015



Average Age of Vehicles



PARATRANSIT FLEET AGE - JULY 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.

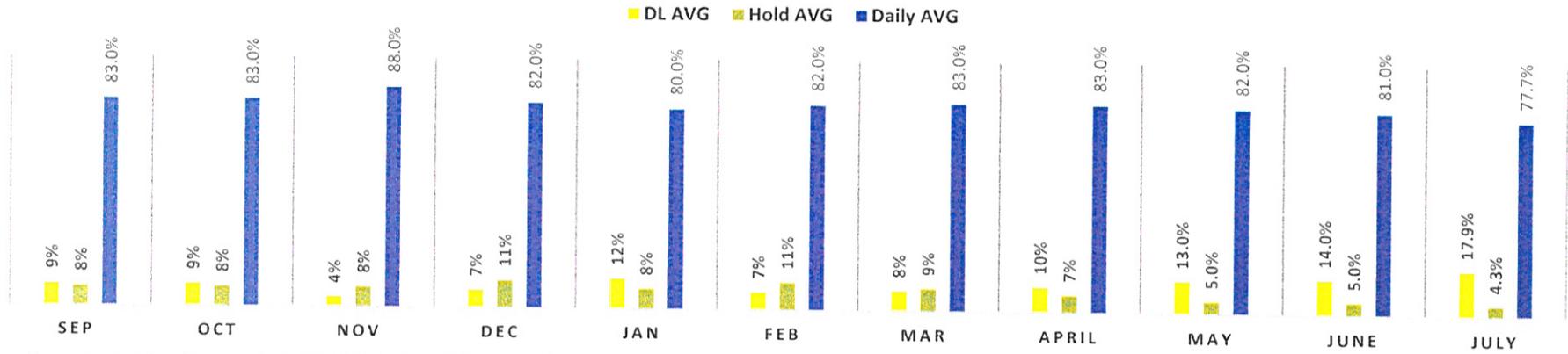
Goal: to reduce the current 10 year standard average to a 6 year average. According to the Service Standards Policy, 1/12th of the fleet should be replaced each year; this is equal to 8.3% of the fleet for approximately 6 buses per year.

PARATRANSIT

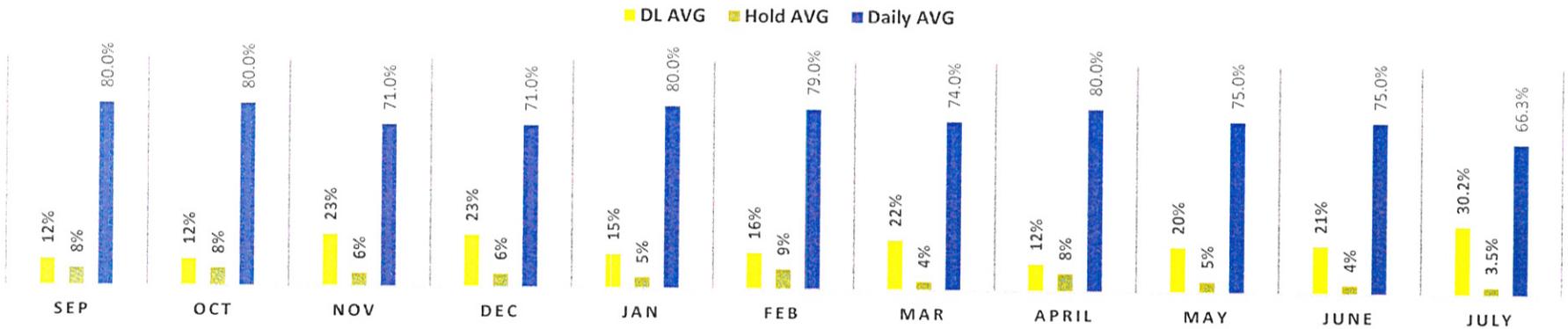
Paratransit vans have a 3 year, 150,000 mile life. Currently, the paratransit fleet average age is 2.8 years old.

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

FY 15 FIXED ROUTE FLEET AVAILABILITY



FY 15 DIAL A RIDE FLEET AVAILABILITY



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

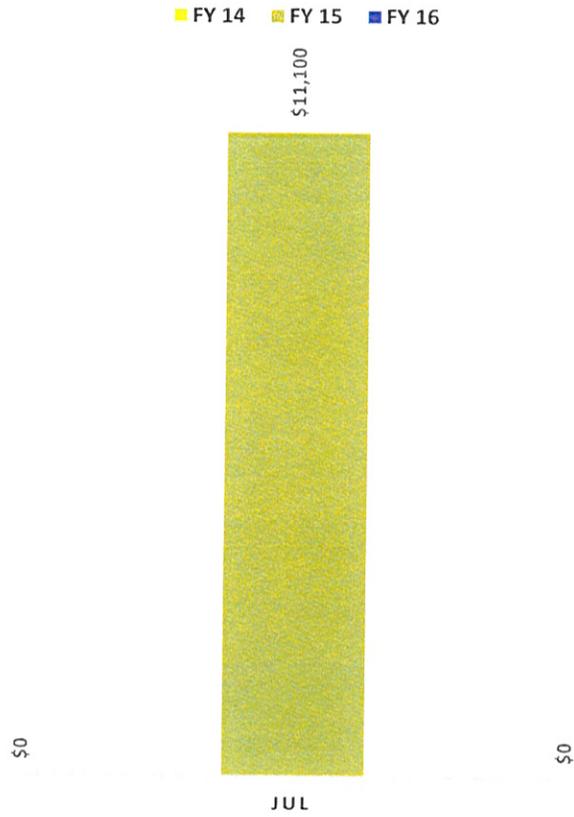
Hard Down = When a vehicle absolutely cannot go out on the road for the day. This is noted as DL.

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 June as seen in the month of May.

ADVERTISING REVENUE

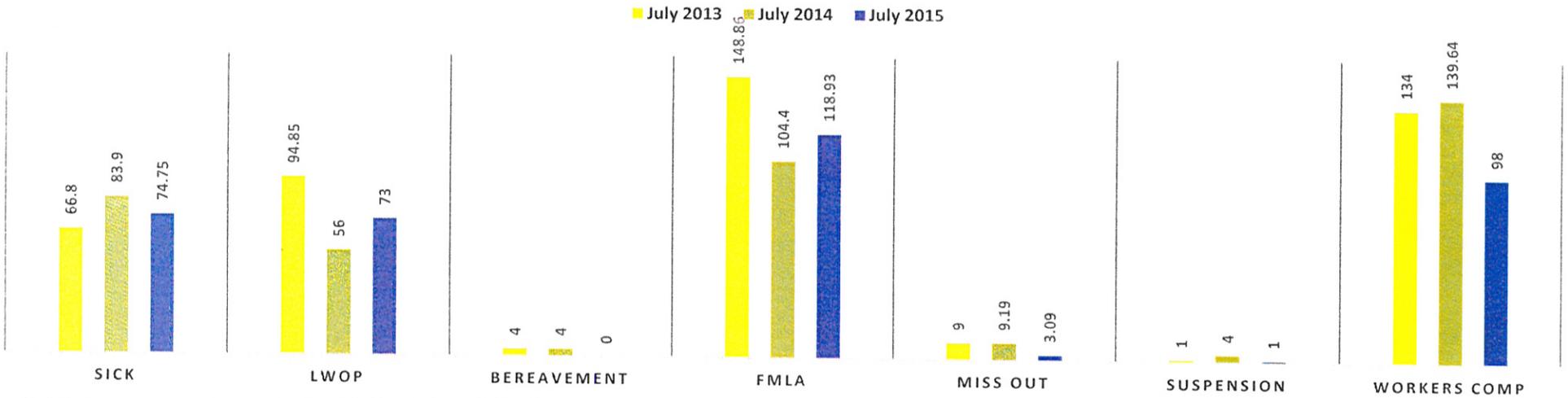


YTD Totals

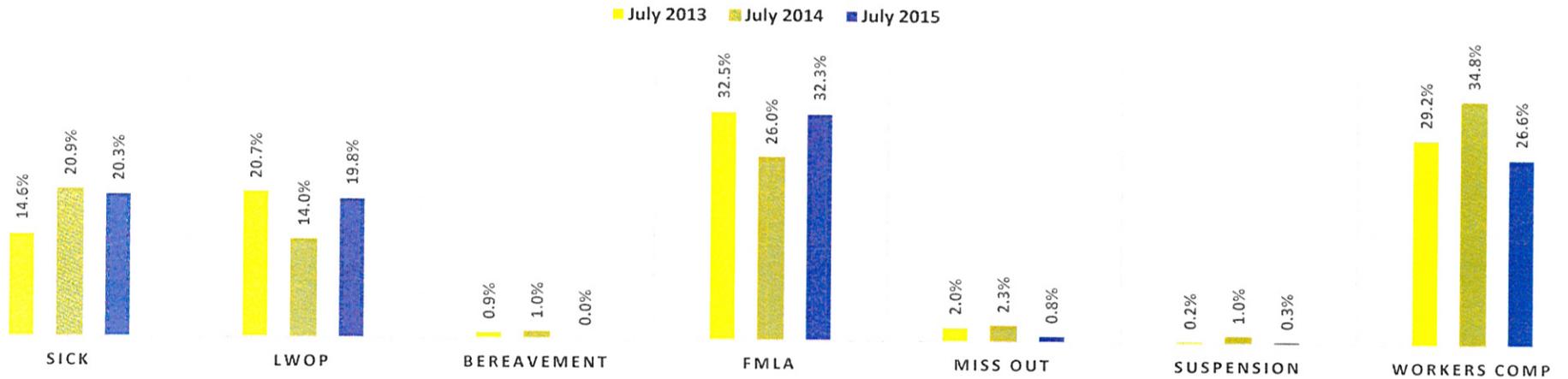


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
Goal is \$120,000 in advertising revenue by the end of Fiscal Year 2016

DRIVER ABSENCE OCCURRENCES - JULY 2015

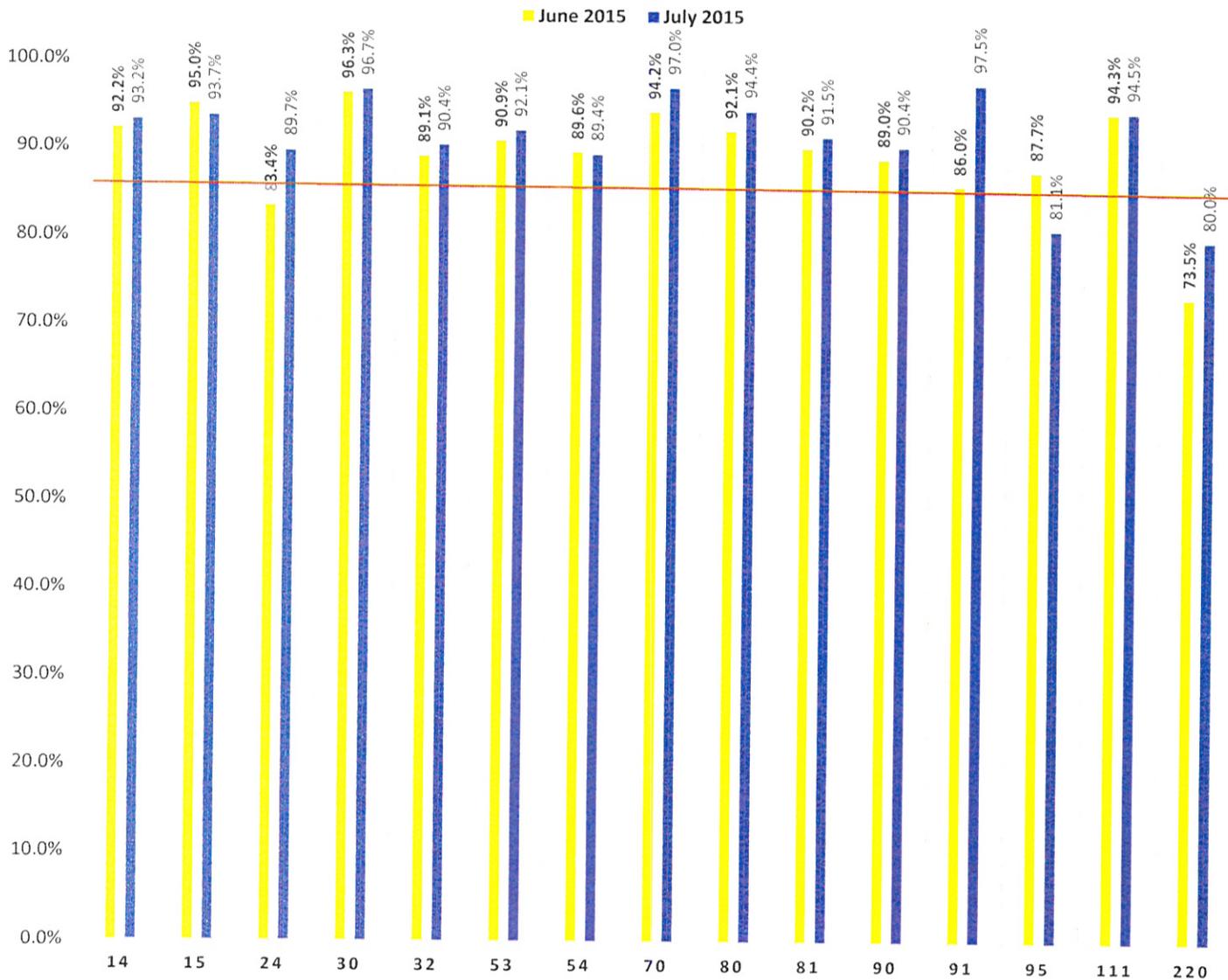


DRIVER ABSENCE OCCURENCES BY PERCENTAGES - JULY 2015

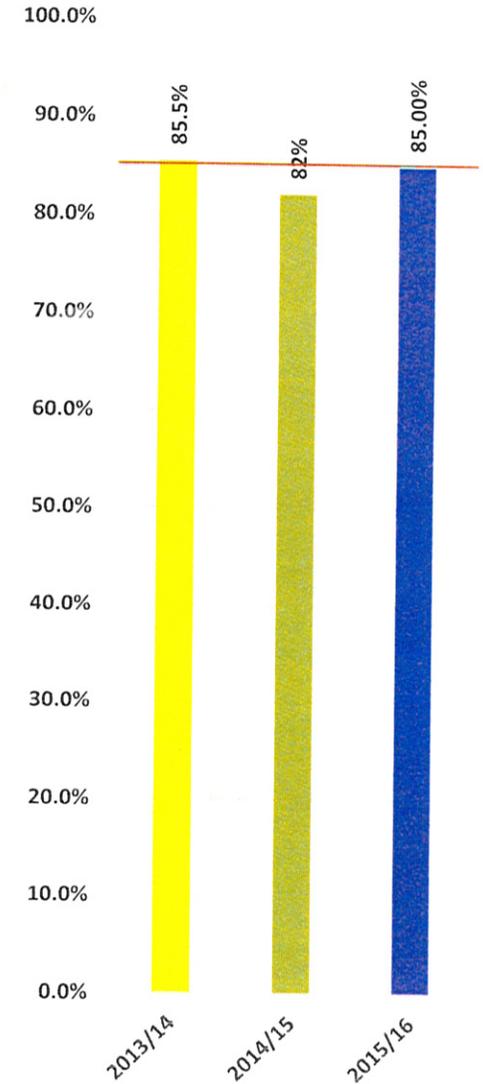


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
Absences include unscheduled for both Paratransit and Fixed Route drivers.

ON TIME PERFORMANCE % BY LINE JULY 2015



On Time Performance System Wide



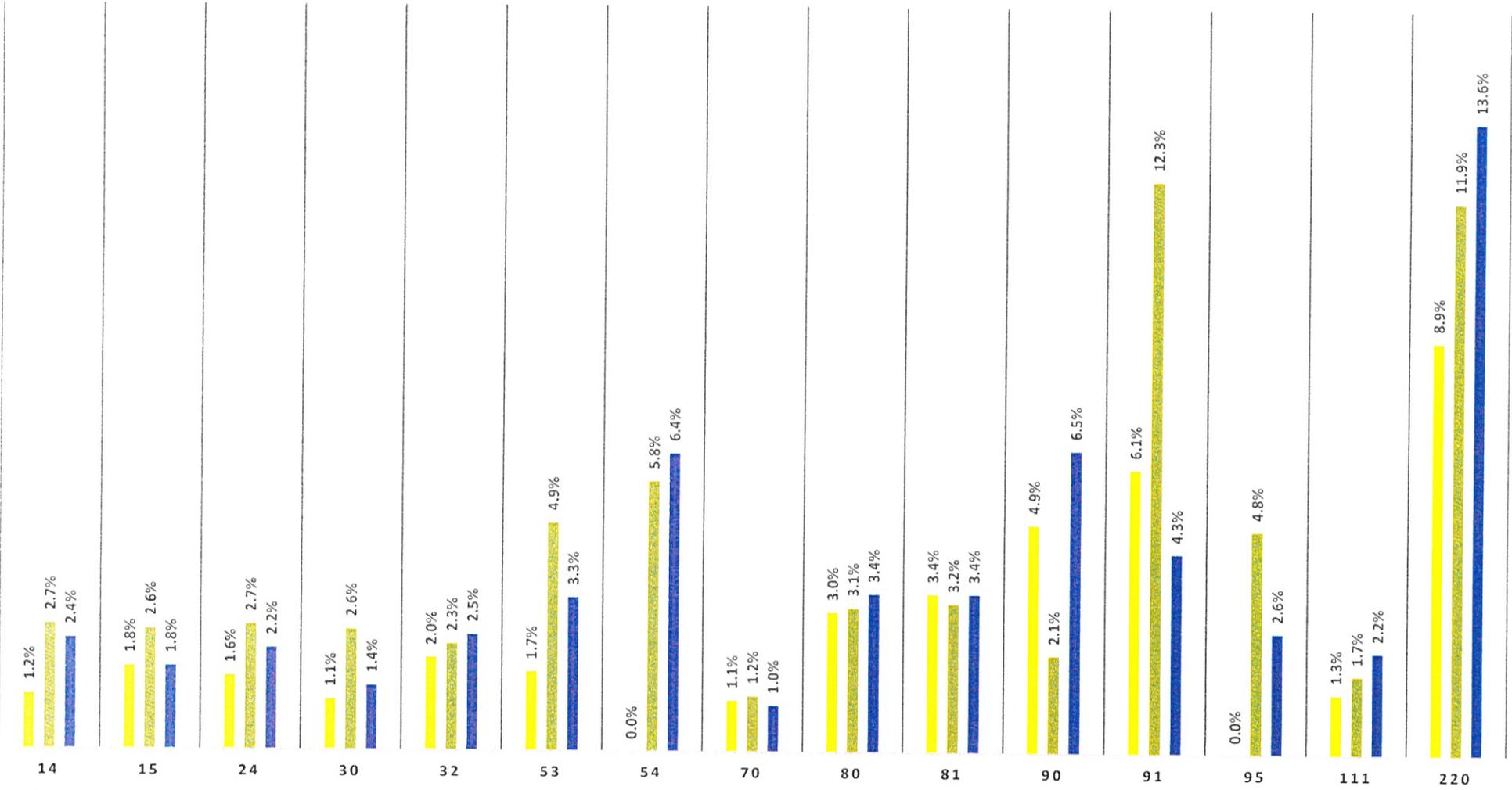
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

MINUTES
SunLine Transit Agency
Board of Directors Meeting
July 29, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, July 29, 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 Chairperson Kristy Franklin.

2. **Flag Salute**

Mayor Peabody led all in a salute to our flag.

3. **Roll Call**

Completed.

Members Present

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

Members Absent

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

4. **Presentations**

a. SunLine Commercial; CEO/General Manager, Lauren Skiver, addressed the Board sharing the SunLine commercial that has been produced, but has not been broadcasted. The commercial is an effort to provide information on our service to the community in different forms of media. The commercial was played and met with enthusiasm. Board members suggested we get the link to the Commercial to City Clerks to put on each city website. Supervisor Benoit asked that we provide to the County as well, working with Pat Cooper.

b. Disadvantaged Business Enterprise Presentation; Vanessa Mora, EEO Officer, addressed the Board providing the presentation below on SunLine's DBE Program.



What is a DBE Program?

- DOT DBE regulations require state and local transportation agencies establish goals for the participation of DBE's
- Providing outreach and education to the business community
- Certify the eligibility of DBE firms to participate in DOT assisted projects.



Who must have a DBE Program?

- Any recipient who receives funds from the following
 - Federal Transit Administration (FTA) - excess of \$250,000
 - Federal Aviation Administration (FAA) - excess of \$250,000
 - Federal Highway Administration (FHWA) - all primary recipients receiving these funds
- Must submit a DBE program conforming to CFR 49 Part 26



Purpose of the DBE Program

- To ensure nondiscrimination in the award and administration of federally funded contracts.
- To create a level playing field on which DBE's can compete fairly for federally funded contracts.
- To ensure that only firms that fully meet the eligibility standards are permitted to participate as DBE's.
- To assist in the development of firms that can compete successfully in the marketplace outside the DBE Program.



Overall Goal Setting

- Demonstrable evidence of the availability of ready, willing and able DBE's and non-DBE's
- Overall goal is to be submitted every three years
 - Overall goal and provisions apply to each year during that three year period
- SunLine Transit Agency's established overall goal: 8%



Reporting DBE Participation

- Must be submitted semiannually
 - June 1: date covers October 1-March 31
 - December 1: date covers April 1-September 30
- Must submit information on the approved form
 - Uniform Report of DBE Commitments/Awards and Payments

c. Use of State Contract; Rudy Le Flore, addressed the Board. He presented the presentation below on use of State contracts.



State Cooperative Contracting



Introduction

SunLine plans to utilize State Contracts to satisfy some of its Planning Needs

 **Federal Transit Administration Policies on State Contract Use**

General. The Common Grant Rule for governmental recipients encourages recipients and subrecipients to enter into State and local intergovernmental agreements for procurements of property or services



 **California State Law**

Public Contract Code §10298. (a) The director may consolidate the needs of multiple state agencies for goods, information technology, and services, and, pursuant to the procedures established in Chapter 3 (commencing with Section 12100), establish contracts, master agreements, multiple award schedules, cooperative agreements, including agreements with entities outside the state, and other types of agreements that leverage the state's buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290), Chapter 3 (commencing with Section 12100), and Chapter 3.6 (commencing with Section 12125).

 **California State Law**

- State and local agencies may contract with suppliers awarded those contracts without further competitive bidding
- The state shall not incur financial responsibility in connection with contracting for local agencies under this section.

 **SunLine Purchasing Policy**

- SunLine may enter into cooperative purchasing agreements with other governmental agencies.

 **Advantages**

- Reduction in Administrative Costs
 - 1 Percent Charge for other than Small Business Awards
 - Market Price Established
- Does not Preclude Further Competition
- Reduction in Administrative Lead Time
- Good for Use in Transit Studies

 **Disadvantages**

- Limited Supplier Base
- Not Good for Advance Technology Purchases
- Limited Commodity Base
- 1 Percent Fee may be Excessive on Large Purchases

Ms. Skiver further added that the purpose of the presentation is to make sure that if there is a need for something such as a site plan, or a master plan for a facility, it may be advantageous to use a state contract. Staff has not moved forward yet, but we wanted to provide a background on State contracts and as we go into those future discussions with the State, we wanted to provide a platform of State contracts and how they work for us.

5. **Finalization of Agenda**
No changes to the agenda.

6. **Correspondence**
None.

7. **Public Comments**
No request for comments for agenda items or non-agenda items.

8. Board Member Comments

Supervisor John Benoit stated that on July 10th, Lauren Skiver made a presentation to the South Coast Air Quality Management District (SCAQMD) in Diamond Bar. The presentation was good, short and attention grabbing. Supervisor Benoit stated that the Agency has a terrific history with the SCAQMD and Board Members there were extremely impressed with SunLine and what has been accomplished. He thanked Ms. Skiver for coming and making the presentation.

Councilmember Troy Strange commented on the Agency's involvement with the charity event with the Mecca Boys & Girls Club and other entities, providing bicycles to youth to get back and forth to the Boys and Girls Club. He thanked Ms. Skiver and Staff for the hard work put into the event. Chairperson Franklin stated that the event was terrific and produced many smiling faces.

9. Consent Calendar

- a) Minutes of the June 24, 2015 Board meeting.
- b) Checks over \$1,000 and backup report, for May, 2015
- c) Credit card statement for May, 2015
- d) Monthly Variance Report May, 2015
- e) Ridership Reports for May, 2015
- f) SunDial Operational Notes for May, 2015
- g) Metrics

Mayor Pro Tem Spiegel moved to approve the consent calendar. The motion was seconded by Supervisor Benoit. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; motion passes.

10. Approval of Resolution Revising Agency/Committee Bylaws

Legal Counsel, Bob Owen, stated that the Board Operations Committee met earlier and discussed in great detail the proposed Resolution for Agency/Committee Bylaws. The following changes were requested: 1. Section 1.3 – Quorum - the word "parties to" is changed to "SunLine Board Members; 2. Section 2.1 – Agenda - two items were added; "Approval of Minutes" and "Consent Calendar". 3. Section 2.4 – "Approval of Minutes" was deleted. 4. Section 4.8 – Board Appointees – add an additional sentence "Such Board appointees shall terminate automatically upon termination of employment." Mr. Owen stated that with stated changes, he recommends approval of the Resolution. Mayor Hobart stated that the Operations Committee looked at the proposed Agency/Committee Bylaws and recommended the changes.

Mayor Hobart moved to approve the Resolution of the Agency/Committee Bylaws as amended. The motion was seconded by Mayor Pro Tem Betts. The motion carried by a unanimous vote of 8 yes; 0 no.

11. Approval of Cooperative Agreement Amendment No. 3 Riverside Commuter Link 220 Service

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. Staff recommendation is 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. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Betts. The motion carried by a unanimous vote of 8 yes; 0 no.

12. Solar Panels Change Order Contract 14-115B T2 Approval

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. Staff recommendation is that the Board of Directors delegate authority to the CEO/General Manager to 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 and to 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. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve staff recommendation.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Pettis. The motion carried by a unanimous vote of 8 yes; 0 no.

13. Solar Construction Management Change Order Approval

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. Staff recommendation is 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 a covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve staff recommendation.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Betts. The motion carried by a unanimous vote of 8 yes; 0 no.

14. Design Change Order Approval

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. Staff recommendation is 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. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve staff recommendation.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Pettis. The motion carried by a unanimous vote of 8 yes; 0 no.

15. Natural Bio Gas Fuel Agreement and Emissions Credit

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. Staff recommendation is that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve staff recommendation.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Pettis. The motion carried by a unanimous vote of 8 yes; 0 no.

16. Revised Checks Policy Approval

Chair of the Board Operations Committee, Greg Pettis, addressed the Board. Staff recommendation is that the Board of Directors approve the revised Checks Policy# B-030403 as presented. 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. 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. Mayor Pro Tem Pettis stated that because of busy schedules of Board Members, it has become problematic at times to get the required signatures. The Agency has grown a great deal over the course of time. There were some minor changes as well. Mayor Pro Tem Pettis stated that the Committee unanimously recommends to approve staff recommendation.

Mayor Pro Tem Pettis moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Spiegel. The motion carried by a unanimous vote of 8 yes; 0 no.

17. Disadvantaged Business Enterprise Policy Statement Approval

Chair of the Board Operations Committee, Greg Pettis, addressed the Board. Staff recommendation is that the Board of Directors approve SunLine's attached Disadvantaged Business Policy Statement. Mayor Pro Tem Pettis stated that as mentioned at the earlier presentation, before the Board is the triennial policy statement. Mayor Pro Tem Pettis stated that the Committee unanimously recommends to approve staff recommendation.

Mayor Pro Tem Pettis moved to approve staff recommendation. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 8 yes; 0 no.

18. Resolution Workers' Compensation Delegation Settlement Authority

Legal Counsel, Bob Owen, addressed the Board. Recommendation is that the Board of Directors adopt the attached Resolution delegating authority to CEO/General Manager to make settlement decisions related to Workers' Compensation claims. Mr.

Owen stated that in March, 2015, the then Litigation Committee and the Board approved the Litigation Committee Bylaws which delegated the ability of the CEO/General Manager to settle all Workers' Compensation claims. Since the Litigation Committee is no longer in effect, the Bylaws are not in effect. This Resolution delegates the authority to the CEO/General Manager to settle Workers' Compensation claims without having to go to the full Board of Directors. Ms. Skiver clarified that litigation claims would continue to go to the full Board in Closed Session.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Strange. The motion carried by a unanimous vote of 8 yes; 0 no.

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

CEO/General Manager Lauren Skiver, addressed the Board. She reminded the Board Members that a visioning session has been scheduled for August 25th. The meeting will begin at 8:30am and run through lunch. The Strategic Planning & Operational Committee will use this meeting to launch their meetings and discussions with Staff on future plans for the Agency. There will also be a master plan that is needed for the Agency. At this facility, and Indio, there is a need for a master plan. In addition, ridership will be discussed. There has been a decline in ridership; there are some factors that we are aware of. The passing of AB 60 for licensing is one factor that is being looked at. Staff has also been monitoring ridership on the Buzz in Palm Springs. At the visioning session, there will be discussion. Ms. Skiver stated that underperforming service will be discussed and how we can improve service that needs to be more robust, more frequent and extended. Discussion will take place about realigning some routes that are not performing. Staff will provide a picture of ridership performance by line and time period so that the Board members can assist by providing input about individual cities and how we can improve. Ms. Skiver stated that Staff wants to keep the Board well informed. The visioning session will be an opportunity to get together to chart a course for this Agency over the next 12 months. Ms. Skiver thanked Councilmember Strange for mentioning the event - donating the bicycles in Mecca. She stated that the faces of the kids riding their bikes made all the work worth it. She thanked Jim Rayl and acknowledged him for making this event happen, along with help. Ms. Skiver stated that we will be doing this again next year. Ms. Skiver stated that on the PEPRA issue, we have positive feedback from the FTA that we will be receiving our money hopefully this week. We do see it in TEAM, which is the computer system that our funding for drawdowns is housed in. We see it there as 'pending', but it has not been released yet. There is good word through Staff that maybe by the end of the week, we will see it. Once that happens, we will start processing the return of our bridge loan back to RCTC. Ms. Skiver stated that we still have capital needs which will be discussed at the visioning session. We will discuss how this Agency builds a working capital and how we take any kind of credits we have as the only claimant in the Coachella Valley for some capital needs. We still have folks working in trailers here, a need we have to address. Ms. Skiver stated that we need to talk about the future plan on how we move the employees in the Operations Dept. to a permanent home.

At 12:33pm, Chairperson Franklin announced that the Board would recess the SunLine Transit Agency meeting and open the SunLine Services Group meeting.

At 12:50pm, Chairperson Franklin announced that the SunLine Transit Agency Board meeting would resume for a joint SunLine Transit Agency/SunLine Services Group Closed Session.

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

At 2:27pm Chairperson Franklin resumed the SunLine Transit Agency and the SunLine Services Group meeting, stating that Chief Performance Officer, Rudy Le Flore, would report out of Closed Session. Closed Session 20b).

In addition, Legal Counsel, Bob Owen, reported out of Closed Session to 20a. - 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 – no reportable action.

Mr. Le Flore moved forward with agenda item #12.

22. Contract for Agency Legal Counsel

Chief Performance Officer, Rudy Le Flore addressed the Board. Staff recommendation is 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.

Mayor Pro Tem Pettis moved to approve staff recommendation. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 8 yes; 0 no.

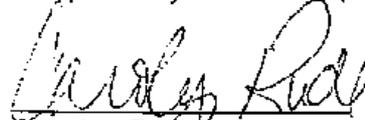
23. Next Regular Board Meeting Date

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

24. Adjourn

Meeting was adjourned at 2:35p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

SunLine Transit Agency

DATE: September 23, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Financial Officer

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

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a contract with Kushner, Smith, Joanou & Gregson, LLP (KSJG) for pension audit services, for one year, with two single year options. The total cost of the contract, including the two year options, is Not To Exceed \$77,000.

Background

At the April 22, 2015 Board meeting, the Board of Directors approved an interim contract with KSJG to perform the needed annual pension audit service with the incumbent supplier until a formal RFP could be issued and the selection and contracting process be executed in accordance with SunLine policy. This procurement follows the action approved by the Board.

Reason for Selection of the Procurement Process

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

Reason for Selection of the Contract Type

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

Reason for Selection of Contractor

On May 27, 2015, fourteen (14) firms were solicited to provide Pension Audit Services. Moreover, the solicitation was advertised on SunLine's website, The Bidder's Compendium® and the local newspaper, The Desert Sun. On June 29, 2015, two (2) individual proposals were received from KSJG and Rogers, Anderson, Malody, & Scott, LLP. (RAMS). According to the evaluations conducted by SunLine's Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager and Senior Accountant, KSJG scored the highest based on the established evaluation criteria. Therefore,

SunLine has elected to make an award to KSJG as the contractor representing the best value to the Agency.

How Price was Determined Fair and Reasonable

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

Financial Impact

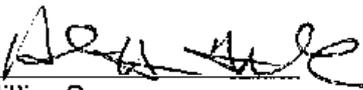
The cost structure of the agreement is a base year with two (2) option years as follows:

Base Year 2016 - \$25,000

First Year Option 2017 - \$25,500

Second Year Option 2018 - \$26,500

Total: \$77,000



Al Hillis, Sr.



PROPOSAL OPENING/ TABULATION RECORD
 PENSION AUDIT SERVICES
 RFP 15-034

OPENING DATE: July 7, 2015

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED	AMOUNT
KSJG Accounting & Consulting	100 Spectrum Center Dr., #1000 Irvine, CA. 92618	N/A	Base Period: \$25,000 Option Yr. 1: \$25,500 Option Yr. 2: \$26,500
Rogers, Anderson, Malody & Scott, LLP (RAMS)	735 E. Carnegie Dr., Suite 100 San Bernardino, CA. 92408	N/A	Base Period: \$23,900 Option Yr. 1: \$23,900 Option Yr. 2: \$23,900

SunLine Transit Agency

DATE: September 23, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Operations Officer

RE: Contract for New Bus Graphics and Installation

Recommendation

Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Decals by Design not to exceed \$334,816 for new bus graphics removal and installation, upon approval as to form and legality by Legal Counsel.

Background

In 2006, SunLine rebranded fixed route and para-transit buses. The fixed route bus graphics are made from 3M material and require professional removal and installation. These graphics need to be replaced. This project is planned as part of the mid-life bus rehab for 62 fixed route buses. These buses will come to the end of their useful life before another graphic campaign is required.

Reason for Selection of Procurement Process

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

Reason for Selection of Contract Type

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

Reason for Selection of Contractor

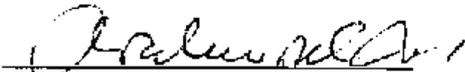
On June 24, 2015, twelve (12) potential companies were solicited to provide Bus Graphics Rehab Services, Decals by Design scored the highest based on the established criteria found in the RFP. Therefore, SunLine has elected to make an award to Decals by Design as the contractor representing the best value to the Agency.

How Price was Determined Fair and Reasonable

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

Financial Impact

SunLine's estimated cost for this work will not exceed \$334,816. This project will be paid for using existing capital funds allocated for the purchase and rehabilitation of revenue vehicles. The expenditures for all vehicles were previously approved in the current and previous Short Range Transit Plan (SRTP).



Apolonio Del Toro



BID AND PROPOSAL OPENING/ TABULATION RECORD
 FIXED ROUTE BUS GRAPHICS REHAB SERVICES
 RFP 15-049

OPENING DATE: July 27, 2015

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED (BIDS ONLY)	AMOUNT (BIDS ONLY)
Decals by Design, Inc	1325 Pico Street, Suite 105 Corona, CA. 92881	N/A	\$334,816.54
CR&A Custom, Inc.	312 West Pico Blvd. Los Angeles, CA. 90015	N/A	\$382,420.96
Photomation, Inc.	2851 W. La Palma Ave Anaheim, CA. 92801	N/A	\$559,364.00
Insufficient Information Provided			
Gatorwraps.com	780 S Rochester Ave, Suite C Ontario, CA. 91761	N/A	\$330,150.00
Graphtek Interactive	72-185B Painters Path Palm Deserl, CA. 92260	N/A	\$386,009.52
Vehicle Wraps, Inc.	11151 Trade Center Dr, Suite 106 Rancho Cordova, CA. 95670	N/A	\$388,739.91

SunLine Transit Agency

DATE: September 23, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operations Officer

RE: Award of Contracts for the Battery Dominant Fuel Cell Bus Project

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute the following, upon approval as to form and legality by Legal Counsel:

- a) a contract to US Hybrid to provide a fuel cell and power distribution system in an amount Not To Exceed \$686,560;
- b) a contract to BAE System for propulsion and system integration of the battery dominant fuel cell bus in an amount Not to Exceed 2,766,000;
- c) a contract with El Dorado National-California for a bus glider in an amount Not To Exceed \$218,747.

Background

SunLine was partner in the award of a Grant from the FTA and California Energy Commission to provide a Battery Dominant Fuel Cell Bus. The FTA Grant amount is \$4,251,307 and the CEC amount is \$900,000. The proposed project provides a very cost-effective and innovative system-level architecture supporting near-term fuel cell bus commercialization. The main difference between SunLine's existing fuel cell vehicles and the Battery Dominant vehicle, is that the new configuration will rely less on the fuel cell for propulsion and more on the battery system. This may serve to lower the cost and extend the performance of the vehicles compared to the current platform.

Reason for Selection of Procurement Process

SunLine is obligated to contract with the firms listed in this staff report because they are identified as team members in the sub-recipient agreement from CALSTART.

Reason for Selection of Contract Type

SunLine will utilize firm fixed price contract agreements with the firms as this contract type places maximum risk of performance on the Contractors.

Reason for Selection of Contractor

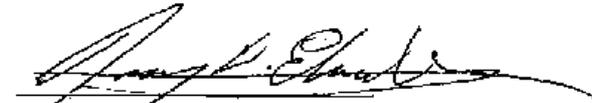
The chosen firms were designated in the sub-recipient agreement from CALSTART.

How Price Was Determined Fair and Reasonable

SunLine is required to perform a price or cost analysis on the negotiated prices to determine them fair and reasonable in accordance with federal guidelines. Staff will document these analysis in the contract file once negotiations are completed.

Financial Impact

The funding for these contracts are 100 percent funded by CALSTART in their sub-recipient agreement.



Tommy Edwards

SunLine Transit Agency

DATE: September 23, 2015 **ACTION**
TO: Board Operations Committee
Board of Directors
FROM: IT Administrator
RE: IT Security Policy #B-090304 Revision, Incorporating IT User Policy
#B-090404

Recommended Action

Recommend that the Board of Directors approve the attached revised IT Security Policy# B-090304, which incorporates current IT User Policy #090404.

Background

The current IT policies were created in 2004. Since that time, there have been significant changes in technology and information technology security. Additionally, there are two policies, one for IT Security and one for IT Users. Rather than updating the existing policies, it was determined to create a replacement policy.

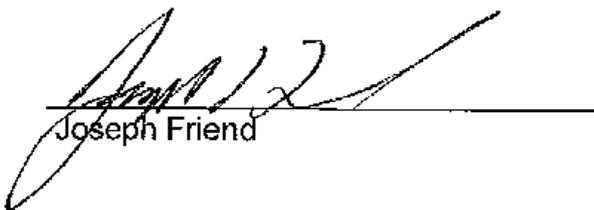
General security practice concepts were retained from the existing policy. Additional material was added to reflect the current technology and standards for information technology security. The new policy addresses IT security and User activities relating the use information technology systems.

Resources used in the development of the new policy include:

SANS Institute
NIST – National Institute of Standards and Technology
California Office of Information Security & Privacy Protection
NERC – North American Electric Reliability Corporation
US Department of Defense, Center for Development of Security Excellence

Financial Impact

No fiscal impact.



Joseph Friend

INFORMATION TECHNOLOGY SECURITY POLICY

Note in Impact/Changes for the Agency

Many of the differences between this policy and the one in force are in regard to changes in technology and more detailed information on who/what the policy covers.

1. INTRODUCTION

No impact or change from previous policies

2. DEFINITION AND PURPOSE

No impact, defines information

3. RESPONSIBILITY

Provides a responsibility for all managers in compliance

4. POLICY ADMINISTRATION

Establishes the primary party for administrating IT Security

5. POLICY SECTIONS

5.1 Information Sensitivity

Defines level of Information security

5.2 Acceptable Use

Could lead to tagging information as to security and ads changes in how information is handled. Not a significant change from previous policies

5.3 Passwords and Credentials

This will impact users directly, current password policy allows for weak passwords. User will have to define more complicated passwords. Takes a stricter look at password sharing. Has impact on vendor provided equipment with weak passwords

5.4 Internet Access

No significant changes from previous policies

5.5 E-Mail

Establishes unified criteria for e-mail signature lines, other areas not significant change

5.6 Teleworker and Remote Access

Requires that devices accessing the network remotely be secure. Will require PIN numbers on Agency provided devices. Warns users using non Agency devices that the Agency can control some features.

5.7 Portable and Mobile Devices

Defines approved usage and protection of Agency provided devices. Establishes encryption requirements for portable devices.

5.8 Portable Media

No significant impact

5.9 Terminations

No significant impact

5.10 Wireless Network Access

States current in practice policies

5.11 Server and Infrastructure

States current in practice policies

5.12 SCADA

Similar to Server and Infrastructure but for devices primarily located in SunFuels

5.13 Change Management

Impact on IT functions for documentation and planning of changes to the systems

5.14 Disaster Recovery

Establishes backup procedures, a full DR policy will be implanted in the future

5.15 Equipment Disposal

Security methods for devices that will be disposed

5.16 Acceptable Encryption

Will impact IT and users that transmit sensitive information, HR etc.

5.17 Security Audit

States already in practice policies, lets users know that all activities and communications may be monitored.

6. ENFORCEMENT

No significant change from existing

7. POLICY RELATIONSHIPS

If policies overlap or conflict, stricter policy applies. Determination by the GM

8. POLICY LIFESPAN and REVIEW

Provides for annual review of policy

9. Appendices

a. Standards and References

Information used in policy development

b. Employee IT Profile Form

Employee profile form based in SharePoint to be filled out and updated for all employees. Sections to be filled by HR, Department, and IT

c. Additional Network Resource Access Request Form

Form to give additional network access after initial configuration, PDF format

d. Information Technology Use Form

Statement of use form to be read and signed by all employees, PDF format

- e. IT Device Responsibility Form
Form for user devices like cell phones, iPads, and laptops, PDF format
- f. Appointment of Chief Information Security Office
Form for GM appointment of IT Security responsible party
- g. Definitions and Terms
Glossary

SunLine Transit Agency

DATE: September 23, 2015 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: 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 adding the Deputy Chief Finance Officer as a Check Signer.

Background

A revision to the Checks Policy was recently approved at the July 29, 2015 Board meeting which updated procedures, titles and raised the limit at which a Board Member is required to sign a check. In this proposed revision, Staff is recommending that the Board approve the addition of the Deputy Chief Financial Officer to the list of authorized check signers. The employment contract for the current Chief Financial Officer was extended; however, much of the work will be done remotely. Accordingly, the physical absence of the Chief Financial Officer would leave one option of check signers unavailable. This would cause a strain and possible delays on the check process. The addition of the Deputy Chief Financial Officer would ensure that the work process flows smoothly while still allowing for appropriate levels of control.

Financial Impact

No fiscal impact.



Al Hillis, Sr.

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, Accounts Payable, and the Payroll Accountant shall be allowed to use the key.
- b. **Check Preparation.** The Accounting Technician, Accounts Payable, and the Payroll Accountant shall have exclusive responsibility for preparing all checks.
- c. **Check Signing.** The Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief Operations Officer, ~~and~~ Chief Performance Officer **and Deputy Chief Financial 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.** 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 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 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 reconciliations. The Finance/Audit Committee shall receive a copy of the Checks Over \$1,000 report 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 the Accounting Technician, Accounts Payable, and Payroll Accountant.

The Accounting Technician, Accounts Payable, 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, Accounts Payable, 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 Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief Operations Officer, ~~and~~ Chief Performance Officer and Deputy Chief Financial Officer 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 or Deputy Chief Financial Officer. Along with another authorized signatory, the Chairperson or Vice Chairperson must sign all checks over \$50,000 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 Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief Operations Officer, ~~or~~ Chief Performance Officer or Deputy Chief Financial 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 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 or given by someone other than the intended payee.

8. Manually-Issued Checks

SunLine 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 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 SunLine will possess the requisite financial records for its annual financial audit.

10. Reconciled Bank Accounts

The Senior Accountant or Accounting Technician, Fixed Assets, shall promptly reconcile all bank statements within 30 days of statement mailing. 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, 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

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

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. 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, the Senior Accountant shall immediately contact the bank upon which the check is drawn, and place a stop payment on the check. 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. The Accounting Manager or Senior Accountant, 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: September 23, 2015 **ACTION**
TO: Board of Directors
FROM: Clerk of the Board
RE: Reschedule October 28, 2015 Board Meeting

Recommendation

Recommend that the Board of Directors approve the rescheduling of the previously approved Board meeting date of October 28, 2015 to Wednesday, November 4, 2015.

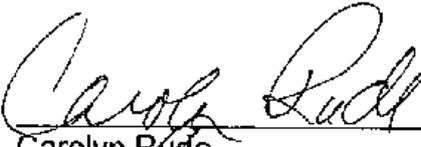
Background

SunLine Transit Agency has been invited to speak at the VERGE Conference in San Jose on October 28th at 4:30pm. This meeting is focused on accelerating sustainability solutions in an interconnected world and SunLine is viewed as a leader in alternative fuel technology that is impacting the commercialization of Hydrogen technology.

November is typically a dark month for the Board so adjusting the meeting schedule to early November may improve the action and information cycle of Staff to reduce a longer meeting in December as an added benefit.

Fiscal Implications

None.


Carolyn Rude

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, September 23, 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 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) SSG/SRA checks over \$1000 issued June, 2015. (Page 1)
- b) SSG/SRA Monthly Budget Reports June, 2015. (Pages 2-3)
- c) Taxi Vehicle/Rides Analysis (Pages 4-)
- d) California Retail Gasoline Price Report (Page 7)
- e) Metrics (Page 8)

8. Approval of Minutes

Approve

Request to the Board to approve the Minutes of the July 31, 2015 Board of Directors meeting. (Pages 9-11)

9. Second Reading of SSG Revised Ordinance (Robert Spiegel Chair of Taxi Committee; Staff: Michael Jones)

Approve

Request to the Board to approve the second 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](#)) (Pages 12-13)

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

10. Discuss Possible SSG Regulation of Pedicabs (Robert Spiegel, Chair of Taxi Committee; Staff: Michael Jones)

Discussion

Discuss possible regulation of pedicabs throughout the Coachella Valley. (Page 14)

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

11. Update on Communication with the California Public Utilities Commission (Robert Spiegel, Chair of Taxi Committee; Staff: Michael Jones)

Information

Update on scheduling a meeting with the California Public Utilities Commission to discuss TNCs. (Page 15)

12. Next Meeting Date

November 4, 2015
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. Adjourn



**AGENDA
TAXI COMMITTEE MEETING**

**September 23, 2015
10:45am - 11:15 a.m.**

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

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

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Public Comments**

Receive Comments

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

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

5. Consent Calendar

Approve

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

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

6. Second Reading of SSG Revised Ordinance #2015-01
(Michael Jones)

Approve

Request to the Board to approve the second reading of the Revised Ordinance #2015-01 of SunLine Services Group amending Section 1.080 which corrects and extends the taxicab vehicle age. (Pages 9-10) ([Ordinance separate attachment](#))

----- DISCUSSION -----

- 7. [Discuss Possible SSG Regulation of Pedicabs](#) (Robert Spiegel Chair of Taxi Committee; Staff: Michael Jones) Discussion**
Discuss possible regulation of pedicabs throughout the Coachella Valley.
(Page 11)

----- INFORMATION -----

- 8. [Update on Communication with the California Public Utilities](#) Information**
(Michael Jones, Taxi Administrator)
Update on scheduling a meeting with the California Public Utilities Commission to discuss TNCs. (Page 12)
- 9. Adjourn**

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of June 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 6/5/15	090042	6/5/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 6/19/15	090049	6/19/2015	\$9,650.84
RUTAN & TUCKER, LLP	Legal fees (May 2015)	090046	6/12/2015	\$3,124.50
Total of Checks Over \$1,000				\$22,531.98
Total of Checks Under \$1,000				\$1,394.53
Total of All Checks for the Month				\$23,926.51
Total Amount of Checks Prior Years Same Month				\$45,003.15

SunLine Regulatory Agency
Budget Variance Report
June 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	15,137	27,083	(11,947)	282,426	325,000	(42,574)
Revenue Fines	5,000	100	417	(317)	9,050	5,000	4,050
Vehicle Inspection Revenue	17,000	4,900	1,417	3,483	29,350	17,000	12,350
New Driver Permit Revenue	6,000	280	500	(220)	10,470	6,000	4,470
Driver Transfer Revenue	1,620	80	135	(55)	2,200	1,620	580
Driver Renewal Revenue	9,200	200	767	(567)	6,935	9,200	(2,265)
Driver Permit Reinstatement/Replacement	165	25	14	11	405	165	240
Vehicle Permit Revenue	102,000	550	8,500	(7,950)	98,016	102,000	(3,984)
Interest Revenue	110	4	9	(6)	40	110	(70)
Other Revenue	-	-	-	-	3,000	0	3,000
Carryover Taxi Funds	8,950	-	746	(746)	-	8,950	(8,950)
Total revenue	475,045	21,275	39,587	(17,566)	441,892	475,045	(33,153)
Expenses:							
Salaries and Wages	226,918	17,162	18,910	1,748	216,626	226,918	10,292
Fringe Benefits	135,624	10,278	11,302	1,024	125,716	135,624	9,908
Services	75,028	4,758	6,252	1,494	58,126	75,028	16,902
Supplies and Materials	10,300	335	858	523	8,752	10,300	1,548
Miscellaneous	27,175	1,780	2,265	485	22,720	27,175	4,455
Total Expenses	475,045	34,312	39,587	5,275	431,941	475,045	43,104
Total Operating Surplus (Deficit)	\$ -	\$ (13,037)			\$ 9,951		

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 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		FY 15/16					
HIGHEST TRIPS	APR	62,167	JUL	28,185				
LOWEST TRIPS	JUN	30,274	AUG	25,959				
MOST VEHICLES	APR	189	JUL	129				
LEAST VEHICLES	JUN	134	AUG	126				
MOST TRIPS/VEH	Mar	347	JUL	218				
LEAST TRIPS/VEH	JUN	226	AUG	206				

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

CALIFORNIA RETAIL GASOLINE PRICE REPORT

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	\$3.76
Aug 01, 2015	\$3.56
Sep 01, 2015	
Oct 01, 2015	
Nov 01, 2015	
Dec 01, 2015	
Jan 01, 2016	
Feb 01, 2016	
Mar 01, 2016	
Average	\$3.56

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

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

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

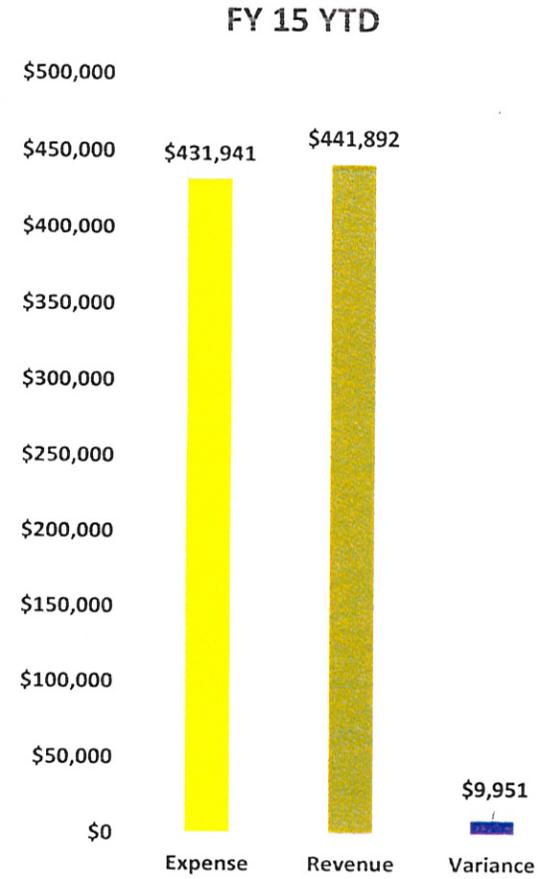
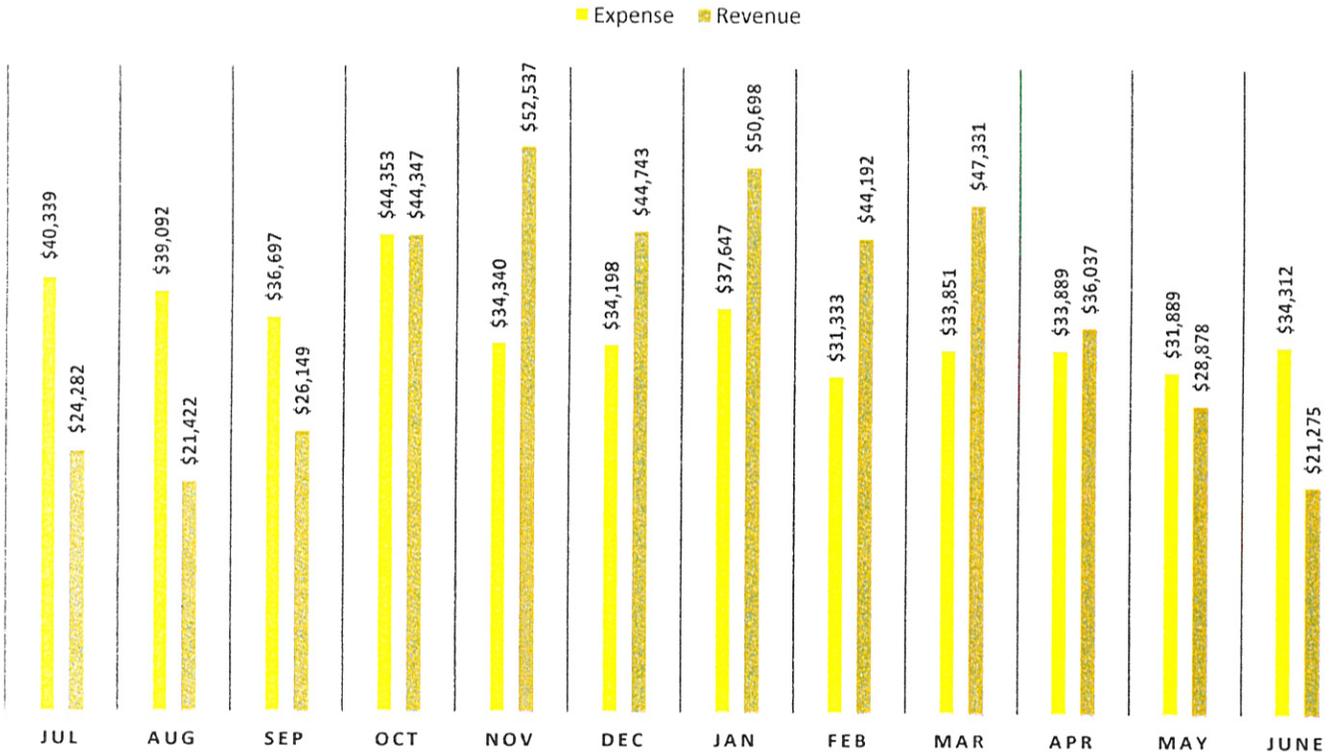
Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

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

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.48	
Difference	-\$0.36	Rate Decrease
		0
New Rate	2014/15	\$3.12
2015	\$3.51	
2016	\$3.56	
Difference	\$0.05	Rate Decrease
New Rate	2014/15	

TAXI EXPENSE VS. REVENUE AND VARIANCE

JULY



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.

MINUTES
SunLine Services Group
Board of Directors Meeting
July 29, 2015

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, July 29, 2015 at 12:00 p.m. in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:33 p.m. by Chairperson Kristy Franklin.

2. Roll Call

Completed.

Members Present

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

Members Absent

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

3. Finalization of Agenda

No changes.

4. Presentations

None.

5. Public Comments

NON - AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

6. Board Member Comments

None.

7. Consent Calendar

- a) Minutes of the June 24, 2015 Board meeting.
- b) SSG/SRA checks over \$1000 issued May, 2015
- c) SSG/SRA Monthly Budget Reports May, 2015.
- d) Taxi Vehicle/Rides Analysis.
- e) California Retail Gasoline Price Report
- f) Metrics
- g) Approval of Resolution Revising Agency/Committee Bylaws.

Mayor Pro Tem Spiegel moved to approve the Consent Calendar. Mayor Peabody seconded the motion. The motion was approved by a unanimous vote; yes-8; no-0.

8. **First Reading of SSG Revised Ordinance #2015-01**

Chair of the Taxi Committee, Robert Spiegel, addressed the Board. Staff recommendation is that the Board of Directors approve the first reading of the proposed SSG Ordinance #2015-01, superseding all previous Ordinances and Amendments. This proposed Ordinance #2015-01 corrects and extends the taxicab vehicle age in Section 1.080. 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. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve the first reading of SSG Ordinance #2015-01.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Pettis. The motion carried by a unanimous vote of 8 yes; 0 no.

9. **Approve Update to SRA Taxicab Regulations**

Chair of the Taxi Committee, Robert Spiegel, addressed the Board. Staff recommendation is 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. Mayor Pro Tem Spiegel stated that the Committee reviewed this agenda item and unanimously recommends to approve staff recommendation.

Mayor Pro Tem Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 8 yes; 0 no.

10. **Closed Session**

At 12:50pm, Chairperson Franklin announced the joint Closed Session of SunLine Transit Agency and SunLine Services Group: 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**

At 2:27pm Chairperson Franklin stated that Chief Performance Officer, Rudy Le Flore, would report out of Closed Session. Mr. Le Flore moved forward with agenda item #12.

12. **Contract for Agency Legal Counsel**

Chief Performance Officer, Rudy Le Flore addressed the Board. Staff recommendation is 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.

Mayor Pro Tem Pettis moved to approve staff recommendation. The motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 8 yes; 0 no.

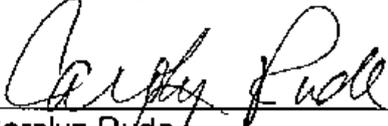
13. Next Meeting Date

Chairperson Franklin announced that the next regular meeting of the Board of Directors, if needed, will be held September 23, 2015 12 noon – Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

14. Adjourn

Chairperson Franklin adjourned the meeting at 2:35:p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Services Group

DATE: September 23, 2015 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Second Reading of SSG Ordinance #2015-01

Recommendation

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

Background

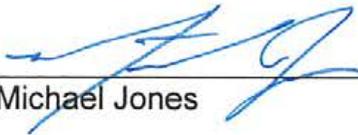
At the July 29, 2015 Board meeting, the Board of Directors approved the first reading of the proposed SSG Ordinance #2015-01. Before the Board is the second reading of the proposed Ordinance. This proposed Ordinance #2015-01 corrects and extends the taxicab vehicle age. Extending the age by six months 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 amendment to Sections 1.080 do not appear to impose any additional financial obligations on SunLine Regulatory Administration.



Michael Jones

SunLine Services Group

DATE: September 23, 2015 **Discussion**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Discussion of Possible SSG Regulation of Coachella Valley Pedicab Service

Background

Pedicab is a pedal-operated local means of transportation.

The U.S., and many nations around the world, are attempting to provide adequate regulation for pedicab drivers and to effectively define their role in transportation infrastructure.

Staff would like to discuss moving forward with the development and implementation of a pedicab program throughout the Coachella Valley.

Financial Impact

None at this time.



Michael Jones

SunLine Services Group

DATE: September 23, 2015 **INFORMATION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Update on Communication with the California Public Utilities
Commission (CPUC)

Background

At the July 29, 2015 Taxi Committee meeting, SunLine Regulatory Administration (SRA) was directed to reach out to the California Public Utilities Commission. The purpose was to schedule a meeting to discuss Transportation Network Companies (TNC) operating within the Coachella Valley.

An email was sent to the Supervisor of Transportation Safety and Enforcement from Staff with a request to schedule a meeting between the CPUC and the SSG Board of Directors. On August 7, 2015 a follow up email from SRA was sent to check on the status of scheduling a meeting. The CPUC responded that they are unable to meet with the SSG Board.


Michael Jones