



**Wednesday, November 4, 2015
12:00 Noon
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

Board Member Greg Pettis will be participating via
teleconference from:
OMNI NASHVILLE HOTEL
250 5th Avenue South
Nashville, TN 37201

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

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

AGENDA TOPICS

RECOMMENDATION

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

2. **Flag Salute**

3. **Roll Call**

4. **Presentations**
a) Replacement of CNG Fueling Station (Tommy Edwards)

5. **Finalization of Agenda**

6. **Public Comments**

Receive Comments

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

NON AGENDA ITEMS

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

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

8. **Financial Audit for Fiscal Year Ended June 30, 2015** **Receive & File**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Alton Hillis, Sr.)
Recommend that the Board of Directors Receive & File the Financial Audit and the Single Audit for fiscal year 2015. (Page 1)
- o Basic Financial Statements & Independent Auditors' Report ([Separate attachment](#))
 - o Single Audit Reports ([Separate attachment](#))

9. **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 July, August, September, 2015 (Pages 2-11)
 - b) Credit card statement for July, August, September, 2015 (Pages 12-21)
 - c) Monthly Budget Variance Report for July, August, September, 2015 (Pages 22-33)
 - d) Report of Executed Contracts - \$25,000 to \$100,000 (Page 34)
 - e) Ridership Report for July, August, September, 2015 (Pages 35-40)
 - f) SunDial Operational Notes for July, August, September, 2015 (Pages 41-43)
 - g) Metrics (Pages 44-49)

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

10. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the September 23, 2015 Board of Directors meeting. (Pages 50-57)
11. **Approval of Contract for Pension Audit Services** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Luis Garcia)
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, for one year, including two single year options. Item continued from September 23, 2015 Board meeting. (Pages 58-60)

12. **Approval of Contract Renewal with Microsoft for Enterprise Agreement; Acquisition of Products within Microsoft Enterprise Agreement** (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Joseph Friend) **Approve**
Request to the Board to a) delegate authority to CEO/General Manager to negotiate and execute contract with Microsoft; b) delegate authority to CEO/General Manager to purchase Software Assurance licensing products from Microsoft approved vendor. The purchase shall not exceed \$190,000 for 3-year agreement period. (Pages 61-62)
13. **Approval of Electric Bus Lease** (Robert Spiegel, Chair Finance/Audit Committee; Staff: Rudy Le Flore) **Approve**
Request to the Board to delegate authority to the CEO/General Manager To negotiate and execute a 14 month bus lease with an aggregate value Not to Exceed \$206,000, with BYD Inc. for each year ea. battery electric buses. (Page 63)
14. **Approval of Purchase of Bus Lift** (Robert Spiegel, Chair Finance/Audit Committee; Staff: Apolonio Del Toro) **Approve**
Request to the Board to grant authorization to CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in an amount of \$311,044 for new bus lift and installation. (Pages 64-66)
15. **Approve Transportation Planning Services Contract Amendment** (Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia) **Approve**
Request to the Board to grant authorization to CEO/General Manager to Negotiate and execute an amendment with Transportation Management & Design (TMD) in an amount Not to Exceed \$110,000. (Page 67)
16. **Approve Updated Policy Statement for the EEO/Affirmative Action Policy Plan** (Greg Pettis, Chair Board Operations Committee; Staff: Vanessa Mora) **Approve**
Request to the Board to approve the attached Equal Employment and Opportunity & Affirmative Action Program policy statement. (Pages 68-70)
17. **Approval of 2016 Board Meetings Schedule** (Carolyn Rude) **Approve**
Request to the Board to approve Board of Directors meeting dates for 2016. (Pages 71-72)
- **INFORMATION** -----
18. **CalPERS Medical Insurance** (Staff: Beverly Barr-Ford) **Information**
Information on the Agency's change to provide CalPERS Medical Insurance to employees. (Page 73)

19. [Greyhound Use of SunLine Transit Hub](#) (Staff: Beverly Barr-Ford) **Information**

Information on the pilot contract between SunLine Transit Agency and Greyhound for the use of the Thousand Palms Transit Hub. (Page 74)

20. [LEED Certification](#) (Staff: Rudy Le Flore) **Information**

Update on the LEED Certification of the Administration Building and Transit Hub project. (Page 75)

21. CEO/General Manager's Report

Recess SunLine Transit Agency Board of Directors meeting to conduct SunLine Services Group Board meeting.

22. Closed Session

- a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
The People of the State of California ex.rel. Mahmoud Alzayat v. Gerald Hebb,
SunLine Transit Agency (Riverside County Superior Court Case No. INC 1204627)

Resume SunLine Transit Agency Board of Directors meeting.

23. Report Out of Closed Session (Eric Vale, Legal Counsel)

24. Next Meeting Date

December 2, 2015
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

24. Adjourn



FINANCE/AUDIT COMMITTEE AGENDA

November 4, 2015

11:00 a.m. – 12:00noon

Board Room

SunLine Transit Agency

Thousand Palms, CA

Greg Pettis will be participating via
teleconference from:
OMNI NASHVILLE HOTEL
250 5th Avenue South
Nashville, TN 37201

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

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

5. **[Financial Audit for SunLine Transit Agency Fiscal Year Ended June 30, 2015](#)** (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Alton Hillis, Sr.) **Receive & File**
Recommend that the Board of Directors Receive & File the Financial Audit and the Single Audit for fiscal year 2015. (Page 1)
 - o Basic Financial Statements & Independent Auditors' Report ([Separate attachment](#))
 - o Single Audit Reports ([Separate attachment](#))
6. **[Financial Audit for SunLine Services Group for Fiscal Year Ended June 30, 2015](#)** (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Alton Hillis, Sr.) **Receive & File**
Recommend that the Board of Directors Receive & File the Financial Audit for SunLine Services Group for fiscal year 2015. ([Separate attachment](#)) (Page 2)
7. **[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 July, August, September, 2015 (Pages 3-12)
- b) Credit card statement for July, August, September, 2015 (Pages 13-22)
- c) Monthly Budget Variance Report for July, August, September, 2015 (Pages 23-34)
- d) Report of Executed Contracts - \$25,000 to \$100,000 (Page 35)
- e) Metrics (Pages 36-41)

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

- 8. **Approval of Contract for Pension Audit Services** (Chair of Finance/Audit Committee, Robert Spiegel; Staff: Luis Garcia) **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, for one year, including two single year options. Item continued from September 23, 2015 Board meeting. (Pages 42-44)
- 9. **Approval of Contract Renewal with Microsoft for Enterprise Agreement; Acquisition of Products within Microsoft Enterprise Agreement** (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Joseph Friend) **Approve**
Request to the Board to a) delegate authority to CEO/General Manager to negotiate and execute contract with Microsoft; b) delegate authority to CEO/General Manager to purchase Software Assurance licensing products from Microsoft approved vendor. The purchase shall not exceed \$190,000 for 3-year agreement period. (Pages 45-46)
- 10. **Approval of Electric Bus Lease** (Robert Spiegel, Chair Finance/Audit Committee; Staff: Rudy Le Flore) **Approve**
Request to the Board to delegate authority to the CEO/General Manager To negotiate and execute a 14 month bus lease with an aggregate value Not to Exceed \$206,000, with BYD Inc. for each year ea. battery electric buses. (Page 47)
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- 12. **Approve Transportation Planning Services Contract Amendment Amendment** (Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia) **Approve**
Request to the Board to grant authorization to CEO/General Manager to Negotiate and execute an amendment with Transportation Management & Design (TMD) in an amount Not to Exceed \$110,000. (Page 51)

13. Adjourn



**AGENDA
BOARD OPERATIONS COMMITTEE**

**November 4, 2015
10:00 – 10:15 a.m.**

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

Greg Pettis will be participating via
teleconference from:
OMNI NASHVILLE HOTEL
250 5th Avenue South
Nashville, TN 37201

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

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

5. **[Approve Updated Policy Statement for the EEO/Affirmative Action Policy Plan](#) (Greg Pettis, Chair Board Operations Committee; Staff: Vanessa Mora)
Request to the Board to approve the attached Equal Employment and Opportunity & Affirmative Action Program policy statement. (Pages 1-3)**
6. **Adjourn**

Approve

SunLine Transit Agency
Checks \$1,000 and Over
For the month of October 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
HEALTH NET	Group Health Ins Prem	666123	10/8/2015	\$282,612.59
AVAIL TECHNOLOGIES	WIP Avail Systems Upgrade	666078	10/8/2015	\$184,627.32
PERMA - Insurance	Gen Lib/WC	666150	10/8/2015	\$113,606.79
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	666061	10/1/2015	\$83,643.75
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	666168	10/8/2015	\$83,482.66
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	666226	10/26/2015	\$82,125.38
BP ENERGY COMPANY	CNG	666236	10/30/2015	\$65,731.12
RENOVA ENERGY CORP.	Solar Panel Project	666221	10/26/2015	\$43,603.94
SO CAL GAS CO.	Utilities	666200	10/15/2015	\$37,041.61
METLIFE SBC	Dental Insurance	666131	10/8/2015	\$27,548.76
CALSTART, INC.	Contract 09-001	665992	10/1/2015	\$21,433.77
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	666282	10/30/2015	\$19,304.50
CUMMINS PACIFIC, LLC	Bus Repair Parts	666183	10/15/2015	\$19,132.76
CUMMINS PACIFIC, LLC	Bus Repair Parts	666099	10/8/2015	\$17,091.45
IMPERIAL IRRIGATION DIST	Utilities	666196	10/15/2015	\$16,356.79
NEW FLYER	Bus Parts	666036	10/1/2015	\$15,791.67
CPAC INC.COM	F/A Computer Equip	666094	10/8/2015	\$14,724.99
ABC COMPANIES	Bus Parts	666228	10/30/2015	\$14,604.80
INLAND KENWORTH (US) INC.	WIP Bus Rehab	666025	10/1/2015	\$14,199.83
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	666173	10/8/2015	\$13,531.50
PERMA - Insurance	Gen Lib/WC	666266	10/30/2015	\$13,333.20
IMPERIAL IRRIGATION DIST	Utilities	666252	10/30/2015	\$12,755.16
NEW FLYER	Bus Parts	666136	10/8/2015	\$12,366.53
TRAPEZE SOFTWAREGROUP, INC.	Software	666166	10/8/2015	\$11,805.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	666057	10/1/2015	\$11,278.00
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	666143	10/8/2015	\$9,505.59
PATRICK M. BRASSIL	Hydrogen Maintenance	666146	10/8/2015	\$9,475.35
IMPERIAL IRRIGATION DIST	Utilities	666021	10/1/2015	\$9,150.09
G & K SERVICES	Uniform service	666186	10/15/2015	\$8,449.61
TAMMY COCHRAN/BARON LAW GROUP	Insurance Losses	666276	10/30/2015	\$7,530.31
AMERICAN CAB	Taxi Voucher Program	666071	10/8/2015	\$6,985.21
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	666073	10/8/2015	\$6,650.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	666176	10/8/2015	\$6,396.01
SCENE CREATIVE, LLC	Advertisement	666224	10/26/2015	\$6,350.00
PACKET FUSION, INC.	WIP VOIP Phone System	666038	10/1/2015	\$6,318.21
CREATIVE BUS SALES, INC.	Bus Repair Parts	666097	10/8/2015	\$6,163.64
AMALGAMATED TRANSIT UNION	Union Dues	665987	10/1/2015	\$5,802.24
AMALGAMATED TRANSIT UNION	Union Dues	666070	10/8/2015	\$5,764.75
PALM SPRINGS CLEANING-COM, LLC	Janitorial Servs	666142	10/8/2015	\$5,700.00
AMALGAMATED TRANSIT UNION	Union Dues	666209	10/26/2015	\$5,689.72
STRICKLAND KENNY INC.	Lubricants & Oils	666161	10/8/2015	\$5,623.67
PERMA - Insurance	Gen Lib/WC	666220	10/26/2015	\$5,445.40
CARQUEST OF THE DESERT	Repair Parts	666089	10/8/2015	\$5,250.57
CALIFORNIA CONSULTING, LLC	Consulting	666210	10/26/2015	\$5,000.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	666114	10/8/2015	\$4,903.21
TK SERVICES, INC.	Bus Repair Parts	666055	10/1/2015	\$4,871.36
COMPLETE COACH WORKS	Repair/Paint Buses	665997	10/1/2015	\$4,860.00

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

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Vendor Name	Description	Check #	Check	Amount
GAS COMPANY, THE	Indio Facility Gas	666248	10/30/2015	\$4,637.16
CUMMINS PACIFIC, LLC	Bus Repair Parts	666001	10/1/2015	\$4,573.34
HOME DEPOT CRD SRVS	Facility Maintenance	666195	10/15/2015	\$4,302.63
ROMAINE ELECTRIC CORP.	Repair Parts	666045	10/1/2015	\$4,076.96
TELEPACIFIC COMMUNICATIONS	Telephone Service	666277	10/30/2015	\$4,068.05
ROMAINE ELECTRIC CORP.	Repair Parts	666199	10/15/2015	\$3,936.47
ELLSWORTH TRUCK & AUTO	Repair Parts	666007	10/1/2015	\$3,867.33
SOUTHWEST PLUMBING, INC.	Maintenance Restroom Rehab	666050	10/1/2015	\$3,695.00
ALLIEDBARTON SECURITY SERVICES	Security Services	666231	10/30/2015	\$3,667.92
PATRICK M. BRASSIL	Hydrogen Maintenance	666265	10/30/2015	\$3,600.00
CPAC INC.COM	WIP IT Project	665998	10/1/2015	\$3,563.68
TIME WARNER CABLE	Utilities	666162	10/8/2015	\$3,449.30
GRAINGER	Facility Maintenance	666017	10/1/2015	\$3,431.01
TRANSPORTATION MANAGEMENT & GENFARE	Bus Route Planning	666059	10/1/2015	\$3,125.00
OFFICE DEPOT	Farebox	666118	10/8/2015	\$3,010.54
OFFICE DEPOT	Office Supplies	666037	10/1/2015	\$2,972.11
VALLEY SANITARY DISTRICT	Annual Sewer Charge	666172	10/8/2015	\$2,970.00
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	665991	10/1/2015	\$2,958.39
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>666108</u>	<u>10/8/2015</u>	<u>\$2,902.90</u>
ST. BOARD OF EQUALIZATION	Use Tax 99-246185	666275	10/30/2015	\$2,778.00
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	666023	10/1/2015	\$2,563.78
PETERSON HYDRAULICS, INC.	Security Equipment	666151	10/8/2015	\$2,557.39
VERIZON WIRELESS	Wireless Cell Service	666174	10/8/2015	\$2,533.34
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	666211	10/26/2015	\$2,500.93
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	666085	10/8/2015	\$2,500.93
BURKE RIX COMMUNICATIONS	Travel/Meetings	666082	10/8/2015	\$2,500.00
ALLIEDBARTON SECURITY SERVICES	Security Services	666178	10/15/2015	\$2,484.72
TRANSIT PRODUCTS & SERVICES	Repair Parts	666165	10/8/2015	\$2,426.00
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	666129	10/8/2015	\$2,413.62
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	666019	10/1/2015	\$2,327.92
BURRTEC WASTE & RECYCLING	Facility Trash Removal	666180	10/15/2015	\$2,318.72
PROPER SOLUTIONS	Temp. Emp Serv	666268	10/30/2015	\$2,283.75
STRICKLAND KENNY INC.	Lubricants & Oils	666053	10/1/2015	\$2,253.43
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	666122	10/8/2015	\$2,231.21
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	666144	10/8/2015	\$2,204.01
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	666068	10/8/2015	\$2,201.92
KAISER HENGESBACH, PC	Insurance Losses	666126	10/8/2015	\$2,162.67
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	666263	10/30/2015	\$2,132.70
PDC MACHINES, INC	Sun Fuel Parts	666148	10/8/2015	\$1,995.00
DESERT CITY CAB	Taxi Voucher Program	666103	10/8/2015	\$1,903.03
FLEET-NET CORPORATION	Software & Licenses	666110	10/8/2015	\$1,860.00
ACCONTEMPS	Temporary Help	666229	10/30/2015	\$1,848.00
PAUL ASSOCIATES	Printing	666040	10/1/2015	\$1,735.34
FIESTA FORD, INC.	Repair Parts/Support	666185	10/15/2015	\$1,697.46
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	666241	10/30/2015	\$1,633.92
LONG ELECTRIC, INC.	Facility Electrician	666127	10/8/2015	\$1,605.19
LONG ELECTRIC, INC.	Demolition Project	666029	10/1/2015	\$1,589.00

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

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Vendor Name	Description	Check #	Check	Amount
<i>TOPS N BARRICADES, INC.</i>	<i>WIP Maintenance Equip.</i>	<i>666163</i>	<i>10/8/2015</i>	<i>\$1,576.80</i>
TK SERVICES, INC.	Bus Repair Parts	666202	10/15/2015	\$1,507.37
SEMIA L. HACKET	Recruitment Reimbursement	666272	10/30/2015	\$1,476.54
PROPER SOLUTIONS	Temp. Emp Serv	666154	10/8/2015	\$1,400.00
BROADLUX, INC.	Contracted Services-General	665988	10/1/2015	\$1,390.03
PROPER SOLUTIONS	Temp. Emp Serv	666042	10/1/2015	\$1,388.10
PALM SPRINGS CITY OF	Bus Shelter Revenue	666264	10/30/2015	\$1,375.00
INSPECTORATE AMERICA	Oil Sample Jars	666026	10/1/2015	\$1,360.78
GRAINGER	Facility Maintenance	666121	10/8/2015	\$1,328.42
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	666039	10/1/2015	\$1,312.08
<i>SMART CHEMISTRY CORPORATION</i>	<i>F/A SunFuels Equip.</i>	<i>666159</i>	<i>10/8/2015</i>	<i>\$1,300.00</i>
TOMMY EDWARDS	Travel/Meetings	666279	10/30/2015	\$1,293.08
ACCONTEMPS	Temporary Help	666067	10/8/2015	\$1,287.00
ROMAINE ELECTRIC CORP.	Repair Parts	666156	10/8/2015	\$1,257.88
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	666262	10/30/2015	\$1,249.40
SMARTDRIVE SYSTEMS, INC.	Security Equipment	666160	10/8/2015	\$1,240.00
FIESTA FORD, INC.	Repair Parts/Support	666011	10/1/2015	\$1,231.71
VICTOR M. DURAN	Employee Recognition	666284	10/30/2015	\$1,200.45
DESERT ALARM, INC.	Security Services	666102	10/8/2015	\$1,120.00
BLR	Safety subscription	666235	10/30/2015	\$1,075.00
DESERT SUN PUBLISHING CO., THE	Public Notice	666184	10/15/2015	\$1,044.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	665999	10/1/2015	\$1,032.69
TRANSIT RESOURCES, INC.	Bus wheel chair parts	666058	10/1/2015	\$1,031.35
<i>MICHAEL BAKER INTERNATIONAL, INC.</i>	<i>Solar Panel Project</i>	<i>666259</i>	<i>10/30/2015</i>	<i>\$1,017.09</i>
TOTALFUNDS BY HASLER	Postage Supplies	666280	10/30/2015	\$1,000.00

Total of Checks Over \$1,000	\$1,535,163.35
Total of Checks Under \$1,000	\$44,301.48
Total of All Checks for the Month	\$1,579,464.83
Total Amount of Checks Prior Years Same Month	\$2,018,494.28

SunLine Transit Agency

DATE: November 4, 2015
TO: Finance/Audit Committee
Board of Directors
FROM: Chief Financial Officer
RE: Fiscal Year 2015 Audit

RECEIVE AND FILE

Recommendation

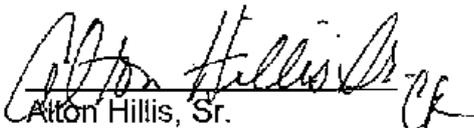
Recommend that the Board of Directors Receive and File the Fiscal Year 2015 Audit.

Background

The Joint Powers Agreement requires SunLine to have an independent audit of its finances conducted annually. In addition, State Law requires that recipients of Transportation Development Act (TDA) funds undergo an annual fiscal audit. TDA funds comprise the majority of SunLine's Operating revenues, which are dispersed by Riverside County Transportation Commission (RCTC), the planning agency for SunLine.

Finally, Federal law requires under the Single Audit Act that Agencies produce a single fiscal audit to meet the requirements set forth in OMB Circular A-133 and those of the funding Agency.

This year's audit was completed by Vasquez & Company, LLP. The audit was completed without the need to file for any extension and we were able to meet our goal of completing the audit in October.


Alton Hillis, Sr.

MINUTES
SunLine Transit Agency
Board of Directors Meeting
November 4, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, November 4, 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 12:00 p.m. by Chairperson Kristy Franklin.

2. Flag Salute

Councilmember Rick Hutcheson led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Kristy Franklin, Chair, Mayor Pro Tem, City of La Quinta
Steven Hernandez, Vice Chair, Mayor, City of Coachella
Rick Hutcheson, Councilmember, City of Palm Springs
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Greg Pettis, Mayor Pro Tem, City of Cathedral City Board **Participating via
teleconference from:**

OMNI NASHVILLE HOTEL
250 5th Avenue South
Nashville, TN 37201

Ted Weill, Councilmember, 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

Members Absent

John J. Benoit, Supervisor, County of Riverside

4. Presentations

Tommy Edwards, Chief Operating Officer, provided an update to the Board on the progress of the replacement of the CNG Fueling Station. He stated that the Board was provided with information on the replacement of the CNG Station at previous Board meetings. There is a program in place. There project will be a design-build and a firm has been selected to help with the 30-35% drawings. Mr. Edwards provided the following presentation:

Option A:

CNG Fueling Station Budget

Description	Price/ROM
Fuel Solutions Engineering Contract (MDG – Maintenance Design Group)	\$125,640
ROM for Option D	\$10,544,243
Construction Manager	\$180,000
Labor Compliance	\$27,000
SunLine staff hours allocated to project	\$30,000
County Utility Fee's above contractor's obligations	\$25,000
<i>Sub-Total</i>	<i>\$10,931,883</i>
Contingency (10%)	\$1,093,188
Total	\$12,025,071

5. Finalization of Agenda

Continue Board agenda item #14 to December 2nd meeting. Ms. Skiver stated that item was discussed in the Finance/Audit Committee. It was decided that Staff would pull the item; through discussion with Committee members and Legal Counsel, we need to look at the methodology for procurement. Mayor Pro Tem Betts made a motion to pull item #14. Vice Chair Hernandez seconded the motion. The motion passed unanimously; 9-yes, 0-no.

6. Public Comments

No request for comments for agenda items or non-agenda items.

7. Board Member Comments

Mayor Pro Tem Robert Spiegel addressed the Board. He stated that Board Member Rick Hutcheson will be retiring from Palm Springs City Council, which includes SunLine. He wished Councilmember Hutcheson well. Councilmember Hutcheson thanked Mayor Pro Tem Spiegel and stated that he, Mayor Pro Tem Spiegel, was the only current SunLine Board Member serving on the Board when he joined. He stated that it has been a pleasure working with Mayor Pro Tem Spiegel and the Board Members. He expressed his admiration for Ms. Skiver and Staff. He appreciates the great work being completed. Mayor Pro Tem Hutcheson was given a round of applause.

8. Financial Audit for Fiscal Year Ended June 30, 2015

Chair of the Finance/Audit Committee meeting, Robert Spiegel, addressed the Board. He stated that the Committee members recommends approval to Receive and File after the presentation by the Auditors.

Chief Financial Officer Consultant, Al Hillis, addressed the Board. He stated that he is pleased to present Vasquez & Company, who was the independent auditors for the FY 2015 audit. He stated that the Auditor will provide a presentation. He introduced Cid Conde, who is the Audit Manager and the presenter, Roger Martinez, who is the partner Vasquez & Company.



AGENDA

- The Audit Team
- Scope of Engagement
- Levels of Assurance and Audit Strategy
- Summary of Audit Results
- SAS 114 Communication

2



AUDIT TEAM

- | | |
|---------------------------|--------------------------|
| • Roger Martinez, CPA | Engagement Partner |
| • Cristy Canieda, CPA | Quality Control Reviewer |
| • Isidro (Cid) Conde, CPA | Audit Manager |
| • Marcy Caragan, CPA | Audit Manager (IT) |
| • Carmen Vallarta, CPA | Audit Senior |
| • Devi Narayan | Audit Staff |

3



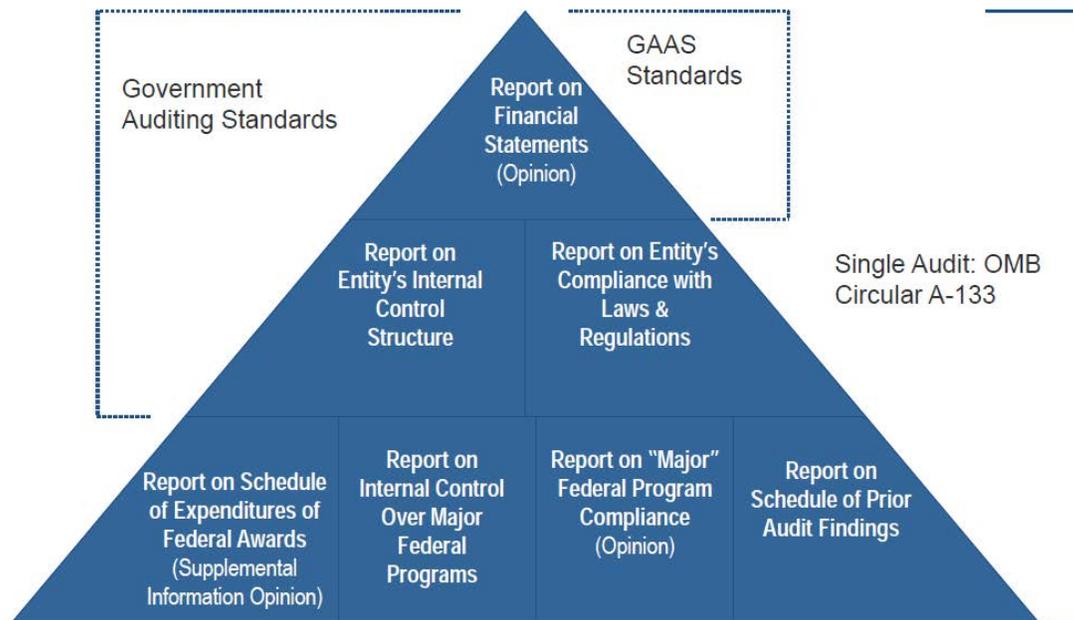
SCOPE OF ENGAGEMENT

SunLine Transit Agency (STA)

- Financial Statement Audit
- Single Audit in Accordance with OMB Circular A-133

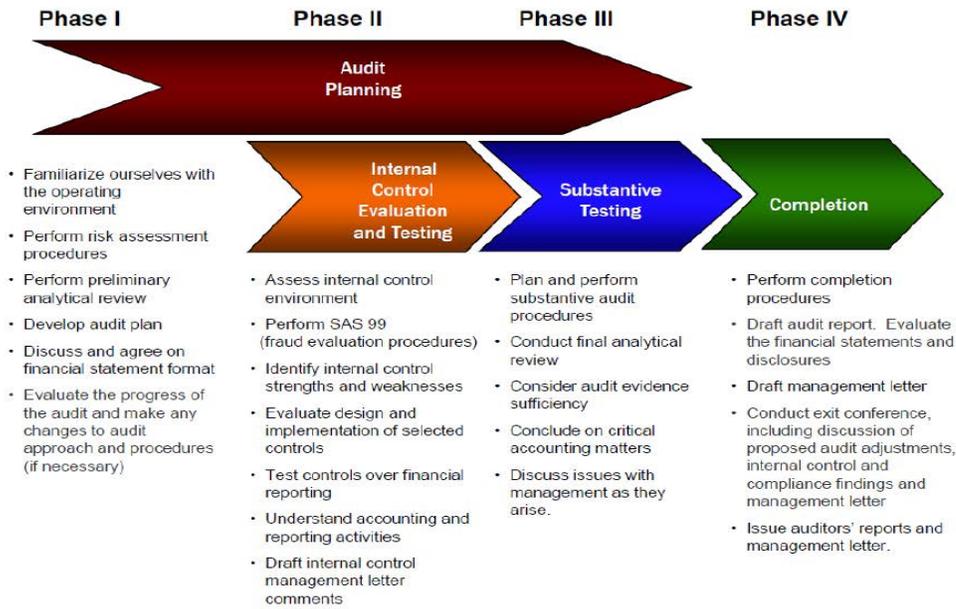


LEVELS OF ASSURANCE





AUDIT STRATEGY





Summary of Audit Results



REPORT OF INDEPENDENT AUDITORS

□ UNMODIFIED OPINION

- Audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*
- The financial statements fairly present, in all material respects, STA's:
 - Financial position
 - Results of operations
 - Changes in net position
 - Cash flows

8



REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND COMPLIANCE

- Material weakness and significant deficiencies – none noted
- Noncompliance material to financial statements – none noted

9



Current Year Comments

Financial Statement Findings

- Property disposal authorization not documented on time.
- Current Fleet-Net is using Windows Server 2003 operating system.
- IT policies and procedures were not updated since 2004. Password requirements no longer agree with actual password policy enforced.
- Back-up data restore testing was not documented.
- No formal disaster recovery plan on file.
- Weak access controls over the network. Enforced default domain policy showed no password complexity requirement (only previous password is remembered, minimum length is 4 characters, zero invalid log on attempts).
- 3 separated staff remained in active user files (risk of unauthorized data access).

Federal Award Findings

- 2015-001 (New Freedom Program) – Subrecipient Monitoring
- Taxi Voucher Program – Eligibility (documentation of approval)



Status of Prior Year Findings

Finding Number	Comments and Recommendations by Predecessor Auditors	Status
FS 2014-001	Update accounting policies and procedures.	Implemented.
FS 2014-002	Report SSG as blended component unit of STA.	Implemented.
FS 2014-003	Provide 100% contribution to the retirement plan and recognize pension liability.	Implemented.
FS 2014-004	Address payroll error and improve payroll processing controls.	Implemented.
FS 2014-005	Improve internal control over financial reporting by reducing audit adjustments.	Implemented increased oversight over reports and daily processes. Audit adjustments reduced from 21 to 12.
FS 2014-006	Perform physical inventory of capital assets once every 2 years.	Implemented.
SA 2014-001	Document approval of timesheets and salary changes.	Implemented.
SA 2014-002	Perform physical inventory of capital assets once every 2 years.	Implemented.



SUMMARY OF RESULTS OF THE AUDIT

Federal Awards

Internal control over its major programs:

- Material weakness(es) identified
- Significant deficiency(ies) identified that are not considered to be material weaknesses?

No

No

Type of auditors' report issued on compliance for its major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB A-133?

Yes (2015-001)

Unmodified Opinion



SUMMARY OF RESULTS OF THE AUDIT (Continued)

Identification of major program

CFDA Number:

- 20.500
- 20.507
- 20.516
- 20.521
- 20.509

Dollar threshold used to distinguish between type A and type B programs:

Name of Federal Program or Cluster:

- Federal Transit – Capital Investments
- Federal Transit – Formula Grants
- Job Access and Reverse Commute Program
- New Freedom Program)
- Transit Investments for Greenhouse Gas and Energy Reduction Consumption and Greenhouse Gas Emissions

\$300,000

Auditee qualifies as low-risk auditee:

No

Financial Statement Findings:

None

Federal Award Findings:

2015-001



SAS 114 – Auditors’ Required Communication to Those Charged with Governance

14



REQUIRED COMMUNICATIONS

- Management has primary responsibility for the accounting principles used, including their consistency, application, clarity and completeness.
- We are not aware of any consultations by management with other accountants about accounting or auditing matters.
- We did not encounter any difficulties with management while performing our audit procedures that require the attention of the Audit Committee and the Board.
- We encountered no disagreements with management on financial accounting and reporting matters as it relates to the current year financial statements.
- STA’s significant accounting policies are appropriate, and that management has applied its policies consistently with prior periods in all material respects.
- No significant or unusual transactions or accounting policies in controversial or emerging areas for which there is lack of authoritative guidance or consensus were identified.

15



REQUIRED COMMUNICATIONS

- Audit adjustments that we proposed were taken up by STA. Significant adjustments relate to recording of the net pension liability to implement GASB Statement No. 68, retention payable to construction vendors, reclassification of completed projects to the regular fixed asset account and corresponding depreciation expenses.
- No significant issues were discussed, or subject to correspondence, with management prior to retention.
- No significant deficiencies or material weaknesses were identified
- No irregularities, fraud or illegal acts or that would cause a material misstatement of the financial statements, came to our attention as a result of our audit procedures.
- STA provided us with the signed copy of the management representation letter.

16

9. Consent Calendar

- a) Checks over \$1,000 and backup report, for July, August, September, 2015
- b) Credit card statement for July, August, September, 2015
- c) Monthly Variance Report July, August, September, 2015
- d) Report on executed contract - \$25,000 to \$100,000
- e) Ridership Reports for July, August, September, 2015
- f) SunDial Operational Notes for July, August, September, 2015
- g) Metrics

Mayor Pro Tem Spiegel moved to approve the consent calendar. The motion was seconded by Councilmember Weill. The consent calendar was approved by a unanimous vote of 9 yes; 0 no.

10. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of the September 23, 2015 Board meeting. The motion was seconded by Councilmember Strange. The motion was approved by a vote of 8 yes; 0 no; 1 abstention.

11. Approval of Contract for Pension Audit Services

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved. Mayor Pro Tem Spiegel moved to approve Staff recommendation. Councilmember Pettis seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

12. Approval of Contract Renewal with Microsoft for Enterprise Agreement; Acquisition of Products within Microsoft Enterprise Agreement

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel moved to approve Staff recommendation. Councilmember Weill seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

13. Approval of Electric Bus Lease

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel move to approve Staff recommendation. Councilmember Pettis seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

14. Approval of Bus Lift

Item pulled.

15. Approve Transportation Planning Services Contract

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel move to approve Staff recommendation. Motion was seconded (inaudible). The motion carried by a unanimous vote of 9 – yes; 0 – no.

16. Approve Updated Policy Statement for the EEO/Affirmative Action Policy Plan

Councilmember Ted Weill, addressed the Board. He stated that the Operations Committee reviewed the policy. Councilmember Weill moved to approve the Policy Statement EEO Affirmative Action Plan. Motion was seconded (inaudible). The motion carried by a unanimous vote of 9 – yes; 0 – no.

17. Approve 2016 Board Meeting Schedule

Carolyn Rude, Clerk of the Board, addressed the Board. She stated the proposed schedule for Board meetings in 2016 follows SunLine tradition of holding meetings on the 4th Wednesday of the month, with a few exceptions. We have combined the July & August meetings to be held on the last Wednesday in July, and have also combined the November & December meetings, holding it on the first Wednesday in December. She stated there are no known conflicts.

Councilmember Betts asked if the regular meeting times were the fourth Wednesday of the month. Councilmember Betts asked what dates in the schedule had changed that aren't the fourth Wednesday.

Carolyn Rude, Clerk of the Board replied that it was the combined July/August meeting which is held the last Wednesday of July which is usually the fifth Wednesday in July. She also stated that November/December meeting are combined due to the holidays which is held the first Wednesday in December. Councilmember Betts asked, what the reason was for the meeting held the last Wednesday in July, rather than the fourth Wednesday.

Carolyn Rude, Clerk of the Board stated that it gives staff an extra week since there is no meeting held in August. She stated the meeting was moved so that it is closer to the month of August so that there is not as much time passed between the scheduled July meeting and the next meeting after that time held in September.

Lauren Skiver, CEO asked if this was historically based on cities going dark in August and SunLine following suit.

Carolyn Rude, Clerk of the Board stated it is that as well, yes.

Councilmember Betts stated that he preferred to stick to the same schedule.

Mayor Pro Tem Spiegel moved to approve Staff recommendation. Councilmember Strange seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

18. CalPERS Medical Insurance

Beverly Barr-Ford, Deputy Chief Administration Officer, addressed the Board. She stated that, per the current Board approved Memorandum of Understanding (MOU) between SunLine Transit Agency and the Amalgamated Transit Union (ATU), it was mutually agreed that SunLine would contract with CalPERS for medical insurance. Please be advised that SunLine has fulfilled its' obligation and employees shall begin utilizing CalPERS for medical benefits effective January, 2016. The change to the CalPERS programs has increased HMO choices from one (1) to six (6) HMO plans, and from one (1) Point of Service Plan (POS) to three (3) Preferred Provider Plans (PPO). CalPERS has nearly tripled the physician network available to our employees who live in the Coachella Valley, as well as in the High Desert area (Yucca Valley, Joshua Tree, etc.). Specific details about the various CalPERS plan options were mailed to each employee at their home. In addition, the employee/employer required rate information for each plan was also shared. There is no financial impact to the Agency for making this change. For an employee, their premium contribution may decrease to zero, or increase from their current contribution dependent upon the HMO or PPO plan chosen.

19. Greyhound Use of SunLine Transit Hub

Beverly Barr-Ford, Deputy Chief Administration Officer, addressed the Board. She stated that In SunLine's effort to increase transit mobility options for residents in the Coachella Valley, we are in the process of negotiating a contract with Greyhound Bus Company to utilize our Thousand Palms Transit Hub. The Hub will serve as a "super stop" for their buses. The current Greyhound bus stop is in the North Palm Springs area; they are interested in moving the stop to a more central location (Thousand Palms Hub). Greyhound currently provides trips seven (7) days per week between the hours of 9am and 10pm. The agreed upon rate which Greyhound will pay to SunLine, is \$2,000 per month. This rate will include parking, security, rest room utilization and any additional contingencies. Upon review of contract by legal counsel, the item will be brought before the Board for approval.

20. LEED Certification

Rudy Le Flore, Chief Performance Consultant, addressed the Board. He stated that SunLine Transit Agency has completed the construction activities on the Administration Building and Transit Hub. In May 2013, the Board of Directors approved Staff's recommendation to add the pursuit of a LEED Certification to the project scope from the U.S. Green Building Council. The LEED acronym stands for Leadership in Energy and Environmental Design. At that time, the Board was told that the certification level to be obtained would be Silver. Staff is excited to report that the Silver Level has been achieved and the final report submitted to SunLine detailing the goal attainment and the scoring.

21. CEO/General Manager's Report

CEO/General Manager Lauren Skiver, addressed the Board. She informed the board that SunLine is currently creating proposals for grant opportunities, one being for the Air Quality Improvement Program or AQIP. She stated that were putting together a proposal for buses and infrastructure in fueling. She also stated that the Federal LoNo Program will also have funding available and that a proposal and team is being put together for buses and infrastructure. Ms. Skiver stated that money is needed for fueling infrastructure not just internally but the public fueling station needs some attention as well as the reformer and what will be done as a project to replace the current fueling production. She also stated that word was received from SCAG that the LoNo grant of approximately \$10 million dollars that was the last grant held by PEPRAs has been released. Ms. Skiver stated that were looking to be drawing down those funds in December and the hydrogen buses that we were awarded through the Federal government for will move forward. Ms. Skiver stated that the Golf Cart Parade was just completed along with the Zombie Bus and the 111 Music Festival. She stated that the 111 Music Festival was a great event. She stated that the buses were used as a backdrop for the staged event in Cathedral City and that we hope to expand the event next year with stages in Palm Springs and Coachella so that folks can ride the bus and get off at events at either city. Ms. Skiver stated that Fill the Bus is on November 18th. She stated that it is the next big event that SunLine staff is getting ready for. She stated that the event brings in tons of food for local residents of the Coachella Valley. Ms. Skiver stated to the Board that the Board members could participate in dropping off items or that we could pick up items and also asked that if the board members are involved in any groups that might collect food and want to donate that to Fill the Bus that staff would be happy to pick up donations. Ms. Skiver stated that the team put together a small on page detail of service changes for January in case there are question from constituents or riders or other elected officials. She stated that were excited about the service changes as it is one of the biggest ones since 2013 and that we have really made some significant changes to service really improving service in the east valley as well as putting service in with the express line from Desert Hot Springs will be a real game changer for students trying to access the college. Ms. Skiver introduced Semia Hackett to the Board as the newest teammate coming from the east, Lancaster, Pennsylvania where she was the Chief Operating Officer. Ms. Skiver stated that Ms. Hackett brings wealth of experience in Planning, Operations and management. Ms. Skiver stated that Ms. Hackett will be leading our group as the Chief Administration Officer and that we are happy to have her. She thanked Ms. Hackett for choosing us.

Councilmember Pettis asked when the starting date is for Line 20 service.

Ms. Skiver stated January 4th.

22. Closed Session

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

*The People of the State of California ex.rel. Mahmoud Alzayat v. Gerald Hebb,
SunLine Transit Agency* (Riverside County Superior Court Case No. INC 1204627)

23. Report Out of Closed Session

Nothing to report.

24. Next Regular Board Meeting Date

December 2, 2015; 12 o'clock Noon, Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

25. Adjourn

Meeting was adjourned at 12:25p.m.

Respectfully Submitted,

Stephanie Buriel
Administrative Analyst

SunLine Transit Agency

DATE: December 2, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Risk Management Specialist

RE: Auto Physical Damage Policy Change

Recommendation

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

1. Restrict \$250,000 of funds currently held in the Local Agency Investment Fund (LAIF) account for the purpose of paying auto physical damage deductibles in the case of a catastrophic event.
2. Approve the change of Insurance Carriers for SunLine's Auto Physical Damage policy from Lexington Insurance to the Alliant Property Insurance Program (APIP) under the Public Entity Risk Management Association (PERMA).

Background

SunLine Transit Agency currently has a fleet of vehicles valued at \$50,495,909. It is the responsibility of SunLine to provide appropriate coverage for all of the property. The Lexington Insurance policy provides two different values in the event of a total loss, based on the age of the vehicle. Full replacement value is given to vehicles manufactured 2010 and after while vehicles manufactured 2009 and prior are given the lower of market value or book value. SunLine's fleet includes 96 vehicles that were manufactured 2009 and prior. This creates a financial exposure for SunLine in the event of a total loss. The difference between the replacement cost and the value given by insurance would determine the extent of the exposure.

Proposed

SunLine Transit Agency's insurance policies are all held through PERMA, with the exception of the Auto Physical Damage policy. The Auto Physical Damage policy will be incorporated in the Property Insurance policy with limits that address the financial exposures SunLine faces with the current policy. By doing so, all vehicles would be given replacement value in the event of a total loss. The limit of insurance provided per occurrence would increase from the current limit of \$5,000,000, to \$100,000,000 through APIP.

Comparison

The deductibles through APIP would increase, but the replacement cost would provide more value for vehicles manufactured 2009 and prior. As an example, a total loss on a fixed route bus manufactured in 2008 under the current policy would result in a payout of \$157,832 as opposed to a payout of \$338,796 under the proposed policy.

Under the current policy:

- \$438,796 purchase price less depreciation of \$255,964 = \$182,832
- \$182,832 less deductible of \$25,000 = \$157,832
- \$157,832 provided by insurance

Under the proposed property insurance policy:

- \$438,796 purchase price
- \$438,796 less deductible of \$100,000 = \$338,796
- \$338,796 provided by insurance

Financial Impact

The mid-year change in policy would increase the premium by \$13,244 which is included in the FY16 operating budget. The budget for FY16 was prepared with an anticipated change in auto physical damage insurance. The restriction of the \$250,000 will ensure that SunLine has the resources to cover potential budget deficits up to the highest deductible under the worst case scenario.

Eric Taylor

SunLine Transit Agency

DATE: December 2, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Option Year One (1) With Vasquez & Co., LLP

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year one (1) of three (3) with Vasquez & Company, LLP for financial audit services performed for SunLine Transit Agency (STA) & SunLine Services Group (SSG).

Background

In researching the contract to exercise the option year, it was discovered that documents might have been improperly filed. Although this item came before the Board, it is brought forward for a second time, with option years, as a precaution. The Fiscal Year 2015 Audit was completed on October 26, 2015 and was received and filed by the Board of Directors at the November 4, 2015 meeting. The FY15 audit was completed without need to file for any extensions and the Finance Department was able to meet the goal of an October completion date. Staff was pleased with the quality of work performed and looks forward to working with Vasquez & Company, LLP on the FY16 audit.

Financial Impact

The option years were outlined in the awarded proposal with the following costs:

Option year one (1) - \$48,822
Option year two (2) - \$50,287
Option year three (3) - \$51,796

The cost of the FY16 financial audit services are included in the FY16 STA & SSG operating budgets.

Luis Garcia

SunLine Transit Agency

DATE: December 2, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Lease Agreement With the City of Coachella

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a five (5) year lease agreement with the City of Coachella.

Background

The extension of Line 111 into Coachella is part of SunLine's new service improvements which will take place in January 2016. The extension of services into Coachella is expected to increase ridership and improve connection options for our riders. The proposed lease agreement would allow SunLine to utilize a small building for restrooms and as a possible break location along the planned route for operators.

Financial Impact

The lease agreement cost of \$1 per year will be covered under the operating budget. Incurred capital costs will be covered by the approved \$500,000 of STA subsidies included in the FY15 Short Range Transit Plan.

Luis Garcia

SunLine Transit Agency

DATE: December 2, 2015 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: License Agreement With Greyhound Lines, Inc.

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a one-year (1) license agreement and three (3) option years with Greyhound Lines, Inc. for use of SunLine Transit Agency's Transit Hub.

Background

The Deputy Chief Administration Officer presented an information item at the November 4, 2015 board meeting in regard to the purpose and scope of the potential agreement. SunLine is excited to further utilize the Transit Hub for transportation related purposes. Staff is optimistic that the relationship with Greyhound could blossom into a situation where more connections are available which will benefit our current riders while attracting new riders to our service.

Financial Impact

Greyhound's use of the Transit Hub will require security services, parking and utilization of restroom facilities. SunLine will be incurring additional costs associated with this agreement in the operating budget. The increase in costs will be offset by a \$2,000 charge which will be paid to SunLine on a monthly basis.

Luis Garcia

SunLine Transit Agency

DATE: December 2, 2015

ACTION

TO: Board of Directors

FROM: Superintendent of Transportation

RE: Approval of New ACCESS Advisory Committee Members

Recommendation

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

Background

At the November 10, 2015 ACCESS Advisory Committee meeting currently seated members unanimously approved three new members as presented to the Committee by the Membership Subcommittee.

The recommended members are:

Lisa Lester Desert Arc – Program Manager

Angela Rojas Braille Institute – Orientation and Mobility Specialist

Nick Tompkins Desert Arc Self Advocacy Council

There are no known conflicts of interest.

Fiscal Impact

None

Manny Garcia

SunLine Transit Agency

DATE: December 2, 2015

ACTION

TO: Board of Directors

FROM: Superintendent of Transportation

RE: Suspension of Policy #B-190493

Recommendation

Recommend that the Board of Directors approve the suspension of the attached SunDial Passenger Rules Policy # B-190493, for the following reason:

1. Policy is archaic needs to be updated as an operating procedure.

Background

The current Sundial Passenger Rules policy is dated 1993 and has not been revised or updated since that time. The Agency needs to update and recreate the Sundial Passenger Rules as procedures within the department rather than a policy.

Fiscal Impact

None.

Manny Garcia

SUNDIAL PASSENGER RULES

RESPONSIBILITIES OF SUNDIAL

- A. SunDial will provide curb to curb paratransit service within SunLine's service area in the Coachella Valley to certified paratransit passengers.
- B. SunDial will accept reservations no less than 3 nor more than 14 days prior to requested pick up time. On some occasions trips may be booked on the same day, subject to availability.
- C. SunDial is considered to be late if the actual pick-up is more than 15 minutes after the scheduled pick-up. Upon the second occurrence of SunDial being late within a 30 day period, the passenger shall not be required to pay a fare for that trip.
- D. SunDial will provide compliment and complaint forms on each paratransit van.
- E. SunDial will instruct their drivers to wait for the passenger, up to 5 minutes after the scheduled pick up or 5 minutes after arrival time of van, whichever is later.
- F. SunDial drivers will wear appropriate uniforms, ID and identify themselves verbally upon greeting the passenger.
- G. SunDial will train all staff in proper technique and skills in safety and sensitivity.

RIGHTS AND RESPONSIBILITIES OF THE SUNDIAL PASSENGER

- A. Passengers must be certified by SunDial and recertified every 3 years.
- B. Passengers should notify SunDial if they are leaving the area for an extended period of time.
- C. Passengers are advised that the SunDial program is a shared ride system, (i.e. while boarding the van, another passenger may be present in the vehicle for transportation to another destination.)
- D. Comments regarding service may be made to the Customer Service Department of SunLine. When making commendations or complaints, passengers are requested to provide as much of the following information as possible:
 - 1. date & time,
 - 2. place of incident, (when applicable),
 - 3. scheduled pick up,
 - 4. van number, and
 - 5. driver's name.

For passengers' convenience all vans are equipped with a courtesy card for this purpose. To call in a commendation or complaint, SunLine's telephone number is 343-3451.

E. All reservations must be made no less than 3 nor more than 14 days prior to requested pick up time. On some occasions trips may be booked on the same day, subject to availability.

Please note that required scheduling information may be different for persons eligible for service under the Americans with Disabilities Act (ADA).

F. When passenger is making a reservation, changing a pick-up time, or canceling a pick-up, the following information is necessary to provide service. Please use the dispatch number of 341-6999 (from Desert Hot Springs 323-6999):

1. Pick-up and destination addresses,
2. Pick-up and destination telephone numbers .
3. Time and date of pick-up, and
4. Status of other pick-ups that already are scheduled on the same day, and
5. Whether or not passenger has one or more attendants.

Please note that not all changes can be accommodated.

G. Passengers should be ready to meet the driver at the main street door by the scheduled pick-up time.

H. In the event that a passenger must cancel a trip, SunDial dispatch must be notified at least 2 hours in advance of the scheduled pick-up time. Upon the second failure to notify Dispatch of a cancellation within a 30 day period of time, the passenger will be assessed a \$1.00 penalty which will be added to the fare of the next scheduled trip.

I. SunDial is not responsible for personal items left on the vehicles. Passengers can call SunDial's lost and found department (341-6999) to inquire about any lost personal items. Passengers are responsible for arranging for pick up of lost and found items.

J. It is recommended that passengers wear provider's safety lap belts during transit.

K. Any verbal or physical abuse by a passenger that interferes with the safe operation of the vehicle or affects other passengers is grounds for refusal of service and may result in a suspension of service.

L. Exhibition of dangerous behavior by a passenger while on the vehicle is grounds for refusal of service and may result in a suspension of service.

M. Infractions and sanctions

The following is a list of the types of infractions and penalty assessed for each infraction:

- | | |
|---|----------|
| 1. Failure to cancel in a timely manner | |
| 3 times in a 30 day period | 1 point |
| 4 to 10 failures in a 60 day period | 2 points |
| 10+ failures in a 60 day period | 3 points |
| 2. Exhibiting dangerous behavior | 2 points |
| 3. Verbal harassment | 3 points |
| 4. Physical harassment | 5 points |

The following is a list of possible sanctions based on penalty points:

- | | |
|---------------------------------|------------|
| 1. Warning letter | 1-2 points |
| 2. One week service suspension | 3 points |
| 3. Two week service suspension | 4 points |
| 4. One month service suspension | 5+ points |

N. All penalties and suspensions are subject to appeal upon request by a passenger within 60 days of issuance of penalty or suspension. An Appeals Committee will be designated by the SunLine Board of Directors. The Appeals Committee will be composed of active members of SunLine's ACCESS 1995 Advisory Committee. The committee meets as needed. The committee reviews the appeals, hearing evidence from both sides, and makes a decision in writing to SunLine staff. All decisions by the Appeals Committee are passed by majority rule and are final.

A passenger requesting a hearing with the Appeals Committee can have a representative with and/or in place of her/himself, at the hearing.

While the penalty is under appeal, the sanction shall not be implemented until the appeal has been finalized.

PHONE NUMBERS

RESERVATIONS	341-6999
FROM DESERT HOT SPRINGS	323-6999
COMMENTS	343-3451
FROM DESERT HOT SPRINGS	323-4010
CANCELLATIONS	347-6773
LOST AND FOUND	341-6999
FROM DESERT HOT SPRINGS	323-6999

SunLine will not discriminate against any passenger because of race, color, sex, sexual orientation, disability, national origin, political or religious opinions or affiliations or citizenship status.

DEFINITIONS

- A. A late pick up is defined as the van arriving 16 minutes or more after the scheduled pick up time.
- B. An early pick up time is defined as the van arriving 16 minutes or more before scheduled pick up time.
- C. Arrival time is defined as the time the van driver is at the street-level door ready to receive the passenger.
- D. A No Show is defined as a trip which is canceled less than 2 hours before scheduled pick up time.
- E. A Cancel on Arrival is defined as a trip which is canceled when the vehicle arrives at the scheduled pick up time. Cancel On Arrival's are considered as no shows.
- F. An acceptable cancellation is a cancellation made 2 or more hours prior to the scheduled time of pick up.
- G. Personal care attendant, as defined by the Americans with Disabilities Act (ADA), is a person, who acts as a mobility aid and/or personal attendant to passenger.
- H. Dangerous behavior is defined as any threat or action that could cause, directly or indirectly, physical harm to the driver, the vehicle, other passengers, or to him/herself.
- I. Physical harassment is defined as any threat or action that may cause, directly or indirectly, physical harm to another person on board the vehicle.
- J. Verbal harassment is defined as any oral presentation that is offensive to the passenger, driver, and/or dispatcher.

SUNOAL.DOC

Alan Approuet

6-23-93

DATE: June 23, 1993
TO: Board of Directors
FROM: Director of Special Services

SUNDIAL PASSENGER RULES

RECOMMENDATION

Recommend that the Board of Directors approve the attached Passenger Rules.

BACKGROUND

At the request of SunLine's ACCESS 1995 Advisory Committee, a task force of committee members and staff developed a set of expectations of SunDial staff and passengers. The set of expectations attempts to explain the roles and responsibilities of both the service provider and service user.

The SunDial Passenger Rules have been reviewed by the Advisory Committee and the Board's Elderly and Disabled Services Committee. Both groups recommend endorsement of the Rules.

FISCAL IMPLICATIONS

There will be minor additional expenses in the implementation of the Rules; these expenses will be included in the overall operating budget of SunDial.


Dennis Guinaw

SunLine Transit Agency

DATE: December 2, 2015

ACTION

TO: Board of Directors

FROM: Superintendent of Transportation

RE: Suspension of Policy #B-190498

Recommendation

Recommend that the Board of Directors approve the suspension of the attached Paratransit No-Show Policy #B-190498, for the following reasons:

1. Policy is archaic and will be revised and updated to current standards.
2. Agency requires a current No-Show Policy and a revised policy will be presented in a future Board Meeting.

Background

The current NO-Show policy is dated 1998 and has not been revised or updated since. The Agency needs a updated No-Show policy guided by American Disabilities Act (ADA) to curb the misuse of Paratransit services.

Fiscal Impact

None.

Manny Garcia

SunLine Transit Agency

SunDial Cancellation and No Show Policy

Approved by Board of Directors on April 29, 1998

Revised Policy (Rescinds Policy #B-190393 approved 3/24/93)

Policy #B-190498

STATEMENT OF SUNDIAL CANCELLATION AND NO SHOW POLICY

This Policy replaces Policy #B-190393, which is hereby rescinded.

Upon recommendation of the ACCESS Advisory Committee, the Board of Directors adopts the following policies:

1. Failure to cancel a reserved SunDial trip three or more hours in advance of the pick up time is considered a "no-show".
2. For each "no-show", a \$3.00 fee will be imposed and must be paid before the person can reserve any additional trips. After five "no-shows" in a 60 day period, the passenger must appear before the Appeals Committee of the ACCESS Advisory Committee and justify why service should be continued. The Appeals Committee will recommend to staff a plan of action for each individual.
3. After five cancellations of a reserved SunDial trip in a 60 day period, the passenger must appear before the Appeals Committee and explain the excessive cancellations. The Appeals Committee will recommend to staff a plan of action for each individual.

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

**Wednesday, November 04, 2015
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

Board Member Greg Pettis will be participating via
teleconference from:

OMNI NASHVILLE HOTEL
250 5th Avenue South
Nashville, TN 37201

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.

<u>AGENDA TOPICS</u>	<u>RECOMMENDATION</u>
1. <u>Call to Order</u> Chairperson Kristy Franklin	
2. <u>Roll Call</u>	
3. <u>Finalization of Agenda</u>	
4. <u>Presentations</u> None.	
5. <u>Public Comments</u> (NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)	Receive Comments

NON AGENDA ITEMS

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

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

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

7. **Financial Audit for Fiscal Year Ended June 30, 2015** **Receive & File**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Al Hillis, Sr.)
Recommend that the Board of Directors Receive & File the Financial Audit for fiscal year 2015. (Page 1) ([Separate attachment](#))

8. **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 July, August, Sept. 2015. (Pages 2-4)
 - b) SSG/SRA Monthly Budget Reports July, August, Sept., 2015. (Pages 5-10)
 - c) Taxi Vehicle/Rides Analysis (Pages 11-13)
 - d) California Retail Gasoline Price Report (Page 14)
 - e) Metrics (Page 15)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the September 23, 2015 Board of Directors meeting. (Pages 16-19)
10. **Request to Accept Return of Non-Temporary Taxicab Awards from American Cab** **Approve**
(Robert Spiegel, Chair of the Taxi Committee; Staff: Michael Jones)
Request to the Board of Directors to approve the return of thirty (30) non-temporary taxicab awards from American Cab. (Pages 20-21)

11. [Approve Request to City Mayors to Sign Letter to California Public Utilities Commission \(CPUC\) Requesting a Meeting with the SunLine Taxi Committee Concerning TNCs in the Valley](#) (Robert Spiegel, Chair of Taxi Committee; Staff: Michael Jones) **Approve**
- Discuss and approve attached draft letter and memo to Valley cities that requests City Mayors to sign letter to the CPUC requesting a meeting with the SSG Taxi Committee members to discuss TNCs. (Pages 22-24)
12. **Next Meeting Date**
December 2, 2015
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
13. **Adjourn**



**AGENDA
TAXI COMMITTEE MEETING**

**November 4, 2015
10:15am - 11:00 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.

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

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) SSG/SRA checks over \$1000 issued July, August, September 2015. (Pages 1-3)
- b) SSG/SRA Monthly Budget Reports July, August, September, 2015. (Pages 4-9)
- c) Taxi Vehicle/Rides Analysis (Pages 10-12)
- d) California Retail Gasoline Price Report (Page 13)
- e) Metrics (Page 14)

----- ACTION -----

6. [Request to Accept Return of Non-Temporary Taxicabs Awards From American Cab](#) (Robert Spiegel, Chair of the Taxi Committee; Staff: Michael Jones) **Approve**
Request to the Board of Directors to approve the return of thirty (30) non-temporary taxicab awards from American Cab. (Pages 15-16)
7. [Discussion of Request to City Mayors to Sign Letter to California Public Utilities Committee Requesting a Meeting with the SunLine Taxi Committee Concerning TNCs in the Valley](#) (Robert Spiegel, Chair of Taxi Committee; Staff: Michael Jones) **Approve**
Discuss attached draft letter and memo to Valley cities that requests City Mayors to sign letter to the CPUC requesting a meeting with the SSG Taxi Committee members and the CPUC to discuss TNCs. (Pages 17-19)
8. [Adjourn](#)

**Sunline Regulatory Administration
Checks \$1,000 and Over
For the month of July 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 7/3/15	090055	7/2/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 7/31/15	090072	7/30/2015	\$9,704.48
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 7/17/15	090059	7/17/2015	\$9,650.84
RUTAN & TUCKER, LLP	Legal fees (June 2015)	090058	7/17/2015	\$3,595.00
WESTGATE CENTER	Staff Development	090073	7/30/2015	\$2,190.00
SERGIOS AUTOMOTIVE INC.	Outside Repair for Taxicabs	090071	7/30/2015	\$1,050.00

Total of Checks Over \$1,000	\$35,946.96
Total of Checks Under \$1,000	\$2,138.14
Total of All Checks for the Month	\$38,085.10
Total Amount of Checks Prior Years Same Month	\$12,925.75

**Sunline Regulatory Administration
Checks \$1,000 and Over
For the month of August 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 8/14/15	090078	8/14/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 8/28/15	090083	8/28/2015	\$9,650.84
SUNLINE TRANSIT AGENCY	Operating Expense (Jul 2015)	090084	8/28/2015	\$5,060.75
RUTAN & TUCKER, LLP	Legal fees (Jul 2015)	090076	8/14/2015	\$3,121.50

Total of Checks Over \$1,000	\$27,589.73
Total of Checks Under \$1,000	\$1,550.68
Total of All Checks for the Month	\$29,140.41

Total Amount of Checks Prior Years Same Month	\$55,599.41
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SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month of September 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 9/11/15	090089	9/18/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Operating Exp Allocation 8/15	090090	9/18/2015	\$5,060.75
RUTAN & TUCKER, LLP	Legal fees (Aug 2015)	090087	9/18/2015	\$3,660.50
Total of Checks Over \$1,000				\$18,477.89
Total of Checks Under \$1,000				\$1,149.37
Total of All Checks for the Month				\$19,627.26
 Total Amount of Checks Prior Years Same Month				 \$30,153.78

SunLine Regulatory Agency
Budget Variance Report
July 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,286	14,093	24,441	(10,348)	14,093	24,441	(10,348)
Revenue Fines	5,000	0	417	(417)	0	417	(417)
Vehicle Inspection Revenue	15,100	350	1,258	(908)	350	1,258	(908)
Vehicle Re-inspection Revenue	2,000	0	167	(167)	0	167	(167)
New Driver Permit Revenue	5,500	160	458	(298)	160	458	(298)
Driver Transfer Revenue	1,980	50	165	(115)	50	165	(115)
Driver Renewal Revenue	9,200	290	767	(477)	290	767	(477)
Driver Permit Reinstatement/Replacement	165	20	14	6	20	14	6
Vehicle Permit Revenue	91,400	0	7,617	(7,617)	0	7,617	(7,617)
Interest Revenue	39	3	3	0	3	3	0
Total revenue	423,670	14,966	35,306	(20,339)	14,966	35,306	(20,339)
Expenses:							
Salaries and Wages	167,564	13,350	13,964	614	13,350	13,964	614
Fringe Benefits	103,827	9,039	8,652	(386)	9,039	8,652	(386)
Services	78,500	5,733	6,542	809	5,733	6,542	809
Supplies and Materials	69,430	5,813	5,786	(27)	5,813	5,786	(27)
Miscellaneous	4,349	2,714	362	(2,351)	2,714	362	(2,351)
Total Expenses	423,670	36,648	35,306	(1,342)	36,648	35,306	(1,342)
Total Operating Surplus (Deficit)	\$ -	\$	(21,681)		\$	(21,681)	

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will 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.

Salaries and Wages - Favorable

- Salary & wage expenses are within an acceptable range of the budget.

Fringe Benefits - Unfavorable

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

Services - Favorable

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

Supplies and Materials - Unfavorable

- Materials and supplies expenses are within an acceptable range of the budget.

Miscellaneous - Unfavorable

- Planned training expenses were paid for the Transit-Paratransit Management program in July 2015.

SunLine Regulatory Agency
Budget Variance Report
August 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,286	12,980	24,441	(11,461)	27,072	48,881	(21,809)
Revenue Fines	5,000	300	417	(117)	300	833	(533)
Vehicle Inspection Revenue	15,100	700	1,258	(558)	1,050	2,517	(1,467)
Vehicle Re-inspection Revenue	2,000	1,000	167	833	1,000	333	667
New Driver Permit Revenue	5,500	500	458	42	660	917	(257)
Driver Transfer Revenue	1,980	150	165	(15)	200	330	(130)
Driver Renewal Revenue	9,200	550	767	(217)	840	1,533	(693)
Driver Permit Reinstatement/Replacement	165	5	14	(9)	25	28	(3)
Vehicle Permit Revenue	91,400	0	7,617	(7,617)	0	15,233	(15,233)
Interest Revenue	39	3	3	0	7	7	0
Total revenue	423,670	16,188	35,306	(19,118)	31,154	70,612	(39,457)
Expenses:							
Salaries and Wages	167,564	14,828	13,964	(864)	28,178	27,927	(251)
Fringe Benefits	103,827	7,896	8,652	757	16,934	17,305	370
Services	78,500	5,259	6,542	1,283	10,992	13,083	2,092
Supplies and Materials	69,430	3,850	5,786	1,936	7,613	11,572	3,959
Miscellaneous	4,349	(114)	362	476	2,600	725	(1,875)
Total Expenses	423,670	31,719	35,306	3,587	66,316	70,612	4,295
Total Operating Surplus (Deficit)	\$ -	\$ (15,531)			\$ (35,162)		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will 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.

Salaries and Wages - Unfavorable

- Salary & wage expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

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

Services - Favorable

- Currently, there are no audit expenses charged under services.

Supplies and Materials - Favorable

- Allocated overhead paid to SunLine is lower than expected due to SRA needing to conduct taxi inspections with a third party for a short period instead the inspections being conducted by SunLine mechanics.

Miscellaneous - Unfavorable

- Planned training expenses were paid in full for the Transit-Paratransit Management program in July 2015.
- The credit in August is due to a reversal of an unnecessary posting of expenses.

SunLine Regulatory Agency
Budget Variance Report
September 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,286	14,628	24,441	(9,813)	41,700	73,322	(31,622)
Revenue Fines	5,000	200	417	(217)	500	1,250	(750)
Vehicle Inspection Revenue	15,100	1,000	1,258	(258)	2,050	3,775	(1,725)
Vehicle Re-inspection Revenue	2,000	500	167	333	1,500	500	1,000
New Driver Permit Revenue	5,500	360	458	(98)	1,020	1,375	(355)
Driver Transfer Revenue	1,980	100	165	(65)	300	495	(195)
Driver Renewal Revenue	9,200	750	767	(17)	1,590	2,300	(710)
Driver Permit Reinstatement/Replacement	165	10	14	(4)	35	41	(6)
Vehicle Permit Revenue	91,400	0	7,617	(7,617)	0	22,850	(22,850)
Interest Revenue	39	3	3	(0)	10	10	0
Other Revenue	0	540	0	540	540	0	540
Total Revenue	423,670	18,091	35,306	(17,215)	49,245	105,918	(56,673)
Expenses:							
Salaries and Wages	167,564	14,217	13,964	(253)	42,395	41,891	(504)
Fringe Benefits	103,827	8,750	8,652	(98)	25,684	25,957	272
Services	78,500	2,140	6,542	4,402	13,132	19,625	6,493
Supplies and Materials	69,430	1,864	5,786	3,922	12,927	17,358	4,431
Miscellaneous	4,349	1	362	361	2,601	1,087	(1,514)
Total Expenses	423,670	26,972	35,306	8,333	96,739	105,918	9,179
Total Operating Surplus (Deficit)	\$ -	\$ (8,882)			\$ (47,494)		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will 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.
- \$540 was received as compensation for documents provided by order of subpoena.

Salaries and Wages - Unfavorable

- Salary & wage expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

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

Services - Favorable

- Currently, there are no audit expenses charged under services.

Supplies and Materials - Favorable

- Allocated overhead paid to SunLine is lower than expected due to SRA needing to conduct taxi inspections with a third party for a short period instead the inspections being conducted by SunLine mechanics.

Miscellaneous - Unfavorable

- Planned training expenses were paid in full for the Transit-Paratransit Management program in July 2015.

TRIP vs. VEHICLE ANALYSIS

TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254	157	39,715	253
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	2052	637,756	311

	FY14/15			FY 15/16											
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	140	36,397	260	129	28,185	218			#DIV/0!			#DIV/0!			#####
AUG	142	38,805	273	126	25,959	206			#DIV/0!			#DIV/0!			#####
SEP	150	38,569	257	140	29,256	209			#DIV/0!			#DIV/0!			#####
OCT	158	49,123	311			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
NOV	167	51,043	306			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
DEC	162	43,536	269			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JAN	171	52,445	307			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
FEB	164	53,233	325			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAR	172	59,639	347			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
APR	189	62,167	329			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAY	158	43,182	273			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUN	134	30,274	226			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
TOTALS	1907	558,413	293	395	83,400	211	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!

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

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

	FY 14/15		FY 15/16						
HIGHEST TRIPS	APR	62,167	SEP	29,256					
LOWEST TRIPS	JUN	30,274	AUG	25,959					
MOST VEHICLES	APR	189	SEP	140					
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	\$3.12
Oct 01, 2015	\$2.93
Nov 01, 2015	
Dec 01, 2015	
Jan 01, 2016	
Feb 01, 2016	
Mar 01, 2016	
Average	\$3.41

Meter calculation is 1/8 mile increments @ \$0.00 per 1/8 mile = \$0.00 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	

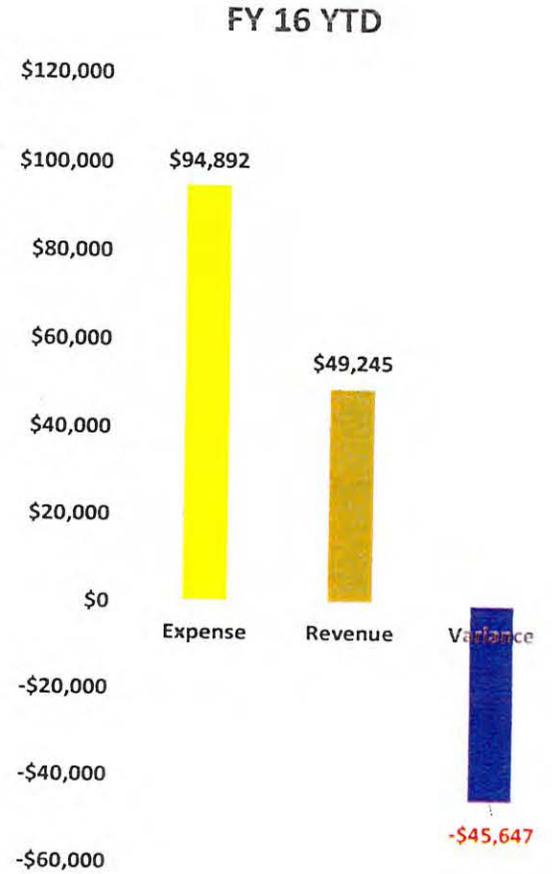
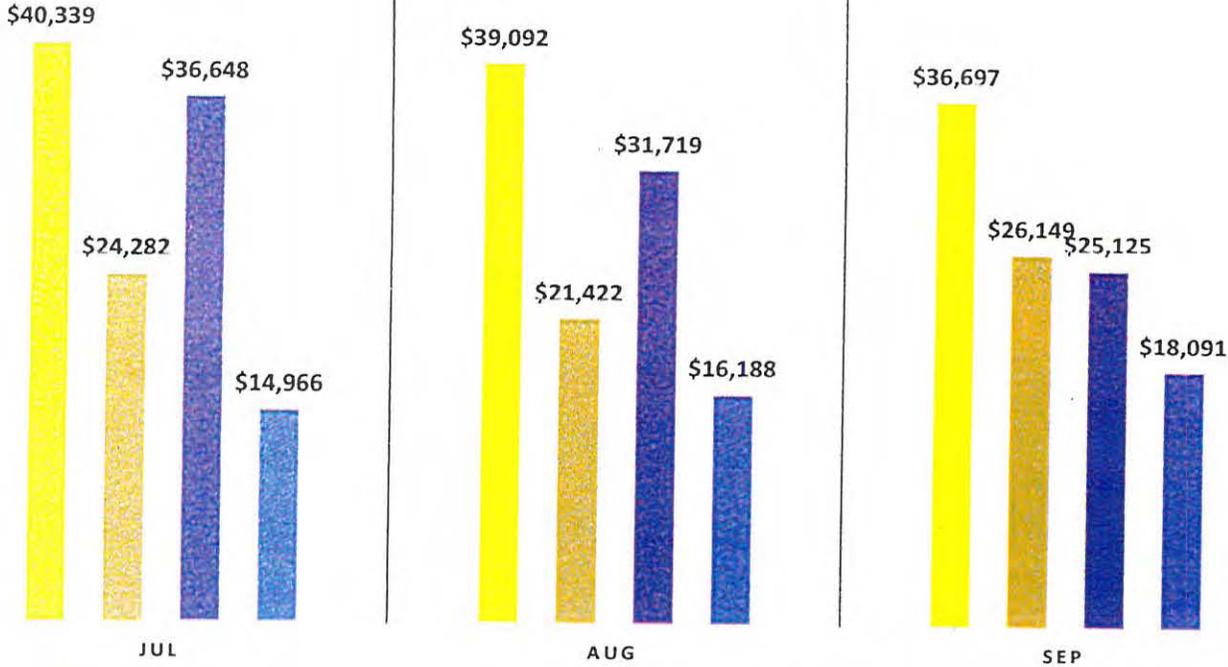
Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

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	\$ 3.12
2016			
Difference	\$3.73		

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.48	
Difference	-\$0.36	Rate Decrease
		0
New Rate	2015/16	\$3.12
2015	\$3.51	
2016	\$3.41	
Difference	-\$0.10	Rate Decrease

TAXI EXPENSE VS. REVENUE AND VARIANCE SEPTEMBER

Expense 15 Revenue 15 Expense 16 Revenue 16



Measuring the health of the FY16 SRA budget by monitoring expenses and revenues.
 Goal: Reduce operating expenses by 5% to offset the continued decrease in taxicab ridership.

SunLine Services Group

DATE: November 4, 2015 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Return Non-Temporary Taxicab Awards From American Cab

Recommendation

Recommend that the Board of Directors approve the return of thirty (30) non-temporary taxicab awards from American Cab.

Background

There are two types of taxicab awards used by SSG for taxicab allocation:

- **Non-temporary** are awards that are issued to the franchise for on-demand seven (7) days, twenty-four hour operation and are SSG Board approved.
- **Temporary** are intended to exist for an undetermined amount time and are approved by Taxi Administrator.

October 1, 2009, the Coachella Valley franchise system was formed and four (4) applicants were given a set number of taxicab awards to operate a taxicab franchise within our jurisdiction. The total number of non-temporary awards issued were one hundred eighty (180).

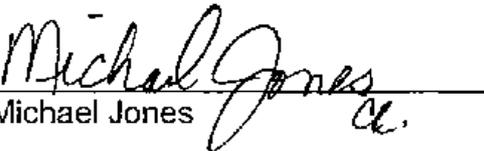
July 28, 2010, the SSG Board of Directors were placed on notice by then operating franchise Classic Yellow Cab, they no longer desired to operate taxicab services in the Coachella Valley. Classic Yellow Cab ceased taxicab operations the first week of September, 2010, returning fifty (50) non-temporary taxicab awards to SSG. SunLine Regulatory Administration chose to allocate these taxicab awards as temporary to allow for all three franchises to adjust to the needs of the business.

At the January 22, 2014 SSG Board of Directors meeting, the Board approved the allocation of fifty (50) taxicab awards; thirty (30) to American Cab and twenty (20) to Yellow Cab of the Desert.

On September 10, 2015, SunLine Regulatory Administration received written request from American Cab to return thirty (30) non-temporary taxicab awards. This is a 10% combined taxicab fleet reduction.

Financial Impact

The financial impact to the SunLine Regulatory Administration budget is a loss of \$18,000; \$600 permit fee for thirty (30) cabs. There are sufficient reserves to continue regulatory oversight without disruption. Staff is looking at ways to address the loss in revenue and create a plan to conserve.


Michael Jones

SunLine Services Group

DATE: November 4, 2015 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Request to City Mayors to Sign Letter to California Public Utilities Commission (CPUC) Requesting a Meeting with the SunLine Taxi Committee Concerning TNCs in the Valley

Recommendation

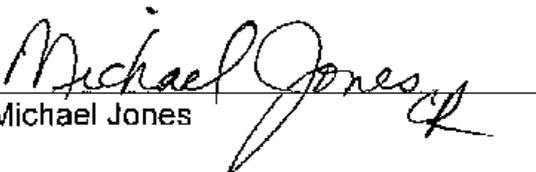
Recommend that the SSG Board of Director discuss and approve attached draft letter to the CPUC and memo to Valley cities that requests City Mayors to sign the letter requesting a meeting to include the SSG Taxi Committee members and the CPUC to discuss regulation of TNCs. As stated in the letter, the location of the meeting can take place at the convenience of the CPUC.

Background

At the September 23, 2015 SunLine Taxi Committee and the SunLine Services Group Board of Directors meetings, the SunLine Regulatory Administration Staff was directed to create a letter to the CPUC on behalf of each City, to be signed by each Mayor, requesting a meeting to include the SunLine Taxi Committee and the CPUC to discuss regulation of TNCs throughout the Coachella Valley.

Financial Impact

If meeting takes place at the CPUC located in San Francisco, the cost of travel of the Taxi Committee members to the CPUC would affect the SRA budget.


Michael Jones

Date

Mr. Michael Picker, President
Public Utilities Commission
505 Van Ness Avenue
San Francisco, California 94102

Re: California Public Utilities Commission Oversight in the Coachella Valley

Dear Mr. Picker:

SunLine Regulatory Administration (SRA) regulates taxi service under a Joint Power Authority (JPA) Agreement, created by the nine cities of the Coachella Valley and Riverside County. Member entities appoints one of its elected officials to serve on the SunLine Services Group (SSG) Board of Directors. The SRA oversees and enforces all aspects of taxi regulation by means of a Board approved Ordinance and Regulations.

On September 10, 2015, the SunLine Regulatory Administration (SRA) received inquiries from American Cab to return thirty taxicab awards. This is due to ridership decline making it necessary to reduce the Coachella Valley taxicab fleet by 19% combined.

We are reaching out to you for help on regulatory oversight issues under the jurisdiction of the California Public Utilities Commission. It has become an increasing concern by the SunLine Service Group Board of Directors that there are TNCs operating outside of the ordinance structure of the CPUC, which includes exceeding automakers seating capacity, soliciting & flagging fares and utilizing taxi zones for pickups.

Technology continues to change our world, providing product and services at our finger tips. As cities, states, and federal government, we should not restrict the ability to enhance our communities through technological advances or discourage competition; however, the focus on enforcing ordinances and regulations to safeguard our most precious commodity, the public, is our common goal.

We are sensitive to the increase of CPUC regulatory oversight needs with the development of the TNC category, and the financial strain on operating budgets. As a fellow public agency, the SSG Board of Directors are reaching out to the CPUC to offer our services to assist in closing some of the regulatory gaps the CPUC is working through.

The Board of Directors of SunLine Services Group would like the SunLine Taxi Committee to meet with the CPUC to discuss problems and concerns with the intent to work with the CPUC for resolution. Taxi Committee Members would be willing to travel to the City of San Francisco if need be. Please contact Michael Jones, Taxi Administrator, to arrange a date and time for this meeting.

Sincerely,
SIGNATURE OF ALL MAYORS

To: City Clerk

From: SunLine Services Group Board of Directors

Re: Approve Letter to the California Public Utilities Committee (CPUC) from the Mayors of the Valley Cities to Schedule Meeting to Include SSG Taxi Committee and CPUC to Discuss Regulation of Transportation Network Companies (TNCs) in the Coachella Valley

It has become an increasing concern that TNCs throughout the Valley are operating outside of the ordinance structure of the CPUC, which includes exceeding the seating capacity in vehicles, soliciting & flagging fares and utilizing taxi zones for pickups. This has been an ongoing problem that interferes with the Taxicab drivers who adhere to the ordinance and regulations set forth by the SunLine Services Group Board of Directors.

At the September 23, 2015 SunLine Taxi Committee and the SunLine Services Group Board of Directors meetings, the SunLine Regulatory Administration Staff was directed to create a letter to the CPUC on behalf of each City, to be signed by each Mayor, requesting a meeting to include the SunLine Taxi Committee and the CPUC to discuss regulation of TNCs throughout the Coachella Valley.

The SunLine Services Group Board of Directors requests that City Clerk place on the next City Council meeting agenda, the request to approve the attached "draft" letter, to be signed by each City Mayor, to move forward with the request for a meeting. As stated in the letter, the location of the meeting can take place at the convenience of the CPUC.