

AMENDED
SUNLINE TRANSIT AGENCY
BOARD MEETING AGENDA

Wednesday, April 27, 2016
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

- | | |
|---|--------------------------------|
| <p>1. <u>Call to Order</u>
Chairperson Kristy Franklin</p> <p>2. <u>Flag Salute</u></p> <p>3. <u>Roll Call</u></p> <p>4. <u>Presentations</u>
Presentation of Pantry to People Volunteers – Norma Stevens
Paratransit Overview – Vanessa Mora, Tamara Miles & Don Wilms
Federal Transit Administration Triennial Review Overview – Rudy LeFlore</p> <p>5. <u>Finalization of Agenda</u></p> <p>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> | <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 Clerk 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. 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 February 2016](#) (Pages 1-3)
- b) [Credit Card Statement for February 2016](#) (Pages 4-11)
- c) [Monthly Budget Variance Report for February 2016](#) (Pages 12-14)
- d) [Contracts Signed in Excess of \\$25,000 February 2016](#) (Page 15)
- e) [Ridership Report for February 2016](#) (Pages 16-17)
- f) [SunDial Operational Notes for February 2016](#) (Page 18)
- g) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments\)](#) (Pages 19-28)
- h) [Board Member Attendance](#) (Page 29)

----- INFORMATION -----**9. Access Advisory Committee Members **Information****

This report is an informational item to update the Board of Directors on the members who currently serve on the Access Advisory Committee for SunLine Transit Agency. The attached document lists the names of members and what organization they are affiliated with. **(Staff: Vanessa Mora)** (Pages 30-31)

10. Air Resources Board **Information**

This report is an informational item to update the Board of Directors on Preliminary Selection Air Resources Board solicitation for Zero-Emission Truck and Bus Pilot Commercial Deployment Project. **(Staff: Lauren Skiver will report on this item in CEO/General Manager's Report)** (Pages 32-35)

----- ACTION -----**11. Approval of Minutes **Approve****

Request to the Board to approve the Minutes of the March 23, 2016 Board of Directors meeting. (Pages 36-42)

12. **[Ratify Resolution No. 0751 Revising Agency/ Committee Bylaws](#)** **Approve**
(Greg Pettis, Chair Board Operations Committee;
Staff: Diane Beebe)
Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution. (Pages 43-55)
13. **[Contract with AVAIL Technologies, Inc.](#)** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Polo Del Toro)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with **AVAIL Technologies, Inc.** for the purchase and installation of a bus AVL (Automatic Vehicle Location) system on three (3) BYD electric buses in an amount not to exceed \$79,999 (includes 2.5% contingency). (Pages 56-57)
14. **[Contract with Apollo Video Technology](#)** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Joseph Friend)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of routing equipment for 74 fixed route buses in an amount not to exceed \$103,225 (includes 2.5% contingency). (Pages 58-59)
15. **[Contract for New Bus Lift and Installation](#)** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Polo Del Toro)
Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in the amount of \$309,400 for new bus lifts and installation, upon approval as to form and legality by legal counsel. (Pages 60-63)
16. **[Employee Handbook](#)** **Approve**
(Greg Pettis, Chair Board Operations Committee;
Staff: Semia Hackett)
Recommend the Board of Directors approve the Employee Handbook. (Pages 64-97)
-
17. **[CEO/General Manager's Report](#)**

18. Closed Session

a) CONFERENCE WITH LABOR NEGOTIATOR

Agency Representative: Lauren Skiver

Employee Organization: ATU

Pursuant to Government Code section 54957.8

b) Conference with Legal Counsel – Existing Litigation

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

Alzayat v. Hebb, et al. Case No. INC 1204627

c) 1. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957(b)

Position Title: Chief Executive Office / General Manager

2. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.7(a)

Agency Representative: City Attorney

Unrepresented Employee: Chief Executive Officer / General Manager

19. Next Meeting Date

May 25, 2016

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

20. Adjourn



**FINANCE/AUDIT COMMITTEE AGENDA
April 27, 2016**

11:15 a.m. – 11:45
Conference Room 2
SunLine Transit Agency
Thousand Palms, CA

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

----- **RECEIVE AND 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) [Checks over \\$1,000 report for February 2016](#) (Pages 1-3)
 - b) [Credit Card Statement for February 2016](#) (Pages 4-10)
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----- **ACTION** -----

6. **Contract with AVAIL Technologies, Inc.** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with **AVAIL Technologies, Inc.** for the purchase and installation of a bus AVL (Automatic Vehicle Location) system on three (3) BYD electric buses in an amount not to exceed \$79,999 (includes 2.5% contingency). **(Staff: Polo Del Toro)** (Pages 29-30)

7. **Contract with Apollo Video Technology** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of routing equipment for 74 fixed route buses in an amount not to exceed \$103,225 (includes 2.5% contingency). **(Staff: Joseph Friend) (31-32)**

8. **Contract for New Bus Lift and Installation** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;)
Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in the amount of \$309,400 for new bus lifts and installation, upon approval as to form and legality by legal counsel. **(Staff: Polo Del Toro) (Pages 33-36)**

9. **Adjourn**



AGENDA
BOARD OPERATIONS COMMITTEE
AMENDED

April 27, 2016
11:45 – 12:00 a.m.
Conference Room 2
SunLine Transit Agency
Thousand Palms, CA

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

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

5. **[Ratify Resolution No. 0751 Revising Agency/Committee Bylaws](#)** **Approve**
(Greg Pettis, Chair Board Operations Committee;
Staff: Diane Beebe)
Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution. (Pages 1-13)
6. **[Employee Handbook](#)** **Approve**
(Greg Pettis, Chair Board Operations Committee;
Staff: Semia Hackett)
Recommend the Board of Directors approve the Employee Handbook (Pages 14-47)
7. **Adjourn**

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of February 2016**

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
CalPERS	Group Health Ins Prem	667262	2/4/2016	\$320,489.78
PERMA - Insurance	Gen Lib/WC	667392	2/12/2016	\$113,566.22
CREATIVE BUS SALES, INC.	WIP Paratransit Veh 1 of 4	667267	2/4/2016	\$111,003.19
CREATIVE BUS SALES, INC.	WIP Paratransit Veh 2 of 4	667266	2/4/2016	\$111,003.19
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	667415	2/12/2016	\$87,431.64
SO CAL GAS CO.	Utilities	667404	2/12/2016	\$51,483.23
BAE SYSTEMS CONTROLS, INC.	WIP-THOR/AT Bus	667430	2/23/2016	\$28,667.19
METLIFE SBC	Dental Insurance	667375	2/12/2016	\$27,842.67
DECALS BY DESIGN, INC.	WIP Bus Rehab Decals/Logos	667270	2/4/2016	\$27,001.12
BYD COACH & BUS LLC	WIP-Electric Buses Lease	667432	2/23/2016	\$24,375.60
MICHELIN NORTH AMERICA, INC.	Tire Leasing	667376	2/12/2016	\$22,180.21
IMPERIAL IRRIGATION DIST	Utilities	667370	2/12/2016	\$20,481.56
CREATIVE BUS SALES, INC.	Bus Repair Parts	667347	2/12/2016	\$17,840.64
SAFEWAY SIGN COMPANY	F/A Bus Stop ID Signs	667309	2/4/2016	\$16,231.11
SUNLINE REGULATORY ADMINI	Allocation	667481	2/23/2016	\$14,784.17
RUTAN & TUCKER, LLP	Legal fees	667473	2/23/2016	\$11,900.36
CAMIRA GROUP, INC.	WIP-Bus Rehab Fabric	667332	2/12/2016	\$11,214.44
NEW FLYER	Bus Parts	667299	2/4/2016	\$9,928.71
SHI INTERNATIONAL CORP.	WIP-I.T. Projects	667402	2/12/2016	\$9,343.95
G & K SERVICES	Uniform service	667360	2/12/2016	\$8,968.67
KAMBRIAN CORPORATION	WIP-I.T. Projects	667292	2/4/2016	\$8,761.81
PALMSPRINGSCLEANING-COM, LLC	Janitorial Servs	667389	2/12/2016	\$8,100.00
AMERICAN CAB	Taxi Voucher Program	667428	2/23/2016	\$7,615.16
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667365	2/12/2016	\$7,612.64
YELLOW CAB OF THE DESERT	Taxi Voucher Program	667490	2/23/2016	\$7,339.09
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	667431	2/23/2016	\$6,476.54
ALPHA MEDIA LLC	Advertisement	667427	2/23/2016	\$6,080.00
AMALGAMATED TRANSIT UNION	Union Dues	667324	2/12/2016	\$6,002.31
NEW FLYER	Bus Parts	667384	2/12/2016	\$5,940.22
CUMMINS PACIFIC, LLC	Bus Repair Parts	667349	2/12/2016	\$5,574.26
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	667386	2/12/2016	\$5,238.95
PVC CONSULTING, LLC	WIP-FCB 4 & 5 TIGGER III	667308	2/4/2016	\$5,200.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	667269	2/4/2016	\$5,188.39
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667285	2/4/2016	\$5,173.72
CUMMINS PACIFIC, LLC	Bus Repair Parts	667438	2/23/2016	\$5,057.40
SARDO BUS & COACH UPHOLSTERY	WIP-Bus Rehab Upholstery	667474	2/23/2016	\$4,865.70
SARDO BUS & COACH UPHOLSTERY	WIP-Bus Rehab Upholstery	667399	2/12/2016	\$4,865.70
SARDO BUS & COACH UPHOLSTERY	WIP-Bus Rehab Upholstery	667311	2/4/2016	\$4,865.70
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667449	2/23/2016	\$4,831.30

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of February 2016**

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
STRICKLAND KENNY INC.	Lubricants & Oils	667480	2/23/2016	\$4,721.50
CARQUEST OF THE DESERT	Repair Parts	667336	2/12/2016	\$4,338.98
ROMAINE ELECTRIC CORP.	Repair Parts	667471	2/23/2016	\$4,187.84
CREATIVE BUS SALES, INC.	Bus Repair Parts	667437	2/23/2016	\$3,942.61
ELLSWORTH TRUCK & AUTO	Repair Parts	667275	2/4/2016	\$3,867.33
HOME DEPOT CRD SR	Facility Maintenance	667456	2/23/2016	\$3,772.96
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	667259	2/4/2016	\$3,750.00
NAPA AUTO PARTS	Vehicle Repair Parts	667381	2/12/2016	\$3,633.30
VERIZON WIRELESS	Wireless Cell Service	667321	2/4/2016	\$3,624.40
TK SERVICES, INC.	Bus Repair Parts	667485	2/23/2016	\$3,523.83
STRICKLAND KENNY INC.	Lubricants & Oils	667314	2/4/2016	\$3,327.07
TYLER TECHNOLOGIES, INC.	WIP-ERP Project	667318	2/4/2016	\$3,300.57
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	667465	2/23/2016	\$3,286.01
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>667353</u>	<u>2/12/2016</u>	<u>\$3,006.00</u>
JIM'S DESERT RADIATOR	Repair Parts	667372	2/12/2016	\$2,984.40
ALLIEDBARTON SECURITY SERVICES	Security Services	667323	2/12/2016	\$2,869.26
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	667281	2/4/2016	\$2,807.27
TIME WARNER CABLE	Utilities	667315	2/4/2016	\$2,805.00
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	667333	2/12/2016	\$2,693.77
PATRICK M. BRASSIL	Hydrogen Maintenance	667304	2/4/2016	\$2,640.00
TEC OF CALIFORNIA, INC.	Repair Parts	667482	2/23/2016	\$2,632.39
BURRTEC WASTE & RECYCLING	Facility Trash Removal	667329	2/12/2016	\$2,560.54
HARTFORD INSURANCE CO. OF THE	Flood Insurance	667450	2/23/2016	\$2,541.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	667358	2/12/2016	\$2,539.39
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	667419	2/12/2016	\$2,534.92
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	667330	2/12/2016	\$2,474.77
DESERT CITY CAB	Taxi Voucher Program	667441	2/23/2016	\$2,375.88
TRANSIT RESOURCES, INC.	Bus wheel chair parts	667317	2/4/2016	\$2,364.27
PROPER SOLUTIONS	Temp. Emp Serv	667468	2/23/2016	\$2,338.53
PROPER SOLUTIONS	Temp. Emp Serv	667307	2/4/2016	\$2,338.00
FLEET-NET CORPORATION	Software & Licenses	667445	2/23/2016	\$2,130.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	667403	2/12/2016	\$1,875.33
TRANSIT PRODUCTS & SERVICES	Repair Parts	667486	2/23/2016	\$1,778.00
NEW FLYER	Bus Parts	667461	2/23/2016	\$1,756.61
GAS COMPANY, THE	Indio Facility Gas	667361	2/12/2016	\$1,648.80
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	667301	2/4/2016	\$1,644.25
AIR & HOSE SOURCE, INC.	Repair Parts	667256	2/4/2016	\$1,529.82
CALSTART, INC.	Membership Fee	667434	2/23/2016	\$1,500.00
MICHAEL BAKER INTERNATIONAL	WIP-Solar Panel Project	667459	2/23/2016	\$1,446.86

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of February 2016**

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Vendor Name	Description	Check #	Check	Amount
<i>DIAMOND MANUFACTURING, INC.</i>	<i>WIP Paratransit Veh Parts</i>	<i>667274</i>	<i>2/4/2016</i>	<i>\$1,418.50</i>
STRICKLAND KENNY INC.	Lubricants & Oils	667409	2/12/2016	\$1,394.96
SAFETY-KLEEN CORPORATION	Solvent Tank Service	667398	2/12/2016	\$1,377.86
PALM SPRINGS CITY OF	Bus Shelter Revenue	667388	2/12/2016	\$1,375.00
FIESTA FORD, INC.	Repair Parts/Support	667444	2/23/2016	\$1,335.92
SMART CHEMISTRY CORPORATION	Hydrogen Samples	667312	2/4/2016	\$1,300.00
PLAZA TOWING, INC.	Towing Service	667394	2/12/2016	\$1,300.00
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	667371	2/12/2016	\$1,247.17
ALLIEDBARTON SECURITY SERVICES	Security Services	667257	2/4/2016	\$1,242.36
INSPECTORATE AMERICA	Oil Sample Jars	667457	2/23/2016	\$1,202.38
AVAIL TECHNOLOGIES	ITS Implementation	667261	2/4/2016	\$1,162.91
SOUTH COAST AIR QUALITY	Annual Operating Permit	667405	2/12/2016	\$1,161.06
DESERT ALARM, INC.	Security Services	667440	2/23/2016	\$1,120.00
TOTALFUNDS BY HASLER	Postage Supplies	667412	2/12/2016	\$1,083.94
GRAINGER	Facility Maintenance	667363	2/12/2016	\$1,063.59
TOXGUARD FLUID	Coolant Recycling	667413	2/12/2016	\$1,021.70

Total of Checks Over \$1,000	\$1,289,425.35
Total of Checks Under \$1,000	\$36,201.72
Total of All Checks for the Month	\$1,325,627.07
Total Amount of Checks Prior Years Same Month	

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: February 19, 2016

Lauren Skiver – Detail

02/02/16	B Resort & Spa Hotel	2016 Transit CEO Seminar – CEO/GM	\$ 982.13
Total Amount			\$ 1403.44
Credits:			
02/02/16			\$ 421.31



February 2016 Statement 01/22/2016 - 02/19/2016

Page 2 of 3



SUNLINE TRANSIT
LAURA L SKIVER (CPN 000648533)

Cardmember Service 1-866-552-8855

Important Messages

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

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

Pay taxes instantly with your credit card. It's a fast, easy and secure way to pay your federal and state taxes. You will receive an electronic receipt so you will know your payment was received on time. See the enclosed insert for more details.

Visa Payment Controls allows you to customize each of your employee's business credit cards to control where, when, and how your employees use them. Easily set controls that limit card use by time of day or day of week, dollar amount, transaction types or geographical locations. Visit myaccountaccess.com/vpc to set up customized controls on your employees' business credit cards today.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/08	02/02	1702	B RESORT & SPA HOTEL LAKE BUENA VI FL MERCHANDISE/SERVICE RETURN	\$421.31CR	
TOTAL THIS PERIOD				\$421.31CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/04	02/02	1449	B RESORT & SPA HOTEL LAKE BUENA VI FL 01/29/16 FOLIO: 118988362	\$1,403.44	
TOTAL THIS PERIOD				\$1,403.44	

2016 Totals Year-to-Date	
Total Fees Charged in 2016	\$0.00
Total Interest Charged in 2016	\$0.00

\$982.13

Company Approval

(This area is for use by your company)

Signature/Approval: _____

Accounting Code: _____



February 2016 Statement 01/22/2016 - 02/19/2016
 SUNLINE TRANSIT
 LAURA L SKIVER (CPN 000648533)

Page 3 of 3
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	0.00%	
**PURCHASES	\$0.00	\$0.00	YES	\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	0.00%	

Contact Us

☎ Phone

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

❓ Questions

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



Mail payment coupon with a check

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



Online

myaccountaccess.com

End of Statement

SUNLINE TRANSIT

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.



February 2016 Statement



Open Date: 01/22/2016 Closing Date: 02/19/2016

Account: [REDACTED]

Visa® Business Card
SUNLINE TRANSIT
LAURA L SKIVER (CPN 000648533)

Cardmember Service ☎ 1-866-552-8855
BUS 30 ELN 6 13

New Balance	\$0.00
Minimum Payment Due	\$0.00
Payment Due Date	03/17/2016

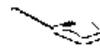
Activity Summary

Previous Balance		\$0.00
Payments		\$0.00
Other Credits	-	\$421.31CR
Purchases	+	\$1,403.44
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$0.00
Past Due		\$0.00
Minimum Payment Due		\$0.00
Credit Line		\$40,000.00
Available Credit		\$40,000.00
Days in Billing Period		29

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

This is not a bill, do not remit payment.

CPN 000648533

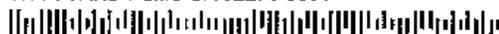


24-Hour Cardmember Service: 1-866-552-8855

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

000066848 1 SP 000638433152498 S

SUNLINE TRANSIT
LAURA L SKIVER
32505 HARRY OLIVER TRL
THOUSAND PLMS CA 92276-3501



THIS IS NOT A BILL.

**This memo statement only reflects
the current activity on your account.
An invoice has been sent to the
applicable central billing account
for the company.**

Thank you.

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. **INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate:** We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the **ADB** separately for the Purchases, Advances and Balance Transfer categories. To get the **ADB** in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the **ADB** of your Account that accrues interest and will reduce the amount of credit available to you. Credit insurance charges are not included in the **ADB** calculation for Purchases until the first day of the billing cycle following the date the credit insurance premium is charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the **ADB** calculation.
2. **Payment Information:** You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States. We will also accept payment in U.S. Dollars via the Internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.
3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.

Wells Fargo
SunLine Transit Agency Visa Credit Card Statement
Closing Date: March 2, 2016

Lauren Skiver – Detail

02/3/16	Southwest	CEO Seminar/L Skiver CEO/General Manager	\$ 509.46
02/03/16	LAX	CEO Seminar/L. Skiver CEO/General Manager	\$ 180.00
02/08/16	Ontario Airport	ARB/L Skiver CEO/General Manager	\$ 18.00
02/09/16	Panera	Access Advisory Committee Meeting	\$ 212.94
02/11/16	National Notary Assoc	Membership/L Granillo/Accounting Manager	\$ 524.17
02/17/16	Alaska Air	DC APTA/L Skiver/CEO/General Manager	\$ 310.20
02/18/16	Alaska Air	DC APTA/L Skiver/CEO/General Manager	\$ 161.10
02/18/16	United	DC APTA/CEO/General Manager	\$ 219.60
02/19/16	Holiday Inn	NHIS Safety Summit/P Gregor/Chief Safety Officer	\$ 103.42
02/19/16	Dickey's	February Board Meeting	\$ 400.58
02/22/16	Indian Wells Resort	Negotiations/Triennial/A Hillis/CFO	\$ 3,088.20
02/22/16	Panera	Negotiations	\$ 192.44
02/25/16	Senior Inspiration	2016 Senior Inspiration Awards/L Skiver/CEO/General Manager	\$ 65.28
Total Amount			\$ 5985.39
Credits:			
Credit	Alaska Air		\$ 310.20
Grand Total			\$ 5,675.19



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.490%	03147%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

2-1

\$0 - \$5,985.39 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/28/16. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$5,675.19

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans Post Reference Number Description Credits Charges

02/29 02/29 F326800EC00CHGDDA AUTOMATIC PAYMENT - THANK YOU 294.63
TOTAL 4484610004265941 \$294.63

Transaction Summary For LAURA SKIVER
Sub Account Number Ending In 5958

02/02	02/03	2469216DJ001PDBS2 02/08/16	SOUTHWES 5262179466540800-435-9792 TX SKIVER/LAURA LEE		509.46
		1 WN K	ONTARIO SACRAMENTO		
		2 WN K	SACRAMENTO ONTARIO		
02/02	02/03	2476542DJ4MAGKLF8	LAX AIRPORT LOT P 1 LOS ANGELES CA		180.00
02/08	02/08	2475542DR4Q2G9D9J	ONTARIO AIRPORT LOT 4 ONTARIO CA		18.00
02/09	02/09	2423168DR2DYFHNZS	PANERA BREAD #601771 PALM DESERT CA		212.94
02/11	02/11	2469216DS00SHV6X1	NNA SERVICES LC 800-876-6827 CA		524.17
02/17	02/17	2443106E19M3QK0GN 03/08/16	ALASKA AIR 0277753394864 SEATTLE WA SKIVER/LAURA LEE		310.20
		1 AS T	LOS ANGELES WASHINGTON		
		2 AS G	WASHINGTON LOS ANGELES		
		11617270	EXPEDIA INC		
02/17	02/17	7443106E29M3QGQSR	ALASKA AIR 0277753394864 SEATTLE WA	310.20	
02/18	02/18	2443106E29M3QHEJ8 03/12/16	ALASKA AIR 0277753394864 SEATTLE WA SKIVER/LAURA LEE		161.10
		1 AS G	WASHINGTON LOS ANGELES		
		11617270	EXPEDIA INC		
02/18	02/18	2469216E200GBDTAH 03/09/16	UNITED 0167802258038800-932-2732 TX SKIVER/LAURA LEE		219.60
		1 UA L	LOS ANGELES DENVER		
		2 UA L	DENVER BALTIMORE		
		11617270	EXPEDIA INC		
02/19	02/19	2449279E43DWMNS1J	HOLIDAY INN RANCHO CORDOV CA		103.42
02/19	02/19	2469216E3001W93YL	DICKEYS CA-1305 PALM SPRING CA		400.58
02/22	02/22	2401339E7035SP0WE	INDIAN WELLS RESORT HOTEL INDIAN WELLS CA		3,088.20
02/22	02/22	2423168E52DYH6KXV	PANERA BREAD #601771 314-984-3495 CA		192.44
02/25	02/25	2449398E8HGYTA2GF	ES 2016 SENIOR INSPIR 801-413-7200 CA		65.28
TOTAL					\$5,675.19
LAURA SKIVER / Sub Acct Ending 5958					

SunLine Transit Agency
Budget Variance Report
February 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,537,602	284,289	294,800	(10,512)	2,135,099	2,358,401	(223,302)
Other Revenue	1,636,829	193,943	136,402	57,540	1,431,479	1,091,219	340,260
Total Operating Revenue	5,174,431	478,231	431,203	47,029	3,566,579	3,449,621	116,958
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,170,608	686,423	680,884	(5,539)	5,213,794	5,447,072	233,279
Operator & Mechanic Overtime	958,000	82,897	79,833	(3,064)	704,166	638,667	(65,499)
Administration Salaries & Wages	4,599,232	353,321	383,269	29,948	2,752,416	3,066,155	313,739
Administration Overtime	7,200	660	600	(60)	6,459	4,800	(1,659)
Fringe Benefits	8,519,093	650,041	709,924	59,883	5,231,995	5,679,395	447,400
Communications	141,620	12,258	11,802	(456)	90,605	94,413	3,808
Legal Services - General	150,000	7,569	12,500	4,931	60,741	100,000	39,259
Computer/Network Software Agreement	315,593	26,051	26,299	248	196,211	210,395	14,184
Uniforms	85,400	6,719	7,117	397	66,893	56,933	(9,959)
Contracted Services	477,520	39,030	39,793	763	263,771	318,347	54,576
Equipment Repairs	4,000	0	333	333	2,517	2,667	150
Security Services	67,440	6,005	5,620	(385)	44,715	44,960	245
Fuel - CNG	1,373,972	105,325	114,498	9,173	861,531	915,981	54,451
Fuel - Hydrogen	180,554	18,075	15,046	(3,029)	158,010	120,369	(37,640)
Tires	301,501	16,603	25,125	8,522	130,306	201,001	70,695
Office Supplies	62,466	1,808	5,206	3,398	39,724	41,644	1,920
Travel/Training	141,140	3,897	11,762	7,864	48,059	94,093	46,035
Repair Parts	919,963	87,448	76,664	(10,785)	747,435	613,309	(134,126)
Facility Maintenance	33,000	2,221	2,750	529	25,491	22,000	(3,491)
Electricity - CNG & Hydrogen	170,030	17,340	14,169	(3,171)	115,259	113,353	(1,906)
Natural Gas	1,263,484	104,600	105,290	690	832,054	842,323	10,269
Water	6,000	521	500	(21)	3,252	4,000	748
Insurance Losses	1,389,250	73,180	115,771	42,591	524,056	926,167	402,111
Insurance Premium - Property	60,000	3,716	5,000	1,284	12,079	40,000	27,921
Repair Claims	50,000	1,357	4,167	2,810	28,436	33,333	4,897
Fuel Taxes	145,450	14,401	12,121	(2,280)	122,534	96,967	(25,567)
Other Expenses	3,538,550	184,488	294,879	110,391	1,492,687	2,359,033	866,346
Self Consumed Fuel	(1,508,641)	(123,426)	(125,720)	2,294	(976,498)	(1,005,761)	29,262
Total Operating Expenses (Before Depreciation)	31,622,425	2,382,530	2,635,202	252,672	18,798,695	21,081,617	2,282,922
Operating Expenses in Excess of Operating Revenue		\$ (1,904,298)			\$ (15,232,116)		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	472,238	546,560	74,322	3,777,344	4,372,480	595,136
State - LTF, LCTOP	15,185,740	1,093,398	1,265,478	172,080	8,745,879	10,123,827	1,377,948
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	338,662	391,961	53,299	2,708,893	3,135,689	426,797
Total Subsidies	26,447,994	1,904,298	2,204,000	299,701	15,232,116	17,631,996	2,399,880
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
February 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	22,254,133	1,773,342	1,854,511	81,169	13,908,830	14,836,089	927,258
Services	3,189,005	166,436	265,750	99,314	1,412,146	2,126,003	713,857
Fuels & Lubricants	1,693,861	143,101	141,155	(1,946)	1,125,284	1,129,241	3,956
Tires	301,501	16,603	25,125	8,522	130,306	201,001	70,695
Materials and Supplies	1,186,279	105,009	98,857	(6,152)	944,101	790,853	(153,248)
Utilities	1,712,400	144,554	142,700	(1,854)	1,125,442	1,141,600	16,158
Casualty & Liability	2,115,064	116,992	176,255	59,263	802,469	1,410,043	607,574
Taxes and Fees	145,450	14,401	12,121	(2,280)	122,534	96,967	(25,567)
Miscellaneous Expenses	533,373	25,516	44,448	18,932	204,082	355,582	151,500
Self Consumed Fuel	(1,508,641)	(123,426)	(125,720)	2,294	(976,498)	(1,005,761)	29,262
Total Operating Expenses (Before Depreciation)	31,622,425	2,382,530	2,635,202	252,672	18,798,695	21,081,617	2,282,922
Revenues:							
Passenger Revenue	3,537,602	284,289	294,800	(10,512)	2,135,099	2,358,401	(223,302)
Other Revenue	1,636,829	193,943	136,402	57,540	1,431,479	1,091,219	340,260
Total Operating Revenue	5,174,431	478,231	431,203	47,029	3,566,579	3,449,621	116,958
Net Operating Gain (Loss)		\$ (1,904,298)			\$ (15,232,116)		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	472,238	546,560	74,322	3,777,344	4,372,480	595,136
State - LTF, LCTOP	15,185,740	1,093,398	1,265,478	172,080	8,745,879	10,123,827	1,377,948
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	338,662	391,961	53,299	2,708,893	3,135,689	426,797
Total Subsidies	26,447,994	1,904,298	2,204,000	299,701	15,232,116	17,631,996	2,399,880
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- System wide ridership is currently down 5.9% for FYTD16, with fixed route ridership down 6.6% and SunDial up 14.0%

Other Revenue - Favorable

- Outside fuel sales above the budgeted amount due to an increase in the quantity of publicly consumed CNG.
- Emissions credit's selling price is higher than expected.
- Bus stop advertising revenue is currently above FYTD16 budgeted amount.

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Unfavorable

- Fixed Route and Paratransit Operator's overtime is over budget due to increased ridership and quantity of scheduled hours in Paratransit and a shortage of personnel in Fixed Route.

Administration Salaries & Wages - Favorable

- Multiple positions were posted after the budget was approved by the Board of Directors in June, but were not filled as of February.

Administration Overtime - Unfavorable

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

Fringe Benefits - Favorable

- Open positions account for the favorable balance in fringe benefits.

Communications - Favorable

- Increases in communication expenses are planned throughout the rest of the fiscal year.

Legal Services - General - Favorable

- Savings due to overall lower monthly expenses YTD.

Computer/Network Software Agreement - Favorable

- Software agreements are re-newed at different points throughout the year and the account will experience highs and lows accordingly.

Uniforms - Unfavorable

- Uniform expenditures are over budget in the operations department due to the new classes of operators and increased number of uniform alterations.

Contracted Services - Favorable

- Savings primarily attributed to not implementing the website hosting improvements or publishing the annual report to date.

Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Favorable

- CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage. Warmer temps will reduce favorable balance.

Fuel - Hydrogen - Unfavorable

- Increased use of Hydrogen and technical difficulties with the hydrogen station in the second quarter of FY16 have caused an unfavorable variance.

Tires - Favorable

- Tire expenses lower than expected due to less wear on tires attributed to fewer miles than projected.

Office Supplies - Favorable

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

Travel/Training - Favorable

- Travel & training savings can be attributed to varying times at which training sessions are attended.

Repair Parts -Unfavorable

- CNG Repair Parts for Thousand Palms increased due to an issue with one of the compressors. Increase in repair parts for Indio was related to the replacement of a fueling valve.
- Engine & radiator rebuilds also contributed to the unfavorable balance.
- Fixed Route repair parts for engine repair contributed to increased expenses in January.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for a hydraulic lift in the shops at Indio and Thousand Palms.

Electricity - CNG & Hydrogen - Unfavorable

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

Natural Gas - Favorable

- The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance.

Water - Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary greatly from month to month and there was not been much activity year to date.

Insurance Premium - Property - Favorable

- Insurance coverage changed as of January 1st to include Auto Physical Damage, which has increased premiums. Additional insurance quotes are also being obtained for more comprehensive coverage and should decrease favorable balance. Invoices for changes are pending receipt, which will reduce favorable balance.

Repair Claims - Favorable

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

Fuel Taxes - Unfavorable

- An increase in taxes per unit and increase in outside fuel sales over the budgeted amount has lead to an unfavorable variance in fuel taxes. The increase in expenses are outweighed by the generated revenue.

Other Expenses - Favorable

- Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. A change for Auto Physical Damage was brought before the board in December and went into effect in January 2016. The budget impact was minimal as the brunt of the impact was made to the Agency's deductibles and not premiums

Self Consumed Fuel - Favorable

- The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance. The current favorable balance has started to decrease when the new services were implemented in January.
- CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage.

Contracts Signed in Excess of \$25,000

February 2016

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Agreement Dynamics	Labor Negotiation - Consulting	Labor negotiation consulting, training and facilitation services for new MOU.	FY16 Annual Budget	\$ 25,000.00	\$ 28,960.00	Executed Agreement



SunLine Transit Agency
Monthly Ridership Report
February 2016

FY
2015 & 2016

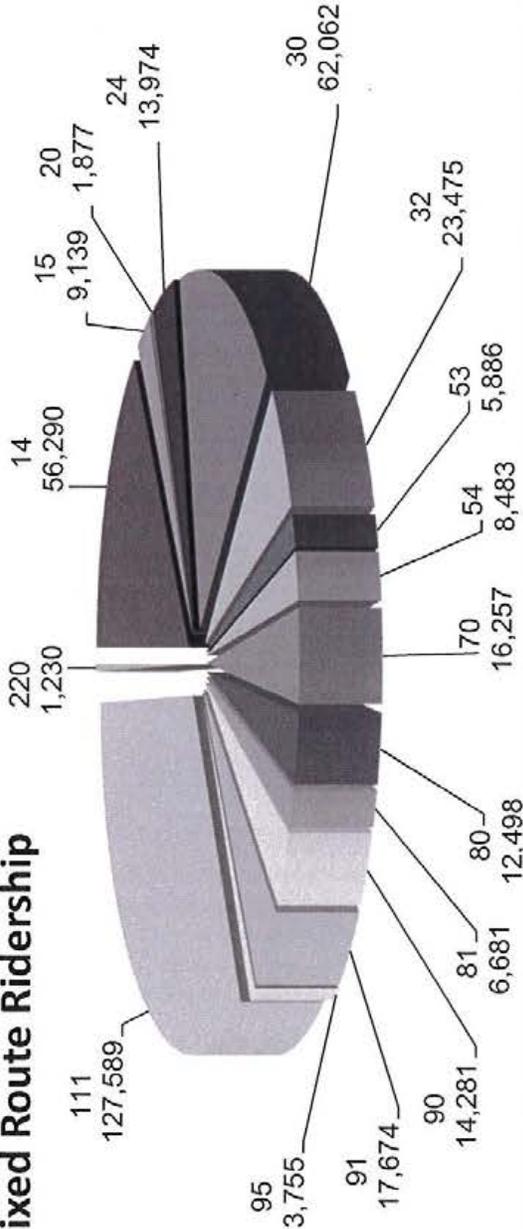
Line	Fixed Route Description	Feb 2016		Feb 2015		Jan 2016		FY 2016		FY 2015		%		Bikes		Wheelchairs	
		Var.	%	Var.	%	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Monthly	Monthly	Monthly
14	DHS/PS	56,290	(470)	-0.8%	51,888	56,760	51,888	436,654	451,037	(14,383)	-3.2%	1,532	13,424	328	3,488		
15	DHS	9,139	(1,371)	-13.0%	8,779	10,510	8,779	70,003	78,531	(8,528)	-10.9%	234	2,246	36	313		
20	DHS/PD	1,877	1,877		1,008	-	1,877	2,885	-	2,885		59	86	1	5		
24	PS	13,974	(2,043)	-12.8%	13,335	16,017	13,335	109,703	125,410	(15,707)	-12.5%	362	2,807	165	1,440		
30	CC/PS	62,062	(5,805)	-8.6%	59,063	67,867	59,063	485,091	530,056	(44,965)	-8.5%	1,829	15,639	368	3,259		
32	PD/RM/TP/CC/PS	23,475	(1,141)	-4.6%	21,174	24,616	21,174	184,441	195,655	(11,214)	-5.7%	860	7,316	85	1,092		
53	PD/IW	5,886	584	11.0%	5,177	5,302	5,177	36,737	38,282	(1,545)	-4.0%	126	1,258	19	145		
54	Indio/LQ/IW/PD	8,483	(898)	-9.6%	6,140	9,381	6,140	59,572	61,373	(1,801)	-2.9%	251	1,877	27	352		
70	LQ/BD	16,257	(3,125)	-16.1%	15,679	19,382	15,679	126,887	143,713	(16,826)	-11.7%	338	3,572	69	473		
80	Indio	12,498	1,970	18.7%	12,451	10,528	12,451	98,431	88,959	9,472	10.6%	141	1,807	82	602		
81	Indio	6,681	(276)	-4.0%	6,574	6,957	6,574	59,362	60,249	(887)	-1.5%	107	791	137	768		
90	Coachella/Indio	14,281	(5,341)	-27.2%	14,547	19,622	14,547	134,398	148,470	(14,072)	-9.5%	254	3,243	95	743		
91	I/Cch/Th/Mec/Oas	17,674	(2,618)	-12.9%	16,309	20,292	16,309	131,961	150,392	(18,431)	-12.3%	335	3,596	38	345		
95	I/Cch/Th/Mec/NS	3,755	1,075	40.1%	3,789	2,680	3,789	22,425	21,121	1,304	6.2%	54	533	3	17		
111	PS to Indio	127,589	157	0.1%	118,322	127,432	118,322	944,419	1,014,162	(69,743)	-6.9%	4,086	33,267	948	6,794		
220	PD to Riverside	1,230	195	18.8%	1,030	1,035	1,030	8,695	8,656	39	0.5%	25	170	18	65		
Fixed route total		381,151	(17,230)	-4.3%	355,285	398,381	355,285	2,911,664	3,116,066	(204,402)	-6.6%	10,593	91,632	2,419	19,901		
Demand Response																	
SunDial		13,489	1,190	9.7%	14,821	12,299	14,821	115,830	101,637	14,193	14.0%						
System total		394,640	(16,040)	-3.9%	370,086	410,680	370,086	3,027,494	3,217,703	(190,209)	-5.9%						
Weekdays:		20	19	* 20													
Saturdays:		4	4	5													
Sundays:		** 5	** 5	6													
Total Days:		29	28	31													

Please note: * January First runs as Sunday schedule due to New Years

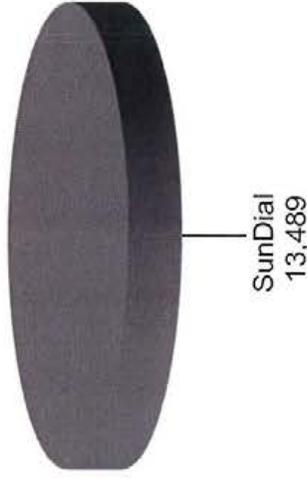
** February 26, 2016 and February 16, 2015 ran Sunday schedules due to the presidents day holiday

SunLine Transit Agency
 Monthly Ridership Report
 February - 2016

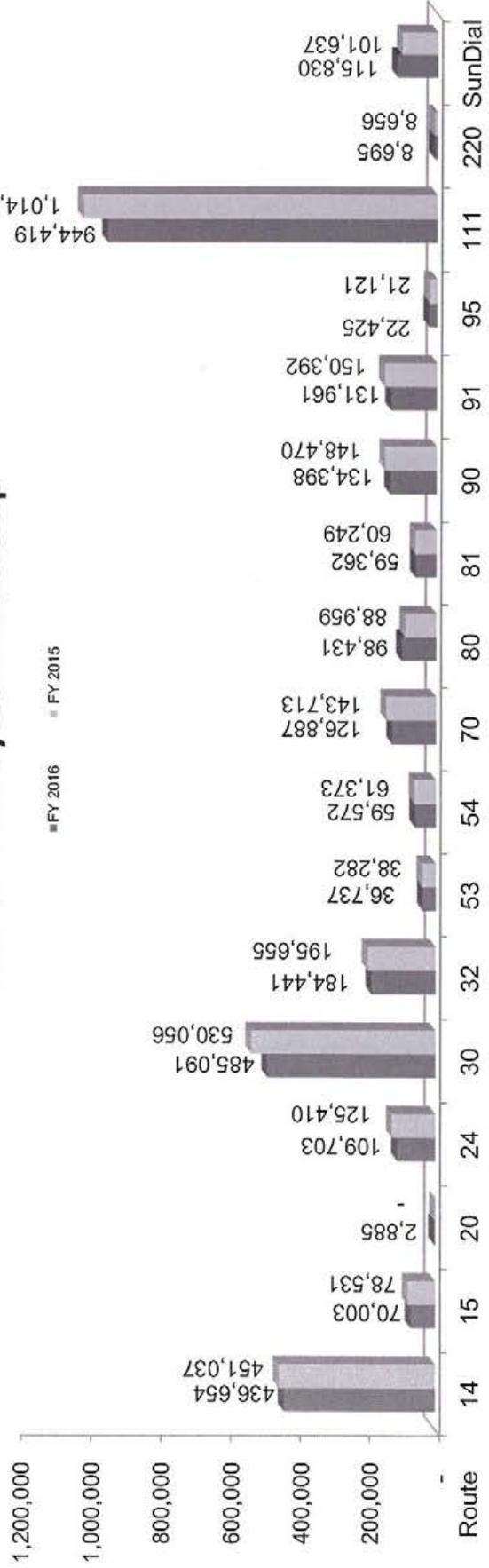
Fixed Route Ridership



Demand Response
 Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
February 2016

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.1%	87.8%	Total trips carried in the on-time window
1,170	1,611	Total trips late during the month
11,924	12,167	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,299	13,489	Total passengers for the month
97,153	103,410	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
1	0	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
1	0	Total Ride-a-Long Evaluations
7	13	Total Onboard Inspections
7	3	Total Safety Evaluations

5. DENIALS

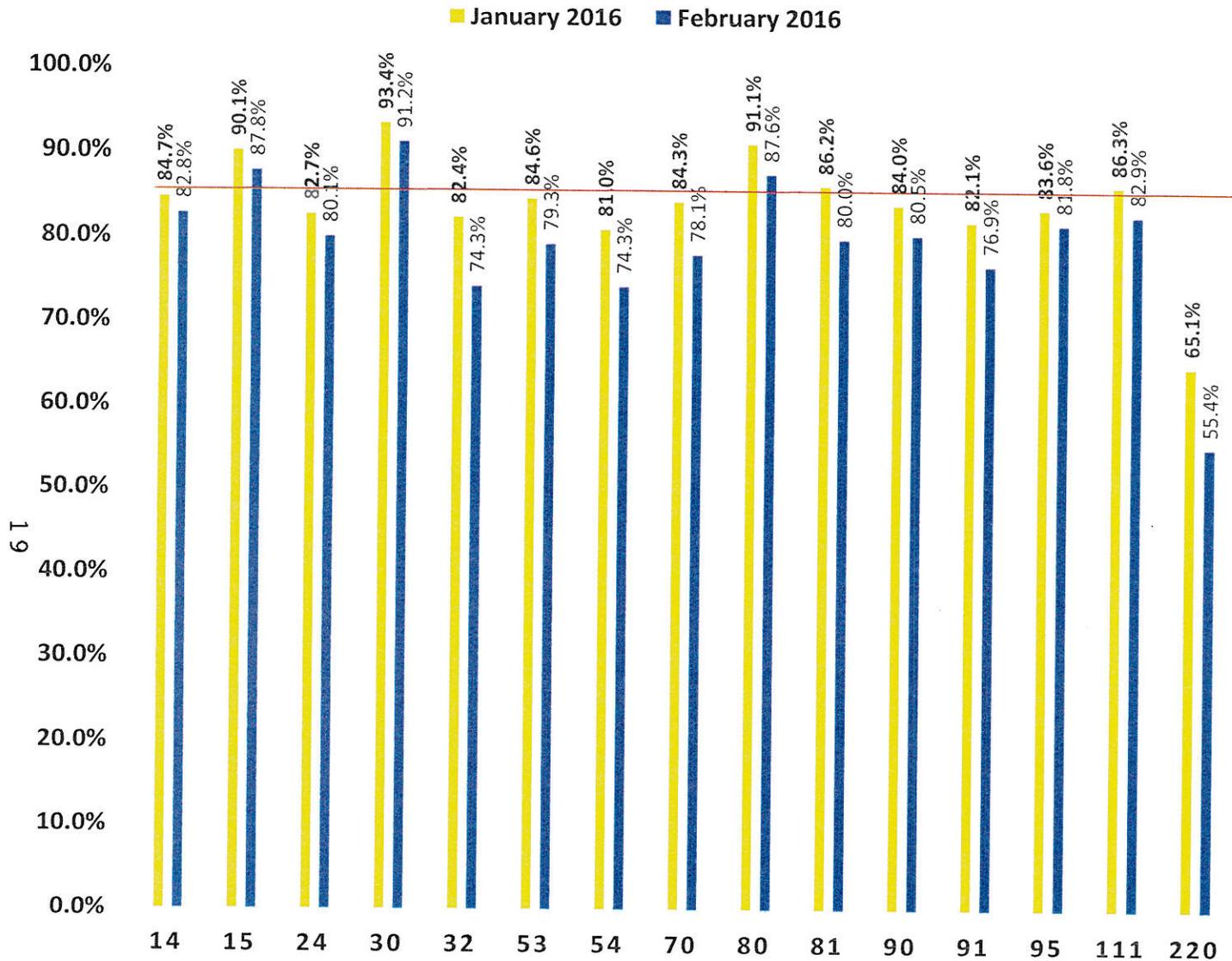
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

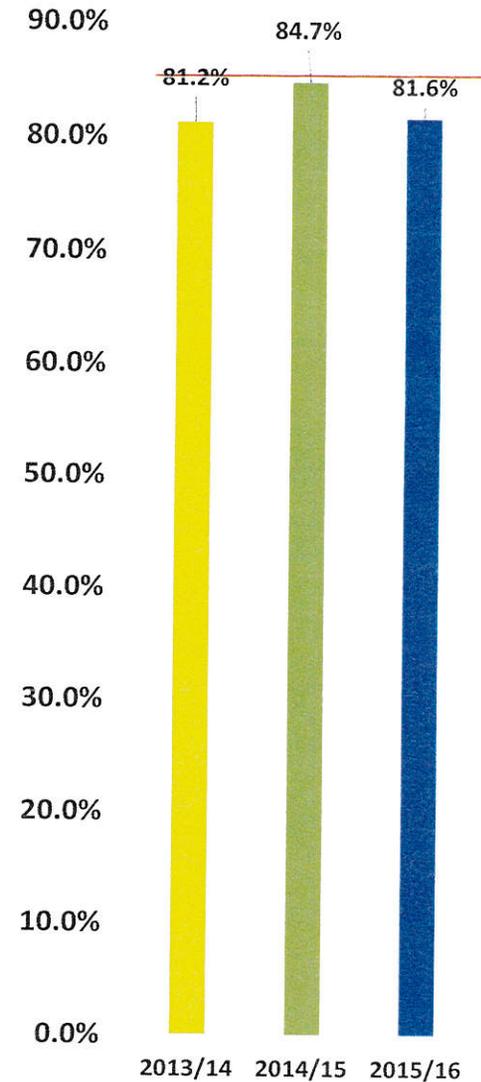
<u>Last Year</u>	<u>This Year</u>	
1,990	2,017	Total Mobility Device Boarding's

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

ON TIME PERFORMANCE % BY LINE FEBRUARY 2016



On Time Performance System Wide

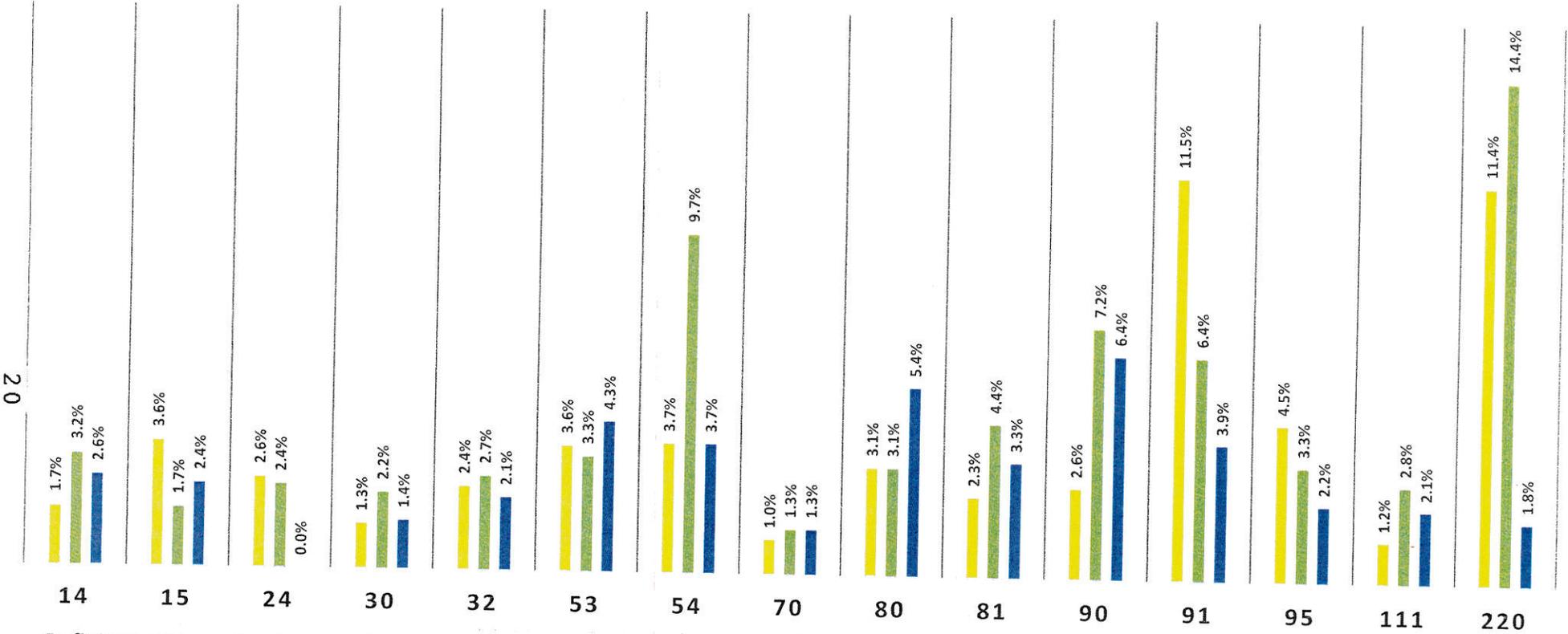


Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.
Goal: minimum target for On Time performance is 85%.

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

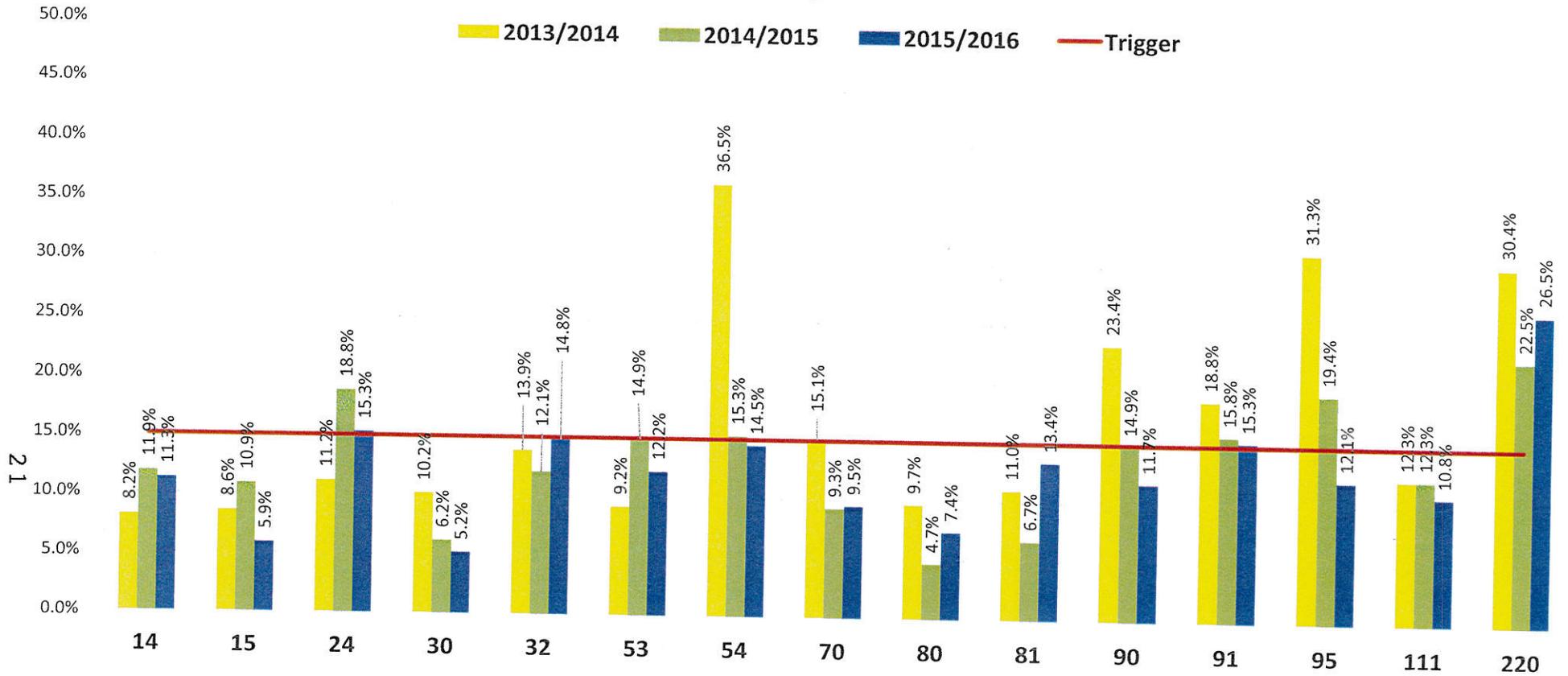
EARLY DEPARTURES BY LINE - YEAR TOTALS

2013/2014 2014/2015 2015/2016



Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: to reduce early departures to 0% for each line.

Late Departures By Line- Year Totals

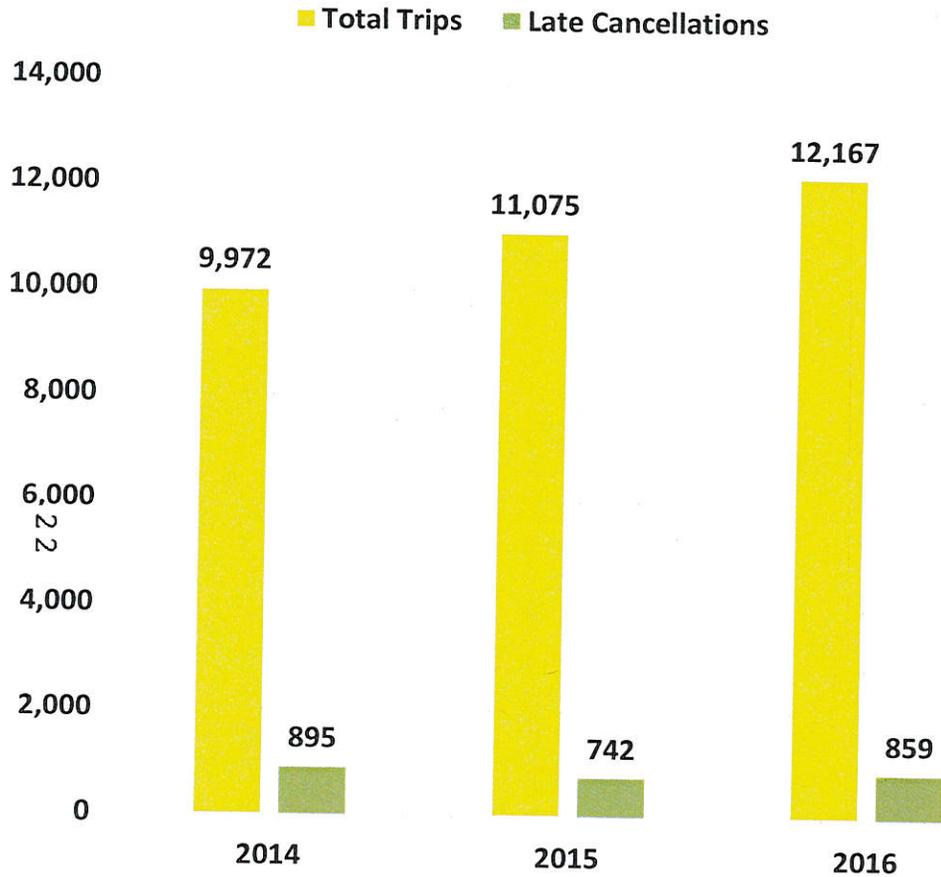


Definition: When a bus leaves a time point behind the scheduled departure time.

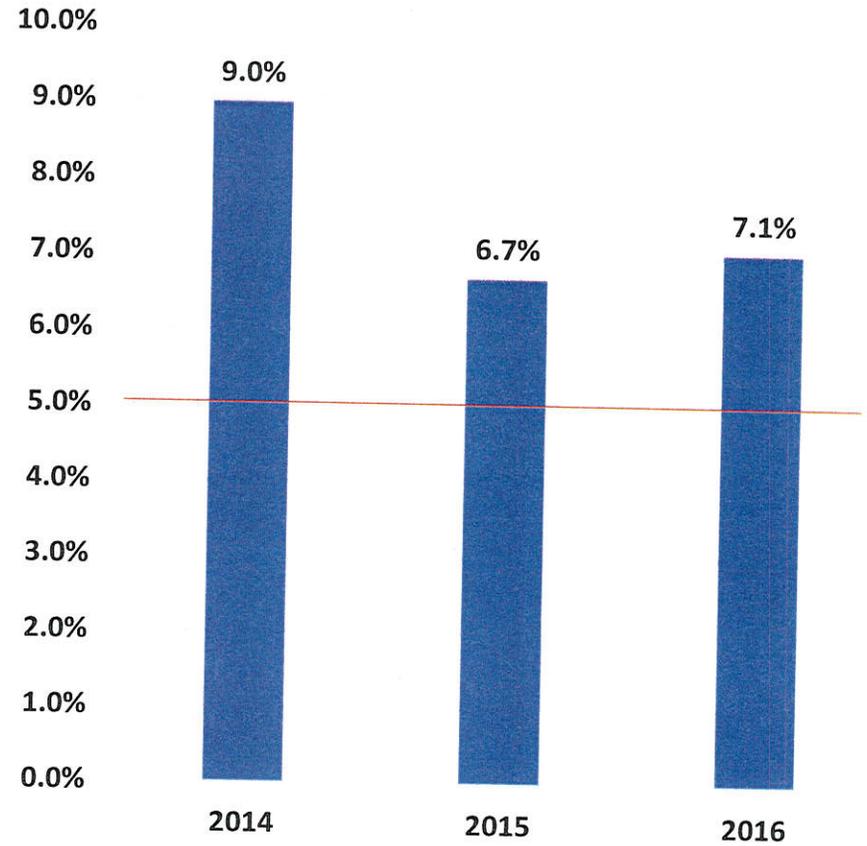
The line is running late with a departure greater than 5 minutes.

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

TOTAL TRIPS VS LATE CANCELLATIONS FEBRUARY



LATE CANCELLATION PERCENTAGE FEBRUARY

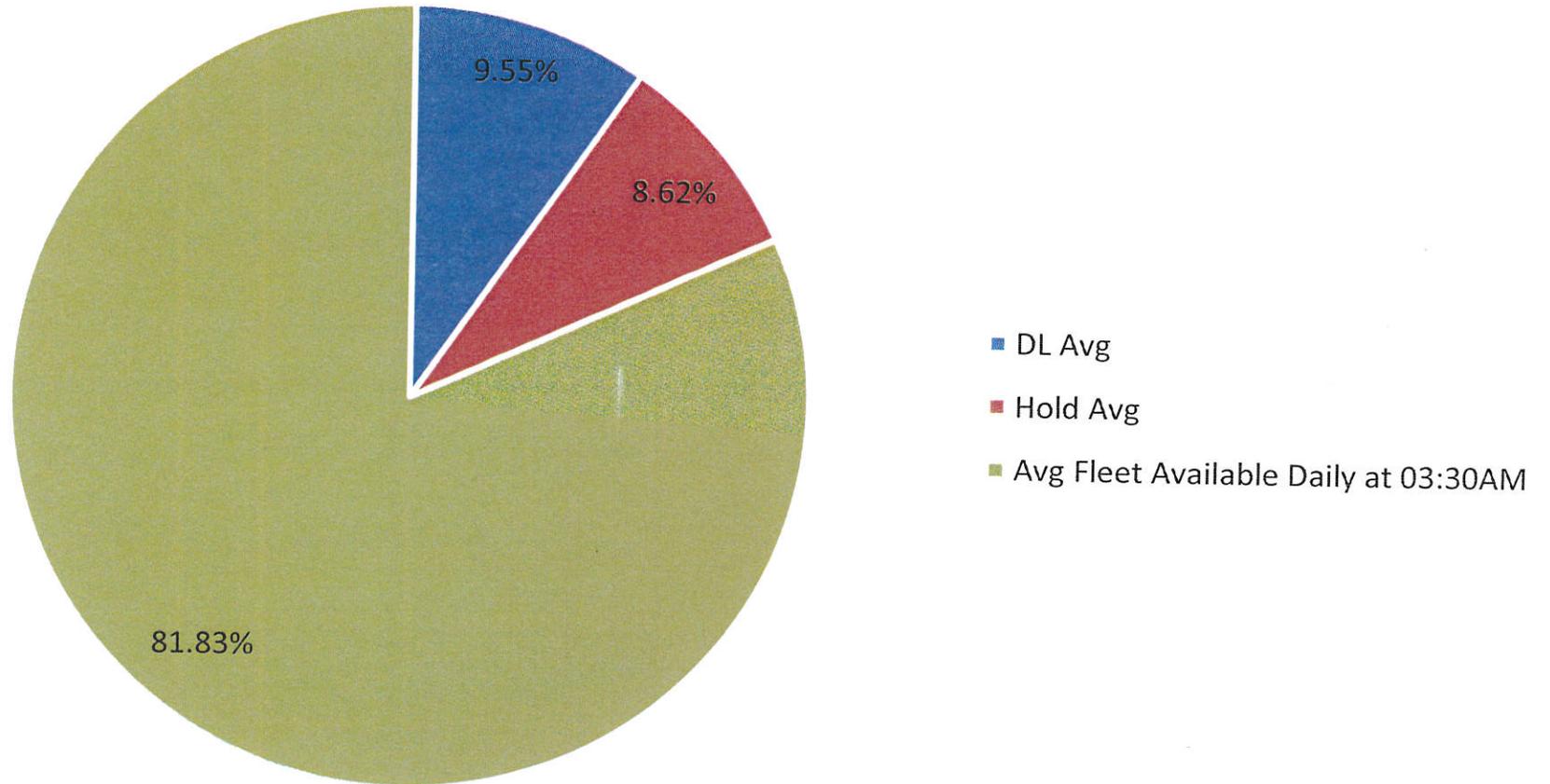


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

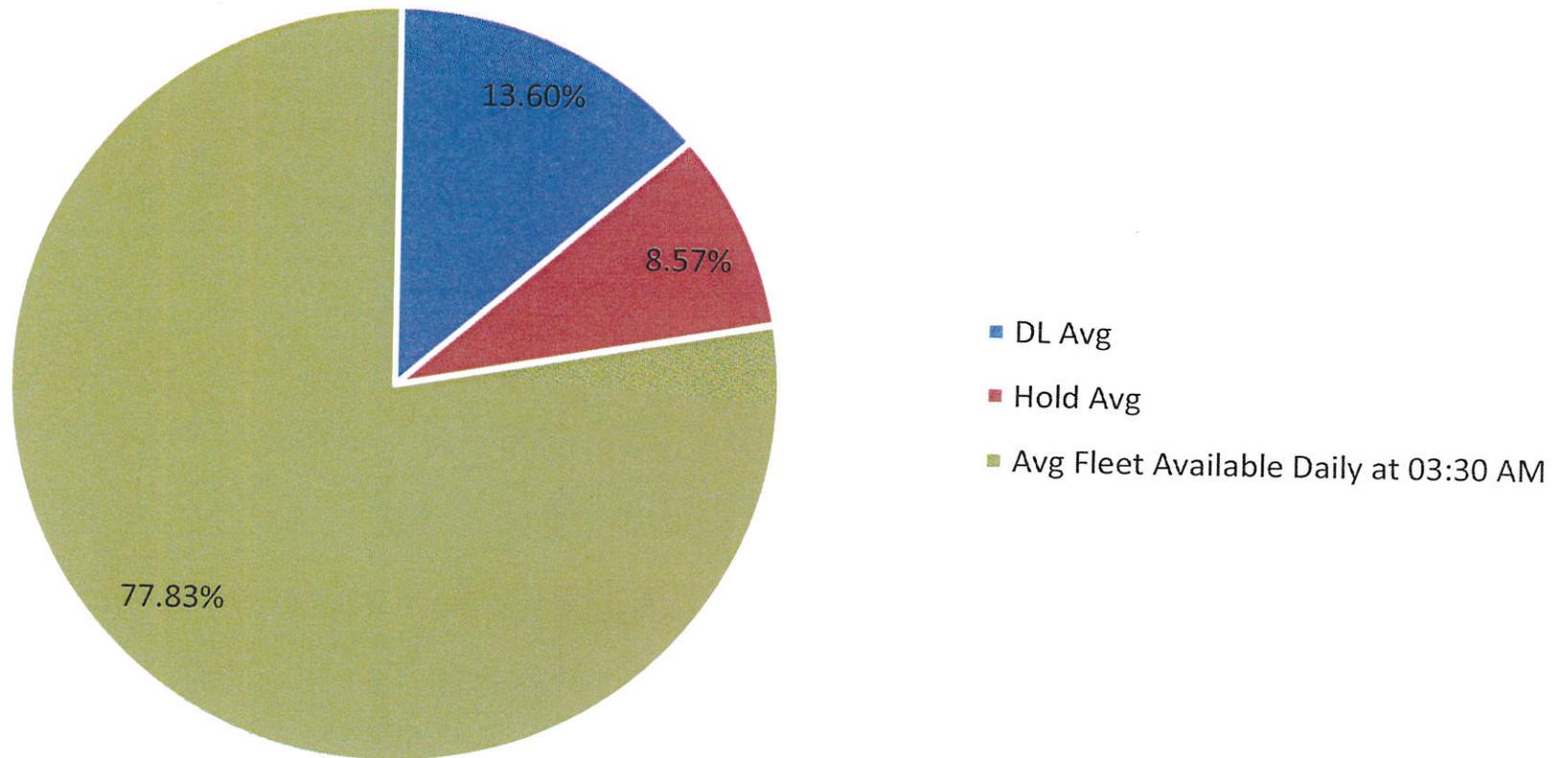
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 5% or below.

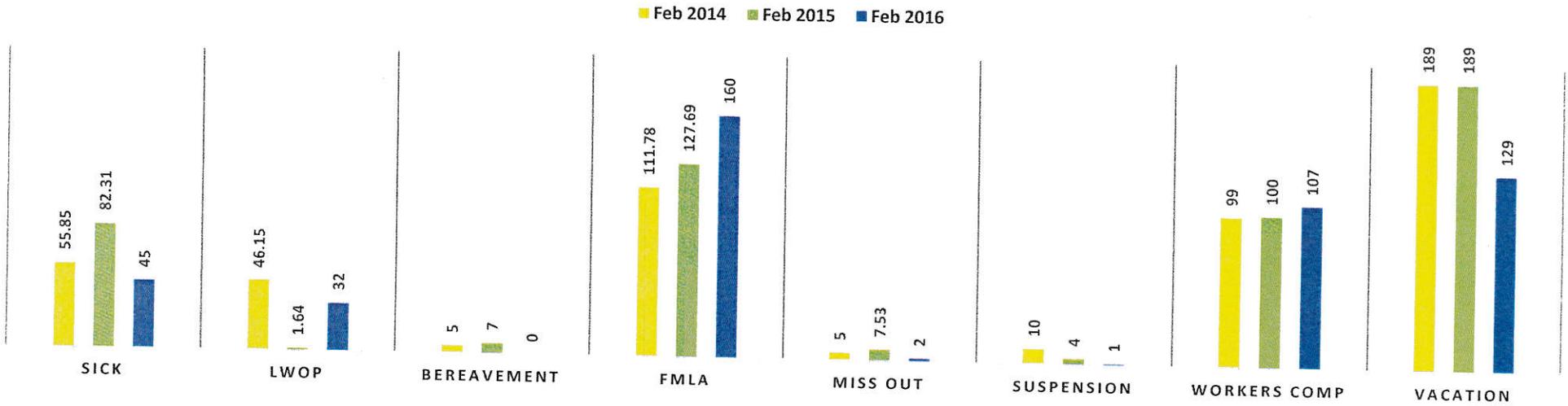
Fixed Route Fleet Availability- February 2016



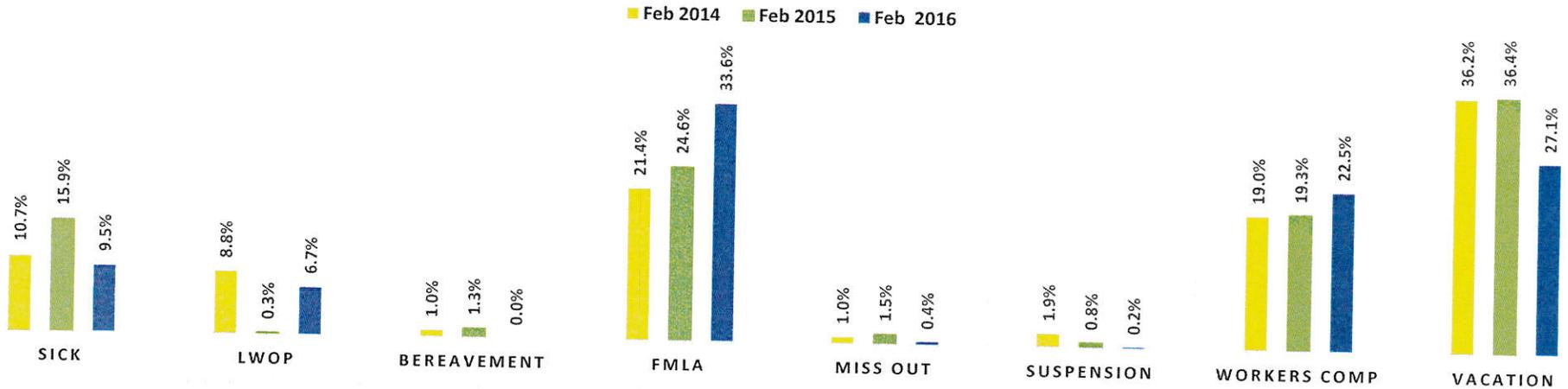
Paratransit Fleet Availability - February 2016



DRIVER ABSENCE OCCURRENCES - FEBRUARY 2016



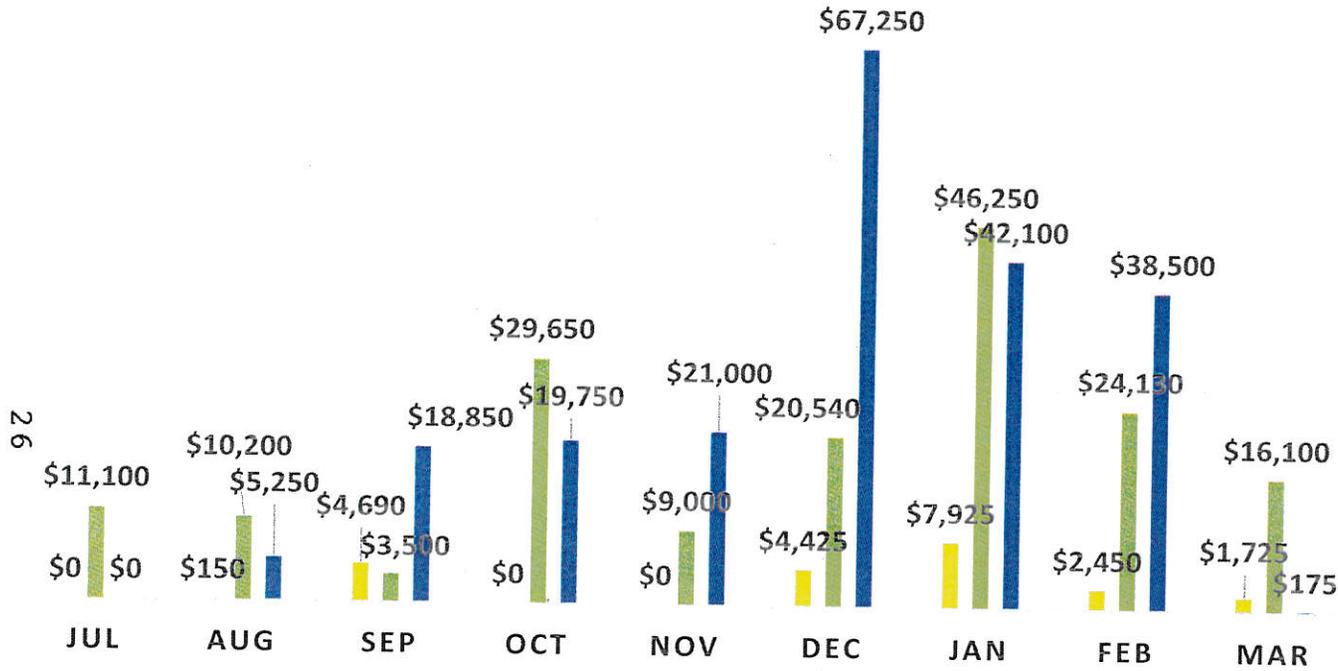
DRIVER ABSENCE OCCURENCES BY PERCENTAGES - FEBRUARY 2016



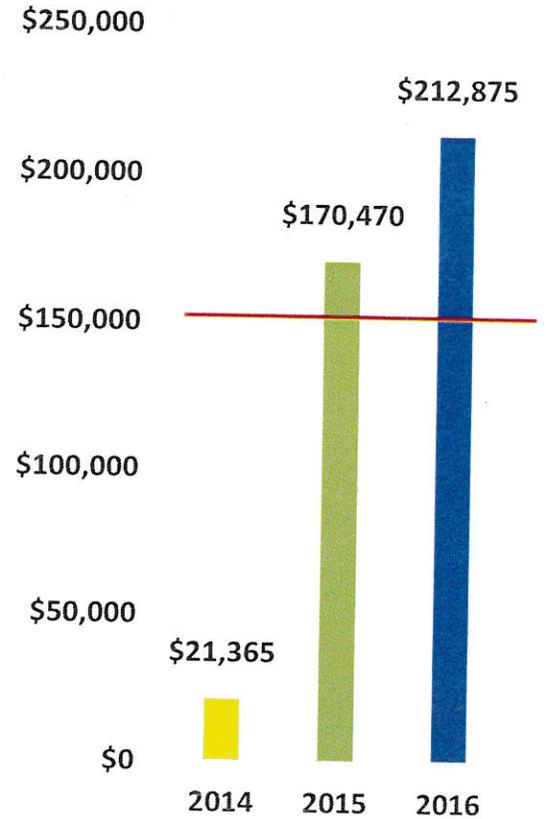
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending - Absences include unscheduled for both Paratransit and Fixed Route drivers.

ADVERTISING REVENUE

FY 14 FY 15 FY 16



YTD TOTALS

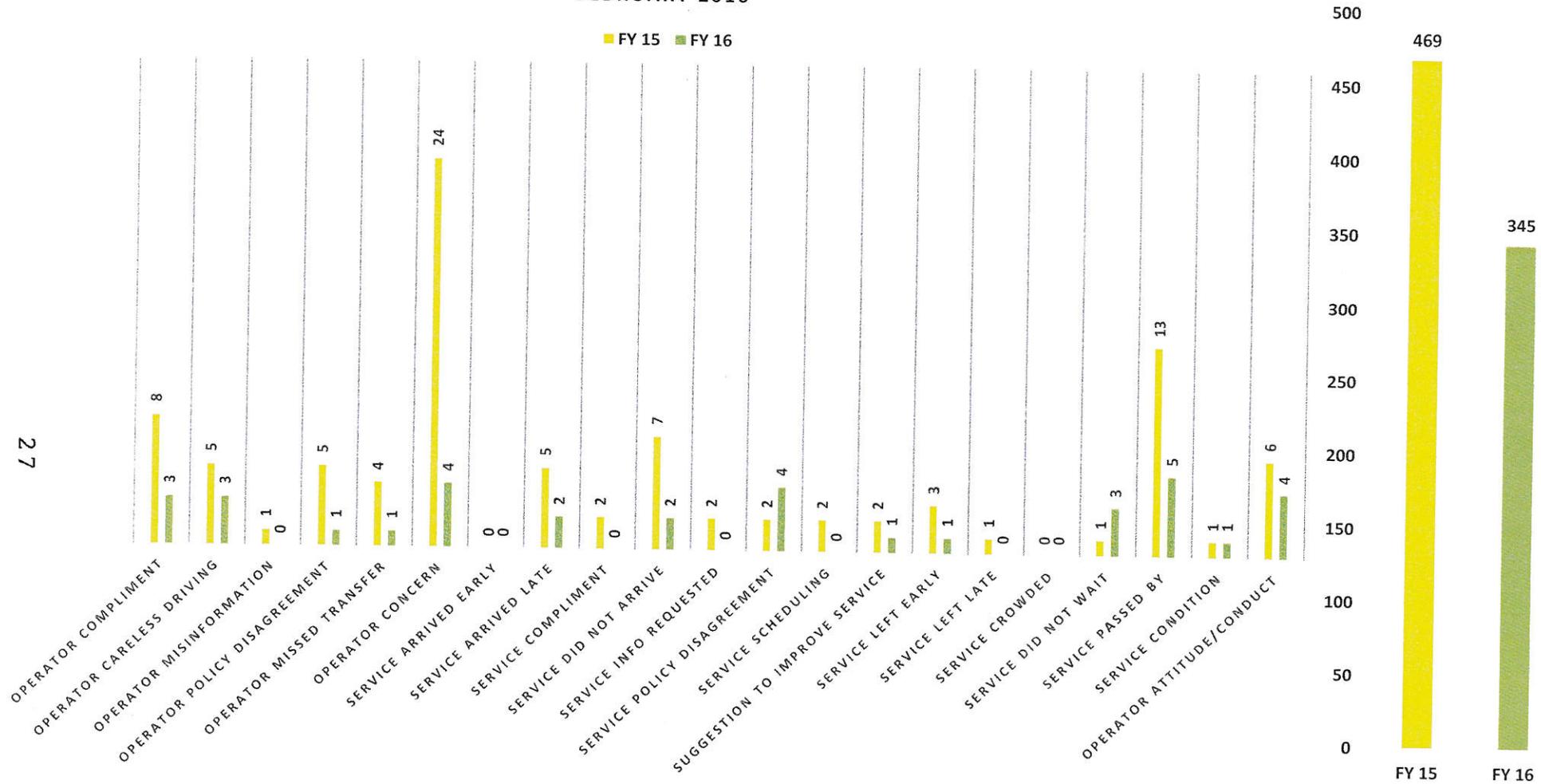


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts." SunLine Transit Agency budgeted \$150,000 in advertising revenue for FY 15/16.

The goal is \$150,000 for FY 16

FIXED ROUTE CUSTOMER COMMENTS BY TYPE

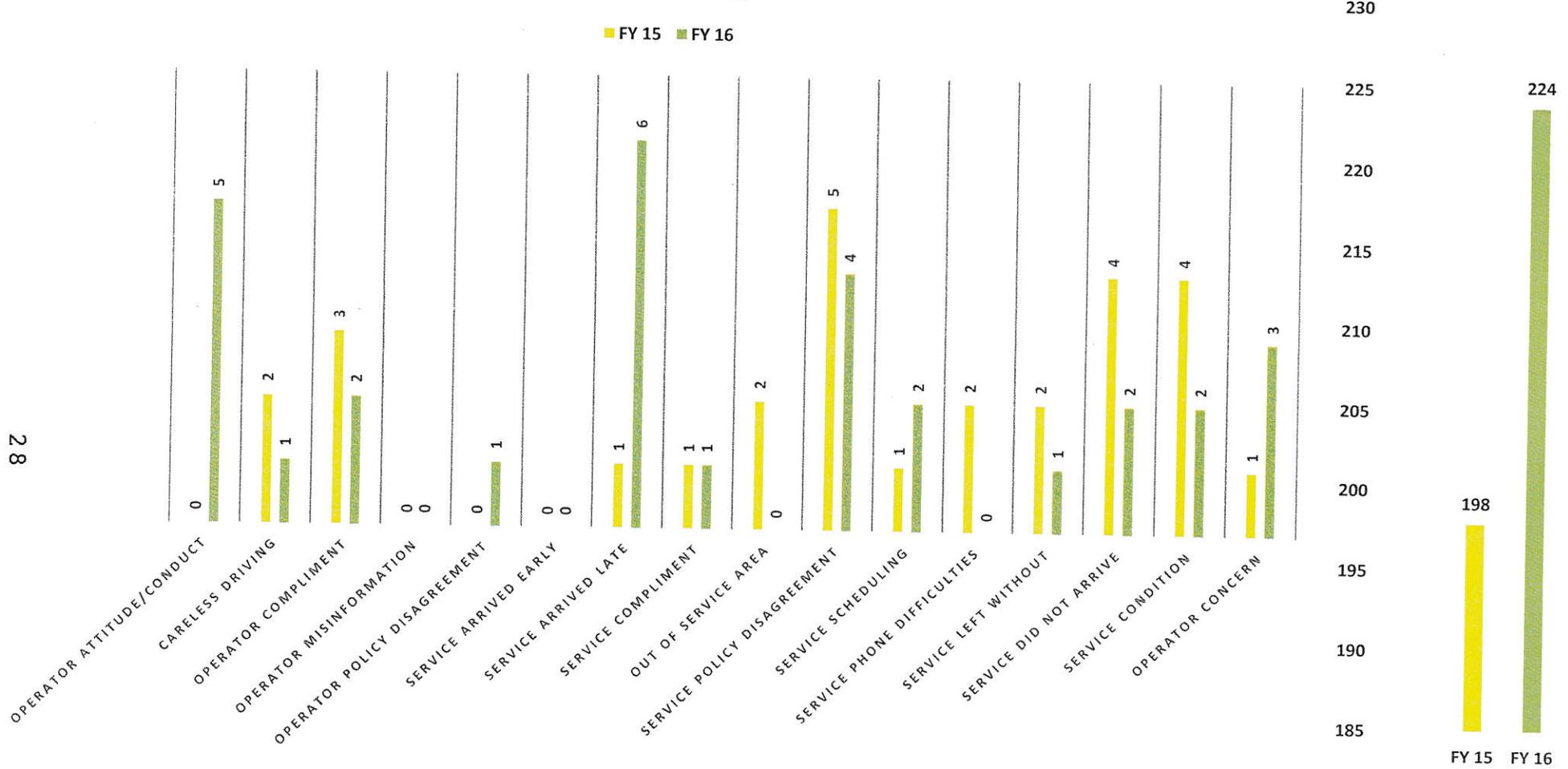
FEBRUARY 2016



Compares monthly customer comments by type and yearly total comparison for fixed route.
 Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.
 This will reduce the number of comments that need to move forward to other staff to address.
 Operator concerns we down compared to Feb 2015

PARATRANSIT CUSTOMER COMMENTS BY TYPE

FEBRUARY 2016



28

Compares monthly customer comments by type and yearly total comparison for paratransit.
 Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.
 This will reduce the number of comments that need to move forward to other staff to address.
 SERVICE DID NOT ARRIVE: client stating the vehicle did not come or pickup time or location was incorrect were up 5 over last year.
 OPERATOR CONDUCT: Up 5 compared to last year.

2016

Attendance Matrix for Board Members

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Dec	Total#	Total	Percent	
												Meetings	Attended	Attended	
Russell Betts	Y	Y	Y									11	3	27%	
Bob Spiegel	Y	Y	Y									11	3	27%	
Ginny Foat/Geoff Kors	Y	Y	A									11	2	18%	
Greg Pettis	Y	A	Y									11	2	18%	
Dana Hobart/Ted Weill	A	Y	Y									11	2	18%	
Ty Peabody/Doug Hanson	A	Y	Y									11	2	18%	
Don Adolph/Kristy Franklin	Y	Y	Y									11	3	27%	
Troy Strange	Y	Y	A									11	2	18%	
Steve Hernandez	A	A	Y									11	1	9%	
John Benoit/	A	A	Y									11	1	9%	

Code: Y - Attended A - Absent AL - Alternate Attended

2015

Attendance Matrix for Board Members

	Jan	Mar	Mar	Apr	May	Jun	Jul	Aug	Sep	Nov	Dec	Total#	Total	Percent	
												Meetings	Attended	Attended	
Russell Betts	Y	Y	A	Y	Y	Y	Y		Y	Y	A	10	8	80%	
Bob Spiegel	Y	Y	AL	Y	Y	Y	Y		Y	Y	Y	10	9	90%	
Rick Hutcheson/Paul Lewin	Y	Y	Y	Y	Y	A	A		A	Y	A	10	6	60%	
Greg Pettis	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Dana Hobart/Ted Weill	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Ty Peabody/Doug Hanson	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Don Adolph/Kristy Franklin	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Troy Strange	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Steve Hernandez	Y	A	Y	Y	Y	A	A		Y	Y	Y	10	7	70%	
John Benoit/	A	Y	Y	Y	A	Y	Y		Y	A	A	10	6	60%	

Code: Y - Attended A - Absent AL - Alternate Attended

SunLine Transit Agency

DATE: April 27, 2016 **INFORMATION**
TO: Board of Directors
FROM: Compliance Officer
RE: [Access Advisory Committee Members](#)

Information

This report is an informational item to update the Board of Directors on the members who currently serve on the Access Advisory Committee for SunLine Transit Agency. The attached document lists the names of members and what organization they are affiliated with.

Financial Impact

There is no financial impact with this Committee.

Vanessa Mora



Access Advisory Committee Members

Attachment

1. Edward Bank – Bus Rider
2. Angelica Chapell - Senior Low Vision Advocate, Community Access Center
3. Lisa Graf – Director of Transitional Services, Concierge Care Advisors
4. Mario Janesin (alternate to Angelica) – System Change Advocate/Community Organizer, Community Access Center
5. Byron Jesse – Owner, Prowatch Caregivers
6. Sarah Johnson – Neuro Vitality Center
7. Lisa Lester – Consumer Development Coordinator, Desert Arc
8. James Martinez – CEO, Partner at Crossroads to Care, Inc.
9. Ben Pickell – SunDial/Bus Rider
10. Angela Rojas – Orientation & Mobility Specialist, Braille Institute
11. Linda Samulski – Guide Dogs of the Desert
12. Nick Tompkins – Desert Arc Self Advocacy Council

SunLine Transit Agency

DATE: April 27, 2016 **INFORMATION**
TO: Board of Directors
FROM: CEO/General Manager
RE: [Air Resources Board](#)

Information

This report is an informational item to update the Board of Directors on Preliminary Selection Air Resources Board solicitation for Zero-Emission Truck and Bus Pilot Commercial Deployment Project.

SunLine was awarded a total of \$12.5 million with \$9,463,000 awarded in this year with the remaining \$3,123,591 awarded in FY 16/17.

Financial Impact

There is no financial impact.

Lauren Skiver



Air Resources Board



Matthew Rodriguez
Secretary for
Environmental Protection

Mary D. Nichols, Chair
1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov

Edmund G. Brown Jr.
Governor

April 14, 2016

Ms. Lauren Skiver
Chief Executive Officer/General Manager
SunLine Transit Agency
32505 Harry Oliver Trail
Thousand Palms, California 92276

Subject: Preliminary Selection for Zero-Emission Truck and Bus Pilot Commercial Deployment Project

Dear Ms. Skiver:

Thank you for your response to the Air Quality Improvement Program and Low Carbon Transportation Greenhouse Gas Reduction Fund Investments Grant Solicitation for the Zero-Emission Truck and Bus Pilot Commercial Deployment Project. SunLine Transit Agency submitted a well-crafted application that meets the objectives and goals of the solicitation. The project will accelerate the adoption and commercial deployment of heavy-duty zero-emission technologies by deploying 5 fuel cell electric buses supported by a hydrogen refueling station with on-site hydrogen generation using 100 percent renewable energy. The buses will provide on transit services within the Coachella Valley on routes from the communities of Indio to Mecca and Oasis.

At this time, Air Resources Board (ARB) cannot commit to funding the entire requested amount of \$12,586,791. Therefore, ARB is pleased to preliminarily offer a partial grant award in the amount of \$9,463,200 to the SunLine Transit Agency to begin implementation of the SunLine Fuel Cell Buses & Hydrogen Onsite Generation Refueling Station Pilot Commercial Deployment Project from Fiscal Year (FY) 2014-15 Low Carbon Transportation funds. The remaining funding for this project (\$3,123,591) is contingent upon ARB Board approval of the FY 2016-17 Low Carbon Transportation and Fuels Investments and Air Quality Improvement Program Funding Plan, and the appropriation of sufficient FY 2016-17 Low Carbon Transportation funds on or before June 30, 2016. ARB anticipates that, by August 1, 2016, ARB will notify you to either offer the final remaining requested amount of \$3,123,591 to fund the project as proposed from FY 2016-17 Low Carbon Transportation funds, or ARB will work with you to reduce the project scope if the FY 2016-17 funding is not available.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Ms. Lauren Skiver
April 14, 2016
Page 2

Also contingent and before the project's grant agreement can be executed there are two items that need to be finalized by SunLine:

- Completion of California Environmental Quality Act (CEQA) requirements
- Confirmation of receipt of \$2,750,000 match funding from the Federal Transit Administration.

It is expected that the above two items can be satisfied by May 31, 2016.

Please be aware of the following important conditions:

- No agreement is in effect until the Grant Agreement is signed by both parties and, therefore, no work can begin until the Grant Agreement is fully executed.
- Until the grant agreement is fully executed, the applicant and all project team members and technology providers may NOT make public announcements regarding the preliminary award (i.e., press releases, press events, media interviews, etc.).
- Receipt of this preliminary selection letter allows you, the applicant, to contact project stakeholders and disclose the preliminary award, as needed, to secure match funding commitments and complete CEQA requirements.

If you have any questions or need further clarification, please contact Ms. Leslie Goodbody, Air Resources Engineer, at (916) 323-2961 or by email at leslie.goodbody@arb.ca.gov

Sincerely,



Lucina Negrete, Chief
Innovative Strategies Branch
Mobile Source Control Division

cc: See next page

Ms. Lauren Skiver
April 14, 2016
Page 3

cc: Tommy Edwards
Chief Operating Officer
SunLine Transit Agency
Thousand Palms, CA 92276

Leslie Goodbody, Air Resources Engineer
Innovative Strategies Branch
Mobile Source Control Division

MINUTES
SunLine Transit Agency
Board of Directors Meeting
March 23, 2016

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, March 23, 2016 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

Mayor Pro Tem Greg Pettis led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

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

Members Absent

Ginny Foat, Councilmember, City of Palm Springs
Troy Strange, Councilmember, City of Indio

4. Presentations

None

5. Finalization of Agenda

No changes to the agenda.

6. Public Comments

Marcia Rose addressed the board and made reference to coming before the board three months ago. Marcia stated that she didn't hear from anybody but one person called her back to let her know they were having a special meeting about her issue. She wanted to bring her points up one more time as none of this makes sense about not taking them to Augustine Casino. She stated that we go to Fantasy and we go to Spotlight and they are much further than three quarters of a mile and Augustine is down the street from the bus. Another issue is that she and her friends have to go in the street at night or get a taxi. They waited three hours one night and the taxi kept

promising and they missed the bus and had to take a taxi home. Marcia elaborated on how it is at night in Coachella and it is really hard and a little scary. She stated that if we go to the other casinos as a courtesy, which is what she was told, we can go to Augustine as a courtesy. She stated that it is wrong and it's not fair and she thinks it should be considered as its two months later.

7. **Board Member Comments**

Mayor Hernandez agrees with Marcia and is on their team as a Coachella representative and if there is a way. It is something we can discuss and see what the rules are.

On another topic he wanted to bring up and put out there that there is a lot of talk about the train coming into the desert and he thinks this is a good thing. One of the things is that we need to be careful of the impact that it could potentially have on our agency in terms of dollars and resources. He stated that we need to be very mindful of how we are going to be growing and what our strategic plans are and what our vision is in terms of how we want to roll out our transportation. As this conversation unfolds throughout the years SunLine should be very mindful of what the impacts are to our agency. That would mean to advocate to those players and to let them know what impact that would be on this agency and the bus transportation system throughout the Coachella Valley. He stated he wanted to put that out there so board members can start to think about that because we know we have a lot of lean areas in the east valley and in the middle of the valley and we need to think about what the ultimate impacts are with respect to the train coming into town.

Councilman Betts asked if we could get something on the agenda for paratransit at the next board meeting so that we can discuss it. He stated there have been some concerns in his community as well.

Marcia Rose entered the comments and stated that we take a man home from Desert Arc and drop him off right by the casino. Where's the fairness for us?

Lauren Skiver, CEO/General Manager stated that it is not about fairness it's about the law which allows three quarters of a mile from the fixed route as the crow flies. She stated it is hard to determine that by streets. She further stated that she thought it was a great idea to come back with a more in depth item on paratransit and how it works and how it has to be planned based on fixed route service. Paratransit does not happen without bus service and if we have that discussion and get a better base understanding. She stated that we also plan new services but new services don't go into place they take funding and planning and approval. It doesn't mean that there isn't work being done on more service we just put the Line 20 in and it took a year and a half to two years of planning and raising the money and getting the money and putting it in. Ms. Skiver stated that we could do a better job of communicating that to you and Anita and I and Semia will take some time to talk with you about setting up a meeting before you leave today to give you a better explanation of how the system works.

8. Consent Calendar

- a) Checks over \$1,000 and backup report, for, January 2016
- b) Credit card statement for January 2016
- c) Monthly Variance Report January 2016
- d) Contracts signed in excess of \$25,000 January 2016
- e) Ridership Reports for January 2016
- f) SunDial Operational Notes for January 2016
- g) Metrics

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

**9. Andrea Carter Projects
(Staff: Norma Stevens)**

Norma Stevens, Public Outreach Specialist addressed the board and brought forward projects completed by our marketing firm Andrea Carter and Associates at the request of the Finance Committee.

- **Redesign of SunLine brochures**
 - Half Fare
 - SunDial
 - Employer Pass
 - How to Ride the Bus/Travel Training
- **SunBus Tracker App**
 - Logo Design
 - Phase I – Tap to Track
 - Creative Marketing Campaign
 - Phase 2 – Pitch the Paper
 - Public Relations and consultation on strategy for media buys
- **Commuter Link 220**
 - Production for a 30 second spot
 - 2 and 25 second longer version that included the 3D which was on website and used for social media focuses and highlights the different connections to other transit agencies from Palm Desert to Riverside
- **Building the Brand and Brand Awareness**
 - Andrea was instrumental with photo shoots and press releases
 - Media follow up and media placements
 - Consultation on crisis communications and messaging
- **Future Projects**
 - Producing an animated video for the SunBus Tracker App
 - Producing a general service commercial
 - Working on four videos which include Travel Training/English/Spanish and How to Bike and Ride/English/Spanish
 - Getting ready to do a new photoshoot and in the future more press releases and a Safety Awareness Campaign

10. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of the February 24, 2016 Board meeting. The motion was seconded by Mayor Hobart. The motion was approved by a vote of 8 yes; 0 no

11. Access Committee By-Laws

**(Greg Pettis, Chair Board Operations Committee;
Staff: Vanessa Mora)**

This item was brought to the Board Operations Committee and the committee unanimously approved the item and Mayor Pro Tem Pettis motioned to approve the Access Committee By-Laws and the motion was seconded by Councilmember Betts. The motion carried by a unanimous vote of 8 yes; 0 no.

12. Contract with Apollo Video Technology

**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)**

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Mayor Peabody seconded. The motion carried by a vote of 7 yes; 1 no City of Desert Hot Springs.

13. Contract with California Consulting, LLC.

**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)**

Mayor Pro Tem Pettis stated that although he does not participate or receive any financial benefit and does not participate in this contract he does do some work with California Consulting and will be abstaining/recusing.

This item was brought to the Finance/Audit Committee and the committee approved the item and Mayor Pro Tem Spiegel moves to approve and Councilmember Betts seconded. The motion carried by a unanimous vote of 7 yes; 0 no.

14. Amendment to Andrea Carter and Associates Contract

**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Norma Stevens)**

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Mayor Pro Tem Pettis seconded. The motion carried by a vote of 7 yes; 1 no City of Desert Hot Springs.

15. Advanced Web Offset, Inc. (Option Year One)**(Robert Spiegel, Chair of Finance/Audit Committee;****Staff: Norma Stevens)**

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Councilmember Betts seconded. The motion carried by a unanimous vote of 8 yes; 0 no.

16. Ratification of Contract for Paratransit Vehicles**(Robert Spiegel, Chair of Finance/Audit Committee;****Staff: Eric Taylor)**

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Mayor Peabody seconded. The motion carried by a unanimous vote of 8 yes; 0 no.

17. Announcement from Closed Session of February 24, 2016

Eric Vail, Legal Counsel gave a report from February's board meeting where there were two closed session items:

18. a) Conference with Legal Counsel on existing litigation
- b) Conference with Labor Negotiator

In regard to the conference with legal counsel there is no reportable action for the public as a result of that meeting. Eric stated there were some follow up items that the board did ask staff and general counsel to look into of which one was to look into the costs to date from outside counsel. He stated that we had requested that information several times but have not received it and will be following up on that again. The other item was to re-approach PERMA as to coverage for this case and staff has done that and reconfirmed with PERMA that they don't believe there is coverage. He stated that we haven't been able to present them with a total legal expense yet and they will promptly make another attempt at doing this. Eric has reviewed both Workers' Comp and employee contracts with PERMA and he would like to submit them to his managing partner and have him issue an opinion if there is coverage to have a second look based upon PERMA's refusal to cover this. He stated he will be following up with this at the next meeting.

On the labor conference item there was no reportable action on Item b, however he noted that we do have another closed session at the end of this meeting on labor discussions also.

That concludes my report.

18. CEO/General Manager's Report

CEO/General Manager, Lauren Skiver addressed the Board and stated that they may have seen SunLine on the news last night as we provided two buses to Martha's Village and Kitchen for a suspicious package activity in response to Riverside Fire and Police. Ms. Skiver stated that we had buses on site until about 3:00 a.m. to house those individuals and provide comfort for them while police and fire were doing their work. Ms. Skiver commended SunLine Operations and administrative group because they really rallied to ensure that we were there and they had supervisors on staff and the operator stayed until late into the morning and some of those had to come right back to work today. She said they are all a little sleepy but are happy to support the community and she wants to thank her staff the way they assimilate to issues like that along with the daily business they have to do.

The second thing Ms. Skiver wanted to mention is why each board member has items in front of them and she wanted to commend both staff and the operators as this was in response to Operator Appreciation Day. She mentioned Stephanie Buriel, who will identify the rest of her team, who came up with some innovative low cost ways to thank our operators and not just to do it in one day but to give them something every day and found small things to give them with a message of thanks. As we all know people like to be thanked and they don't have to be thanked in big ways. They came up with all of these items and culminated with a barbeque last Friday at both Division 1 and Division 2. Ms. Skiver had Stephanie stand up and her team and recognized their good work in recognizing the drivers. Ms. Skiver stated that she was really proud of their efforts and what they came up with as they didn't have a lot of money to do this.

Ms. Skiver stated that we have a lot going on at the agency right now and are tracking our new services through our metrics and want to bring you more information. There is information in your packet on our performance and we bring you those statistics every month and if you ever have questions about performance or want to have staff or anyone come to our metrics meetings please let us know. We continue to work very closely with ARB and they continue to seek us out as subject matter experts on zero emissions. We just had a conference call with them yesterday about our hydrogen program and we have been invited to come to a very special meeting on April 8, 2016 that will be with utility providers because there is legislation being contemplated on utility costs for transit. We do have projects with them that we are looking to have awarded and the fact that they are seeking us out for information is very encouraging. Whether we get the awards or not it is based on your mission and focus that you set for us that we continue to be seen as the leader in this realm and in our transit services. We will be participating more with them on educating transit, educating regulators and ensuring that regulation doesn't outpace what transit can do to provide service.

That concludes my report.

19. Closed Session

a) CONFERENCE WITH LABOR NEGOTIATOR

Agency Representative: Lauren Skiver

Employee Organization: ATU

Pursuant to Government Code section 54957.8

Report Out of Closed Session

Legal Counsel, Eric Vail, reported that the Board met in Closed Session pursuant to Government Code Section 54957.8 regarding conference with labor negotiator Lauren Skiver for the employee organizations ATU and a direction was given to labor negotiator and regarding the union there was nothing more to report out.

20. Next Regular Board Meeting Date

April 27, 2016

12 o'clock Noon, New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

21. Adjourn

Meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

AMENDED
SunLine Transit Agency

DATE: April 27, 2016 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Clerk of the Board

RE: [Ratify Resolution No. 0751 Revising Agency/Committee Bylaws](#)

Recommendation

Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.

Background

The Resolution 0747 Revising Agency/Committee Bylaws was brought before the Board Operations Committee on July 29, 2015 and was approved unanimously. The item was further brought before the full Board of Directors on July 29, 2015 and was approved unanimously.

Although Resolution 0747 was unanimously approved, for a reason not reflected in any records it was not signed by the Chair, Clerk or General Counsel. New General Counsel has advised that the By-Law changes were necessary and appropriate and has recommended that the Board ratify the Board's previous adoption of the By-Law changes and authorize the new Chair, Clerk and General Counsel to sign a new resolution of ratification.

Financial Impact

No fiscal impact.

Diane Beebe

AMENDED
SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0751

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUNLINE TRANSIT AGENCY, CALIFORNIA, RATIFYING
RESOLUTION NUMBER 0747 AMENDING AND ADOPTING
RULES OF PROCEDURE FOR BOARD MEETINGS AND
RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING
BYLAWS FOR ALL BOARD COMMITTEES**

WHEREAS, on July 29, 2015, the Board unanimously approved Resolution 0747 “A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees.”

WHEREAS, for reasons unknown to current staff and legal counsel, Resolution 0747 was not executed by the then Chairperson of the Board, or attested to by the then Clerk of the Board, or signed as to form by the then legal counsel.

WHEREAS, the current Clerk of the Board, having performed a thorough search of SunLine’s records, and upon conferring with current legal counsel, has concluded that the Board did in fact intend for Resolution 0747 to be approved, executed and implemented. Current legal counsel has concluded that Resolution 0747 should be ratified by the Board and implemented by SunLine.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency:

Section 1. The Board of Directors hereby ratifies the adoption of Resolution 0747, attached hereto as Exhibit “A”, by adoption of this Resolution 0751 and authorizes the Chairperson of the Board, the Board Clerk, and General Counsel to sign Resolution 0751.

Section 2. The Board of Directors hereby directs the Chief Executive Officer and the Board Clerk to implement resolution 0747, as if it had been fully executed on July 29, 2015.

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PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this 27th day of April, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Diane Beebe
Clerk of the Board
SunLine Transit Agency

Kristy Franklin
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM

Eric Vail
General Counsel

EXHIBIT A

RESOLUTION NO. 0747

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

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. 0747

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

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

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

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

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

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

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

1. MEETINGS

1.1 REGULAR MEETINGS

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

meeting shall be held at the same hour on a day as established by the Board. Notice of regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

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

1.3 QUORUM

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

1.4 MAJORITY VOTE

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

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

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

1.5 MEETINGS TO BE PUBLIC

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

1.6 TELECONFERENCING

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

2. ORDER OF BUSINESS

2.1 AGENDA

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

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

2.2 DELIVERY OF AGENDA

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

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

2.3 ROLL CALL

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

2.4 APPROVAL OF MINUTES

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

2.5 PUBLIC HEARINGS

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

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

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

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

2.6 PUBLIC COMMENTS

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

2.7 CONSENT CALENDAR

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

2.8 AGENDA ITEMS

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

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

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

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

3.2 CALL TO ORDER:

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

3.3 PARTICIPATION OF PRESIDING OFFICER:

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

3.4 SIGNING OF DOCUMENTS:

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

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

3.5 MAINTENANCE OF ORDER:

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

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

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

4.2 DECORUM AND ORDER – BOARD MEMBERS:

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

4.3 DECORUM AND ORDER – EMPLOYEES:

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

4.4 ENFORCEMENT OF DECORUM:

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

Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

4.5 CONFLICT OF INTEREST:

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

4.6 PROCEDURES IN ABSENCE OF RULES:

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

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

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

4.8 BOARD APPOINTEES

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

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

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

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

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

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

6.2 DIVISION OF QUESTION:

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

6.3 PRECEDENCE OF MOTIONS:

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

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

6.4 MOTION TO ADJOURN:

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

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

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

6.5 MOTION TO CONTINUE:

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

7. RESOLUTIONS

7.1 DEFINITIONS:

Three terms are in general use to denote actions: “resolution”, “minute order”, and “motion” (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding; they just vary in the formality of respective memorialization. The most formal is referred to as a “resolution”.

This, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional “whereas” explanatory material it often recites) to facilitate such future reference and research.

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

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

7.2 RESOLUTIONS PREPARED IN ADVANCE:

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

7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

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

7.4 URGENCY RESOLUTIONS:

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

8. BOARD COMMITTEE BYLAWS

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

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., “the

member from Palm Springs”). All Committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

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

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

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee’s officers.

ADOPTED THIS ___ DAY OF _____, 2015

ATTEST:

Diane Beebe

CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

Kristy Franklin

CHAIRPERSON of the Board
SunLine Transit Agency
SunLine Services Group

SunLine Transit Agency

DATE: April 27, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Operating Officer

RE: Contract with AVAIL Technologies, Inc.

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with **AVAIL Technologies, Inc.** for the purchase and installation of a bus AVL (Automatic Vehicle Location) system on three (3) BYD electric buses in an amount not to exceed \$79,999 (includes 2.5% contingency).

Background

SunLine Transit Agency has been using AVAIL Automatic Vehicle Location (AVL) since 2011. The system consists of Mobile Data Terminal (MDT) devices on revenue vehicles, application for vehicle information and communication, data analysis resources, and real time bus information for the general public.

This procurement will install like equipment on the (3) BYD buses as exists on the current fleet. The equipment will integrate into the existing AVAIL AVL system.

Reason for Selection of the Procurement Process

This is a single source procurement because of the like equipment already installed on all fixed route buses. This will be the new platform with any new bus procurement.

Reason for Selection of the Contract Type

A firm fixed price contract was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of Contractor

SunLine currently uses AVAIL Technologies equipment on all fixed route buses. The software to monitor vehicle locations is already in place at SunLine. The upgrades must be compatible with the AVAIL AVL system.

How Price was Determined Fair and Reasonable

SunLine procurement conducted a price analysis and determined the prices fair and reasonable.

Financial Impact

The funding for this effort will be from the programming of existing STA (State Transit Assistance) capital funds allocated to SunLine Transit Agency in an amount not to exceed \$79,799.

Polo Del Toro

SunLine Transit Agency

DATE: April 27, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: IT Administrator

RE: Contract with Apollo Video Technology

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of routing equipment for 74 fixed route buses in an amount not to exceed \$103,225 (includes 2.5% contingency).

Background

The original contract with Apollo Video Technology was approved by the Board in September 25, 2013, and amended on March 4, 2015 for the installation of equipment on all fixed route buses. This agreement will enable SunLine to have the ability to monitor the onboard camera system in real time. In addition, this will also allow riders to have Wi-Fi access on all fixed route buses.

Reason for Selection of the Procurement Process

This is a single source procurement because of the like equipment already installed on all fixed route buses. This will be the new platform with any new bus procurements.

Reason for Selection of the Contract Type

A firm fixed price contract was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of Contractor

SunLine currently uses Apollo video technology on all fixed route buses. The software to view and download the video is already in place at SunLine. The upgrades must be compatible with the Apollo video system.

How Price was Determined Fair and Reasonable

This procurement is based on pre-competited GSA-70 schedule pricing.

Financial Impact

The funding for this effort will be from the programming of existing Prop 1B (Transit Safety and Security) capital funds allocated to SunLine Transit Agency in an amount not to exceed \$135,000.

Joseph Friend

SunLine Transit Agency

DATE: April 27, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Operations Officer

RE: Contract for New Bus Lift and Installation

Recommendation

Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in the amount of \$309,400 for new bus lifts and installation, upon approval as to form and legality by legal counsel.

Background

SunLine has been using bus lifts for fixed route buses since the maintenance building was originally built. Installed in 1996, these lifts have reached their useful life and need to be replaced. The in-ground heavy-duty telescoping piston style vehicle lifts offer ease of maintenance to fixed route bus engine and transmission work, suspension and brake work, and other undercarriage routine maintenance work.

SunLine requested Bids from qualified vendors to furnish and install two (2) new in-ground heavy-duty vehicle lifts and remove two (2) old lifts. Bids were to replace two lifts within a one-year period including construction drawings and permits that met all local codes.

Reason for Selection of Procurement Process

The Invitation for Bid solicitation was selected as the procurement method in order to award the contract based on lowest price.

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 January 22, 2016, eight (8) potential companies were solicited in addition to being advertised on SunLine's website and the local newspaper, The Desert Sun. On February 22, 2016, three (3) individual proposals were received from Air & Lube Systems, Inc., Autolift Services, Inc., and Peterson Hydraulics, Inc.

According to the price analysis, SunLine has elected to make an award to Peterson Hydraulics, Inc. as the contractor representing the lowest cost to the Agency.

How Price was Determined Fair and Reasonable

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

Financial Impact

SunLine's estimated cost for this work is \$309,400. This project will be paid for using capital funds budgeted in the FY15 SRTP.

Polo Del Toro

Bidders List

Peterson Hydraulics, Inc
 1653 W El Segundo Blvd,
 Gardena, CA 90249
 Marcy Boulette
 marcy@petersonhyd.com
 letmontoya@gmail.com
 (310) 323-3155

Gray Manufacturing Company Inc.
 3501 S Leonard Rd
 St. Joseph, MO. 64503
 Amy Cline-Shelton
 governmentsales@grayusa.com
 (816) 233-6121

Vehcile Service Group LLC.
 2700 Lanier Dr.
 Madison, IN. 47250
 Christine Bilz
 bilz@rotarylift.com
 (800) 445-5438

Southwest Lift & Equipment Inc
 PO Box 2319
 Running Springs, CA. 92382
 Dean McDonald
 dean@southwestlift.com
 (909) 867-9820

Western Pump
 3235 F. Street
 San Diego, CA. 92101-3315
 Ryan Rethmeier
 info@westernpump.com
 (888) 239-9988

Mission Equipment and Lifts Inc.
 3210 Production Ave #F
 Oceanside, CA. 92058
 Jerry Giardullo
 info@missioneq.com
 760-721-7262

Interstate Lift & Equipment Co Inc
 1001 Ruth LN
 Niles, MI. 49120
 Todd Nichols
 tnichols@interstatelift.com
 269-684-8098

DBE

CAL-DORADO INC
 14728 Biola Ave.
 La Mirada, CA 90638
 Robert Aguinaga
 raguinaga@suecorp.com
 (714) 482-5101

SunLine Transit Agency

DATE: April 27, 2016 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Chief Administration Officer

RE: [Employee Handbook](#)

Recommended Action

Recommend the Board of Directors approve the Employee Handbook.

Background

Staff and legal have provided revisions to the Employee Handbook which provides guidance to SunLine personnel regarding their conduct as employees of SunLine Transit Agency.

The modification incorporates topics previously addressed in a separate “Personnel Rules” document that was suspended in May 2014. The updated Employee Handbook integrates important areas of the Personnel Rules document and allows staff to receive guidance in one document.

Additionally, the proposed handbook includes all Federal and California labor updates from 2010 to date.

- Harassment, discrimination and retaliation prevention
- Americans with Disability Act (ADA) /Fair Employment and Housing Act (FEHA)
- Personnel Records
- Grievance Procedures
- Attendance & Leaves
- Personal Blogs / Social Media

Financial Impact

There are no financial impacts.

Semia Hackett

AMENDED
SUNLINE SERVICES GROUP
BOARD MEETING AGENDA

Wednesday, April 27, 2016
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. 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 Clerk 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. **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 February 2016](#) (Page1)
 - b) [SSG/SRA Monthly Budget Variance Report February 2016](#) (Pages 2-3)
 - c) [Taxi Vehicle/Rides Analysis](#) (Page 4-6)
 - d) [California Retail Gasoline Price Report](#) (Page 7)
 - e) [Metric \(Taxi Expense vs Taxi Revenue\)](#) (Page 8)

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

8. **Update on Regulation Changes** **Information**
At the February 24, 2016 Board meeting, the Board approved suspending the second reading of the SunLine Regulatory Administration (SRA) ordinance. The purpose for suspending the second reading was to collaboratively work with the Franchises on changes to regulations that maintain the responsibilities of SRA and positively affect the taxi industry business. **(Staff: Stephanie Buriel)** (Page 9)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the March 23, 2016 Board of Directors meeting. (Pages 10-11)
10. **Ratify Resolution No. 076 Revising Agency/ Committee Bylaws** **Approve**
(Robert Spiegel, Chair of the Taxi Committee;)
Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.
(Staff: Diane Beebe) (Pages 12-24)

11. Next Meeting Date

May 25, 2016

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

12. Adjourn



AGENDA
TAXI COMMITTEE MEETING
April 27, 2016
10:45 a.m. - 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. **Presentations**

5. **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**-----

6. **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 February 2016](#) (Page 1)
- b) [SSG/SRA Monthly Budget Reports February 2016](#) (Page 2-3)
- c) [Taxi Vehicle/Rides Analysis](#) (Page 4-6)
- d) [California Retail Gasoline Price Report](#) (Page 7)
- e) [Metric \(Taxi Expense vs Taxi Revenue\)](#) (Page 8)

----- INFORMATION -----

7. [Update on Regulation Changes](#)

Information

At the February 24, 2016 Board meeting, the Board approved suspending the second reading of the SunLine Regulatory Administration (SRA) ordinance. The purpose for suspending the second reading was to collaboratively work with the Franchises on changes to regulations that maintain the responsibilities of SRA and positively affect the taxi industry business. **(Staff: Stephanie Buriel)** (Page 9)

----- ACTION -----

8. [Ratify Resolution No. 076 Revising Agency/Committee Bylaws](#)
(Robert Spiegel, Chair of the Taxi Committee;)

Approve

Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.
(Staff: Diane Beebe) (Page 10-22)

9. [Adjourn](#)

Sunline Regulatory Administration
Checks \$1,000 and Over
For the month of February 2016

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 2/12/16	090177	2/12/2016	\$6,200.36
SUNLINE TRANSIT AGENCY	Operating Exp Allocation (Jan)	090184	2/23/2016	\$4,710.75

Total of Checks Over \$1,000 \$10,911.11

Total of Checks Under \$1,000 \$1,461.74

Total of All Checks for the Month \$12,372.85

Total Amount of Checks Prior Years Same Month

SunLine Regulatory Agency
 Budget Variance Report
 February 2016

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	22,925	24,441	(1,516)	145,860	195,524	(49,664)
Revenue Fines	5,000	0	417	(417)	1,125	3,333	(2,208)
Vehicle Inspection Revenue	15,100	450	1,258	(808)	9,700	10,067	(367)
Vehicle Re-inspection Revenue	2,000	300	167	133	6,000	1,333	4,667
New Driver Permit Revenue	5,500	630	458	172	3,180	3,667	(487)
Driver Transfer Revenue	1,980	50	165	(115)	550	1,320	(770)
Driver Renewal Revenue	9,200	1,150	767	383	6,740	6,133	607
Driver Permit Reinstatement/Replacement	165	40	14	26	140	110	30
Vehicle Permit Revenue	91,400	13,833	7,617	6,217	75,267	60,933	14,334
Interest Revenue	39	0	3	(3)	21	26	(5)
Other Revenue	0	0	0	0	540	0	540
Total Revenue	423,670	39,378	35,306	4,072	249,123	282,447	(33,324)
Expenses:							
Salaries and Wages	167,564	5,391	13,964	8,573	87,287	111,709	24,422
Fringe Benefits	103,827	11,842	8,652	(3,190)	56,816	69,218	12,402
Services	78,500	1,641	6,542	4,900	20,683	52,333	31,651
Supplies and Materials	69,430	26	5,786	5,759	32,934	46,287	13,352
Miscellaneous	4,349	89	362	274	4,285	2,899	(1,385)
Total Expenses	423,670	18,990	35,306	16,316	202,005	282,447	80,442
Total Operating Surplus (Deficit)	\$ -	\$ 20,388			\$ 47,118		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- TNCs continue to negatively impact taxi ridership.
- Vehicle permit revenue is up, but is caused by the allowance of full year's vehicle permits to be paid during peak months of October through April.
- Vehicle re-inspection revenue is up. Aging vehicle fleet has increased the quantity of re-inspections performed.

Salaries and Wages - Favorable

- One employee was re-assigned to SunLine Transit Agency (STA).

Fringe Benefits - Favorable

- One employee was re-assigned to SunLine Transit Agency (STA).

Services - Favorable

- Legal services expenses have been below expectations for the first half of FY16.
- Currently, there are no audit expenses charged under services. When resolved, the expenses will increase YTD expenses more in line with the budget.

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 of the inspections being conducted by SunLine mechanics.

Miscellaneous - Unfavorable

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

TRIP vs. VEHICLE ANALYSIS

TRIP vs. VEHICLE ANALYSIS

FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
CABS	TRIP/VEH	CABS	TRIP/VEH	CABS	TRIP/VEH	CABS	TRIP/VEH	CABS	TRIP/VEH
193	32,877	205	33,123	240	28,204	269	25,681	184	27,321
185	25,911	209	24,445	240	24,010	269	28,635	184	28,450
195	29,145	215	35,072	240	35,278	269	28,182	184	28,206
196	44,593	221	32,817	240	38,459	205	33,063	184	37,131
197	36,344	227	40,343	240	41,751	203	41,851	184	33,450
187	38,687	232	34,534	243	46,866	204	36,141	184	26,942
191	40,638	240	42,539	245	27,290	204	30,363	183	39,745
196	43,880	241	41,587	246	41,520	206	50,594	185	38,116
204	42,973	241	51,373	255	54,598	205	41,492	186	42,705
206	53,980	241	50,791	269	46,823	205	44,697	186	59,997
204	38,698	240	42,916	271	43,593	205	49,071	186	41,175
203	33,348	240	34,427	271	35,711	183	26,819	186	38,696
TOTALS	461,074	2752	463,967	3000	464,103	2627	436,589	2216	441,934

FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
CABS	TRIP/VEH	CABS	TRIP/VEH	CABS	TRIP/VEH	CABS	TRIP/VEH	CABS	TRIP/VEH
170	26,487	151	31,211	125	30,391	132	33,019	154	36,388
155	23,671	148	29,238	123	29,459	133	35,031	153	38,550
158	29,239	150	31,807	131	34,446	131	38,754	155	39,874
153	37,468	117	40,222	139	43,009	149	45,301	172	49,781
153	40,466	126	40,494	144	44,173	165	48,495	177	54,456
160	32,084	128	36,226	143	39,180	168	46,431	174	48,480
155	38,276	133	45,232	152	45,048	164	49,720	176	55,791
157	36,557	132	42,331	156	53,840	174	55,559	179	60,465
159	44,219	138	48,942	158	62,962	174	71,774	187	71,008
167	57,645	141	60,821	170	71,576	184	77,798	200	85,522
157	42,074	142	43,910	156	49,091	179	56,251	168	57,726
156	29,940	120	31,088	140	39,190	166	42,216	157	39,715
TOTALS	438,126	1626	481,522	1737	542,365	1919	600,349	2052	637,756

	FY 14/15		FY 15/16							
HIGHEST TRIPS	APR	62,167	MAR	47,881						
LOWEST TRIPS	JUN	30,274	AUG	25,959						
MOST VEHICLES	APR	189	JAN	153						
LEAST VEHICLES	JUN	134	AUG	126						
MOST TRIPS/VEH	Mar	347	MAR	315						
LEAST TRIPS/VEH	JUN	226	AUG	206						

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	\$2.89
Nov 01, 2015	\$2.69
Dec 01, 2015	\$2.72
Jan 01, 2016	\$2.78
Feb 01, 2016	\$2.53
Mar 01, 2016	\$2.46
Average	\$3.08

http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm

U.S. Energy	
Apr 01, 2016	\$2.83
May 01, 2016	
Jun 01, 2016	
Jul 01, 2016	
Aug 01, 2016	
Sep 01, 2016	
Oct 01, 2016	
Nov 01, 2016	
Dec 01, 2016	
Jan 01, 2017	
Feb 01, 2017	
Mar 01, 2017	
Average	\$2.83

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

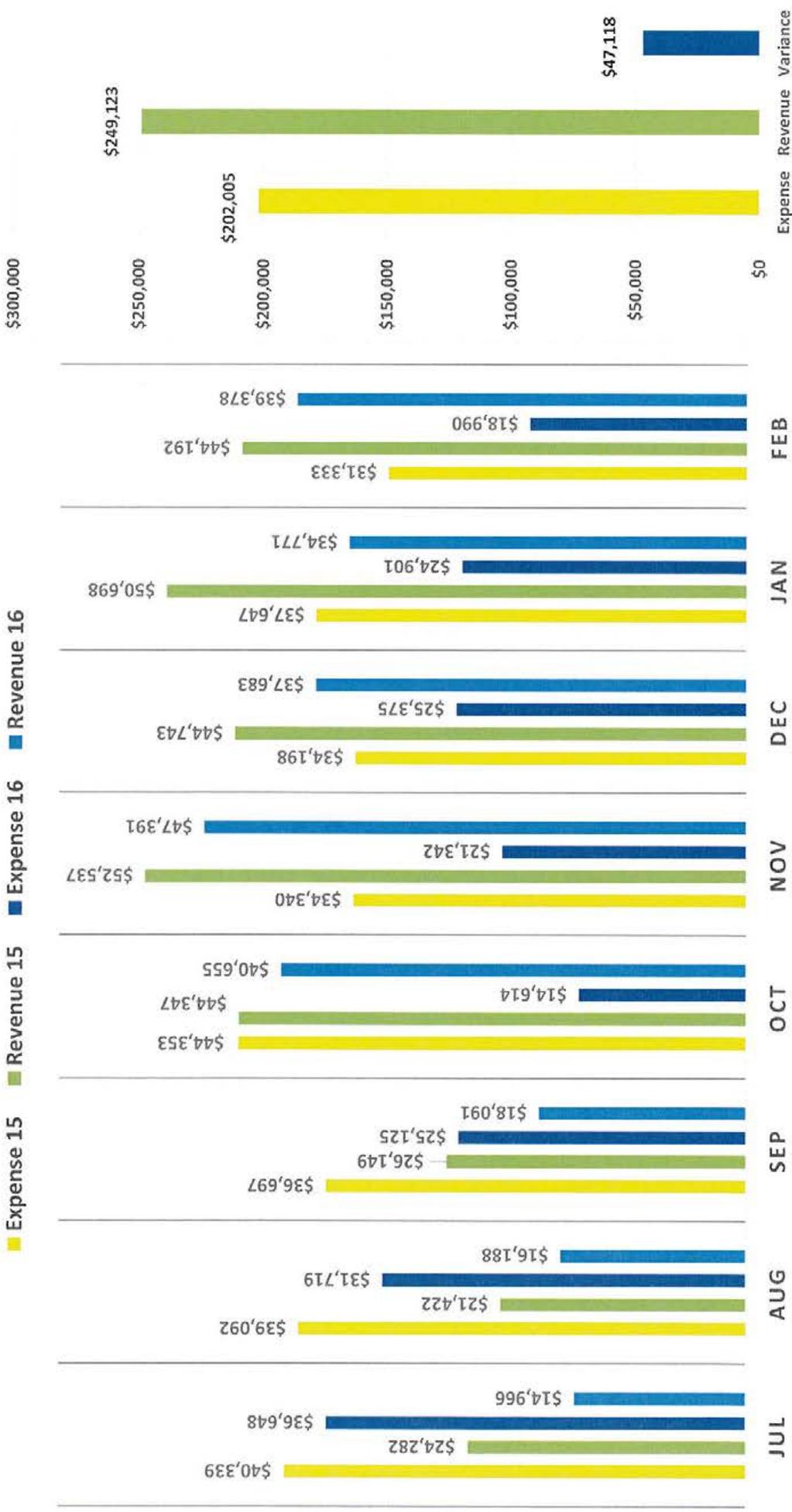
Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	0	\$ 3.12
2016	\$3.08		
Difference	\$3.60		

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	\$3.08	
Difference	-\$0.43	Rate Decrease

TAXI EXPENSE VS. REVENUE AND VARIANCE FEBRUARY 2016

FY 16 YTD

■ Expense 15
■ Revenue 15
■ Expense 16
■ Revenue 16
■ Variance



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: April 27, 2016 **INFORMATION**

TO: Taxi Committee
Board of Directors

FROM: Acting Taxi Administrator

RE: Update on Regulation Changes

Background

At the February 24, 2016 Board meeting, the Board approved suspending the second reading of the SunLine Regulatory Administration (SRA) ordinance. The purpose for suspending the second reading was to collaboratively work with the Franchises on changes to regulations that maintain the responsibilities of SRA and positively affect the taxi industry business.

SRA is providing an update; items are pending for the following reasons:

- Awaiting feedback from Franchises
- Expecting feedback from legal
- SRA reviewing and researching solutions/alternatives

Stephanie Buriel

MINUTES
SunLine Services Group
Board of Directors Meeting
March 23, 2016

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, March 23, 2016 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 12:38 p.m. by Chairperson Kristy Franklin.

2. Roll Call

Completed.

Members Present

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

Members Absent

Ginny Foat, Councilmember, City of Palm Springs
Troy Strange, Councilmember, City of Indio

3. Finalization of Agenda

No changes

4. Presentations

None

5. Public Comments

NON - AGENDA ITEMS:

None.

AGENDA ITEMS:

Bill Myers commented that it was a nice process to come up with this and deal with all the people involved. The problem that they saw in the industry and this was a suggested solution to it and it helps us compete with the TNC's that really aren't regulated at all. He stated that he really appreciates Lauren Skiver as the General Manager and her coming in here she has a great attitude and real common sense. We always didn't have common sense discussions about things in the taxi cab industry. We might not agree on all the topics but it's nice to be able to intelligently discuss the thing that comes up with a solution that is viable for everybody. He appreciates that as a business man.

6. Board Member Comments

None.

7. Consent Calendar

- a) SSG/SRA checks over \$1000 issued January 2016.
- b) SSG/SRA Monthly Budget Reports January 2016.
- c) Taxi Vehicle/Rides Analysis.
- d) California Retail Gasoline Price Report
- e) Metric (Taxi Expense vs Taxi Revenue)

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

8. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of February 24, 2016 Board Meeting. The motion was seconded by Mayor Peabody. The motion was approved by a unanimous vote of 8 yes; 0 no.

9. Resolution Setting Special Music Festival Venue Fee April 15, 2016 to the end of the last festival May 2, 2016.

**(Robert Spiegel, Chair of the Taxi Committee;
Staff: Stephanie Buriel)**

Mayor Pro Tem Robert Spiegel stated to the Board that the Taxicab Committee had unanimously approved this item. Mayor Pro Tem Robert Spiegel made a motion for the Board to approve this item. The motion was seconded by Mayor Pro Tem Kristy Franklin. The motion was approved by a unanimous vote of 8 yes; 0 no.

10. Next Meeting Date

April 27, 2016 12 o'clock Noon, Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

11. Adjourn

Chairperson Franklin adjourned the meeting at 12:45 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

AMENDED
SunLine Services Group

DATE: April 27, 2016 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Clerk of the Board

RE: [Ratify Resolution No. 076 Revising Agency/Committee Bylaws](#)

Recommendation

Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.

Background

The Resolution 0747 Revising Agency/Committee Bylaws was brought before the Board Operations Committee on July 29, 2015 and was approved unanimously. The item was further brought before the full Board of Directors on July 29, 2015 and was approved unanimously.

Although Resolution 0747 was unanimously approved, for a reason not reflected in any records it was not signed by the Chair, Clerk or General Counsel. New General Counsel has advised that the By-Law changes were necessary and appropriate and has recommended that the Board ratify the Board's previous adoption of the By-Law changes and authorize the new Chair, Clerk and General Counsel to sign a new resolution of ratification.

Financial Impact

No fiscal impact.

Diane Beebe

AMENDED
SUNLINE SERVICES GROUP

RESOLUTION NO. 076

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUNLINE SERVICES GROUP, CALIFORNIA, RATIFYING
RESOLUTION NUMBER 0747 AMENDING AND ADOPTING
RULES OF PROCEDURE FOR BOARD MEETINGS AND
RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING
BYLAWS FOR ALL BOARD COMMITTEE**

WHEREAS, on July 29, 2015, the Board unanimously approved Resolution 0747 “A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees.”

WHEREAS, for reasons unknown to current staff and legal counsel, Resolution 0747 was not executed by the then Chairperson of the Board, or attested to by the then Clerk of the Board, or signed as to form by the then legal counsel.

WHEREAS, the current Clerk of the Board, having performed a thorough search of SunLine’s records, and upon conferring with current legal counsel, has concluded that the Board did in fact intend for Resolution 0747 to be approved, executed and implemented. Current legal counsel has concluded that Resolution 0747 should be ratified by the Board and implemented by SunLine.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Services Group:

Section 1. The Board of Directors hereby ratifies the adoption of Resolution 0747, attached hereto as Exhibit “A”, by adoption of this Resolution 076 and authorizes the Chairperson of the Board, the Board Clerk, and General Counsel to sign Resolution 076.

Section 2. The Board of Directors hereby directs the Chief Executive Officer and the Board Clerk to implement resolution 0747, as if it had been fully executed on July 29, 2015.

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Diane Beebe
Clerk of the Board
SunLine Services Group

Kristy Franklin
Chairperson of the Board
SunLine Services Group

APPROVED AS TO FORM

Eric Vail
General Counsel

EXHIBIT 1

RESOLUTION NO. 0747

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

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. 0747

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

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

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

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

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

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

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

1. MEETINGS

1.1 REGULAR MEETINGS

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

meeting shall be held at the same hour on a day as established by the Board. Notice of regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

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

1.3 QUORUM

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

1.4 MAJORITY VOTE

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

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

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

1.5 MEETINGS TO BE PUBLIC

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

1.6 TELECONFERENCING

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

2. ORDER OF BUSINESS

2.1 AGENDA

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

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

2.2 DELIVERY OF AGENDA

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

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

2.3 ROLL CALL

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

2.4 APPROVAL OF MINUTES

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

2.5 PUBLIC HEARINGS

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

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

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

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

2.6 PUBLIC COMMENTS

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

2.7 CONSENT CALENDAR

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

2.8 AGENDA ITEMS

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

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

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

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

3.2 CALL TO ORDER:

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

3.3 PARTICIPATION OF PRESIDING OFFICER:

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

3.4 SIGNING OF DOCUMENTS:

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

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

3.5 MAINTENANCE OF ORDER:

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

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

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

4.2 DECORUM AND ORDER – BOARD MEMBERS:

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

4.3 DECORUM AND ORDER – EMPLOYEES:

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

4.4 ENFORCEMENT OF DECORUM:

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

Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

4.5 CONFLICT OF INTEREST:

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

4.6 PROCEDURES IN ABSENCE OF RULES:

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

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

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

4.8 BOARD APPOINTEES

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

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

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

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

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

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

6.2 DIVISION OF QUESTION:

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

6.3 PRECEDENCE OF MOTIONS:

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

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

6.4 MOTION TO ADJOURN:

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

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

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

6.5 MOTION TO CONTINUE:

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

7. RESOLUTIONS

7.1 DEFINITIONS:

Three terms are in general use to denote actions: “resolution”, “minute order”, and “motion” (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding; they just vary in the formality of respective memorialization. The most formal is referred to as a “resolution”.

This, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional “whereas” explanatory material it often recites) to facilitate such future reference and research.

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

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

7.2 RESOLUTIONS PREPARED IN ADVANCE:

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

7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

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

7.4 URGENCY RESOLUTIONS:

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

8. BOARD COMMITTEE BYLAWS

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

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., “the

member from Palm Springs”). All Committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

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

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

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee’s officers.

ADOPTED THIS ___ DAY OF _____, 2015

ATTEST:

Diane Beebe

Kristy Franklin

CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

CHAIRPERSON of the Board
SunLine Transit Agency
SunLine Services Group

