

SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Wednesday, October 26, 2016
12:00 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Kristy Franklin
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
None
5. **Finalization of Agenda**
6. **Public Comments** **Receive Comments**
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the 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. **Fiscal Year 2016 Single Audit Report** **Receive & File**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Luis Garcia)

Recommend that the Board of Directors Receive and File the Fiscal Year 2016 Single Audit Report. (Page 1)

9. **Consent Calendar** **Receive & File**

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

- a) **Checks over \$1,000 report for August 2016** (Pages 2-4)
- b) **Credit Card Statement for August 2016** (5-7)
- c) **Monthly Budget Variance Report for August 2016** (Page 8-11)
- d) **Contracts Signed in Excess of \$25,000 August 2016** (Page 12)
- e) **Ridership Report for August 2016** (Page 13-14)
- f) **SunDial Operational Notes for August 2016** (Page 15)
- 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 16-24)
- h) **Board Member Attendance** (Page 25)

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

10. **Approval of Minutes** **Approve**

Request to the Board to approve the Minutes of the September 28, 2016 Board of Directors meeting. (Page 26-31)

11. **Rescission of Resolution No. 0753 Increasing Board Stipends** **Approve**

(Staff: Luis Garcia, Eric Vail, Legal Counsel)

Recommend that the Board of Directors discuss and adopt a resolution rescinding the approval of Resolution No. 0753, which approved an increase in the Board's stipend to \$100 per Board meeting provided that an amendment to the Joint Powers Agreement was approved by the member agencies. (Page 32-34)

12. [Design-Build Authorization for the Solar Canopies](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
Recommend that the Board of Directors approve the use of the Design-Build Project Delivery Method for the Solar Canopy Project. (Page 35)
13. [Receipt of Grant Funding](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
a) Recommend that the Board of Directors authorize the General Manager to Negotiate and Execute an agreement with the Center for Transportation and the Environment, to receive funding in an amount of \$210,000.
b) Recommend that the Board of Directors authorize the General Manager to Negotiate and Execute an agreement with Antelope Valley Air Quality Management District per the attached resolution No. 0759 for the receipt of funding of approximately \$2,449,000. (Pages 36-40)
14. [2nd Reading of New Conflict of Interest Code Ordinance](#) **Approve**
(Greg Pettis, Chair of Board Operations Committee;
Staff: Vanessa Mora)
Recommend that the Board of Directors approve the attached Ordinance for the 2nd reading, which updates SunLine Transit Agency's Conflict of Interest Code. (Page 41-45)
15. [Agreement Modification for Henson Consulting Group, LLC](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Luis Garcia)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a modification to the existing agreement with Henson Consulting Group, LLC in the amount of \$100,000 for strategic leadership consulting services through June 30, 2017. (Page 46)
16. [Approval of Transportation Planning Services Contract Amendment](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Anita Petke)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment with Transportation Management & Design (TMD) in an amount Not to Exceed \$85,000 subject to approval as to form by legal counsel. (Page47-48)

17. **FY 2017-2020 Title VI Triennial Update** **Approve**
(Greg Pettis, Chair of Board Operations Committee;
Staff: Anita Petke)
Recommend the Board to approve staff to submit SunLine's Federal Transit Administration (FTA) FY 2017-2020 Title VI Triennial Plan Update, as required by the Title VI circular. The updated plan is attached here and changes are highlighted and listed below. (Page 49-158)
18. **Contract for Quarterly HVAC Inspection and Maintenance** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Desert Air Conditioning, Inc. for 1 year, with two 1 year options, in the amount of \$6,984.00 per year for the Inspection and Maintenance of the Administration HVAC system, subject to approval as to form by legal counsel. (Page 159-162)
19. **Contract for STA Sign Relocation** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with PVL Signs & Graphics, Inc. in the amount of \$28,035.00 for the Relocation of the STA Entrance sign, subject to approval as to form by legal counsel. (Page 163-166)
20. **Contract for Furnish and Install of Bus Shelters** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with ND Construction Co., Inc. in the amount of \$246,532 to Furnish and Install Bus Shelters upon approval as to form by legal counsel. (Page 167-172)
21. **Approval of 2017 Board Meetings Schedule** **Approve**
(Diane Beebe)
Request to the Board to approve Board of Directors meeting dates for 2017. (Page 173-174)

22. CEO/General Manager's Report

23. Next Meeting Date

December 7, 2016

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

24. Adjourn



FINANCE/AUDIT COMMITTEE AGENDA

October 26, 2016
10:30 a.m. – 11:30 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

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

5. [Fiscal Year 2016 Single Audit Report](#) **Receive & File**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Luis Garcia)
Recommend that the Board of Directors Receive and File the Fiscal Year 2016 Single Audit Report. (Page 1)

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) [Checks over \\$1,000 report for August 2016](#) (Pages 2-4)
 - b) [Credit Card Statement for August 2016](#) (5-7)
 - c) [Monthly Budget Variance Report for August 2016](#) (Page 8-11)
 - d) [Contracts Signed in Excess of \\$25,000 August 2016](#) (Page 12)
 - e) [Ridership Report for August 2016](#) (Page 13-14)
 - f) [SunDial Operational Notes for August 2016](#) (Page 15)
 - 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 16-24)
 - h) [Board Member Attendance](#) (Page 25)

----- ACTION -----

7. **Design-Build Authorization for the Solar Canopies** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
Recommend that the Board of Directors approve the use of the Design-Build Project Delivery Method for the Solar Canopy Project. (Page 26)
8. **Receipt of Grant Funding** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
a) Recommend that the Board of Directors authorize the General Manager to Negotiate and Execute an agreement with the Center for Transportation and the Environment, to receive funding in an amount of \$210,000.

b) Recommend that the Board of Directors authorize the General Manager to Negotiate and Execute an agreement with Antelope Valley Air Quality Management District per the attached resolution No. 0759 for the receipt of funding of approximately \$2,449,000. (Page 27-31)
9. **Agreement Modification for Henson Consulting Group, LLC** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Luis Garcia)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a modification to the existing agreement with Henson Consulting Group, LLC in the amount of \$100,000 for strategic leadership consulting services through June 30, 2017. (Page 32)
10. **Approval of Transportation Planning Services Contract Amendment** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Anita Petke)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment with Transportation Management & Design (TMD) in an amount Not to Exceed \$85,000 subject to approval as to form by legal counsel. (Page 33-34)
11. **Contract for Quarterly HVAC Inspection and Maintenance** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Desert Air Conditioning, Inc. for 1 year, with two 1 year options, in the amount of \$6,984.00 per year for the Inspection and Maintenance of the Administration HVAC system, subject to approval as to form by legal counsel. (Page 35-38)

12. [Contract for STA Sign Relocation](#) **Approve**
**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)**
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with PVL Signs & Graphics, Inc. in the amount of \$28,035.00 for the Relocation of the STA Entrance sign, subject to approval as to form by legal counsel.
(Page 39-42)
13. [Contract for Furnish and Install of Bus Shelters](#) **Approve**
**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)**
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with ND Construction Co., Inc. in the amount of \$246,532 to Furnish and Install Bus Shelters upon approval as to form by legal counsel. (Page 43-48)
14. **Adjourn**



**AGENDA
BOARD OPERATIONS COMMITTEE**

**October 26, 2016
11:30 – 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. **[2nd Reading of New Conflict of Interest Code Ordinance](#)** **Approve**
(Greg Pettis, Chair of Board Operations Committee;
Staff: Vanessa Mora)
Recommend that the Board of Directors approve the attached Ordinance for the 2nd reading, which updates SunLine Transit Agency's Conflict of Interest Code (Page 1-5)
6. **[FY 2017-2020 Title VI Triennial Update](#)** **Approve**
(Greg Pettis, Chair of Board Operations Committee;
Staff: Anita Petke)
Recommend that the Board to approve staff to submit SunLine's Federal Transit Administration (FTA) Fiscal Year 2017-2020 Title VI Triennial Plan Update, as required by the U.S. Department of Transportation FTA Circular 4702.1B. The updated plan is attached here and changes are highlighted and listed below. (Page 6-7)
7. **Adjourn**

SunLine Transit Agency

DATE: **October 26, 2016**

TO: **Finance/Audit Committee**
 Board of Directors

FROM: **Deputy Chief Financial Officer**

RE: **Fiscal Year 2016 Single Audit Report**

RECEIVE AND FILE

Recommendation

Recommend that the Board of Directors Receive and File the Fiscal Year 2016 Single Audit Report.

Background

The Code of Federal Regulations (2 CFR Part 200) requires an entity that expends more than \$750,000 in Federal awards during a fiscal year to undergo a Single Audit. This audit requirement further ensures that Federal funds are expended properly. Submission of the Single Audit is required nine (9) months following the end of the entity's fiscal year.

This year's Single Audit was completed by Vasquez & Company, LLP and was finalized five (5) months before the required deadline.

Luis Garcia

SunLine Transit Agency
Checks \$1,000 and Over
For the month of August 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
BP ENERGY COMPANY	CNG & Hydrogen	669247	8/26/2016	\$125,708.74
PERMA - Insurance	Gen Lib/WC	669222	8/18/2016	\$119,176.65
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>669177</u>	<u>8/12/2016</u>	<u>\$92,234.29</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>669317</u>	<u>8/26/2016</u>	<u>\$90,939.80</u>
SO CAL GAS CO.	Utilities	669230	8/18/2016	\$54,540.02
TRANSPORTATION MANAGEMENT & <u>RELIANCE STANDARD</u>	Bus Route Planning LTD/STD/LIFE Ins Prem	669238 669155	8/18/2016 8/12/2016	\$27,612.70 \$23,349.29
MICHELIN NORTH AMERICA, INC.	Tire Leasing	669140	8/12/2016	\$23,089.59
IMPERIAL IRRIGATION DIST	Utilities	669135	8/12/2016	\$21,337.83
CUMMINS PACIFIC, LLC	Bus Repair Parts	669107	8/12/2016	\$16,095.63
TK SERVICES, INC.	Bus Repair Parts	669171	8/12/2016	\$14,646.44
CUMMINS PACIFIC, LLC	Bus Repair Parts	669195	8/18/2016	\$13,887.93
FUEL SOLUTIONS INC.	WIP-CNG Station	669123	8/12/2016	\$12,183.02
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669149	8/12/2016	\$12,088.94
STRICKLAND KENNY INC.	Lubricants & Oils	669084	8/5/2016	\$11,618.62
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669235	8/18/2016	\$10,688.24
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	669132	8/12/2016	\$9,783.33
IMPERIAL IRRIGATION DIST	Utilities	669278	8/26/2016	\$9,161.55
IMPERIAL IRRIGATION DIST	Utilities	669058	8/5/2016	\$8,958.87
CORBEL SOLUTIONS, LLC	WIP-IT Project	669259	8/26/2016	\$8,593.00
CYNTHIA L. HENSON	Consultant	669108	8/12/2016	\$8,191.55
G & K SERVICES	Uniform service	669203	8/18/2016	\$7,166.26
SOFTCHOICE CORP.	Software	669231	8/18/2016	\$7,054.26
TRUCK GEARS, INC.	Bus Repair Parts	669176	8/12/2016	\$6,777.00
DEDICATED BUILDING SERVICES, LLC	Janitorial Servs	669264	8/26/2016	\$6,750.00
AMALGAMATED TRANSIT UNION	Union Dues	669095	8/12/2016	\$6,131.84
AMALGAMATED TRANSIT UNION	Union Dues	669245	8/26/2016	\$6,131.84
PROPER SOLUTIONS	Temp. Emp Serv	669224	8/18/2016	\$5,715.10
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	669218	8/18/2016	\$5,578.78
VERIZON WIRELESS	Wireless Cell Service	669089	8/5/2016	\$5,521.58
PATRICK M. BRASSIL	Hydrogen Maintenance	669220	8/18/2016	\$4,830.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	669122	8/12/2016	\$4,787.42
FIESTA FORD, INC.	Repair Parts/Support	669117	8/12/2016	\$4,768.84
STRICKLAND KENNY INC.	Lubricants & Oils	669166	8/12/2016	\$4,729.84
GRAINGER	Facility Maintenance	669057	8/5/2016	\$4,574.76
PROPER SOLUTIONS	Temp. Emp Serv	669075	8/5/2016	\$4,180.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	669104	8/12/2016	\$4,027.72
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	669239	8/18/2016	\$3,746.50

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

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
TELEPACIFIC COMMUNICATIONS	Telephone Service	669303	8/26/2016	\$3,668.71
TELEPACIFIC COMMUNICATIONS	Telephone Service	669085	8/5/2016	\$3,628.86
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>669182</i>	<i>8/12/2016</i>	<i>\$3,313.55</i>
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>669096</i>	<i>8/12/2016</i>	<i>\$3,296.25</i>
FIESTA FORD, INC.	Repair Parts/Support	669269	8/26/2016	\$3,203.97
TIME WARNER CABLE	Utilities	669236	8/18/2016	\$3,045.56
<i>APOLLO VIDEO TECHNOLOGY</i>	<i>WIP-Wireless Video Link Buses</i>	<i>669186</i>	<i>8/18/2016</i>	<i>\$2,916.00</i>
<i>PVC CONSULTING, LLC</i>	<i>Project Management FC3-6</i>	<i>669226</i>	<i>8/18/2016</i>	<i>\$2,900.00</i>
GENFARE	Farebox	669127	8/12/2016	\$2,869.80
CUMMINS PACIFIC, LLC	Bus Repair Parts	669263	8/26/2016	\$2,797.13
L & T Transmission	Outside DAR Repairs	669064	8/5/2016	\$2,712.00
L & T Transmission	Outside DAR Repairs	669210	8/18/2016	\$2,712.00
SMART CHEMISTRY CORPORATION	Hydrogen Samples	669079	8/5/2016	\$2,600.00
KESQ	Advertisement	669062	8/5/2016	\$2,550.00
CARQUEST AUTO PARTS	Repair Parts	669254	8/26/2016	\$2,541.45
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	669100	8/12/2016	\$2,538.13
KUNA-FM	Advertisement	669063	8/5/2016	\$2,500.00
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	669276	8/26/2016	\$2,456.15
FLEET-NET CORPORATION	Software & Licenses	669201	8/18/2016	\$2,436.25
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	669251	8/26/2016	\$2,359.35
TRANSIT PRODUCTS & SERVICES	Repair Parts	669173	8/12/2016	\$2,318.00
PALMSPRINGSCLEANING-COM, LLC	Janitorial Servs	669069	8/5/2016	\$2,270.00
BURRTEC WASTE & RECYCLING	Facility Trash Removal	669098	8/12/2016	\$2,183.89
MURCHISON & CUMMING, LLP	Insurance Losses	669142	8/12/2016	\$2,128.50
UNIVISION	Advertisement	669088	8/5/2016	\$2,100.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	669262	8/26/2016	\$2,028.59
SOFTCHOICE CORP.	Software	669081	8/5/2016	\$2,000.00
RHOMAR INDUSTRIES, INC.	Bus Stops & Zones Supplies	669076	8/5/2016	\$1,999.80
CARQUEST AUTO PARTS	Repair Parts	669193	8/18/2016	\$1,974.43
FIESTA FORD, INC.	Repair Parts/Support	669052	8/5/2016	\$1,964.33
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	669313	8/26/2016	\$1,959.90
TOLAR MFG. CO., INC	Bus Stops & Zones Supplies	669307	8/26/2016	\$1,923.24
RICHARD NUNO	Insurance Losses	669295	8/26/2016	\$1,900.26
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	669288	8/26/2016	\$1,814.25
PROPER SOLUTIONS	Temp. Emp Serv	669293	8/26/2016	\$1,795.15
FIESTA FORD, INC.	Repair Parts/Support	669199	8/18/2016	\$1,749.36
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	669141	8/12/2016	\$1,630.69
G&M HIRE ENTERPRISES, LLC	Temp. Emp Serv	669204	8/18/2016	\$1,628.46
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	669070	8/5/2016	\$1,626.00

SunLine Transit Agency
Checks \$1,000 and Over
For the month of August 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
PROPER SOLUTIONS	Temp. Emp Serv	669154	8/12/2016	\$1,624.00
ROMAINE ELECTRIC CORP.	Repair Parts	669157	8/12/2016	\$1,579.01
TK SERVICES, INC.	Bus Repair Parts	669237	8/18/2016	\$1,559.77
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669305	8/26/2016	\$1,554.76
SAFETY-KLEEN CORPORATION	Solvent Tank Service	669228	8/18/2016	\$1,549.73
PLAZA TOWING, INC.	Towing Service	669074	8/5/2016	\$1,450.00
BROADLUX, INC.	Contracted Services-General	669189	8/18/2016	\$1,440.00
ALLIEDBARTON SECURITY SERVICES	Security Services	669244	8/26/2016	\$1,434.63
ALLIEDBARTON SECURITY SERVICES	Security Services	669094	8/12/2016	\$1,434.63
ALLIEDBARTON SECURITY SERVICES	Security Services	669183	8/18/2016	\$1,434.63
APPLIED TRAINING SYSTEMS, INC.	HR Performance Software	669246	8/26/2016	\$1,363.95
SMARTDRIVE SYSTEMS, INC.	Security Equipment	669229	8/18/2016	\$1,340.00
ELLSWORTH TRUCK & AUTO	Repair Parts	669111	8/12/2016	\$1,331.27
MAGALDI & MAGALDI, INC.	Repair Parts	669284	8/26/2016	\$1,311.67
CALIFORNIA HYDROGEN BUSINESS	Membership & Subscriptions	669250	8/26/2016	\$1,250.00
INSPECTORATE AMERICA	Oil Sample Jars	669209	8/18/2016	\$1,202.10
PLAZA TOWING, INC.	Towing Service	669223	8/18/2016	\$1,200.00
RUTAN & TUCKER, LLP	Legal fees	669227	8/18/2016	\$1,194.10
NAPA AUTO PARTS	Vehicle Repair Parts	669146	8/12/2016	\$1,171.93
CREATIVE BUS SALES, INC.	Bus Repair Parts	669194	8/18/2016	\$1,137.23
FULTON DISTRIBUTING	Cleaning Supplies	669124	8/12/2016	\$1,135.12
C V WATER DISTRICT	Utilities	669249	8/26/2016	\$1,120.38
PAUL ASSOCIATES	Printing	669071	8/5/2016	\$1,102.96
PLAZA TOWING, INC.	Towing Service	669292	8/26/2016	\$1,100.00
WESTGATE CENTER	Staff Development	669242	8/18/2016	\$1,095.00
TK SERVICES, INC.	Bus Repair Parts	669086	8/5/2016	\$1,030.41
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	669252	8/26/2016	\$1,018.22
HI-TECH MACHINE	Repair Parts	669208	8/18/2016	\$1,014.50
TOTALFUNDS BY HASLER	Postage Supplies	669172	8/12/2016	\$1,000.00
SCR TTC	Membership & Subscriptions	669297	8/26/2016	\$1,000.00

Total of Checks Over \$1,000 \$938,577.78

Total of Checks Under \$1,000 \$47,708.51

Total of All Checks for the Month \$986,286.29

Total Amount of Checks Prior Years Same Month

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

Lauren Skiver – Detail

08/03/16	Taxi	APTA Board/L Skiver, CEO/GM	\$ 59.00
08/03/16	Taxi	APTA Board/L Skiver, CEO/GM	\$ 50.90
08/03/16	LAX	Airport Parking Lot/APTA Board Chicago/L Skiver, CEO/GM	\$ 90.00
08/06/16	Southwest	ARB Committee early bird check in/L Skiver, CEO/GM	\$ 30.00
08/06/16	Southwest	ARB Committee /L Skiver, CEO/GM	\$ 137.96
08/09/16	Expedia	Travel Training/Flagstaff/Norma Stevens, Marketing	\$ 464.20
08/09/16	Marriott	Al Hillis/CFO/Audit Results	\$ 1613.92
08/11/16	Expedia	APTA Conference/A Petke/S Buriel/T Edwards	\$ 1138.74
08/23/16	Bonny's Taxi	Ballard Presentation/L Skiver, CEO/GM	\$ 35.74
08/25/16	APTA	APTA Conference/Registration A Ozuna	\$ 900.00
08/26/16	Pinnacle Hotel	Ballard Visit/L Skiver, CEO/GM	\$ 97.42
08/26/16	LAX	Ballard Presentation/LAX Parking/L Skiver, CEO/GM	\$ 141.00
08/29/16	Taxi	ARB/Lost Receipt SQ Taxi/L Skiver/CEO/GM	\$ 44.56
08/29/16	Ontario Airport	ARB/Parking/L Skiver, CEO/GM	\$ 18.00
09/01/16	CA Hydrogen Bus	CA Hydrogen Bus-Registration/L Skiver, CEO/GM	\$ 219.00

Total Amount \$5040.44

Total Amount **\$5040.44**

Credits:

Total Credits



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

\$0 - \$5,040.44 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 09/27/16. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE

P. 27

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$5,040.44

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
08/29	08/29	F3256800L200CHGDDA	AUTOMATIC PAYMENT - THANK YOU	5,569.76	
			TOTAL 4484610004265941	\$5,569.76	

Transaction Summary For LAURA SKIVER Sub Account Number Ending In [REDACTED]

08/01	08/03	2486948K77LV7EJSD	24 SEVEN TAXI CHICAGO IL		59.00 ✓
08/03	08/03	2416407K82L1Z5XJ2	CHI TAXI 4256 LONG ISLAND C NY		50.90 ✓
08/03	08/03	2475542K94P13B24F	LAX AIRPORT LOT P 7 LOS ANGELES CA		90.00 ✓
08/05	08/05	2459216KB00FZ3N8A	SOUTHWES 5280695316248800-435-9792 TX		30.00 ✓
	08/05/16		SKIVER/LAURA LEE		
	1 WN Y		DALLAS DALLAS		
08/05	08/05	2459216KB00FZ3N82	SOUTHWES 5282435219047800-435-9792 TX		137.96 ✓
	08/29/16		SKIVER/LAURA LEE		
	1 WN T		ONTARIO SACRAMENTO		
	2 WN T		SACRAMENTO ONTARIO		
08/09	08/09	2443106KFA16SGE8P	AMERICAN AIR0017852790994 FORT WORTH TX		464.20 ✓
	09/26/16		STEVENS-NORMA		
	1 AA N		PALM SPRINGS PHOENIX		
	2 AA N		PHOENIX FLAGSTAFF		
	3 AA S		FLAGSTAFF PHOENIX		
	4 AA G		PHOENIX PALM SPRINGS		
	11617270		EXPEDIA INC		
08/09	08/09	2489216KE0028V9B8	MARRIOTT SHADOW RIDGE PALM DESERT CA		1,513.92 ✓
08/11	08/11	2459216KG0088MWYW	EXPEDIA EXPEDIA COM WA		1,138.74 ✓
08/23	08/23	7406449KXPVTWQND2	BONNY'S TAXI BM 99 BURNABY CD		35.74 ✓
	08/23		CA DOLLAR		
	08/23		48.10 X 0.77527114 ✓		
08/25	08/25	2463923KZS66HYFTL	APTA 202-4964800 DC		900.00 ✓
08/26	08/26	7445077KZ03TVJH74	THE PINNACLE VANCOUVER HA VANCOUVER CD		97.42 ✓
	08/26		CA DOLLAR		
	08/26		124.08 X 0.77948471 ✓		
08/26	08/26	2475542L04P811WS4	LAX AIRPORT LOT P 7 LOS ANGELES CA		141.00 ✓
08/29	08/29	2459216L2008YR3FV	SQ *TAXI&SHUTTLE GOSQ COM Sacramento CA		44.55 ✓
08/29	08/29	2475542L34P8X7XDY	ONTARIO AIRPORT LOT 4 ONTARIO CA		18.00 ✓
09/01	09/01	2449398L561H2RJLP	CALIFORNIA HYDROGEN BUSI 202-457-0868 DC		219.00 ✓
			TOTAL \$5,040.44		
			LAURA SKIVER / Sub Acct Ending In 6958		



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	09/02/16
Days in Billing Cycle	31
Next Statement Date	10/04/16

For 24-Hour Customer Service Call
800-231-5511

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Credit Line	\$40,000
Available Credit	\$34,959

Payments
Payment Remittance Center PO Box 6415
Carol Stream, IL 60197-6415

Payment Information

New Balance	\$5,040.44
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	09/27/16

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full. The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

Previous Balance		\$5,569.76
Credits	-	\$0.00
Payments	-	\$5,569.76
Purchases & Other Charges	+	\$5,040.44
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$5,040.44

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$87.69
Cash Earned this Month		\$50.40
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$138.09
Year to Date Cash Back Awarded		\$501.31

See reverse side for important information

5596 0015 YTG 1 7 2 160902 0 PAGE 1 of 6 10 3268 1000 ELA3 01DR5596 2339

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$5,040.44
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	09/27/16

[REDACTED]

Print address or phone changes

Work ()

Amount Enclosed



PAYMENT REMITTANCE CENTER YTG

 PO BOX 6415 29

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501

SunLine Transit Agency
Budget Variance Report
August 2016

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	251,799	278,260	(26,461)	462,602	556,520	(93,918)
Other Revenue	2,767,887	222,173	230,657	(8,484)	795,220	461,315	333,906
Total Operating Revenue	6,107,008	473,972	508,917	(34,945)	1,257,823	1,017,835	239,988
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,284,128	806,654	773,677	(32,977)	1,602,872	1,547,355	(55,517)
Operator & Mechanic Overtime	983,000	87,443	81,917	(5,526)	218,724	163,833	(54,890)
Administration Salaries & Wages	5,451,610	375,633	454,301	78,668	782,306	908,602	126,296
Administration Overtime	5,000	607	417	(190)	2,644	833	(1,811)
Fringe Benefits	8,915,841	677,448	742,987	65,538	1,477,692	1,485,974	8,281
Communications	203,000	19,217	16,917	(2,300)	30,696	33,833	3,137
Legal Services - General	75,000	4,733	6,250	1,517	9,264	12,500	3,236
Computer/Network Software Agreement	350,050	26,777	29,171	2,394	66,529	58,342	(8,187)
Uniforms	149,320	7,071	12,443	5,372	13,621	24,887	11,266
Contracted Services	600,508	32,695	50,042	17,347	74,567	100,085	25,517
Equipment Repairs	7,500	186	625	439	186	1,250	1,064
Security Services	74,600	6,754	6,217	(537)	13,191	12,433	(758)
Fuel - CNG	1,326,852	121,800	110,571	(11,229)	251,140	221,142	(29,998)
Fuel - Hydrogen	231,000	80,872	19,250	(61,622)	119,076	38,500	(80,576)
Tires	211,500	18,571	17,625	(946)	36,057	35,250	(807)
Office Supplies	79,002	6,083	6,584	501	9,623	13,167	3,544
Travel/Training	158,395	8,548	13,200	4,651	13,884	26,399	12,515
Repair Parts	978,500	112,967	81,542	(31,425)	218,848	163,083	(55,765)
Facility Maintenance	43,000	2,842	3,583	741	7,800	7,167	(633)
Electricity - CNG & Hydrogen	190,000	13,212	15,833	2,621	19,647	31,667	12,020
Natural Gas	1,268,112	114,154	105,676	(8,478)	238,216	211,352	(26,864)
Water	6,000	523	500	(23)	654	1,000	346
Insurance Losses	818,827	130,751	68,236	(62,516)	238,707	136,471	(102,235)
Insurance Premium - Property	12,000	1,049	1,000	(49)	2,097	2,000	(97)
Repair Claims	60,000	3,446	5,000	1,554	3,446	10,000	6,554
Fuel Taxes	167,700	15,374	13,975	(1,399)	30,290	27,950	(2,340)
Other Expenses	3,344,836	284,535	278,736	(5,799)	561,800	557,473	(4,328)
Self Consumed Fuel	(1,521,170)	(123,296)	(126,764)	3,468	(270,628)	(253,528)	(17,100)
Total Operating Expenses (Before Depreciation)	33,474,111	2,836,646	2,789,509	(47,137)	5,772,948	5,579,019	(193,929)
Operating Expenses in Excess of Operating Revenue		\$ (2,362,674)			\$ (4,515,125)		
Subsidies:							
Local - Measure A	5,835,696	503,811	486,308	(17,503)	962,795	972,616	9,821
State - LTF, LCTOP	19,185,848	1,656,365	1,598,821	(57,544)	3,165,352	3,197,641	32,290
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	202,498	195,463	(7,035)	386,979	390,927	3,948
Total Subsidies	27,367,103	2,362,674	2,280,592	(82,082)	4,515,125	4,561,184	46,059
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
August 2016

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	24,639,579	1,947,785	2,053,298	105,514	4,084,238	4,106,597	22,359
Services	2,683,902	249,252	223,659	(25,594)	514,716	447,317	(67,399)
Fuels & Lubricants	1,720,552	210,314	143,379	(66,935)	391,246	286,759	(104,487)
Tires	211,500	18,571	17,625	(946)	36,057	35,250	(807)
Materials and Supplies	1,302,512	140,040	108,543	(31,497)	266,143	217,085	(49,058)
Utilities	1,779,112	151,619	148,259	(3,360)	300,890	296,519	(4,371)
Casualty & Liability	1,439,707	176,780	119,976	(56,805)	330,598	239,951	(90,647)
Taxes and Fees	167,700	15,374	13,975	(1,399)	30,290	27,950	(2,340)
Miscellaneous Expenses	1,050,717	50,207	87,560	37,353	89,397	175,120	85,722
Self Consumed Fuel	(1,521,170)	(123,296)	(126,764)	3,468	(270,628)	(253,528)	(17,100)
Total Operating Expenses (Before Depreciation)	33,474,111	2,836,646	2,789,509	(47,137)	5,772,948	5,579,019	(193,929)
Revenues:							
Passenger Revenue	3,339,121	251,799	278,260	(26,461)	462,602	556,520	(93,918)
Other Revenue	2,767,887	222,173	230,657	(8,484)	795,220	461,315	333,906
Total Operating Revenue	6,107,008	473,972	508,917	(34,945)	1,257,823	1,017,835	239,988
Net Operating Gain (Loss)		\$ (2,362,674)			\$ (4,515,125)		
Subsidies:							
Local - Measure A	5,835,696	503,811	486,308	(17,503)	962,795	972,616	9,821
State - LTF, LCTOP	18,646,475	1,609,799	1,553,873	(55,926)	3,076,364	3,107,746	31,382
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	249,064	240,411	(8,653)	475,967	480,822	4,855
Total Subsidies	27,367,103	2,362,674	2,280,592	(82,082)	4,515,125	4,561,184	46,059
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Passenger revenue affected by seasonal low during the summer months. Continued decrease in fixed route ridership at 5.9% below FY16 YTD.

Other Revenue - Favorable

- CNG rebate and emission credit revenue

Operator & Mechanic Salaries & Wages - Unfavorable

- Unfavorable balance primarily attributed to a one-time personnel cost in August 2016

Operator & Mechanic Overtime - Unfavorable

- Unfavorable balance primarily attributed to the fourth of July holiday

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 August.

Administration Overtime - Unfavorable

- Increased workload due to the year end audit and fuel station issues account for the unfavorable balance in overtime.

Fringe Benefits - Favorable

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

Communications - Favorable

- Communication expenses will increase once Wi-Fi is fully integrated on fixed route buses.

Legal Services - General - Favorable

- General legal counsel expenses for August were lower than projected.

Computer/Network Software Agreement - Unfavorable

- Multiple software agreements were re-newed for FY17 and paid in full in July. Unfavorable balance should decrease as the FY progresses.

Uniforms - Favorable

- Uniform budget includes transitional fees associated with the change in uniform providers. Transition to new uniform company to take place in October 2016.

Contracted Services - Favorable

- Savings primarily attributed to lower than expected proposals for custodial services.

Equipment Repairs - Favorable

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

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- CNG consumption increases with hot weather during the summer months.

Fuel - Hydrogen - Unfavorable

- Unfavorable balance attributed to mechanical issues with the Hydrogen reformer & the need to purchase Hydrogen.

Tires - Unfavorable

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

Office Supplies - Favorable

- Office supply purchases currently lower than projected. Expenses vary throughout the year as required.

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- Heat related repairs such as AC units increase during the summer time.

Facility Maintenance - Unfavorable

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

Electricity - CNG & Hydrogen - Favorable

- Electricity expense savings primarily attributed to lower costs associated with lower Hydrogen production due to mechanical issues.

Natural Gas - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- CNG consumption increases with hot weather during the summer months.

Water - Favorable

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

Insurance Losses - Unfavorable

- Insurance losses can vary greatly from month to month and there was larger-than-normal loss in July & August.

Insurance Premium - Property - Unfavorable

- Insurance premiums for property are within an acceptable range of the budgeted amount.

Repair Claims - Favorable

- Repair claims can vary greatly from month to month and there was little activity for the months of July & August. The increase in tourism in the Coachella Valley during the peak months increases the likelihood of collisions.

Fuel Taxes - Unfavorable

- Fuel taxes are within an acceptable range of the budgeted amount.

Other Expenses - Unfavorable

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

Self Consumed Fuel - Unfavorable

- Unfavorable balance attributed to additional CNG consumption along with increased repair costs required during issues with Hydrogen reformer.

Contracts Signed in Excess of \$25,000

August 2016

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Civic Resource Group	Website Development, Design and Web Hosting	New website development and design with 12 months of hosting	FY17 Operating	\$82,058.00	\$82,058.00	Executed Agreement
PVC Consulting	Consulting Services for Zero Emission Vehicles	Technical consultant for Battery Dominant Project	FY14-15 Subrecipient Agreement with Cal Start		\$89,200.00	Executed Agreement
Inland Kenworth	Complete Engine Rebuilds	Two ISL Cummins engines to be rebuilt	SRTP FY09-11	SL 09-03 \$170,000.00	\$35,944.42	Executed Agreement
New Flyer	4 Replacement/2 Expansion CNG Buses	Purchase 4 replacement CNG fixed route buses. SunLine's goal of reaching its fixed route bus fleet in adherence to federal guidelines on useful life expectancy of these buses. The addition of two expansion buses will enable SunLine to expand its fixed route fleet to support future service expansion.	SRTP FY15/16-FY17/18	SL 16-06 \$5,175,000 SL 16-08 \$1,150,000	\$3,758,869.28	Executed PO



SunLine Transit Agency Monthly Ridership Report August 2016

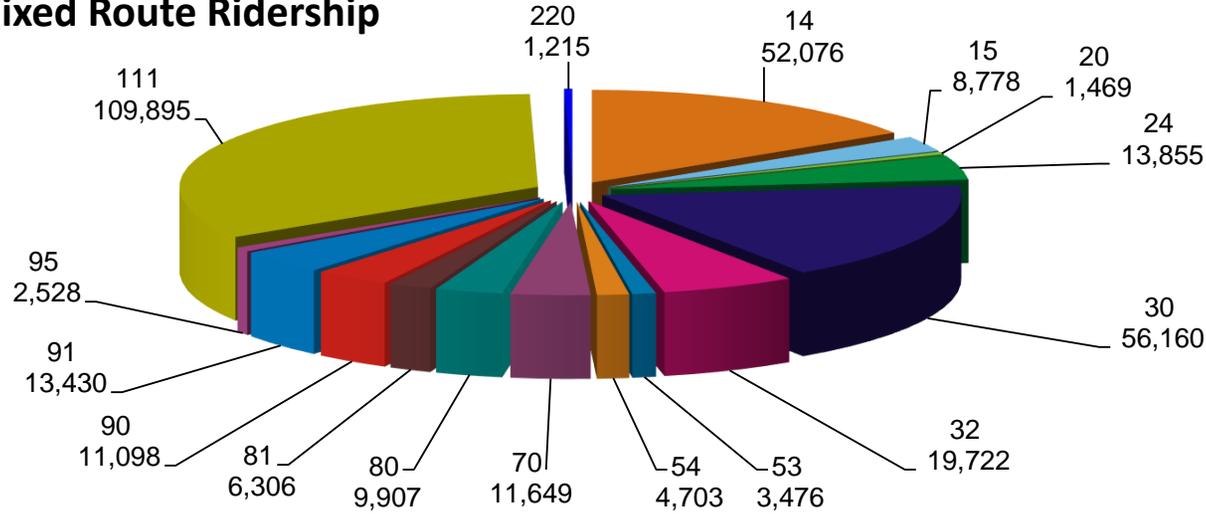
Fixed Route Line Description	Aug 2016	Aug 2015	Jul 2016	FY 2015 & 2016		FY 2016 YTD	FY 2015 YTD	YTD Var.	%	Bikes		Wheelchairs	
				Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14 DHS/PS	52,076	54,262	43,191	(2,186)	-4.0%	95,267	103,158	(7,891)	-7.6%	2,006	3,846	505	1,049
15 DHS	8,778	8,280	5,811	498	6.0%	14,589	15,281	(692)	-4.5%	240	413	48	79
20 DHS/PD	1,469		1,272	1,469	-	2,741	-	2,741	-	55	112	11	11
24 PS	13,855	12,769	10,668	1,086	8.5%	24,523	23,862	661	2.8%	420	795	188	357
30 CC/PS	56,160	57,957	49,120	(1,797)	-3.1%	105,280	113,761	(8,481)	-7.5%	1,911	3,676	498	1,008
32 PD/RM/TP/CC/PS	19,722	20,306	16,723	(584)	-2.9%	36,445	40,555	(4,110)	-10.1%	821	1,619	182	329
53 PD/IW	3,476	3,355	2,762	121	3.6%	6,238	6,751	(513)	-7.6%	147	261	20	29
54 Indio/LQ/IW/PD	4,703	4,560	3,958	143	3.1%	8,661	9,874	(1,213)	-12.3%	197	339	10	18
70 LQ/BD	11,649	11,399	9,451	250	2.2%	21,100	22,849	(1,749)	-7.7%	375	771	48	111
80 Indio	9,907	10,573	9,008	(666)	-6.3%	18,915	21,255	(2,340)	-11.0%	244	469	85	146
81 Indio	6,306	6,051	5,259	255	4.2%	11,565	12,254	(689)	-5.6%	109	229	89	186
90 Coachella/Indio	11,098	15,922	11,235	(4,824)	-30.3%	22,333	31,885	(9,552)	-30.0%	266	612	92	233
91 I/Cch/Th/Mec/Oas	13,430	14,432	12,226	(1,002)	-6.9%	25,656	28,742	(3,086)	-10.7%	422	843	26	80
95 I/Cch/Th/Mec/NS	2,528	2,249	2,418	279	12.4%	4,946	4,702	244	5.2%	72	162	1	3
111 PS to Indio	109,895	107,362	105,888	2,533	2.4%	215,783	218,018	(2,235)	-1.0%	4,970	9,737	899	1,900
220 PD to Riverside	1,215	1,031	1,075	184	17.8%	2,290	2,103	187	8.9%	31	65	11	24
Fixed route total	326,267	330,508	290,065	(4,241)	-1.3%	616,332	655,050	(38,718)	-5.9%	12,286	23,949	2,713	5,563
Demand Response													
SunDial	14,196	12,512	13,702	1,684	13.5%	27,898	25,339	2,559	10.1%				
System total	340,463	343,020	303,767	(2,557)	-0.7%	644,230	680,389	(36,159)	-5.3%				
	Aug-16	Aug-15	Jul-16										
Weekdays:	23	21	20										
Saturdays:	4	5	5										
Sundays:	4	5	* 6										
Total Days:	31	31	31										

Please note:

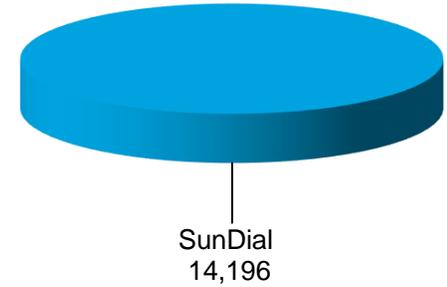
*Monday July 4th 2016, ran as Sunday service in honor of the Holiday.

SunLine Transit Agency Monthly Ridership Report August - 2016

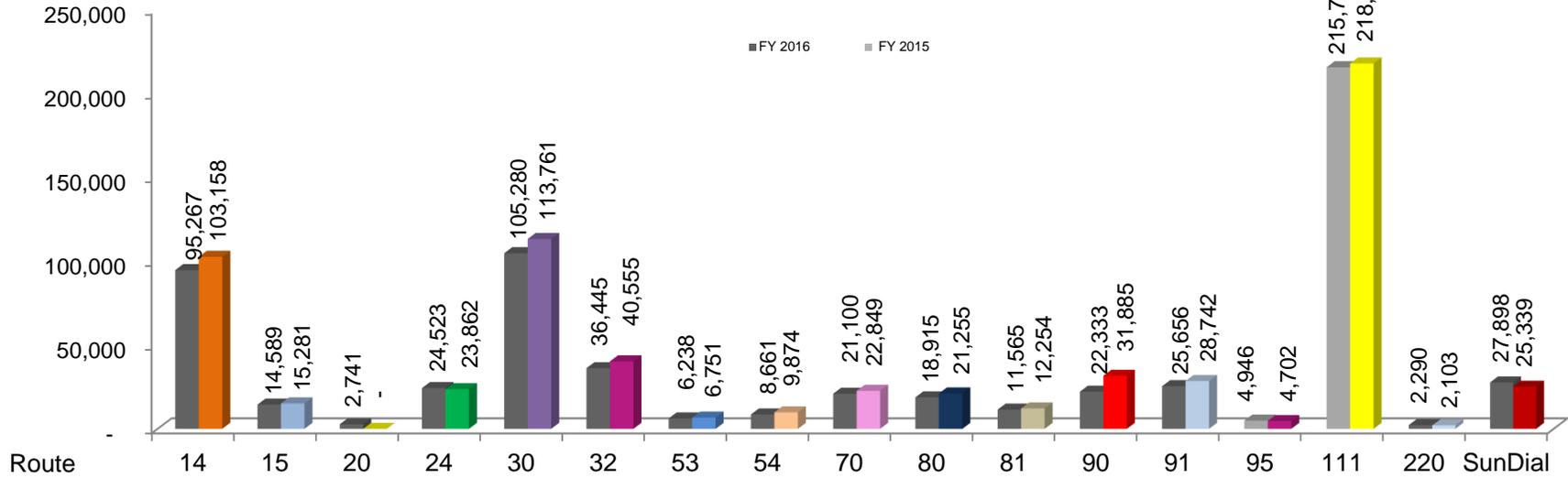
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
August 2016

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
93.0%	92.0%	Total trips carried in the on-time window
836	1,061	Total trips late during the month
11,025	12,784	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,512	14,196	Total passengers for the month
96,449	110,445	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
5	15	Total Onboard Inspections
0	2	Total Safety Evaluations

5. DENIALS

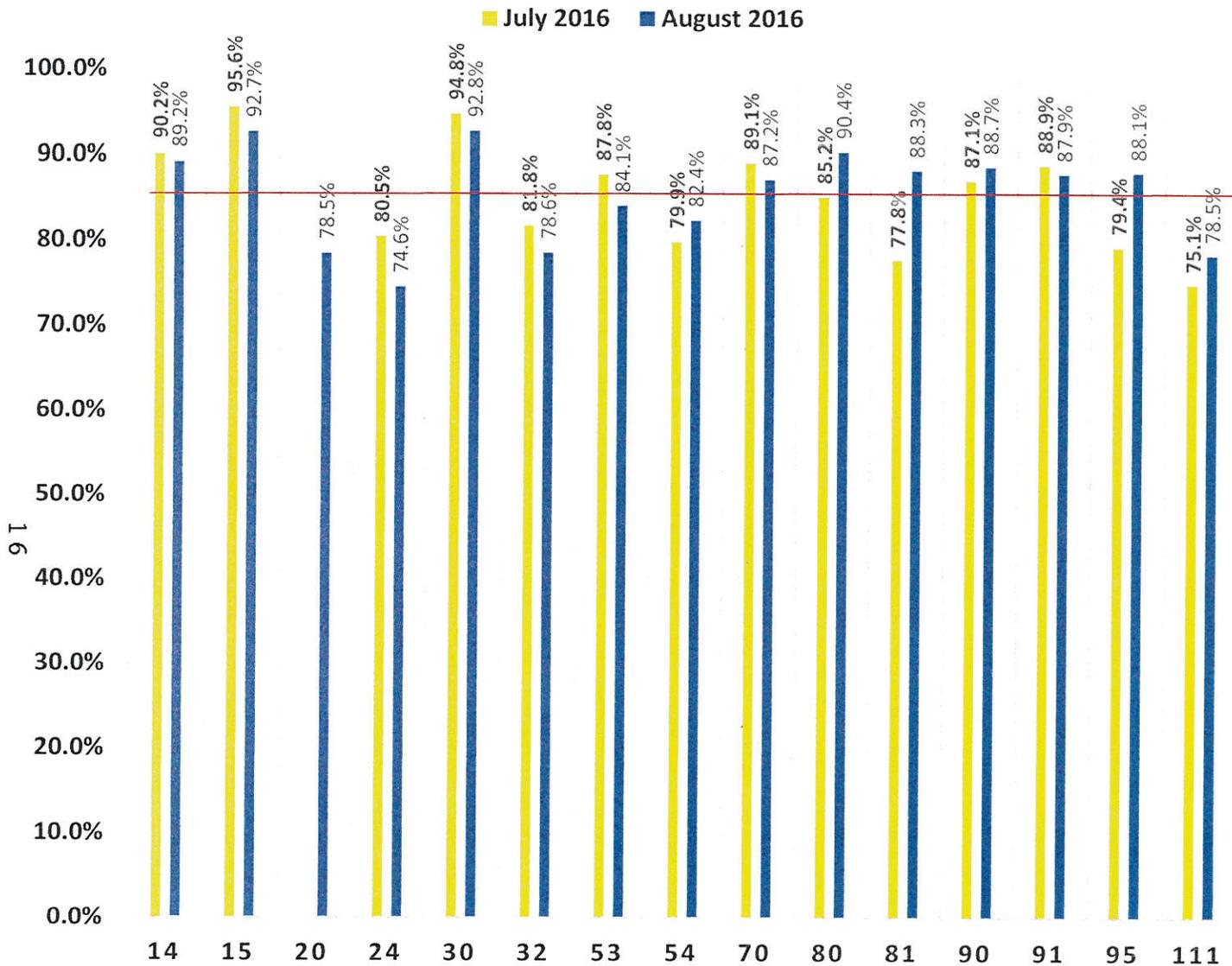
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

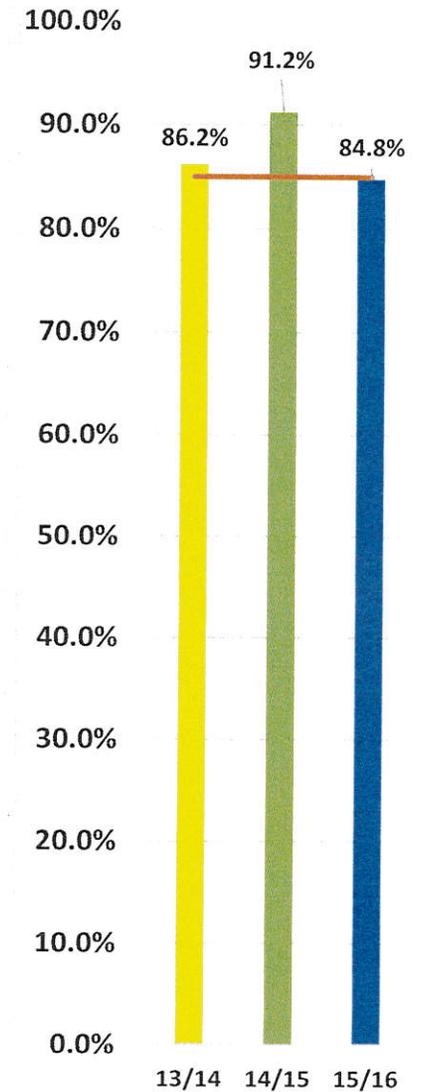
<u>Last Year</u>	<u>This Year</u>	
1,730	2,169	Total Mobility Device Boarding's

cc: Lauren Skiver, Tommy Edwards, Diane Beebe

ON TIME PERFORMANCE % BY LINE AUGUST 2016



On Time Performance System Wide



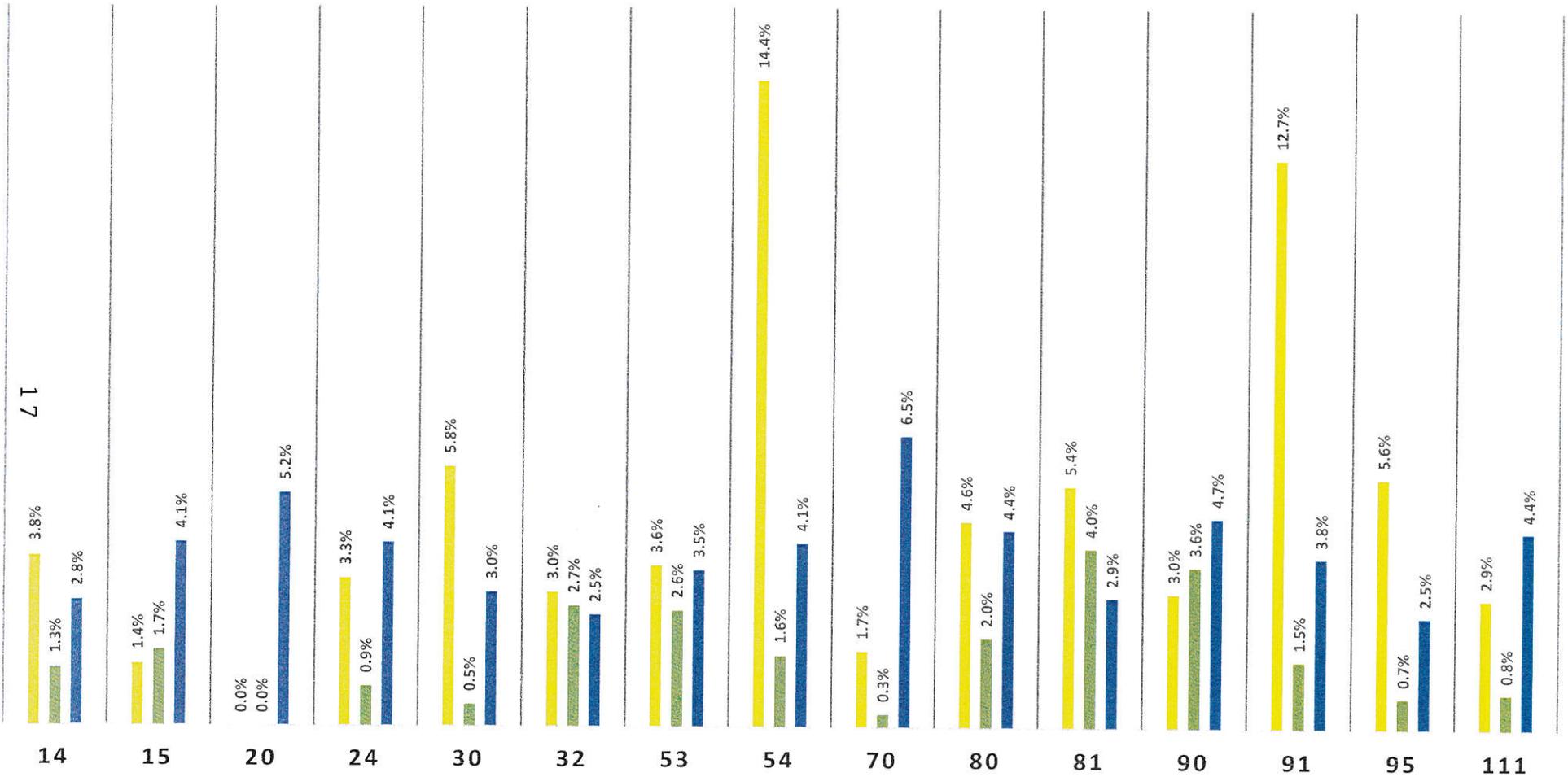
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

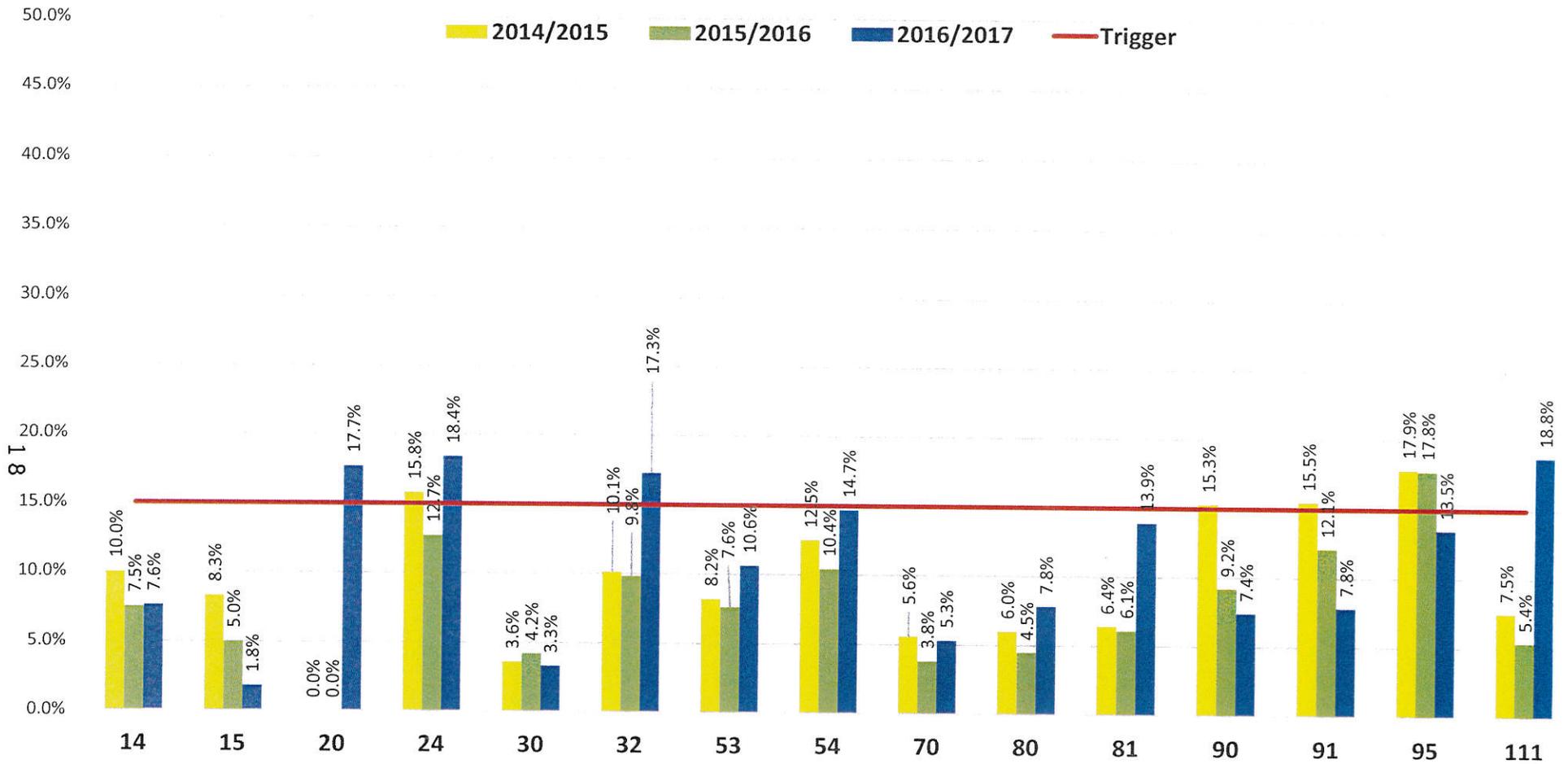
■ 2014/2015 ■ 2015/2016 ■ 2016/2017



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

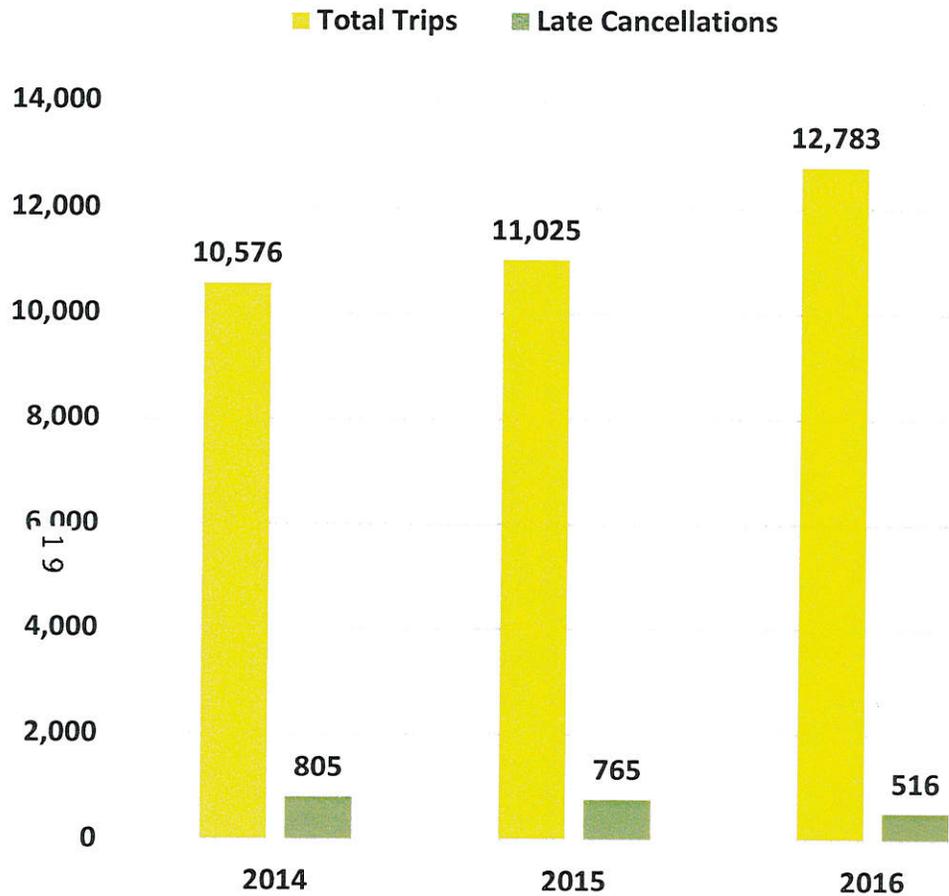
Goal: to reduce early departures to 0% for each line.

Late Departures By Line- Year Totals

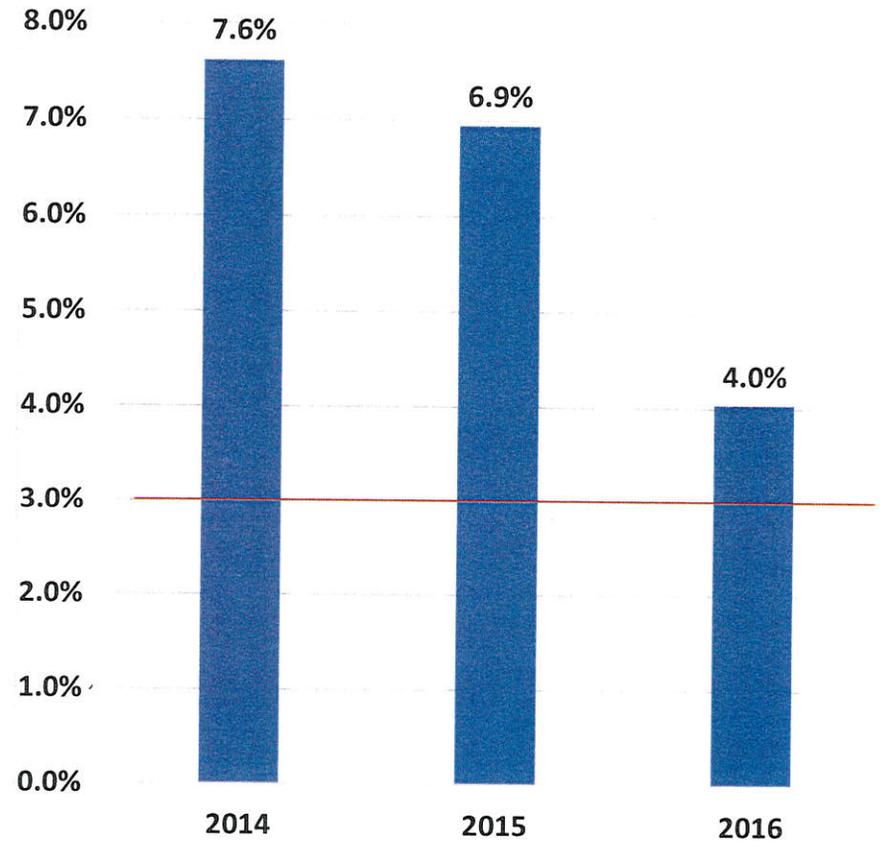


Definition: When a bus leaves a time point behind the scheduled departure time.
The line is running late with a departure greater than 5 minutes.
Goal: to reduce late departures to 15% for each line.

TOTAL TRIPS VS LATE CANCELLATIONS AUGUST



LATE CANCELLATION PERCENTAGE AUGUST

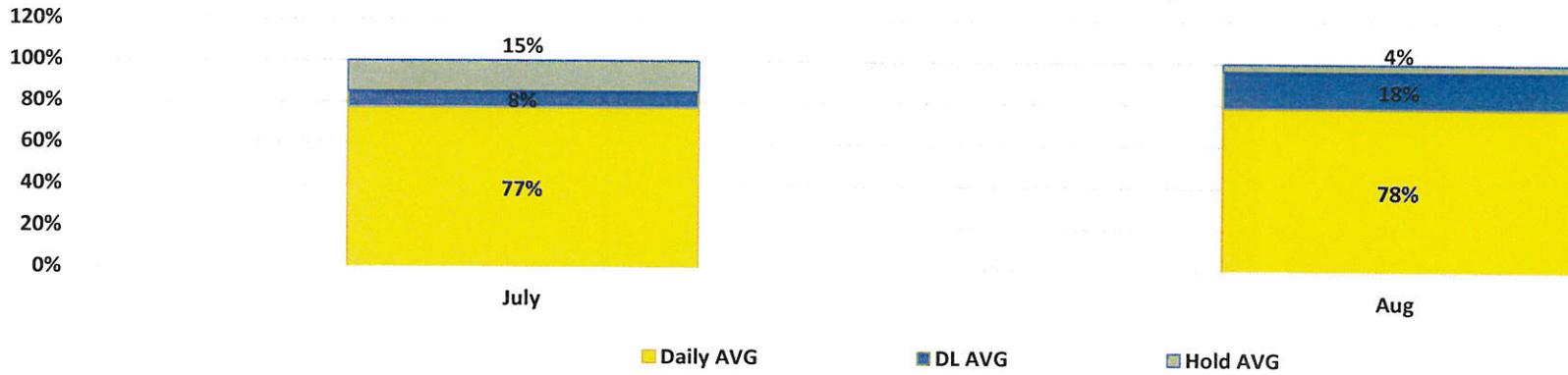


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

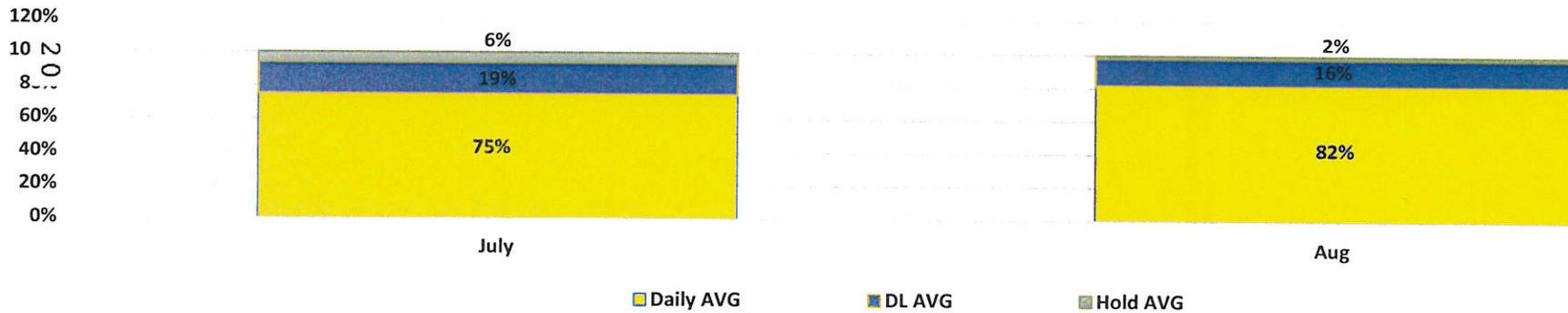
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

FY 17 Fixed Route Fleet Availability



FY 17 Paratransit Fleet Availability



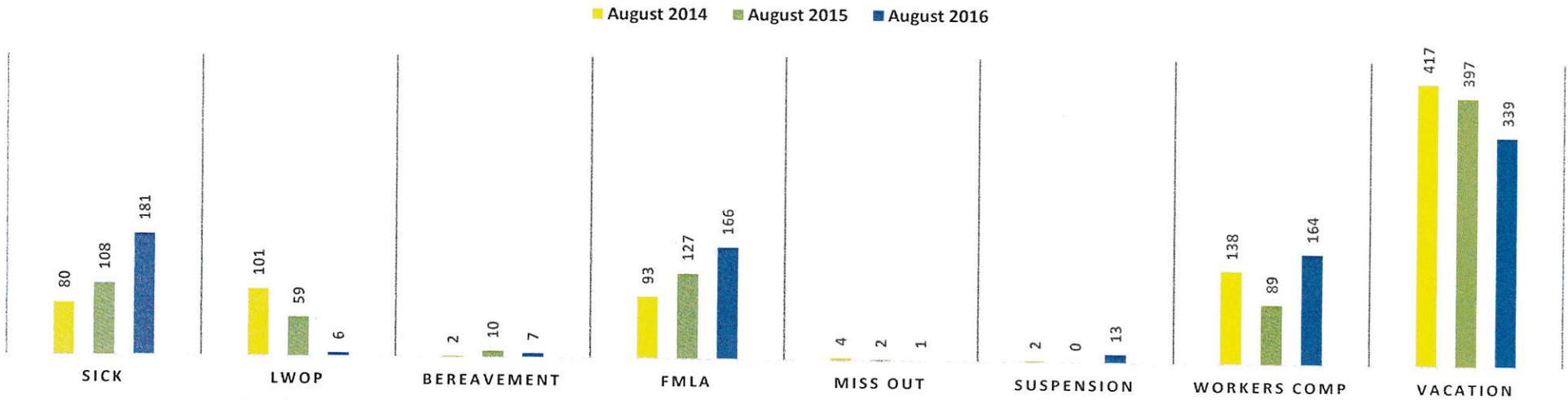
Fleet Availability: Total average percentage of the Fleet available to Operations

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

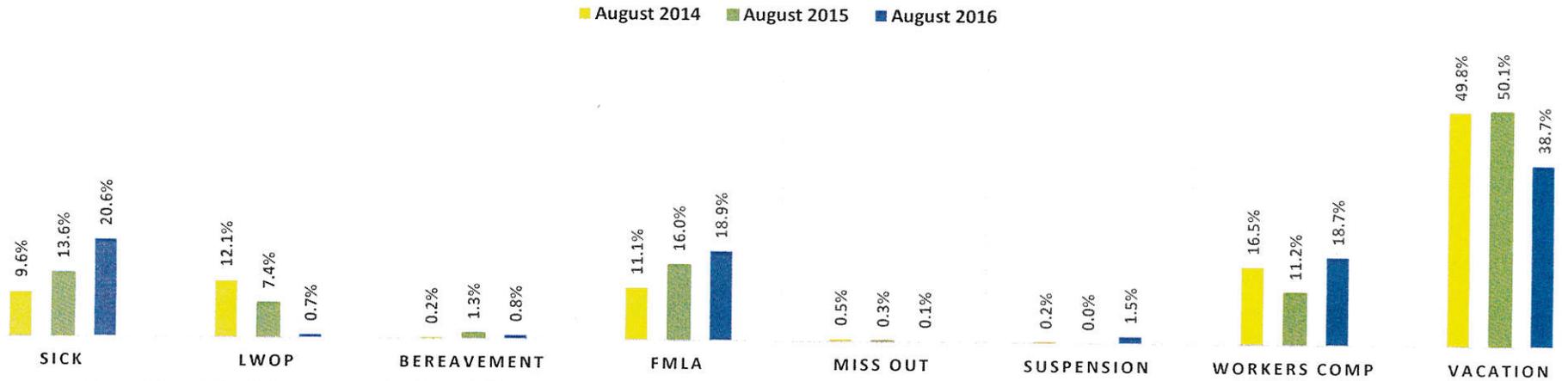
Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.

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

DRIVER ABSENCE OCCURRENCES - AUGUST 2016



DRIVER ABSENCE OCCURENCES BY PERCENTAGES - AUGUST 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 15 ■ FY 16 ■ FY 17

22

\$11,100



JUL

\$0

\$3,250



\$10,200



AUG

\$17,500

\$3,000



YTD TOTALS

\$30,000

\$24,800

\$25,000

\$20,000

\$15,000

\$10,000

\$5,000

\$0

2015

\$19,725



2016

\$6,250



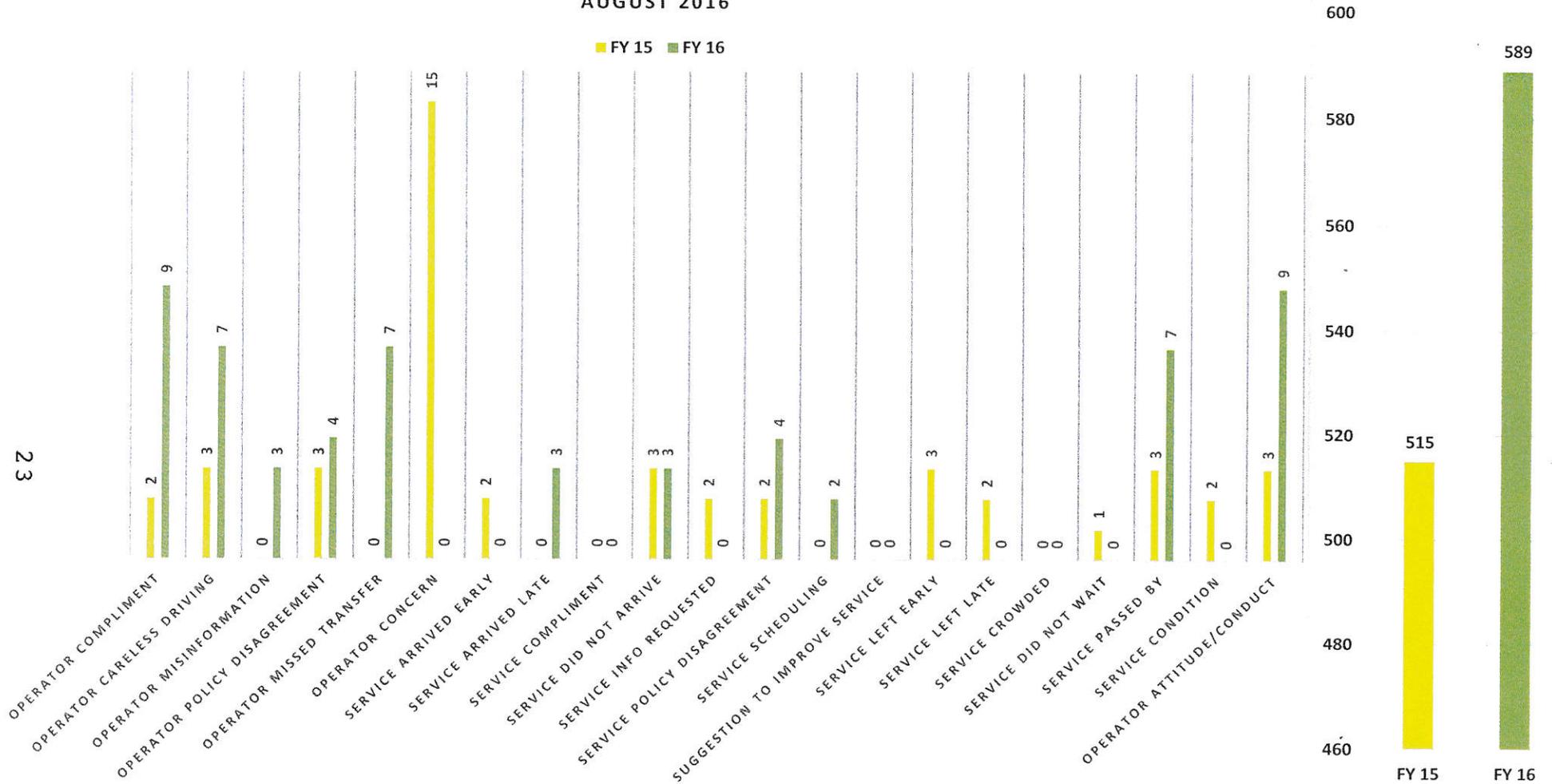
2017

Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

The goal is \$173,202 for FY 17

FIXED ROUTE CUSTOMER COMMENTS BY TYPE

AUGUST 2016

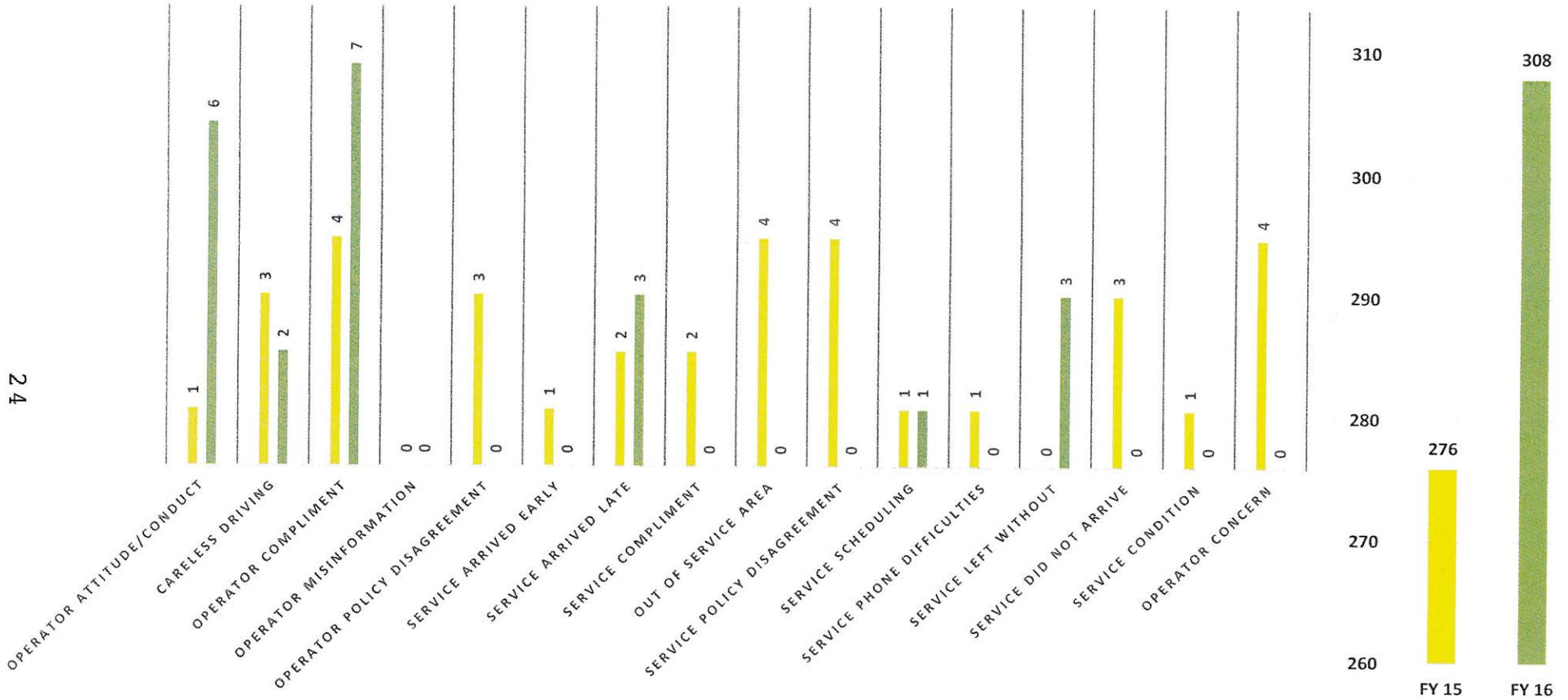


Compares monthly customer comments by type and yearly total comparison for fixed route.
 Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.
 This will reduce the number of comments that need to move forward to other staff to address.
 This Metrics has Fleetnet for 2015 and COM15 data for June 2016.

PARATRANSIT CUSTOMER COMMENTS BY TYPE

AUGUST 2016

FY 15 FY 16



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.
 This Metrics has Fleetnet for 2015 and COM15 data for June 2016.

FY 16/17	Board Member Matrix Attendance												Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Russell Betts	X		X										10	2
Bob Spiegel	X		X										10	2
Ginny Foat	EX		X										10	1
Greg Pettis	X		X										10	2
Dana Hobart	EX		X										10	1
Ty Peabody	X		X										10	2
Kristy Franklin	X		X										10	2
Troy Strange			X										10	1
Steve Hernandez	X		X										10	2
John Benoit	X		X										10	2

ATTENDED

EX- EXCUSED

DARK –

MINUTES
SunLine Transit Agency
Board of Directors Meeting
September 28, 2016

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, September 28, 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

SunLine Agency Board Member Pettis led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Kristy Franklin, Chair, SunLine Agency Board Member, City of La Quinta
Russell Betts, Vice Chair, SunLine Agency Board Member, City of Desert Hot Springs
Geoff Kors SunLine Agency Board Member (Alternate), City of Palm Springs
Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board
Robert Spiegel SunLine Agency Board Member, City of Palm Desert
Charles Townsend, SunLine Agency Board Member (Alternate), City of Rancho Mirage
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Troy Strange, SunLine Agency Board Member, City of Indio
Emmanuel Martinez, SunLine Agency Board Member (alternate), City of Coachella
John J. Benoit, SunLine Agency Board Member, County of Riverside

Members Absent

4. Presentations

None

5. Finalization of Agenda

No changes to the agenda.

6. Public Comments

Marcia Rose requested for SunLine to please consider stopping at Augustine Casino. She stated that for two or three months we have been allowed to go as far as we can with the bus going down Avenue 54 past the casino and takes us three more blocks and lets us out. At which time they have to walk or ride back to the casino in the street. At night this is not good in the dark. She is wondering why the bus can't stop at the curb in front since they take them home that way. Marcia stated that now we are getting rid of the taxi vouchers so that means that they have no alternative but to

spend a fortune to get dropped off at Del Taco to take a taxi to take them to Augustine.

7. **Board Member Comments**

None

8. **Financial Audit for Fiscal Year Ended June 30, 2016**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Alton Hillis, Sr.)

Al Hillis, Chief Financial Officer gave a brief overview on where we are in relationship to where we started. In September 2014 we started to do an assessment on the Finance Department for SunLine and what we found was debits and credits were being done, we were buying things and paying bills, running reports, etc. with virtually no organization or leadership. We put in a three-point initiative. One was to stabilize the finance operation which means we were going to generate reports that are meaningful. In the board packet you have a Variance Report with an analysis and an explanation of each one of the variances. This gives the reader a quick thumbnail sketch of where we are at any point in time. He stated that we revised the accounting manuals and we implemented closing and review rules so the statements go through a quality control. When you get them they have already been reviewed and they are correct. The second part was staffing and we implemented a new organization chart. We evaluated the current staff and we built a new organization chart and we realigned staff to accomplish quality control and accuracy that we were looking for. The third part of the initiatives was the system upgrade and currently staff is running parallel between a company called Tyler and Fleetnet to ensure the new software, which would be Tyler, is doing all the things we want it to do accurately. He stated the plan is to cut over January 1, 2017. On the horizon and what we have coming up for the board in this fiscal year is a presentation on a commercial card with Wells Fargo which will expedite purchasing and it will instill control and security that we think could be beneficial to SunLine. That presentation would be scheduled for a subsequent board meeting. Mr. Hillis stated that we want to discuss the pension plans that we have and we have some ideas on better management of those plans and that would be discussed with the board. In summary, contrasting the group that we had in 2014 to where they are today their success is nothing short of remarkable in what they accomplished. That has been supported by our independent audit, it's been supported by things that we have accomplished and a lot of things you are not aware of. All of this has gone on in two systems. Mr. Hillis quoted Mario Puzo, "Great men are not born great, they grow to be great" and he thinks that is what they have with this staff.

Recommend that the Board of Directors Receive and File the Fiscal Year 2016 Audit.

SunLine Agency Board Member Spiegel moved to approve the filing of the Financial Audit for Fiscal Year Ended June 30, 2016. The motion was seconded by SunLine Agency Board Member Benoit. The consent calendar was approved by a vote of 9 yes; 0 no; 1 abstain

9. Consent Calendar

- a) Checks over \$1,000 and backup report for June/July 2016
- b) Credit card statement for July/August 2016
- c) Monthly Variance Report June/July 2016
- d) Contracts signed in excess of \$25,000 June/July 2016
- e) Ridership Reports for June/July 2016
- f) SunDial Operational Notes for June/July 2016
- g) Metrics
- h) Board Member Attendance
- i) International Zero Emission Bus/Fuel Cell Bus Workshop, London, England – Invitation to speak and technical tour of hydrogen facilities

SunLine Agency Board Member Peabody moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Pettis. The consent calendar was approved by a vote of 9 yes; 0 no; 1 abstain

10. Approval of Minutes

SunLine Agency Board Member Betts moved to approve the minutes of the July 27, 2016 Board meeting. The motion was seconded by SunLine Agency Board Member Spiegel. The motion was approved by a vote of 7 yes; 0 no; 3 abstain

11. Resolution No. 0757 Regulating Parking on Sunline Parking Lots

**(Greg Pettis, Chair of Board Operations Committee;
Staff: Pete Gregor)**

SunLine Agency Board Member Pettis moved to approve Resolution No. 0757. The motion was seconded by SunLine Agency Board Member Betts. The Resolution No. 0757 was approved by a vote of 9 yes; 0 no; 1 abstain

12. 1st Reading of New Conflict of Interest Code Ordinance

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

SunLine Agency Board Member Pettis stated that the Board Operations Committee reviewed this item and unanimously approved it and he moved to approve the 1st Reading of New Conflict of Interest Code Ordinance. The motion was seconded by SunLine Agency Board Member Peabody. The 1st Reading of the New Conflict of Interest Code Ordinance was approved by a vote of 9 yes; 0 no; 1 abstain

13. Contract for Heavy Duty Vehicle Lifts Replacement

**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)**

SunLine Agency Board Member Spiegel stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Pettis. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain

14. **Contract for Upgrade Maintenance Breakroom**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
Dean Holm, Facility Maintenance Superintendent stated that the maintenance building has been in service since 1985 with few upgrades and the last being done approximately ten years ago. The cabinets, floor and appliances are worn out and our Mechanics deserve a comfortable, relaxing area to take their breaks.

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Benoit seconded. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain
15. **Agreement Extension with Fenceworks**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
This item was brought to the Board Operations Committee and the committee unanimously approved the item and SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Benoit seconded. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain
16. **Approve the Design-Build Product Delivery Method**
Operations Facility - Notice of Exemption
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Townsend seconded. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain
17. **Trapeze Services for Configuration and Training**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Joseph Friend)
This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Townsend seconded. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain
18. **Cooperative Agreement Amendment No. 4 - Riverside**
Commuter Link 220 Service
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Joseph Friend)
Joseph Friend, Interim Deputy Chief Administration Officer stated that in June of 2016 RTA advised SunLine that they would not continue to support the Riverside Commuter Link 220 beyond January 8, 2017. This agreement is for continuing operation of the Riverside Commuter Link 220 service for the fourth option period from October 1,

2016 to January 27, 2017. The agreement includes and operating funding contribution from RTA for the Commuter Link 220 up to a maximum of \$22,500.

SunLine Board Member Strange asked if there was a reason why they weren't continuing the funding. Mr. Friend stated that they made changes in what their route definitions are and what they want to accomplish and they have also backed out of some other agreements with other transit agencies. SunLine Board Member Strange asked if it had anything to do with the performance of the route. Lauren Skiver, CEO/GM stated that it cited performance and this route has had some challenges with ridership but we believe the importance of maintaining this regional connection is way more important. We have seen increases in ridership with some marketing that we have done and we are going to be doing some realignment of this line now that RTA isn't contributing which will make it a more direct route to the Metrolink station in Riverside. Ms. Skiver stated that she believes in their opinion some of the performance wasn't at the standards that they wanted to see for contribution but we absolutely budgeted for this line for this fiscal year and we think the regional connection is important for the valley.

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Strange seconded. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain

**19. CNG Fueling Station-Notice of Exemption
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tommy Edwards)**

Tommy Edwards, Chief Operations Officer addressed the board and stated that staff comes to them today for a recommendation to have you allow the General Manager/CEO to notify the notice of exemption for a new CNG Station which replaces the existing station. We have met all of the requirements for the exemption and we would like to move forward with that so we can go forward with our CNG Station.

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Peabody seconded. The motion carried by a unanimous vote of 9 yes; 0 no; 1 abstain

20. CEO/General Manager's Report

CEO/General Manager, Lauren Skiver addressed the Board and stated that the first item on her report was bringing back to the board information on Cindy Henson and the culture change and goals set for the organization that was previously presented to the board. She stated that we completed a quarterly all hands event in September in which we mandatorily asked employees to come and hear about our updates on these goals and also engage in collecting from them three priorities that are going well and three that aren't. We are soliciting information from the entire organization about what our employees see are items or efforts that are going really well and helping us to identify those that we can do better. One of the things that came up from the all hands meeting is our communication with our bargaining unit so we will be reaching out to

the bargaining unit with information about the goals, our performance, our performance metrics program and we will be increasing the communication that we have across the agency. The second item is the 111 Music Fest which will be held on December 3, 2016 and there are a lot of events going on in the valley which we hope to connect the Music Fest to such as the Light Parade in Palm Springs and the Tamale Festival so people can get to these events and ride the bus with music on it. She stated that we will continue to bring information about the Music Fest leading up to it. Ms. Skiver thanked Rancho Mirage for their contribution to this event and asked that the cities think about helping us to sponsor this event and we will be reaching out to you on that item. Ms. Skiver stated that SunLine is embarking on a very aggressive schedule of projects and we have been extremely fortunate in awards in grants over the past two years and now these projects are getting ready to be initiated. She wanted to highlight the work that this team is doing as we are a very small staff to be managing over forty-three million dollars in awards that we have gotten. She stated that staff are all doing jobs that get the rubber on the road and pick up passengers along with managing very complex projects without a lot of outside help is really amazing. She stated they will be getting some really strong updates on construction projects and service projects that we want to do and expansions to service so she is giving a heads up to the Strategic Planning Committee that we will be scheduling our next meeting very soon.

That concludes my report.

21. Next Regular Board Meeting Date

October 26, 2016

12:00 p.m., Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

22. Adjourn

Meeting was adjourned at 12:29 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Board of Directors

FROM: Deputy Chief Financial Officer

RE: [Rescission of Resolution No. 0753 Increasing Board Stipends](#)

Recommendation

Recommend that the Board of Directors discuss and adopt a resolution rescinding the approval of Resolution No. 0753, which approved an increase in the Board's stipend to \$100 per Board meeting provided that an amendment to the Joint Powers Agreement was approved by the member agencies.

Background

Sunline Transit Agency currently pays each member of the Board of Directors \$50 for each Board meeting attended, and \$25 for each committee meeting attended. Several members of the Board expressed interest in increasing the amount of the meeting stipend. On May 25, 2016, the Board approved Resolution No. 0753, which increased the compensation for attendance at Board meetings to \$100 per meeting. No change to the compensation for attendance at Committee meetings was approved. On the advice of legal counsel, Resolution No. 0753 included a provision that provided the stipend increase would not take effect until an amendment to the Joint Powers Agreement was approved by all of the member agencies to include provisions that specifically address Board compensation, set the maximum compensation amount consistent with the limitations applicable to general law cities, and authorize the Board to set compensation amounts by resolution.

A Fourth Amendment to the Joint Powers Agreement was prepared and circulated to the member agencies for approval by their governing bodies. The City Council for the City of Rancho Mirage considered the Fourth Amendment and decided not to approve it. Therefore, the increased Board stipends approved in Resolution No. 0753 will not take effect. As such, staff is recommending that Resolution No. 0753 be rescinded.

Financial Impact

None.

Luis Garcia

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0758

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUNLINE TRANSIT AGENCY RESCINDING RESOLUTION
NO. 0753 APPROVING AN INCREASE IN BOARD
COMPENSATION**

WHEREAS, the Agency currently pays each Board Member \$50 for each meeting of the Board and \$25 for each committee meeting.

WHEREAS, on May 25, 2016, the Board adopted Resolution No. 0753 approving an increase in compensation for attendance at meetings of the Board to \$100 per meeting to take effect if and when all of the member agencies of SunLine Transit Agency approve an amendment to the Joint Powers Agreement to include provisions that expressly authorize compensation of Board Members consistent with the limitations applicable to general law cities.

WHEREAS, the amendment to the Joint Powers Agreement has not been unanimously approved by the member agencies.

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

Section 1. Resolution No. 0753 is hereby rescinded.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this ____ day of _____, 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

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Design-Build Authorization for the Solar Canopies

Recommendation

Recommend that the Board of Directors approve the use of the Design-Build Project Delivery Method for the Solar Canopy Project.

Background

In July, the SunLine Board of Directors authorized inclusion of \$591,781 into the SunLine Capital Project Budget for FY17. These were monies that were remaining from the initial phase of the Administration Building Project.

Staff is required by Public Contract Code 22160 to obtain approval of the Governing Body prior to undertaking the Design-Build project delivery method.

The Design-Build method of project delivery method is preferred because it will save time and expense on the project. There will be slight variation from the current configurations of solar canopies that exist in the employee lot just east of the current Administration Building.

Staff will save administrative time by developing bridging documents which is the first phase of the Design-Build process as prescribed by the Public Contract Code. Staff will then contract out the remainder of the design and construction to one firm to finish the project.

Financial Impact

The amount of \$591,781 was approved for this purpose by the Board of Directors.

Rudy Le Flore

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Performance Consultant

RE: [Receipt of Grant Funding](#)

Recommendation

- a) Recommend that the Board of Directors authorize the General Manager to Negotiate and Execute an agreement with the Center for Transportation and the Environment, to receive funding in an amount of \$210,000.
- b) Recommend that the Board of Directors authorize the General Manager to Negotiate and Execute an agreement with Antelope Valley Air Quality Management District per the attached resolution No. 0759 for the receipt of funding of approximately \$2,449,000.

Background

SunLine has applied for and received funding for the CEO/General Manager's vision for a Center of Excellence in Zero Emissions technology. This vision is receiving financial support from many sectors of the industry. SunLine was awarded funding for the development of the Center of Excellence through a application submitted on its behalf by the Center for Transportation and the Environment. This action would authorized the CEO/General Manager to execute an agreement to receive those funds.

SunLine also has applied for and received funding for the purchase of 4 Battery Electric Vehicles as part of a cooperative submission by the Antelope Valley Air Quality Management District. SunLine will receive approximately \$2,449,000 to purchase these vehicles from this funding. SunLine will be providing cash match of \$500,000 towards the vehicle purchase.

Financial Impact

These amounts of \$210,000 and \$2,449,000 will be added to the Capital Project Budget for FY17 to be expended for the purposes described in this report.

Rudy Le Flore

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0759

**RESOLUTION AUTHORIZING THE SIGNING OF
AGREEMENTS RELATING TO THE RECEIPT OF
TRANSIT AND INTERCITY RAIL CAPITAL
PROGRAM (TIRCP) FUNDING**

WHEREAS, was created by Senate Bill 862 (Chapter 36, Statutes of 2014) and modified by Senate Bill 9 (Chapter 710, Statutes of 2015) to provide grants from the Greenhouse Gas Reduction Fund to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems to reduce emissions of greenhouse gases by reducing congestion and vehicle miles traveled throughout California, and

WHEREAS, Antelope Valley Air Quality Management District (AVAQMD) was awarded funding on behalf of the Southern California Regional Zero Emission Consortium (Antelope Valley Transit Authority (AVTA), SunLine Transit Agency (SunLine) and Kern Regional Transit (KRT)), and

WHEREAS, it is required for SunLine to enter into an agreement for the receipt of funding with AVAQMD, and

WHEREAS, SunLine will be purchasing 4 Electric Buses with these funds, and

WHEREAS, the anticipated funding amount to SunLine is \$2,449,000, with SunLine providing a match of \$500,000 in Proposition 1B funds.

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

- 1) The General Manager is authorized to execute an agreement with AVAQMD to receive the funding for SunLine's project.

- 3) The General Manager is authorized to furnish such additional information as the AVAQMD may require in connection with the application for the allocated funding.

ADOPTED THIS 26th DAY OF October, 2016

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Kristy Franklin
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Compliance Officer

RE: [2nd Reading of Revised Conflict of Interest Code Ordinance](#)

Recommendation

Recommend that the Board of Directors approve the attached Ordinance for the 2nd reading, which updates SunLine Transit Agency's Conflict of Interest Code.

Background

Every two years' local public agencies are required to review their Conflict of Interest Codes. The attached Ordinance has been updated to include titles that have changed due to the Agency reorganization. The list of covered positions has been updated to reflect those changes. There are no changes to any other aspect of the Conflict of Interest Code.

At the September 28, 2016 Board meeting, the Board of Directors approved the first reading of the Conflict of Interest Code Ordinance.

Financial Impact

None.

Vanessa Mora

ORDINANCE NO. 2016-01

AN ORDINANCE OF SUNLINE TRANSIT AGENCY AMENDING ORDINANCE NO. 14-1 ESTABLISHING THE SUNLINE TRANSIT AGENCY CONFLICT OF INTEREST CODE

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (“SunLine”) is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

WHEREAS, the Political Reform Act, Government Code sections 81000, et seq., requires local agencies to review their conflict of interest codes in even numbered years and make any amendments that are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

WHEREAS, the provisions of Title 2, section 18730 of the California Code of Regulations require local agencies to prepare a list of designated employees that are required to file a statement of economic interest and the formulation of disclosure categories for such employees; and

WHEREAS, the SunLine Board of Directors adopted the provisions of Title 2, section 18730 of the California Code of Regulations as SunLine’s Conflict of Interest Code through the adoption of Ordinance No. 14-1, which included a list of designated employees that must file statements of economic interests as Appendix A and disclosure categories in Appendix B; and

WHEREAS, SunLine has reviewed its Conflict of Interest Code and determined that amendments to the list of designated employees are necessary and that no other amendments are necessary.

NOW, THEREFORE, the Board of Directors of SunLine Transit Agency does hereby ordain as follows:

SECTION 1: That SunLine Transit Agency hereby amends Appendix A of the Conflict of Interest Code, by adding the text shown in underline (example) and deleting the text showing in ~~strikeout (example)~~, to read in its entirety as follows:

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
General Manager/CEO	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief Administrative Officer	I, II, III
Deputy Chief Administrative Officer	I, II, III
Chief Operations Officer	I, II, III
Deputy Chief Operations Officer	I, II, III
Deputy Chief Operations Officer – Maintenance	I, II, III
<u>Chief Safety Officer</u>	<u>I, II, III</u>
<u>Deputy Chief Safety Officer</u>	<u>I, II, III</u>
<u>Taxi Administrator</u>	<u>I, II, III</u>
<u>Deputy Taxi Administrator</u>	<u>I, II, III</u>
<u>Superintendent of Transportation</u>	<u>I, II, III</u>
<u>Maintenance Superintendent</u>	<u>I, II, III</u>
<u>Facilities Maintenance Superintendent</u>	<u>I, II, III</u>
Clerk of the Board	I, II, III
EEO-Compliance Officer	I, II, III
Alternative Fuels Manager	I, II, III
<u>Procurement Manager</u>	<u>I, II, III</u>
Purchasing-Contracts Administrator	I, II, III

<u>Contracts Assistant</u>	<u>I, II, III</u>
Information Systems and Technology Specialist	I, II, III
Fuel Systems Specialist II	I, II, III
Materials & Inventory Manager	I, II, III
Materials Inventory Technician	I, II, III
<u>Project Manager</u>	<u>I, II, III</u>
<u>Project Manager Assistant</u>	<u>I, II, III</u>
<u>Public Outreach Specialist</u>	<u>I, II, III</u>
Consultants ¹	I, II, III
Any other employee at the discretion of the General Manager/CEO	I, II, III

¹ The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

PART 2: SunLine shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine at a regular meeting held on the _____ day of _____, 2016

Date: _____

 Kristy Franklin
 Chairperson of the Board of
 Directors of SunLine Transit Agency

Date: _____

 Lauren Skiver
 General Manager/ CEO of SunLine Transit Agency

Date: _____

Diane Beebe
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail, General Counsel

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Agreement Modification for Henson Consulting Group, LLC

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a modification to the existing agreement with Henson Consulting Group, LLC in the amount of \$100,000 for strategic leadership consulting services through June 30, 2017.

Background

Approval of this item would allow Henson Consulting Group to continue services with SunLine through June 2017. The modification expands on the scope of services to further advance the Agency's goals during FY17. Cindy Henson has been instrumental in the Agency's pursuit of our year of learning, improvement of project management and addressing the Agency's declining ridership.

With Cindy's guidance, the Agency has been able to unite under our shared goals and make commitments towards improving business efficiency and cohesiveness. This includes conducting regular meetings with the Executive Team and having quarterly celebrations with the entire administrative staff.

Financial Impact

The cost of this modification is an amount not to exceed \$100,000 and is funded in the FY17 Operating Budget.

Luis Garcia

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Planning Manager

RE: Approval of Transportation Planning Services Contract Amendment

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract change order with Transportation Management & Design (TMD) in an amount Not to Exceed \$85,000 subject to approval as to form by legal counsel.

Background

The Board of Directors authorized the CEO/General Manager to negotiate and execute the initial contract with TMD on December 3, 2014. TMD has provided much needed support during the succeeding months.

This change order is the second change order to the original contract and will be valid for the period from December 1, 2016 through May 31, 2017. The focus of this change order is to provide additional planning and scheduling support for the January 2017 and May 2017 service improvements. For these two service improvements we are implementing a recut of the system for greater operational efficiency. TMD will bring resources to the process to assist SunLine staff in optimizing the scheduling system.

With TMD's support we are furthering our capability to develop effective systems and procedures for service improvements for the community.

Financial Impact

The financial impact of this item is \$85,000 and is included in the fiscal year 2016-2017 Operating Budget.

Anita Petke

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Board of Directors

FROM: Transit Planning Manager

RE: [FY 2017-2020 Title VI Triennial Plan Update](#)

Recommended Action

Recommend that the Board to approve staff to submit SunLine's Federal Transit Administration (FTA) Fiscal Year 2017-2020 Title VI Triennial Plan Update, as required by the U.S. Department of Transportation FTA Circular 4702.1B. The updated plan is attached here and changes are highlighted and listed below.

Background

The Civil Rights Act of 1964 requires any transit agency receiving Federal funding to demonstrate that it does not discriminate against minorities. SunLine's Title VI Triennial Plan Update, meets the requirements of FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients* dated October 1, 2012.

Reporting requirements include:

- An assurance that SunLine has followed and will continue to adhere to Title VI guidelines;
- An analysis of the impact current construction projects might have on minority communities;
- A discussion of service standards and policies and their effect on minority communities;
- A summary of the policies and procedures SunLine will follow to ensure continued compliance with Title VI;
- A listing of service changes made over the past three years and those proposed over the next three, with an evaluation of these changes and their likely impact on minorities.

This Title VI Compliance Report contains the following key elements:

1. The report's purpose and a list of relevant regulations. The Civil Rights Act of 1964 mandated that minority communities receive the same access to transit services funded with federal dollars as non-minority communities. Serving its ridership means SunLine complies with Title VI regulations because its ridership is predominantly minority.

2. General information required by Title VI. SunLine must submit an assurance signed by the CEO/General Manager stating that the Agency has complied with Title VI over the past three years and will continue to do so over the next three. SunLine must also provide a summary of any lawsuits brought against the Agency alleging racial discrimination (there are currently none), summarize the financial assistance applications SunLine has pending with the FTA, submit assurance that the Agency has followed and will continue to follow Title VI requirements, and describe current construction projects and assess their likely impact on minority communities.

3. A discussion of SunLine's service standards and policies, including vehicle load, vehicle assignment, vehicle headway, transit amenities, and transit access, and their impact upon minority communities.

4. A short list of procedures SunLine will follow to ensure continued compliance with Title VI, including analyzing each service change using census data to determine whether or not it would have an unfair impact on minorities.

5. An analysis of service changes over the past three fiscal years and proposed changes over the next three fiscal years, with an assessment of their likely impact on minority communities.

6. A verification and reporting of the agency's Limited English Proficiency Plan and Language Assistance Plan.

Once SunLine's *Title VI Compliance Report* is received by the Board of Directors, the CEO/General Manager will sign the certifications, and staff will submit the document to the FTA for approval.

Financial Impact

There is no financial impact associated with this item.

Anita Petke

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Contract for Quarterly HVAC Inspection and Maintenance

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Desert Air Conditioning, Inc. for 1 year, with two 1 year options, in the amount of \$6,984.00 per year for the Inspection and Maintenance of the Administration HVAC system, subject to approval as to form by legal counsel.

Background

The Administration building HVAC system is complex. Stability and knowledge of the system will aid in the care and longevity of the equipment. HVAC maintenance services were provided by the installing contractor for the first year as a warranty of construction. The existing contract has reached the end of its term and a new contract is sought to provide the necessary services.

Reason for Selection of the 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 the Contract Type

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

Reason for Selection of Contractor

On August 25, 2016 [Eleven \(11\) potential vendors were solicited](#), in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On September 9, 2016, one individual bid was received from Desert Air Conditioning, Inc.

According to a price analysis, SunLine has elected to make an award to Desert Air Conditioning, Inc. as the responsive and responsible Bidder representing the lowest cost to the Agency.

How Price was Determined Fair and Reasonable

Desert Air Conditioning's price was determined to be [fair and reasonable based on a price analysis and comparison of previous service](#). Therefore, Desert Air Conditioning, Inc. is considered most advantageous to SunLine Transit Agency.

Financial Impact

Year 1 expenditures of \$6,984 have been budgeted in the FY17 Operating Budget. This expense will continue to be funded in subsequent budget years.

Dean Holm

Bidders List

Timos Air Conditioning
72232 Corporate Way,
Thousand Palms CA 92276
760-475-9542
Info@timosair.com

General Air Conditioning
31170 Reserve Dr.
Thousand Palms, CA 92276
Info@callthegeneral.com

Air Pro
760-343-5520
jpriest@airproserv.com

Comfort Air
72248 Northshore Street
Thousand Palms, CA 92276
Info@comfortac.com

Mendez Air Conditioning and Heating
PO Box 871, Thousand Palms, CA 92276
760-343-5041
Mendezaircond@hotmail.com

Desert Air Conditioning
590 Williams Road
Palm Springs, CA 92264
760-323-3383
jwoody@desertairps.com

Blair Heating & Air
563 Oleander Rd
760-537-1120
Info@blairheatingandair.com

Best in The West Air Conditioning
79301 Country Club Dr.
Bermuda Dunes, Ca 92203
Mscool575@aol.com

DBE

Certified Air Balance Co.
9970 Bell Ranch Drive #101
Santa Fe Springs, CA 90670
562-941-1200
Cabco1@gmail.com

Lumas Air, Inc
8114 S Vermont Ave
Los Angeles, Ca 90044
(323) 565-2565
Info@lumasairinc.com

McLaughlin Air Conditioning co.
928 West Fremont street
Stockton, CA 95203
(209) 465-4800
Bob1@mclaughlin-air.com



PRICE ANALYSIS

	Desert Air Conditioning 2/26/15	Desert Air Conditioning 9/9/16
Replace Filter	✓	✓
Connect Gauges, check and record operating pressures	✓	
Check for signs of refrigerant leaks	✓	✓
Check and record all motor amperage draws	✓	✓
Record temperatures across evaporative coil	✓	✓
Lubricate moving parts	✓	✓
Check belts and adjust tension as necessary		✓
Check all wiring connections	✓	✓
Clean condenser coils		✓
Check condensate drain operations		✓
Check thermostat operation	✓	✓
Check heating cycle		✓
Check gas leaks		✓
Check boiler spark ignition, vent pipe burners and sequence of operation		✓
Check all associated equipment; pumps, pot feeder, expansion tank, and record pressures		✓
Visually observe and report condition of exterior unit, flashing, exposed duct and support system of duct		✓
Monitor carrier I-VU control system, recording trends, and alarms		✓
Give a written diagnostic report	✓	✓
Total	\$ 5,645.00	\$ 6,984.00

Difference between 2/26/15 & 9/9/16	\$ (1,339.00)
Delta	19.17%

Since Desert Air Conditioning was the only vendor to submit a quote, SunLine compared the rates from the previous agreement dated February 26, 2015 with the quote received on September 9, 2016. Based on the findings, the quote submitted in 2016 was 19.17% higher than the previous agreement in 2015. The price increase is due to added services. Therefore, it is determined that the prices submitted by Desert Air Conditioning are considered fair and reasonable.

Prepared by:


 Anthony Beall, Contracts Assistant

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Contract for STA Sign Relocation

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with PVL Signs & Graphics, Inc. in the amount of \$28,035.00 for the Relocation of the STA Entrance sign, subject to approval as to form by legal counsel.

Background

SunLine Transit's original entrance was located at the southeast corner of the property. This entrance was used by buses, employees, vendors and the public. Since the completion of the new Administration building, the main entrance has moved to the northeast corner of the property. This new entrance will be utilized by admin employees, vendors and the public. The large sign from the south entrance will be installed at the north gate and the smaller sign relocated to the south gate denoting employee entrance for use by buses and employees.

SunLine requested bids from qualified vendors to clearly define to vendors and the public, the proper area of entrance. The signs are to be relocated with a new insert in the largest sign as the original is showing signs of age.

Reason for Selection of the 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 the Contract Type

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

Reason for Selection of Contractor

On August 22, 2016 [seven \(7\) potential vendors](#) were solicited, in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On September 9, 2016, one individual bid was received from PVL Signs and Graphics, Inc.

According to a price analysis, SunLine has elected to make an award to PVL Signs and Graphics, Inc. as the responsive and responsible Bidder with a fair and reasonable price representing the best value to the Agency.

How Price was Determined Fair and Reasonable

PVL Signs and Graphics, Inc.'s price was determined to be [fair and reasonable based on a total cost breakdown](#), with information provided by PVL and comparison of local known pricing. Therefore, PVL Signs and Graphics, Inc.'s bid is considered most advantageous to SunLine Transit Agency.

Financial Impact

The financial impact of \$28,035 will be funded by facility improvement allocations approved in the capital program.

Dean Holm

Bidders List**Best Signs**

1550 Gene Autry Trail
Palm Springs CA 92264
(760)320-3042
sales@bestsignsinc.com

Exterior Products Corp.

1031 North Shepard St.
Anaheim, CA 92806
(714) 632-3509
sales@exteriorproducts.net

PVL Signs & Graphics

1342 Bell Ave. Unit 3N
Tustin, CA 92780
plamen@pvlsigns.com
(714) 557-3500

Signarama

41-945 Boardwalk suite
L Palm Desert CA 92211
(760) 776-9907
info@pdsignarama.com

Signs by Tomorrow

73-850 Dinah Shore
Dr. Suite 101
Palm Desert, CA 92211
(760) 324-7446
palmdesert@signsbytomorrow.com

United Signs

6265 Sepulveda Blvd, Suite
15 Van Nuys, Ca 91411
(818)782-3300
sales@unitedsigns4u.com

DBE**A-Plus Signs**

4270 North Brawley Avenue
Fresno, CA 93722
(559) 275-0700
pacheco@1430espn.com



PRICE ANALYSIS

	PVL Signs & Graphics Inc.	Technical Review
Firm Fixed Price	\$ 28,035.00	\$ 28,035.00

Difference between PVL Signs & Graphics and Technical Review	\$ -
Delta	0.00%

Since PVL Signs & Graphics Inc.'s was the only company to submit a bid, SunLine Transit Agency's Superintendent of Facility Maintenance provided a technical evaluation of PVL Signs & Graphics Inc.'s prices and determined the Prevailing Wage + Burden Rates, Local Equipment and Material rates were fair and reasonable. Based on the results, it is reasonable to assume that PVL Signs & Graphics Inc. understood the Scope of Work and or level of effort to complete the required services. Therefore, it is determined that the prices submitted by PVL Signs & Graphics Inc., are considered to be fair and reasonable.

Prepared by:


Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: October 26, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Contract to Furnish and Install Bus Shelters

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with ND Construction Co., Inc. in the amount of \$246,532 to Furnish and Install Bus Shelters upon approval as to form by legal counsel.

Background

SunLine's Bus Stop Improvement Program and the Comprehensive Operational Analysis is the guideline for bus stop improvements with the goal to add amenities, comfort and accessibility for SunLine customers.

SunLine issued an Invitation for Bid to Furnish and Install 25 Bus Shelters throughout the SunLine service area as part of the [sixth phase in the Bus Stop Improvement Program](#). The [selected stops will receive improvements](#) as necessary, for the installation of shelters based on passenger use, shelter size and available area.

Reason for Selection of the Procurement Process

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

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 cost and resulting profit or loss. It provides maximum incentive for the Contractor to control cost and perform effectively and imposes a minimum administrative burden upon SunLine Transit Agency.

Reason for Selection of Contractor

On September 15, 2016, [thirteen \(13\) potential vendors were solicited](#), in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On October 17, 2016, 3 bids were received from: ND Construction Co., Inc. of Anaheim, CA, Seating Component Manufacturing, Inc. of Anaheim, CA, and Humphrey Constructors of Diamond Bar, CA.

According to a price analysis, SunLine has elected to make an award to ND Construction Co., Inc. as the responsive and responsible Bidder representing the lowest cost to the Agency.

How Price was Determined Fair and Reasonable

ND Construction Co., Inc.'s price was determined to be [fair and reasonable based on a price analysis and adequate price competition](#). Therefore, it is considered most advantageous to SunLine Transit Agency.

Financial Impact

The financial impact of \$246,532 will be funded by FTA Section 5307 and Prop 1B funds which were budgeted in the Fiscal Year 2015 SRTP.

Dean Holm

Bidders List**All Purpose Mfg. Inc.**

614 Airport Road, Oceanside CA 92050
(760)967-8464
mgmt@apmfg.net

Brasco International

32400 Industrial Drive
Madison Heights, MI 48071
(313) 393-0393
Info@Brasco.com

Chesnut Construction Inc.

Dean@chesnutci.com
Phone:949.422.6952

Columbia Equipment Company Inc.

72 Albany Ave. Freeport NY 11520
(516)442-3340
info@columbiaequipment.com

Danielle Bogdanovich

NR Development, Inc.
562-607-1208
danielle@nrdevelop.com

Handi.Hut

3 Grunwald St. Clifton NJ,
07013.
800-603-6635
staff@handihut.com

Humphrey Construction

21314 Hideout Drive, Diamond Bar
Ca, 92765
(909)635-5945
rich@humphreyconstructors.com

LNI Custom Manufacturing

12536 Chandron Avenue, Hawthorne
CA 90250
Sales@Inisigns.com

MJ Hollister & Associates, LLC

3199 SE Gran Park Way
Stuart, FL 34997
mailto:matt.hollister@mjhollister.com

ND Construction Co. Inc.

2201 E Winston Rd. suite M
Anaheim, CA 92806
(949) 498-1799
nick@ndcompanies.com

Seating Component Mfg.

3951 E. Mira Loma Avenue
Anaheim, Ca. 92806
(714) 693-3376 FAX (714) 693-3353
seatingco@aol.com

Tolar Manufacturing

258 Mariah Circle, Corona
Ca 92879
(951)808-0081
pmerrick@tolarmfg.com

Urban Solar

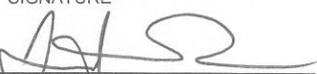
1880 SW Merlo Drive
Beaverton, OR 97003
ben@urbansolarcorp.com



BID AND PROPOSAL OPENING/ TABULATION RECORD
Furnish & Install Bus Shelters
16-028

OPENING DATE: 17-Oct-16

PREPARED BY:


SIGNATURE

SIGNATURE

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED (BIDS ONLY)	AMOUNT (BIDS ONLY)
ND Construction	2201 E. Winston Road Suite M, Anahiem Ca 92806	N/A	\$ 246,532.00
Seating Component Manufacturing	3951 E Miraloma Avenue, Anahiem Ca 92806	N/A	\$ 256,081.32
Humphrey Contruction	21314 Hideout Dr. Diamond Bar, Ca 91765	N/A	\$ 264,000.00



SUNLINE BUS STOP IMPROVEMENT PROGRAM - PHASE 6

Updated: 2.20.16

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s) Served by</u>	<u>Existing Amenities</u>	<u>Shelter Color</u>
Cathedral City								
32	Ramon Rd.	Landau Blvd.	Nearside	Northeast	Westbound	30	Old SunLine Shelter	Blue
37	Ramon Rd.	Landau Blvd.	Farside	Southeast	Eastbound	30	Old SunLine Shelter	Blue

Total Number of Bus Stop Improvements = 2

Coachella								
464	Jackson St.	Ave. 48	Mid-Block	Southeast	Eastbound	90	Signage/Pole	Blue
352	Shady Ln.	Orchard Ave.	Farside	Southwest	Southbound	90	Signage/Pole	Blue

Total Number of Bus Stop Improvements = 2

Desert Hot Springs								
135	Two Bunch Palms Tr.	West Dr.	Nearside	Northeast	Westbound	15	Bench & Waste Cont.	Brown
826	Mission Lakes Blvd.	El Mirador Blvd.	Farside	Northwest	Westbound	14	Bench & Waste Cont.	Brown

Total Number of Bus Stop Improvements = 2

INDIO								
107	Monroe St.	Hoover St.	Farside	Northeast	Northbound	80	Bench & Waste Cont.	Brown
251	Requa Ave.	Towne St.	Nearside	Southwest	Eastbound	54	Bench & Waste Cont.	Brown
252	Requa Ave.	Towne St.	Farside	Northwest	Westbound	81	Bench & Waste Cont.	Brown
739	Oasis St.	Don F. Kenny Ed. Service Center	Mid-Block	Northeast	Northbound	80	Bench & Waste Cont.	Brown

Total Number of Bus Stop Improvements = 4

LA QUINTA								
279	Washington St.	Eisenhower Dr.	Nearside	Southwest	Southbound	70	Bench & Waste Container	Brown
998	Washington St.	Ave. 48	Nearside	Southwest	Southbound	70	Bench & Waste Container	Brown

Total Number of Bus Stop Improvements = 2

PALM DESERT								
198	Monterey Ave.	Fred Waring Dr.	Farside	Northeast	Northbound	32	Bench & Waste Container	Brown
223	Fred Waring Dr.	Washington St.	Farside	Northwest	Westbound	54	Bench & Waste Container	Brown
272	Fred Waring Dr.	Town Center Wy.	Farside	Southeast	Eastbound	32, 53 & 111	Bench & Waste Container	Brown
715	Washington St.	Hovley Ln.	Farside	Southwest	Southbound	70	Bench & Waste Container	Brown

Total Number of Bus Stop Improvements = 4

PALM SPRINGS								
124	Palm Cyn. Dr.	Chino Dr.	Nearside	Northwest	Southbound	111	Bench & Waste Cont.	Brown
132	Ramon Rd.	Grenfall Rd.	Farside	Southeast	Eastbound	30	Bench & Waste Cont.	Brown
670	Indian Canyon Dr.	Sagebrush Rd.	Farside	Northwest	Westbound	111	Bench & Waste Cont.	Brown
725	San Rafael Dr.	Sunrise Wy.	Farside	Northwest	Westbound	24	Bench & Waste Cont.	Brown

Total Number of Bus Stop Improvements = 4

RIVERSIDE COUNTY UNINCORPORATED AREAS NORTH SHORE & MECCA								
241	Monterey Ave.	Broadmoor Dr.	Nearside	Northwest	Southbound	32	Bench & Waste Cont.	Blue
242	Monterey Ave.	Broadmoor Dr.	Farside	Northeast	Northbound	32	Bench & Waste Cont.	Blue
366	5th St.	Dale Kiler Rd.	Farside	Northwest	Westbound	91 & 95	Bench & Waste Cont.	Blue
367	5th St.	Dale Kiler Rd.	Nearside	Southwest	Eastbound	91 & 95	Bench & Waste Cont.	Blue
399	70th Ave.	Vander Veer Rd.	Farside	Northwest	Westbound	95	Bench & Waste Cont.	Blue

Total Number of Bus Stop Improvements = 5

TOTAL NUMBER OF STOP IMPROVEMENTS: 25



BUS STOP IMPROVEMENT PROGRAM SUMMARY OF BUS STOP AMENITIES

JURISDICTION	TOTAL NUMBER OF EXISTING BUS STOPS	STOPS WITH BUS SHELTERS	PERCENTAGE OF STOPS W/SHELTERS	STOPS WITH BENCH & WASTE CONTAINER	SIMME SEAT	STOPS WITH STAND ALONE SOLAR LIGHTS	STOPS WITH OUT AMENITIES
Cathedral City	65	55	84.6%	5	2	5	3
Coachella	48	30	62.5%	1	0	1	17
Desert Hot Springs	43	30	69.8%	3	7	7	3
Indian Wells	15	13	86.7%	2	0	0	0
Indio	95	58	61.1%	7	5	8	25
La Quinta	54	32	59.3%	3	4	5	15
Palm Desert	64	38	59.4%	12	0	7	14
Palm Springs	132	91	68.9%	30	0	14	11
Rancho Mirage	34	23	67.6%	8	2	10	0
County Unincorporated	72	24	33.3%	9	7	13	33
Outside the Service Area	10	N/A	N/A	N/A	N/A	N/A	10
Total:	632	394	62.3%	80	27	70	131

SunLine Transit Agency/SunLine Services Group

BOARD MEETING SCHEDULE FOR 2017

January 25

February 22

March 22

April 26

May 24

June 28

July 26

September 27

October 25

December 6

NOTE: The majority of all Board meetings are held at noon on the 4th Wednesday of the month with a few exceptions. There is a combined July/August Board meeting, which is held the last Wednesday in July, and a combined November/December meeting, which is held the first Wednesday in December. Special Board meetings may be called by the Chairman if needed. All Regular meetings are held in the Kelly Board Room at the SunLine Transit Agency Thousand Palms headquarters.

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, October 26, 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**

5. **Public Comments**

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

Receive Comments

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. 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 August 2016](#) (Page 1)
- b) [SSG/SRA Monthly Budget Reports August 2016](#) (Page 2-3)
- c) [Taxi Vehicle/Rides Analysis](#) (Page 4-5)
- d) [California Retail Gasoline Price Report](#) (Page 6)
- e) [Metrics \(Taxi Expense vs Taxi Revenue\)](#) (Page 7)

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

8. Approval of Minutes**Approve**

Request to the Board to approve the Minutes of the September 28, 2016 Board of Directors meeting. (Page 8-12)

9. Next Meeting Date

December 7, 2016
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

10. Adjourn



**AGENDA
TAXI COMMITTEE MEETING
October 26, 2016
10:00 a.m. – 10:30 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 August 2016](#)** (Page 1)
- b) **[SSG/SRA Monthly Budget Reports August 2016](#)** (Page 2-3)
- c) **[Taxi Vehicle/Rides Analysis](#)** (Page 4-5)
- d) **[California Retail Gasoline Price Report](#)** (Page 6)
- e) **[Metrics \(Taxi Expense vs Taxi Revenue\)](#)** (Page 7)

7. **Adjourn**

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of August 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 8/12/16	090253	8/18/2016	\$7,858.97
SUNLINE TRANSIT AGENCY	Payroll Liabilities 8/26/16	090257	8/26/2016	\$7,653.68
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	090254	8/18/2016	\$5,060.75

Total of Checks Over \$1,000 \$20,573.40

Total of Checks Under \$1,000 \$518.70

Total of All Checks for the Month \$21,092.10

Total Amount of Checks Prior Years Same Month

SunLine Regulatory Agency
Budget Variance Report
August 2016

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	197,434	9,412	16,453	(7,041)	20,648	32,906	(12,258)
Revenue Fines	2,000	1,100	167	933	3,300	333	2,967
Vehicle Inspection Revenue	1,900	850	158	692	1,200	317	883
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	360	333	27	720	667	53
Driver Transfer Revenue	850	100	71	29	150	142	8
Driver Renewal Revenue	9,200	550	767	(217)	850	1,533	(683)
Driver Permit Reinstatement/Replacement	150	40	13	28	40	25	15
Vehicle Permit Revenue	80,900	0	6,742	(6,742)	0	13,483	(13,483)
Total Revenue	296,434	12,412	24,703	(12,291)	27,008	49,406	(22,398)
Expenses:							
Salaries and Wages	124,617	12,724	10,385	(2,340)	22,652	20,770	(1,882)
Fringe Benefits	83,171	5,903	6,931	1,028	11,345	13,862	2,517
Services	50,500	224	4,208	3,985	743	8,417	7,674
Supplies and Materials	35,076	146	2,923	2,777	5,225	5,846	621
Miscellaneous	3,070	396	256	(140)	460	512	52
Total Expenses	296,434	19,393	24,703	5,310	40,425	49,406	8,981
Total Operating Surplus (Deficit)	\$ -	\$ (6,981)			\$ (13,417)		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will decrease the unfavorable balance.
- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.

Salaries and Wages - Unfavorable

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

Fringe Benefits - Favorable

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

Services - Favorable

- July legal services lower than projected monthly estimates.

Supplies and Materials - Favorable

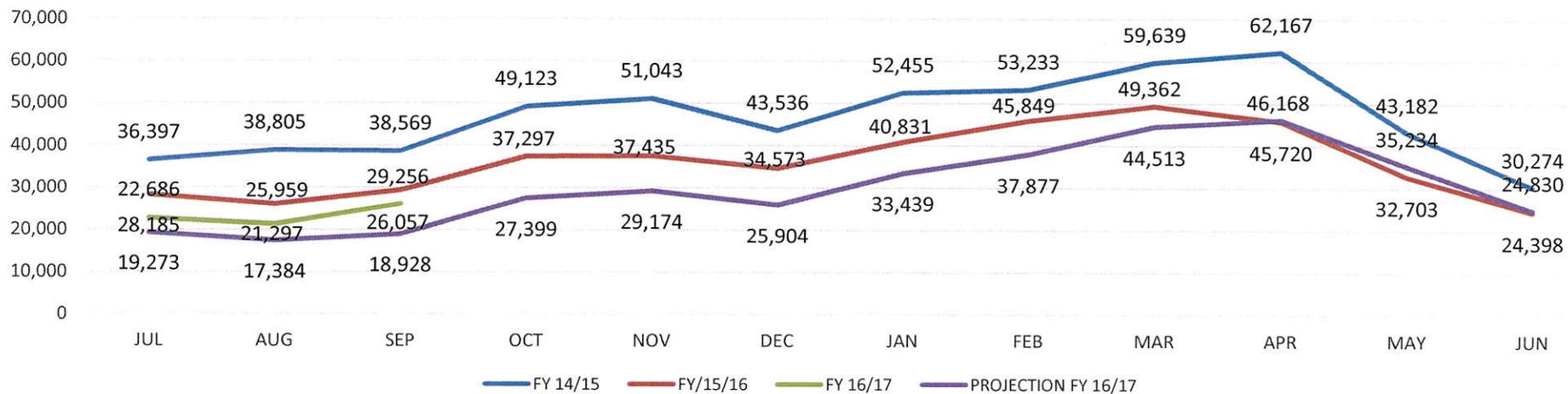
- Materials and supplies expenses are within an acceptable range of the budget.

Miscellaneous - Favorable

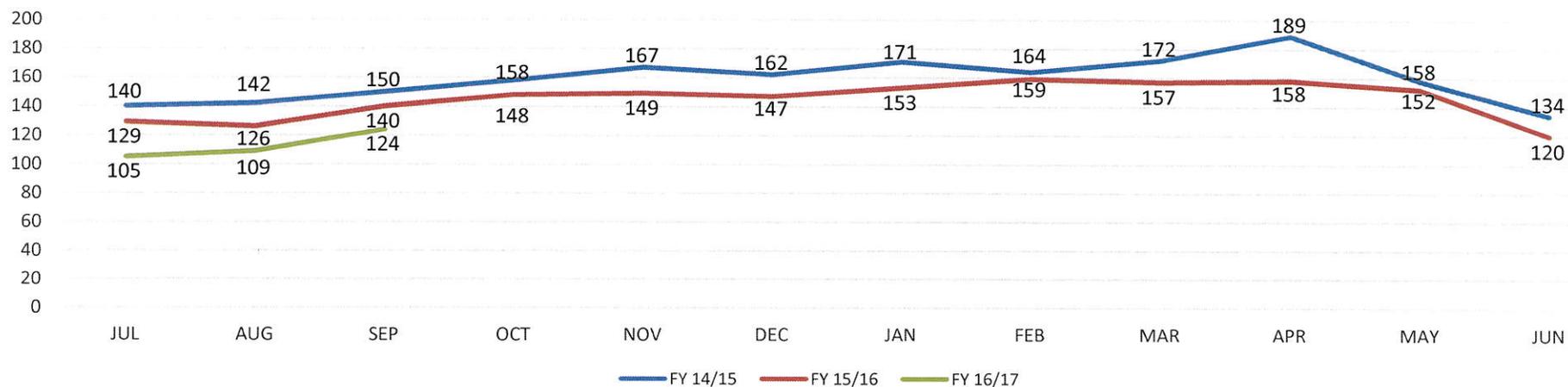
- Miscellaneous expenses are within an acceptable range of the budget.

Taxi Vehicle Rides Analysis

Number of Trips

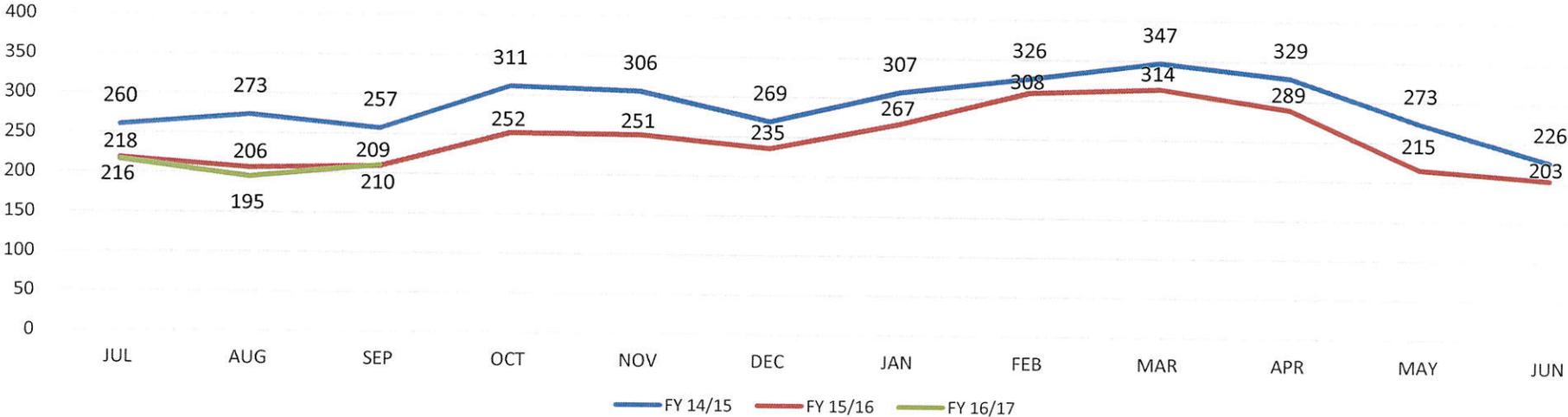


Number of Cabs



Taxi Vehicle Rides Analysis (continued)

Trips Per Cab



U.S. Energy	
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
Apr 01, 2016	\$2.83
May 01, 2016	\$2.86
Jun 01, 2016	\$2.89
Jul 01, 2016	\$2.91
Aug 01, 2016	\$2.75
Sep 01, 2016	\$2.80
Average	\$2.76

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

Meter calculation is 1/8 mile increments @ \$0.39 per 1/8 mile = \$3.12 per mile

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
2012	\$3.49	
2013	\$4.05	
Difference	-\$3.49	Rate Increase
		0.08
New Rate	2013/14	\$3.12

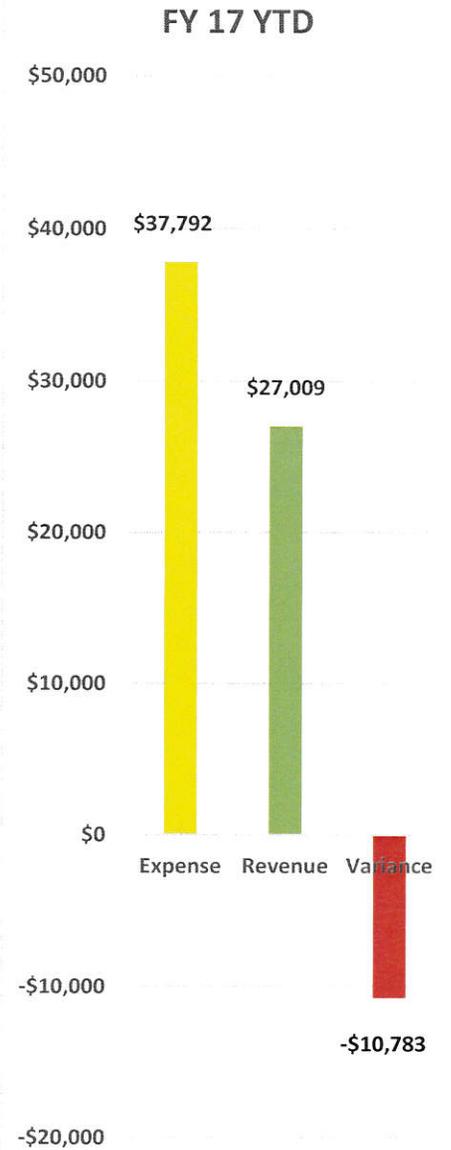
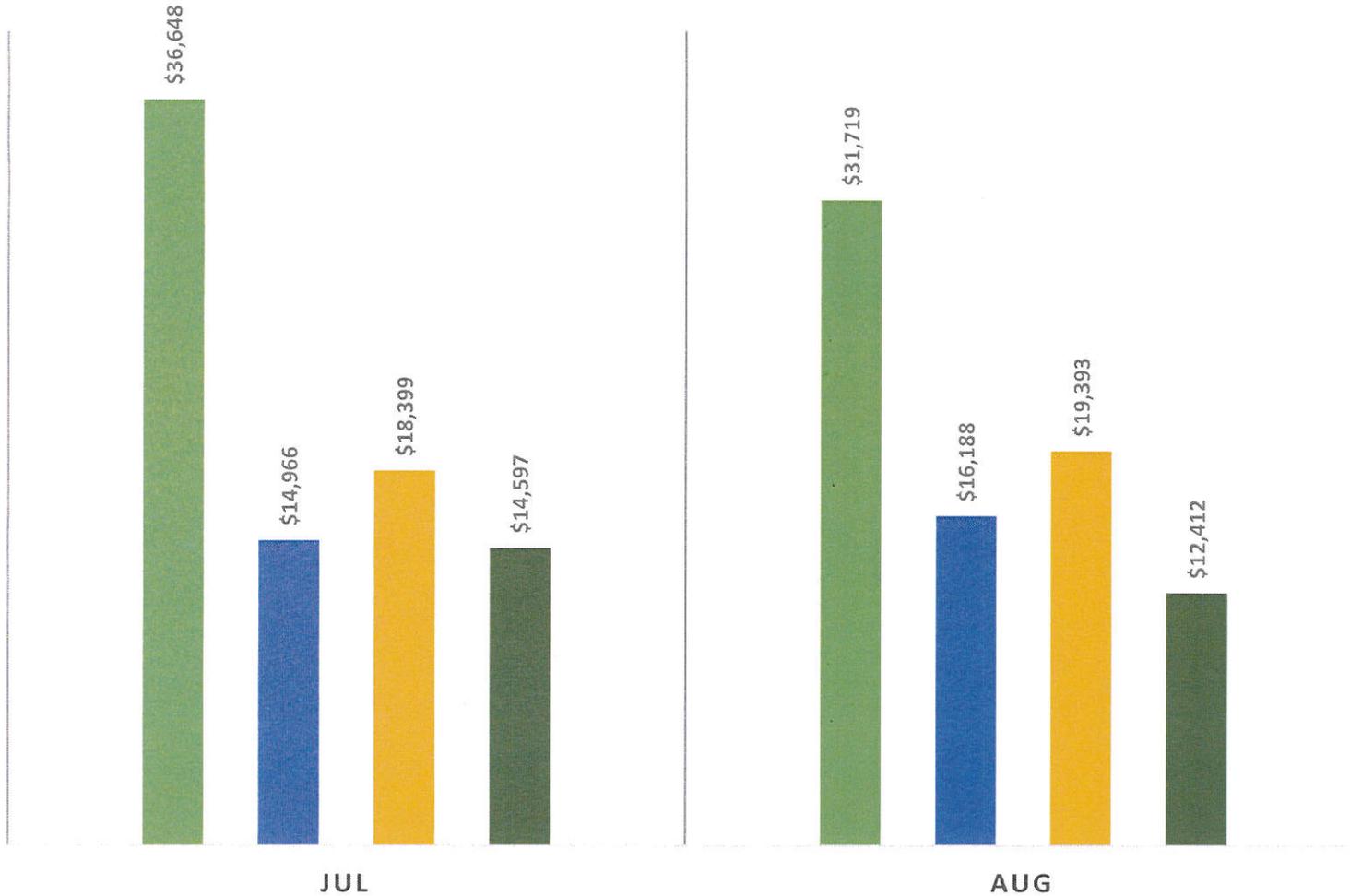
Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

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	0.00	\$ 3.12
2015	\$3.54	0.00	\$ 3.12
2016	\$2.75	0.00	\$ 3.12
Average	\$3.53		

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	\$2.75	
Difference	-\$0.76	Rate Decrease

TAXI EXPENSE VS. REVENUE AND VARIANCE AUGUST 2016

■ Expense 16 ■ Revenue 16 ■ Expense 17 ■ Revenue 17



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.

MINUTES
SunLine Services Group
Board of Directors Meeting
September 28, 2016

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, September 28, 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 12:29 p.m. by Chairperson Kristy Franklin.

2. Roll Call

Completed.

Members Present

Kristy Franklin, Chair, SunLine Agency Board Member, City of La Quinta
Russell Betts, Vice Chair, SunLine Agency Board Member, City of Desert Hot Springs

Geoff Kors SunLine Agency Board Member (Alternate), City of Palm Springs

Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board

Robert Spiegel SunLine Agency Board Member, City of Palm Desert

Charles Townsend, SunLine Agency Board Member (Alternate), City of Rancho Mirage

Ty Peabody, SunLine Agency Board Member, City of Indian Wells

Troy Strange, SunLine Agency Board Member, City of Indio

Emmanuel Martinez, SunLine Agency Board Member (alternate), City of Coachella

John J. Benoit, SunLine Agency Board Member, County of Riverside

Members Absent

3. Finalization of Agenda

No changes

4. Presentations

Taxi Background, and Drug & Alcohol Testing, Pete Gregor, Chief Safety Officer/Taxi Administrator

Pete Gregor, Chief Safety Officer/Taxi Administrator addressed the board and gave a presentation that was the result of the July Palm Springs City Council meeting where there was discussion about Transportation Network Companies access to the Palm Springs Airport. He stated that the presentation was developed to provide information that might be informative for the board to review what the cost comparison is and the safety related items of the Transportation Network Companies versus what we require for the taxi franchises. Mr. Gregor proceeded to give the presentation which showed the taxi franchises have more costs and regulations associated with them as it relates to fees, drug and alcohol testing, post-collision testing and insurance coverage than the Transportation Network Companies.

SunLine Agency Board Member Betts clarified that TNC (Transportation Network Companies) was Uber. Mr. Gregor stated it was Uber, Lyft, Sidecar. SunLine Agency Board Member Betts asked if they had to pay a \$1000 application fee when they sign up and Mr. Gregor stated that was correct. SunLine Agency Board Member Betts asked if that was new. Lauren Skiver, CEO/General Manager clarified that the company pays that not the driver. SunLine Agency Board Member Betts stated that the conclusion was that our taxi drivers are more responsible, better insured and paying a whole lot more money. Lauren Skiver, CEO/General Manager stated to get to the root of it if you look at a TNC charging a dollar or so a mile you can see how they can do that in that business model versus how a taxi could never set those types of mileage rates because of the costs they incur annually. She further stated that the TNC's don't contribute anything in commercial plates or in commercial operation so it is such a cheaper model. That also plays into the rate that the consumer pays and the profit that the parent company makes. She stated that is part of what we are demonstrating here is the actual cost for a taxi operation versus a TNC operation. SunLine Agency Board Member Benoit stated that the disparity has been known for quite some time and it's a serious problem. He stated we have asked before at the legislative level but have not gotten very far. SunLine Agency Board Member Benoit asked what our experience since if I am a taxi driver I'm looking at this and saying what am I doing? He asked if we lost taxi capacity and are people leaving that to become Uber drivers? Mr. Gregor stated that a typical Uber driver is employed by less than a year and taxi drivers are older, more experienced and professionals. Uber drivers are doing it to make ends meet for something they want to purchase or while they are in school or in-between jobs. SunLine Agency Board Member Benoit asked if we still had people going through the taxi model despite the disparities. Mr. Gregor stated that the landscape in public transportation is changing rapidly. Lauren Skiver, CEO/General Manager stated that we have less taxis on the road today than we did two or three years ago. She stated that the amount of revenue and rides that our franchises are seeing has gone down which affects SSG and the administration as well. We have taken steps to work with our franchises to minimize cost and budget so that we can keep this relationship going until decisions are made at a higher level. SunLine Agency Board Member Benoit stated that it is clearly disparate but he doesn't see anything on our list where we can say we don't need to do that much insurance or that kind of background check for a taxi driver and he wouldn't feel comfortable doing that either. Lauren Skiver, CEO/General Manager stated that the law doesn't allow us to. Taxis are regulated by state law and there is no ability for the administration to change that. Which again on the TNC side there is regulation but it isn't to the extent that our taxi franchises and taxi operators are having to operate. SunLine Agency Board Member Benoit stated that we will continue to try to make it as easy as we can within the constraints of the law. SunLine Agency Board Member Strange stated that he had a question on the amount of reduction in the revenue and asked if there was an amount on that. Lauren Skiver, CEO/General Manager stated that we can provide that to him and stated that as part of our monthly metric meeting we track the ridership very often and there is a copy in your board packets. She

stated that he can look in the packet and see the trend and if he wanted to see a longer period we can make that available as well.

SunLine Agency Board Member Kors asked if we had looked at Assembly Bill 650 and how that would impact the industry. Mr. Gregor stated that we spoke with our legal counsel and it's going to be a wait and see and the governor has until September 30th to sign it. SunLine Agency Board Member Kors asked if there was an analysis of the different costs to the consumer for using a taxi versus a TNC. Lauren Skiver, CEO/General Manager stated that we already know it markedly higher because the cost per mile can't be met and that we could do an analysis on the trip links but it is pretty easy to do the math. Uber is averaging about \$1.12 a mile and ours is three times that. SunLine Agency Board Member Benoit asked if they could describe what the bill on the Governor's desk does. Pete Gregor stated that AB-650 was passed on August 31st and it requires the Governor to determine a state department to regulate for hire transportation in the state of California including TNC's. Lauren Skiver, CEO/General Manager stated that the uncertainty would be would it be regulators like an SSG that would regulate everything locally so would the state decide that local enforcement or regulation be enacted. Would it be another state entity that would take over taxi and TNC's that's the part we would be waiting for even after signing.

5. Public Comments

Bill Myers addressed the board and wanted to talk about regulations and asked if they were done modifying their regulations or if they were still trying to streamline them. Lauren Skiver, CEO/General Manager stated that what she thought they had agreed to do was to continue work on this regulation because there is an ever evolving change at the state level that may give us more opportunity to modify. She stated that she thinks they have built a good relationship with the franchises in having open dialogue and she sees them continuing to do that and looking for ways in the future that we can continue to modify the ordinance and therefore the regulation and fee structure. Mr. Myers stated that is what he was concerned about because he thinks they need to continue to modify the ordinance to make it more competitive for the franchises. He stated that he has a bad taste in his mouth to lower the taxicabs to the level of the TNC's he would much rather, for public safety, and for his safety, to raise TNC's to the level of taxicabs.

6. Board Member Comments

7. Consent Calendar

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

SunLine Agency Board Member Benoit moved to approve the Consent Calendar. SunLine Agency Board Member Strange seconded the motion. The motion was approved by a unanimous vote of 10 yes; 0 no;

8. Approval of Minutes

SunLine Agency Board Member Peabody moved to approve the minutes of July 27, 2016 Board Meeting. The motion was seconded by SunLine Agency Board Member Spiegel. The motion carried by a vote of 7 yes; 0 no; 3 abstain

**9. Resolution No. 079 Adopting Fines Relating to Violations of Taxi Ordinance and Regulations
(Robert Spiegel, Chair of the Taxi Committee;
Staff: Pete Gregor)**

SunLine Agency Board Member Spiegel stated that the Taxi Committee reviewed this item and unanimously approved it. He moved to approve and the motion was seconded by SunLine Agency Board Member Townsend. The motion carried by a unanimous vote of 10 yes; 0 no;

**10. Revised Taxi Regulations
(Robert Spiegel, Chair of the Taxi Committee;
Staff: Pete Gregor)**

SunLine Agency Board Member Spiegel stated that the Taxi Committee reviewed this item and unanimously approved it. He moved to approve and the motion was seconded by SunLine Agency Board Member Townsend. The motion carried by a unanimous vote of 10 yes; 0 no;

**11. Resolution No. 080 Amending Resolution 075 Setting Special Music Festival Venue Fee
(Robert Spiegel, Chair of the Taxi Committee;
Staff: Pete Gregor)**

SunLine Agency Board Member Spiegel stated that the Taxi Committee reviewed this item and unanimously approved it. He moved to approve and the motion was seconded by SunLine Agency Board Member Strange. The motion carried by a unanimous vote of 10 yes; 0 no;

SunLine Agency Board Member Benoit commented that we are in the regulation business and Uber's basically unregulated and in the spirit of trying to do whatever we can to help we should think about going with the market value and not worry about setting a maximum. He stated this was a thought for the future.

12. Next Meeting Date

October 26, 2016
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. **Adjourn**

Chairperson Franklin adjourned the meeting at 1:14 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board