

SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Amended

**Wednesday, December 7, 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**
Vice Chairperson Russell Betts
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
Transportation Demand Management Vanpool (TDM) Progress Report
Parsons Brinckerhoff
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. **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 September 2016](#)
 - b) [Credit Card Statement for September 2016](#)
 - c) [Monthly Budget Variance Report for September 2016](#)
 - d) [Ridership Report for September, October 2016](#)
 - e) [SunDial Operational Notes for September, October 2016](#)
 - f) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments\)](#)
 - g) [Board Member Attendance](#)

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

9. **STA Sign Relocation** **Information**
**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)**
At the October 26, 2016 Board meeting the relocation of SunLine Transit's original entrance sign was brought for approval. At the request of the board, it was delayed for review until the December Board Meeting in order to bring back more information regarding the cost effectiveness of relocating versus installing a new sign.
10. **Annual Service Standards Performance Report FY 2015/16** **Information**
(Staff: Joseph Friend)
In July 2016, the Board of Directors approved the amended SunLine Transit Agency Service Standards Policy #B-190613. This Service Standards Policy is required as a part of the Federal Transit Administration's Title VI requirements. Included in the Policy is a requirement to update the Board annually on the status of the service standards included in the policy.

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

11. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the October 26, 2016 Board of Directors meeting.
12. **LoNo Bus Program Agreements** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
Recommend that the Board of Directors grant authorization to the CEO/General Manager to negotiate and execute agreements with the LoNo bus component manufacturers, subject to review as to form by Counsel, as follows:
- 1) Ballard Power Systems in an amount Not To Exceed \$2,515,473;
 - 2) BAE Systems in an amount Not To Exceed \$4,626,257.50;
 - 3) El Dorado National California in an amount Not To Exceed \$3,125,250;
 - 4) HSS Luxfer in and amount Not To Exceed \$545,725
 - 5) Style & Tech in an amount Not To Exceed \$232,000
13. **Approval of Contract for Towing Services** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tony Cohen)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 2-year Towing Services contract with a not to exceed amount of \$60,000.
14. **Approval of Purchase of 2013 Chevy Tahoe Hybrid** **Approve**
CEO/GM Replacement Vehicle
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tony Cohen)
Recommend that the Board of Directors **approve** the purchase a 2013 Chevy Tahoe Hybrid SUV replacement vehicle with a purchase price of \$40,000.
15. **Contract Amendment for BAE Systems/American** **Approve**
Fuel Cell Bus Enhancement
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tommy Edwards)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an amendment to the existing contract with BAE Systems for the amount of \$232,000 to extend technical support and warranty services on the American Fuel Cell Buses (AFCB).

16. **Approval of Contract for Fire, Elevator & Burglar Monitoring Service** **Approve**
**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Pete Gregor)**
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 1-year Fire, Elevator & Burglar Monitoring Services contract, with four 1-year option years, with Premier Security, Inc. in an amount not to exceed \$2,200 per year.
17. **Resolution to Increase Board Stipends for Board/Committee Meetings** **Approve**
Presented by Eric Vail, General Counsel
Recommend that the Board of Directors directing staff to circulate the revised Fourth Amendment to the Joint Powers Agreement attached hereto to include provisions related to Board stipends.
-
18. **CEO/General Manager's Report**
19. **Next Meeting Date**
January 25, 2017
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
20. **Adjourn**



FINANCE/AUDIT COMMITTEE AGENDA

Amended

December 7, 2016
11:30 a.m. – 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**

----- **RECEIVE AND 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) **Checks over \$1,000 report for September 2016**
 - b) **Credit Card Statement for September 2016**
 - c) **Monthly Budget Variance Report for September 2016**
 - d) **Ridership Report for September, October 2016**
 - e) **SunDial Operational Notes for September, October 2016**
 - f) **Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)**
 - g) **Board Member Attendance**

----- INFORMATION -----

7. **STA Sign Relocation** **Information**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
At the October 26, 2016 Board meeting the relocation of SunLine Transit's original entrance sign was brought for approval. At the request of the board, it was delayed for review until the December Board Meeting in order to bring back more information regarding the cost effectiveness of relocating versus installing a new sign.

----- ACTION -----

8. **LoNo Bus Program Agreements** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)
Recommend that the Board of Directors grant authorization to the CEO/General Manager to negotiate and execute agreements with the LoNo bus component manufacturers, subject to review as to form by Counsel, as follows:
- 1) Ballard Power Systems in an amount Not To Exceed \$2,515,473;
 - 2) BAE Systems in an amount Not To Exceed \$4,626,257.50;
 - 3) El Dorado National California in an amount Not To Exceed \$3,125,250;
 - 4) HSS Luxfer in and amount Not To Exceed \$545,725
 - 5) Style & Tech in an amount Not To Exceed \$232,000
9. **Approval of Contract for Towing Services** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tony Cohen)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 2-year Towing Services contract with a not to exceed amount of \$60,000.
10. **Approval of Purchase of 2013 Chevy Tahoe Hybrid** **Approve**
CEO/GM Replacement Vehicle
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tony Cohen)
Recommend that the Board of Directors **approve** the purchase a 2013 Chevy Tahoe Hybrid SUV replacement vehicle with a purchase price of \$40,000.
11. **Contract Amendment for BAE Systems/American** **Approve**
Fuel Cell Bus Enhancement
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Tommy Edwards)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an amendment to the existing contract with BAE Systems for the amount of \$232,000 to extend technical support and warranty services on the American Fuel Cell Buses (AFCB)

12. [Approval of Contract for Fire, Elevator & Burglar Monitoring Service](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Pete Gregor)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 1-year Fire, Elevator & Burglar Monitoring Services contract, with four 1-year option years, with Premier Security, Inc. in an amount not to exceed \$2,200 per year.
13. Adjourn

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 2016

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
CalPERS	Group Health Ins Prem	669373	9/7/2016	\$287,088.44
CalPERS	Group Health Ins Prem	669374	9/7/2016	\$281,517.01
CalPERS	Group Health Ins Prem	669607	9/30/2016	\$276,882.48
PERMA - Insurance	Gen Lib/WC	669417	9/9/2016	\$119,121.96
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	669593	9/23/2016	\$92,467.18
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	669429	9/9/2016	\$91,475.71
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	669324	9/2/2016	\$76,930.18
BP ENERGY COMPANY	CNG	669605	9/30/2016	\$73,174.49
SO CAL GAS CO.	Utilities	669495	9/22/2016	\$59,758.52
CREATIVE BUS SALES, INC.	WIP-Replacement Sup Vehicles	669512	9/22/2016	\$51,334.95
PRAXAIR, INC.	Hydrogen	669633	9/30/2016	\$49,667.68
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	669521	9/23/2016	\$39,092.67
BAE SYSTEMS CONTROLS, INC.	FCB Engineer Support	669322	9/2/2016	\$31,048.41
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	669508	9/22/2016	\$30,629.75
TRAPEZE SOFTWAREGROUP, INC.	WIP-New ITS OPS Web	669367	9/2/2016	\$29,904.00
PRAXAIR, INC.	Hydrogen	669487	9/22/2016	\$29,753.47
Remix Software, Inc.	Software & Licenses	669418	9/9/2016	\$24,500.00
HDR ENGINEERING, INC.	WIP-TP Fac Consultant	669343	9/2/2016	\$23,878.07
MICHELIN NORTH AMERICA, INC.	Tire Leasing	669474	9/22/2016	\$23,760.02
IMPERIAL IRRIGATION DIST	Utilities	669472	9/22/2016	\$23,664.63
RELIANCE STANDARD	LTD/STD/LIFE Ins Prem	669380	9/7/2016	\$22,504.48
CTE	Consulting	669328	9/2/2016	\$17,459.24
XEBEC ADSORPTION INC.	F/A SunFuels Equipment	669652	9/30/2016	\$14,196.00
HDR ENGINEERING, INC.	WIP-TP Fac Consultant	669554	9/23/2016	\$13,401.46
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669587	9/23/2016	\$12,036.84
TEC OF CALIFORNIA, INC.	Repair Parts	669500	9/22/2016	\$11,127.02
CUMMINS PACIFIC, LLC	Bus Repair Parts	669536	9/23/2016	\$10,046.76
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	669553	9/23/2016	\$9,391.56
IMPERIAL IRRIGATION DIST	Utilities	669563	9/23/2016	\$9,200.71
CUMMINS PACIFIC, LLC	Bus Repair Parts	669396	9/9/2016	\$9,118.32
CUMMINS PACIFIC, LLC	Bus Repair Parts	669612	9/30/2016	\$8,854.38
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	669436	9/22/2016	\$8,575.00
TRAPEZE SOFTWAREGROUP, INC.	WIP-New ITS OPS Web	669649	9/30/2016	\$8,490.00
TRANSPORTATION MANAGEMENT & G & K SERVICES	Bus Route Planning Uniform service	669647 669338	9/30/2016 9/2/2016	\$8,187.50 \$7,665.66
STRICKLAND KENNY INC.	Lubricants & Oils	669642	9/30/2016	\$7,423.06
CV PLASTICS, INC.	Plastic for bus stops	669329	9/2/2016	\$7,280.12
TRUCK GEARS, INC.	Bus Repair Parts	669592	9/23/2016	\$6,792.82
DEDICATED BUILDING SERVICES, LLC	Janitorial Servs	669538	9/23/2016	\$6,750.00

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 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
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	669442	9/22/2016	\$6,400.00
NAPA AUTO PARTS	Vehicle Repair Parts	669480	9/22/2016	\$6,277.86
AMALGAMATED TRANSIT UNION	Union Dues	669384	9/9/2016	\$6,077.82
AMALGAMATED TRANSIT UNION	Union Dues	669515	9/23/2016	\$6,057.35
ROMAINE ELECTRIC CORP.	Repair Parts	669577	9/23/2016	\$5,573.28
VERIZON WIRELESS	Wireless Cell Service	669510	9/22/2016	\$5,508.62
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	669407	9/9/2016	\$5,302.73
GOLDLINE USA	RBLT A/C COMP.	669597	9/23/2016	\$5,280.00
STRICKLAND KENNY INC.	Lubricants & Oils	669364	9/2/2016	\$5,160.94
CARQUEST AUTO PARTS	Repair Parts	669450	9/22/2016	\$4,795.65
RUTAN & TUCKER, LLP	Legal fees	669493	9/22/2016	\$4,461.56
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669426	9/9/2016	\$4,425.98
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	669372	9/7/2016	\$4,326.64
CLEAN ENERGY	Sun Fuel Parts	669452	9/22/2016	\$4,193.60
AMERICAN CAB	Taxi Voucher Program	669440	9/22/2016	\$4,182.17
AMERICAN CAB	Taxi Voucher Program	669601	9/30/2016	\$4,160.20
<i>PVC CONSULTING, LLC</i>	<i>Fuel Cell Bus</i>	<i>669490</i>	<i>9/22/2016</i>	<i>\$4,100.00</i>
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	669342	9/2/2016	\$4,082.52
VERIZON WIRELESS	Wireless Cell Service	669432	9/9/2016	\$4,041.16
ROMAINE ELECTRIC CORP.	Repair Parts	669420	9/9/2016	\$4,027.59
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	669371	9/7/2016	\$4,026.64
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669501	9/22/2016	\$3,914.11
PATRICK M. BRASSIL	Hydrogen Maintenance	669573	9/23/2016	\$3,830.00
ALEXANDER COHN, ESQ	Legal Services	669319	9/2/2016	\$3,810.98
TELEPACIFIC COMMUNICATIONS	Telephone Service	669643	9/30/2016	\$3,756.88
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669365	9/2/2016	\$3,630.63
<u>RELiance STANDARD</u>	<u>PPO DENTAL</u>	<u>669575</u>	<u>9/23/2016</u>	<u>\$3,453.24</u>
VALLEY SANITARY DISTRICT	Annual Sewer Charge	669596	9/23/2016	\$3,443.00
<u>RELiance STANDARD</u>	<u>PPO DENTAL</u>	<u>669491</u>	<u>9/22/2016</u>	<u>\$3,330.49</u>
YELLOW CAB OF THE DESERT	Taxi Voucher Program	669370	9/2/2016	\$3,320.18
YELLOW CAB OF THE DESERT	Taxi Voucher Program	669653	9/30/2016	\$3,317.95
STRICKLAND KENNY INC.	Lubricants & Oils	669583	9/23/2016	\$3,297.34
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>669377</u>	<u>9/7/2016</u>	<u>\$3,167.87</u>
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>669378</u>	<u>9/7/2016</u>	<u>\$3,104.98</u>
AMERICAN CAB	Taxi Voucher Program	669321	9/2/2016	\$3,035.80
ALLIEDBARTON SECURITY SERVICES	Security Services	669600	9/30/2016	\$3,009.67
ALLIEDBARTON SECURITY SERVICES	Security Services	669320	9/2/2016	\$2,869.26
TIME WARNER CABLE	Utilities	669366	9/2/2016	\$2,805.00
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	669470	9/22/2016	\$2,802.36
YELLOW CAB OF THE DESERT	Taxi Voucher Program	669511	9/22/2016	\$2,771.49

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 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
TK SERVICES, INC.	Bus Repair Parts	669503	9/22/2016	\$2,735.39
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	669507	9/22/2016	\$2,683.57
WORLD OF PROMOTIONS	Employee Recognition Items	669434	9/9/2016	\$2,628.68
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	669465	9/22/2016	\$2,610.84
ELLSWORTH TRUCK & AUTO	Repair Parts	669614	9/30/2016	\$2,578.22
ELLSWORTH TRUCK & AUTO	Repair Parts	669333	9/2/2016	\$2,504.10
CREATIVE BUS SALES, INC.	Bus Repair Parts	669456	9/22/2016	\$2,486.17
HOME DEPOT CRD SRVS	Facility Maintenance	669348	9/2/2016	\$2,416.10
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	669525	9/23/2016	\$2,413.35
ALEXANDER COHN, ESQ	Legal Services	669599	9/30/2016	\$2,400.00
FRED PRYOR SEMINARS & CAREER	Staff Development	669549	9/23/2016	\$2,397.00
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	669389	9/9/2016	\$2,359.35
LINCOLN MARKETING GROUP LLC	Marketing Supplies	669625	9/30/2016	\$2,235.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	669591	9/23/2016	\$2,210.00
<u>PLAZA TOWING, INC.</u>	<u>WIP-Bus Rehab Tow</u>	<u>669358</u>	<u>9/2/2016</u>	<u>\$2,200.00</u>
BURRTEC WASTE & RECYCLING	Facility Trash Removal	669522	9/23/2016	\$2,199.27
CAPITAL ONE COMMERCIAL (COSTCO)	BoardRoom Supplies	669390	9/9/2016	\$2,158.98
FLEET-NET CORPORATION	Software & Licenses	669401	9/9/2016	\$2,130.00
STRICKLAND KENNY INC.	Lubricants & Oils	669497	9/22/2016	\$2,092.44
HOME DEPOT CRD SRVS	Facility Maintenance	669561	9/23/2016	\$2,079.84
SAFETY-KLEEN CORPORATION	Solvent Tank Service	669579	9/23/2016	\$2,060.37
OFFICE DEPOT	Office Supplies	669355	9/2/2016	\$2,035.83
MURCHISON & CUMMING, LLP	Insurance Losses	669353	9/2/2016	\$2,013.00
OMNI RANCHO LAS PALMAS	Holiday Event items	669414	9/9/2016	\$2,000.00
TOTALFUNDS BY HASLER	Postage Supplies	669590	9/23/2016	\$1,999.18
CYNTHIA L. HENSON	Staff Development	669458	9/22/2016	\$1,968.75
PROPER SOLUTIONS	Temp. Emp Serv	669359	9/2/2016	\$1,875.30
DESERT SUN PUBLISHING CO., THE	Public Notice	669460	9/22/2016	\$1,838.00
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	669424	9/9/2016	\$1,828.98
LUMINATOR MASS TRANSIT, LLC	Signage	669350	9/2/2016	\$1,794.26
LUMINATOR MASS TRANSIT, LLC	Signage	669568	9/23/2016	\$1,788.98
CREATIVE BUS SALES, INC.	Bus Repair Parts	669394	9/9/2016	\$1,640.62
OFFICE DEPOT	Office Supplies	669481	9/22/2016	\$1,568.88
URBAN SOLAR CORP.	Bus Stop Improvement	669506	9/22/2016	\$1,566.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	669412	9/9/2016	\$1,529.35
CREATIVE BUS SALES, INC.	Bus Repair Parts	669610	9/30/2016	\$1,520.00
ROMAINE ELECTRIC CORP.	Repair Parts	669361	9/2/2016	\$1,509.45
AIR & HOSE SOURCE, INC.	Repair Parts	669598	9/30/2016	\$1,502.08
ALLIEDBARTON SECURITY SERVICES	Security Services	669439	9/22/2016	\$1,434.63
ELLSWORTH TRUCK & AUTO	Repair Parts	669397	9/9/2016	\$1,427.68

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 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
SAFE FLEET ACQUISITION CORP.	Repair Parts	669637	9/30/2016	\$1,418.34
CTE	Consulting	669457	9/22/2016	\$1,400.50
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	669483	9/22/2016	\$1,396.81
LEO P AUGER	Employee Reimbursement	669379	9/7/2016	\$1,375.13
SMARTDRIVE SYSTEMS, INC.	Security Equipment	669494	9/22/2016	\$1,340.00
RELIANCE STANDARD	LTD/STD/LIFE Ins Prem	669636	9/30/2016	\$1,339.43
FIESTA FORD, INC.	Repair Parts/Support	669547	9/23/2016	\$1,327.31
THE AFTERMARKET PARTS COMPANY,	Bus Parts	669644	9/30/2016	\$1,281.39
CLEAN ENERGY	Sun Fuel Parts	669325	9/2/2016	\$1,260.47
C V WATER DISTRICT	Utilities	669524	9/23/2016	\$1,221.90
PLAZA TOWING, INC.	Towing Service	669574	9/23/2016	\$1,200.00
AIR & HOSE SOURCE, INC.	Repair Parts	669437	9/22/2016	\$1,082.43

Total of Checks Over \$1,000	\$2,177,347.44
Total of Checks Under \$1,000	\$57,528.97
Total of All Checks for the Month	\$2,234,876.41
Total Amount of Checks Prior Years Same Month	

Wells Fargo
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: October 4, 2016

Lauren Skiver – Detail

09/12/16	APTA	APTA Annual Conference Registration/L Skiver, CEO/GM	\$ 525.00
09/11/16	Westin Resorts	APTA Anl Conf Hotel/Tommy Edwards/COO	\$ 594.03
09/11/16	Westin Resorts	APTA Anl Conf Hotel/Luis Garcia/DCFO	\$ 594.03
09/08/16	Panera	Access Advisory Committee/Lunch	\$ 164.22
09/11/16	Westin Resorts	APTA Anl Conf Hotel/L Skiver, CEO/GM	\$ 736.01
09/19/16	Panda	Lunch PAT Presentation Exec Team	\$ 216.00
09/20/16	CTA	Registration L Skiver/CEO/Gen Mngr/T Edwards, COO	\$ 830.00
09/22/16	Expedia	CAL OSHA Training/Hotel D Robin/Deputy Chief Safety Officer & E Castro/Safety Officer	\$ 1122.88
09/22/16	Expedia	CAL OSHA Training/Hotel M Garcia/ Safety Officer & J Gomez/Safety Officer	\$ 1074.96
09/22/16	United Airlines	Speaking at Smart Transit/T Edwards, COO	\$ 577.20
09/23/16	Panda	Chief's Lunch Meeting	\$ 140.94
09/26/16	Expedia	Sheraton Sacramento/CHBC Workshop/L Skiver/CEO/General Mgr	\$ 1117.50
09/26/16	Southwest	Southwest/CHBC Workshop/L Skiver/CEO/General Mngr	\$ 396.96
09/26/16	Southwest	Southwest/CHBC Workshop/L Skiver/CEO/General Mngr	\$ 30.00
09/28/16	The Slice	Lunch September Board Meeting	\$ 350.00
10/11/16	Expedia	International Zero Emission/Fuel Cell Bus Workshop/L Skiver/CEO/General Manager	\$ 691.06
10/12/16	Expedia	International Zero Emission/Fuel Cell Bus Workshop/T Edwards/COO	\$ 691.06
09/29/16	Expedia	Charge being disputed	\$ 88.00
09/30/16	Country Inn Suites	Travel Training/Norma Stevens/Public Outreach Specialist	\$ 517.01
10/03/16	Expedia	APTA ZEB Working Group/Tony Cohen/DCCO	\$ 358.10

Total Amount	\$10,814.96
Minus Disputed Charge	\$ 88.00
Total Amount	\$10,726.96
Credits:	\$ 379.58
Total Credits	\$ 379.58

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 - \$10,814.96 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 10/31/16. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$10,435.38

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
09/02	09/03	7528230L8EHMQ9ATD	CASH BACK REDEMPTION ACCT NON-FUNDABLE	138.09	
09/27	09/27	F326800LZ00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	4,522.77	
			TOTAL 4,660.86 \$4,660.86-		

Transaction Summary For LAURA SKIVER
Sub Account Number Ending In 5958

09/08	09/08	7469216LQ00WSXSBF	EXPEDIA EXPEDIA.COM WA	379.58	
09/12	09/12	2463923LHS66JXOKH	APTA 202-4964800 DC		525.00
09/12	09/12	2469216LH00A1MNB1	WESTIN HOTEL BONVNTR LOS ANGELES CA		594.03
09/12	09/12	2469216LH00A1MNB9	WESTIN HOTEL BONVNTR LOS ANGELES CA		594.03
09/13	09/13	2423168LH2DL4MVHJ	PANERA BREAD #601771 314-984-3495 CA		164.22
09/15	09/15	2469216LL000SEFV9	WESTIN HOTEL BONVNTR LOS ANGELES CA		736.01
09/19	09/19	2443106LRRQEF6E3K	PANDA EXPRESS #745 T RANCHO MIRAGE CA		216.00
09/20	09/20	2412157LT007VYPSS	CALIFORNIA TRANSIT ASS 916-4464656 CA		830.00
09/22	09/22	2469216LS00T2R8DG	EXPEDIA EXPEDIA.COM WA		1,122.88
09/22	09/22	2469216LS00T2R9JQ	EXPEDIA EXPEDIA.COM WA		1,074.96
09/22	09/22	2469216LV008PTX5N	UNITED 0162319022472800-932-2732 TX		577.20
		10/25/16	EDWARDS/TOMMY		
		1 UA T	PALM SPRINGS DENVER		
		2 UA T	DENVER NEWARK		
		3 UA V	NEWARK SAN FRANCISCO		
		4 UA V	SAN FRANCISCO PALM SPRINGS		
09/23	09/23	2443106LWRQEFHG31	PANDA EXPRESS #745 T RANCHO MIRAGE CA		140.94
09/26	09/26	2469216LY0028PVP5	EXPEDIA EXPEDIA.COM WA		1,117.50
09/26	09/26	2469216LZ00MH0DJ1	SOUTHWES 5262450256339800-435-9792 TX		396.96
		10/04/16	SKIVER/LAURA LEE		
		1 WN R	ONTARIO SACRAMENTO		
		2 WN R	SACRAMENTO ONTARIO		
09/26	09/26	2469216LZ00MH0DJ9	SOUTHWES 5260698608730800-435-9792 TX		30.00
		09/26/16	SKIVER/LAURA LEE		
		1 WN Y	DALLAS DALLAS		
09/28	09/28	2401339M003KKPBBG	THE SLICE RANCHO MIRAGE CA		350.00
09/29	09/29	2459086M2JKK2SHFV	VIR ATL 9327866640721180-08628621 CT		691.06
		11/25/16	SKIVER/LAURA LEE		
		1 VS O	LOS ANGELES LONDON		
		2 VS O	LONDON LOS ANGELES		
		11617270	EXPEDIA INC		
09/29	09/29	2459086M2JKK2SHG4	VIR ATL 9327866643339180-08628621 CT		691.06
		11/25/16	EDWARDS/TOMMY		
		1 VS O	LOS ANGELES LONDON		
		2 VS O	LONDON LOS ANGELES		
		11617270	EXPEDIA INC		

hotel credit

Transaction Details

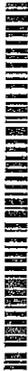
Trans	Post	Reference Number	Description	Credits	Charges
09/29	09/29	2469216M100P2N0RR	EXPEDIA EXPEDIA.COM WA		88.00
09/30	09/30	2449398M360T1L4ZT	COUNTRY INN AND SUITES FLAGSTAFF AZ		517.01
10/03	10/03	2469216M600AW18X5	EXPEDIA EXPEDIA.COM WA		358.10
			TOTAL	\$10,435.38	
LAURA SKIVER / Sub Acct Ending In 6968					

Wells Fargo News

Now there are no foreign transaction fees when you make international purchases or travel outside of the U.S. With your Wells Fargo Business Elite Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo, and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wells Fargo.com.





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	4484 6100 0426 5941
Statement Closing Date	10/04/16
Days in Billing Cycle	32
Next Statement Date	11/02/16

Credit Line	\$40,000
Available Credit	\$26,714

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

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

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

Payment Information

New Balance	\$10,814.96
Current Payment Due (Minimum Payment)	\$541.00
Current Payment Due Date	10/31/16

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		\$5,040.44
Credits	-	\$517.67
Payments	-	\$4,522.77
Purchases & Other Charges	+	\$10,814.96
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$10,814.96

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$104.35
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$154.35
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$501.31

Cash Back Notice

Your next cash back reward is scheduled for 12/2016.

Congratulations! You've earned \$50 bonus cash back because your total company spend was at least \$10,000 in this billing period.

See reverse side for important information.

5596 0026 YTG 1 7 2 161004 0 PAGE 1 of 4 10 3268 1000 ELA3 01DR5596 3198

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	4484 6100 0426 5941
New Balance	\$10,814.96
Total Amount Due (Minimum Payment)	\$541.00
Current Payment Due Date	10/31/16

05410010814960044846100042659417

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG 29
PO BOX 6415
CAROL STREAM IL 60197-6415

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
3198 1110

SunLine Transit Agency
Budget Variance Report
September 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	264,996	278,260	(13,264)	727,599	834,780	(107,182)
Other Revenue	2,767,887	420,307	230,657	189,649	1,215,527	691,972	523,555
Total Operating Revenue	6,107,008	685,303	508,917	176,386	1,943,125	1,526,752	416,373
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,284,128	719,346	773,677	54,331	2,322,218	2,321,032	(1,186)
Operator & Mechanic Overtime	983,000	111,842	81,917	(29,926)	330,566	245,750	(84,816)
Administration Salaries & Wages	5,451,610	367,125	454,301	87,176	1,149,431	1,362,903	213,471
Administration Overtime	5,000	416	417	0	3,061	1,250	(1,811)
Fringe Benefits	8,915,841	658,835	742,987	84,151	2,131,693	2,228,960	97,268
Communications	203,000	11,181	16,917	5,736	41,877	50,750	8,873
Legal Services - General	75,000	9,193	6,250	(2,943)	18,457	18,750	293
Computer/Network Software Agreement	350,050	30,635	29,171	(1,465)	97,164	87,513	(9,652)
Uniforms	149,320	5,626	12,443	6,817	19,247	37,330	18,083
Contracted Services	600,508	19,802	50,042	30,240	94,370	150,127	55,757
Equipment Repairs	7,500	87	625	538	273	1,875	1,602
Security Services	74,600	5,953	6,217	263	19,145	18,650	(495)
Fuel - CNG	1,326,852	138,353	110,571	(27,782)	389,492	331,713	(57,779)
Fuel - Hydrogen	231,000	6,744	19,250	12,506	125,820	57,750	(68,070)
Tires	211,500	19,610	17,625	(1,985)	55,667	52,875	(2,792)
Office Supplies	79,002	4,023	6,584	2,560	13,646	19,751	6,105
Travel/Training	158,395	13,252	13,200	(53)	27,136	39,599	12,463
Repair Parts	978,500	121,910	81,542	(40,368)	340,758	244,625	(96,133)
Facility Maintenance	43,000	7,236	3,583	(3,653)	15,036	10,750	(4,286)
Electricity - CNG & Hydrogen	190,000	14,373	15,833	1,461	34,020	47,500	13,480
Natural Gas	1,268,112	147,882	105,676	(42,206)	386,098	317,028	(69,070)
Water	6,000	564	500	(64)	1,218	1,500	282
Insurance Losses	818,827	20,767	68,236	47,469	259,473	204,707	(54,767)
Insurance Premium - Property	12,000	1,049	1,000	(49)	3,146	3,000	(146)
Repair Claims	60,000	34,661	5,000	(29,661)	38,106	15,000	(23,106)
Fuel Taxes	167,700	15,614	13,975	(1,639)	45,904	41,925	(3,979)
Other Expenses	3,344,836	194,753	278,736	83,984	756,553	836,209	79,656
Self Consumed Fuel	(1,521,170)	(145,159)	(126,764)	(18,395)	(415,788)	(380,293)	(35,495)
Total Operating Expenses (Before Depreciation)	33,474,111	2,535,674	2,789,509	253,835	8,303,787	8,368,528	64,741
Operating Expenses in Excess of Operating Revenue		\$ (1,850,371)			\$ (6,360,661)		
Subsidies:							
Local - Measure A	5,835,696	394,569	486,308	91,739	1,356,332	1,458,924	102,592
State - LTF, LCTOP	19,185,848	1,297,212	1,598,821	301,609	4,459,174	4,796,462	337,288
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	158,590	195,463	36,873	545,155	586,390	41,235
Total Subsidies	27,367,103	1,850,371	2,280,592	430,221	6,360,661	6,841,776	481,115
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
September 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	1,857,565	2,053,298	195,733	5,936,968	6,159,895	222,927
Services	2,683,902	161,406	223,659	62,253	676,122	670,976	(5,147)
Fuels & Lubricants	1,720,552	158,796	143,379	(15,417)	550,043	430,138	(119,905)
Tires	211,500	19,610	17,625	(1,985)	55,667	52,875	(2,792)
Materials and Supplies	1,302,512	147,349	108,543	(38,807)	413,493	325,628	(87,865)
Utilities	1,779,112	185,981	148,259	(37,722)	486,872	444,778	(42,094)
Casualty & Liability	1,439,707	98,001	119,976	21,975	428,599	359,927	(68,672)
Taxes and Fees	167,700	15,614	13,975	(1,639)	45,904	41,925	(3,979)
Miscellaneous Expenses	1,050,717	36,510	87,560	51,050	125,907	262,679	136,772
Self Consumed Fuel	(1,521,170)	(145,159)	(126,764)	(18,395)	(415,788)	(380,293)	(35,495)
Total Operating Expenses (Before Depreciation)	33,474,111	2,535,674	2,789,509	253,835	8,303,787	8,368,528	64,741
Revenues:							
Passenger Revenue	3,339,121	264,996	278,260	(13,264)	727,599	834,780	(107,182)
Other Revenue	2,767,887	420,307	230,657	189,649	1,215,527	691,972	523,555
Total Operating Revenue	6,107,008	685,303	508,917	176,386	1,943,125	1,526,752	416,373
Net Operating Gain (Loss)		\$ (1,850,371)			\$ (6,360,661)		
Subsidies:							
Local - Measure A	5,835,696	394,569	486,308	91,739	1,356,332	1,458,924	102,592
State - LTF, LCTOP	18,646,475	1,260,743	1,553,873	293,130	4,333,813	4,661,619	327,806
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	195,059	240,411	45,352	670,516	721,233	50,717
Total Subsidies	27,367,103	1,850,371	2,280,592	430,221	6,360,661	6,841,776	481,115
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

- Operator & Mechanic wage expenses are within an acceptable range of the budgeted amount.

Operator & Mechanic Overtime - Unfavorable

- Operators on short & long term disability.
- Unfavorable balance partially attributed to a one-time personnel cost in August 2016

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 September.

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 increase during the first three months of the calendar year due to FUTA taxes.

Communications - Favorable

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

Legal Services - General - Favorable

- General legal counsel expenses are within an acceptable range of the budgeted amount.

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 & November 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

- Annual sewage charge paid in September 2016.

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 - Unfavorable

- Repairs complete on bus #564.

Fuel Taxes - Unfavorable

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

Other Expenses - Favorable

- Savings primarily attributed to consulting & Year of Learning expenses not yet incurred.

Self Consumed Fuel - Unfavorable

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



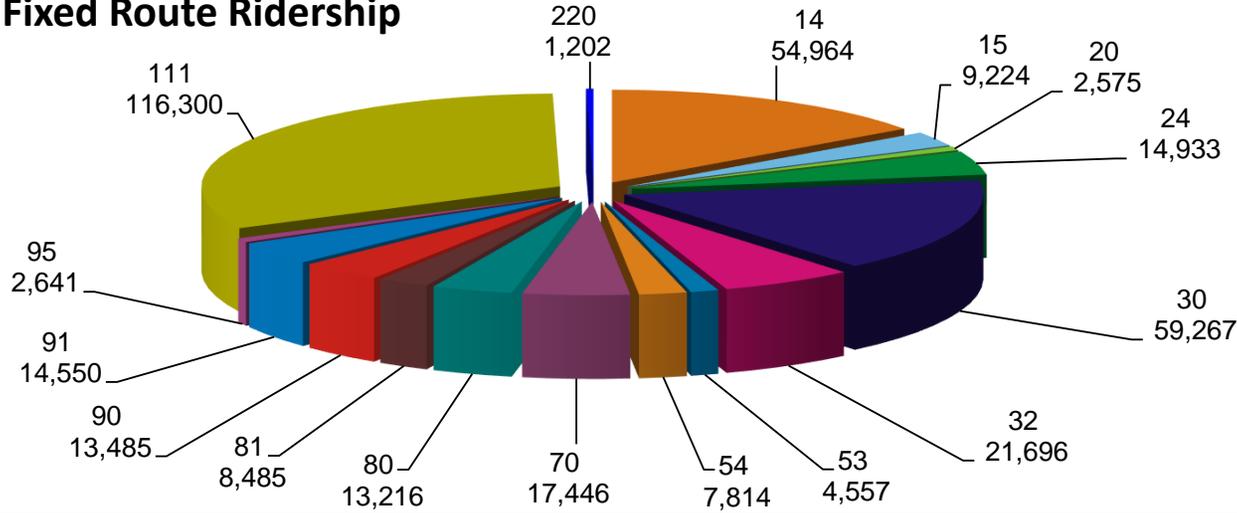
SunLine Transit Agency Monthly Ridership Report September 2016

Fixed Route Line Description	Sep 2016	Sep 2015	Aug 2016	FY 2016 & 2017		FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
				Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14 DHS/PS	54,964	59,265	52,076	(4,301)	-7.3%	150,231	162,423	(12,192)	-7.5%	1,734	5,580	441	1,490
15 DHS	9,224	10,037	8,778	(813)	-8.1%	23,813	25,318	(1,505)	-5.9%	197	610	37	116
20 DHS/PD	2,575		1,469	2,575	-	5,316	-	5,316	-	51	163	7	18
24 PS	14,933	14,689	13,855	244	1.7%	39,456	38,551	905	2.3%	382	1,177	166	523
30 CC/PS	59,267	62,498	56,160	(3,231)	-5.2%	164,547	176,259	(11,712)	-6.6%	1,952	5,628	374	1,382
32 PD/RM/TP/CC/PS	21,696	25,442	19,722	(3,746)	-14.7%	58,141	65,997	(7,856)	-11.9%	643	2,262	126	455
53 PD/IW	4,557	4,924	3,476	(367)	-7.5%	10,795	11,675	(880)	-7.5%	131	392	21	50
54 Indio/LQ/IW/PD	7,814	9,931	4,703	(2,117)	-21.3%	16,475	19,805	(3,330)	-16.8%	274	613	32	50
70 LQ/BD	17,446	18,838	11,649	(1,392)	-7.4%	38,546	41,687	(3,141)	-7.5%	409	1,180	24	135
80 Indio	13,216	13,087	9,907	129	1.0%	32,131	34,342	(2,211)	-6.4%	297	766	83	229
81 Indio	8,485	8,354	6,306	131	1.6%	20,050	20,608	(558)	-2.7%	57	286	47	233
90 Coachella/Indio	13,485	18,436	11,098	(4,951)	-26.9%	35,818	50,321	(14,503)	-28.8%	303	915	138	371
91 I/Cch/Th/Mec/Oas	14,550	17,628	13,430	(3,078)	-17.5%	40,206	46,370	(6,164)	-13.3%	348	1,191	26	106
95 I/Cch/Th/Mec/NS	2,641	2,703	2,528	(62)	-2.3%	7,587	7,405	182	2.5%	55	217	7	10
111 PS to Indio	116,300	118,028	109,895	(1,728)	-1.5%	332,083	336,046	(3,963)	-1.2%	4,812	14,549	733	2,633
220 PD to Riverside	1,202	1,231	1,215	(29)	-2.4%	3,492	3,334	158	4.7%	22	87	13	37
Fixed route total	362,355	385,091	326,267	(22,736)	-5.9%	978,687	1,040,141	(61,454)	-5.9%	11,667	35,616	2,275	7,838
Demand Response													
SunDial	14,574	12,930	14,196	1,644	12.7%	42,472	38,269	4,203	11.0%				
System total	376,929	398,021	340,463	(21,092)	-5.3%	1,021,159	1,078,410	(57,251)	-5.3%				
	Sep-16	Sep-15	Aug-16										
Weekdays:	21	21	23										
Saturdays:	4	4	4										
Sundays:	* 5	* 5	4										
Total Days:	30	30	31										

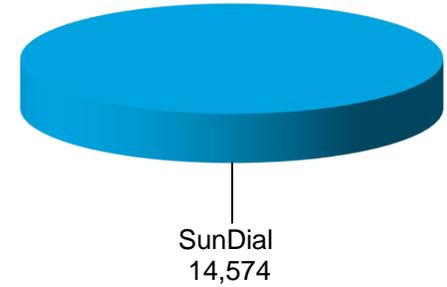
Please note:
*Running the Saturday/Sunday service on September 7, 2015 and September 5, 2016 Labor Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report September - 2016

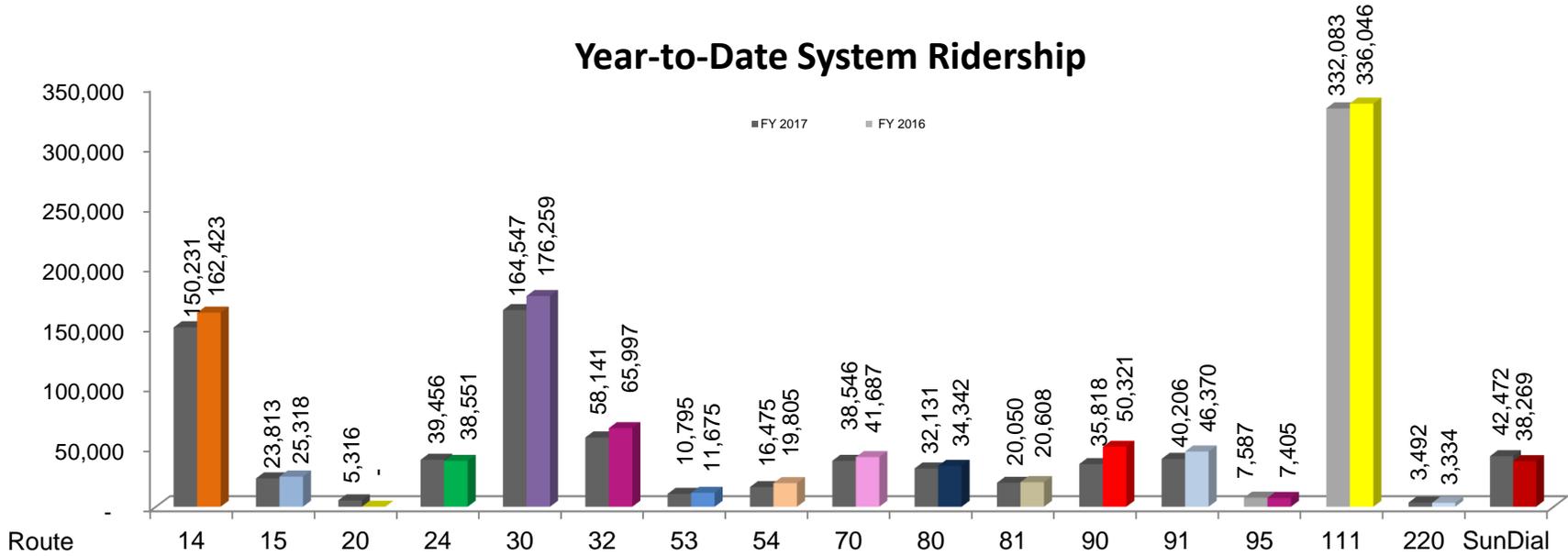
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





SunLine Transit Agency Monthly Ridership Report October 2016

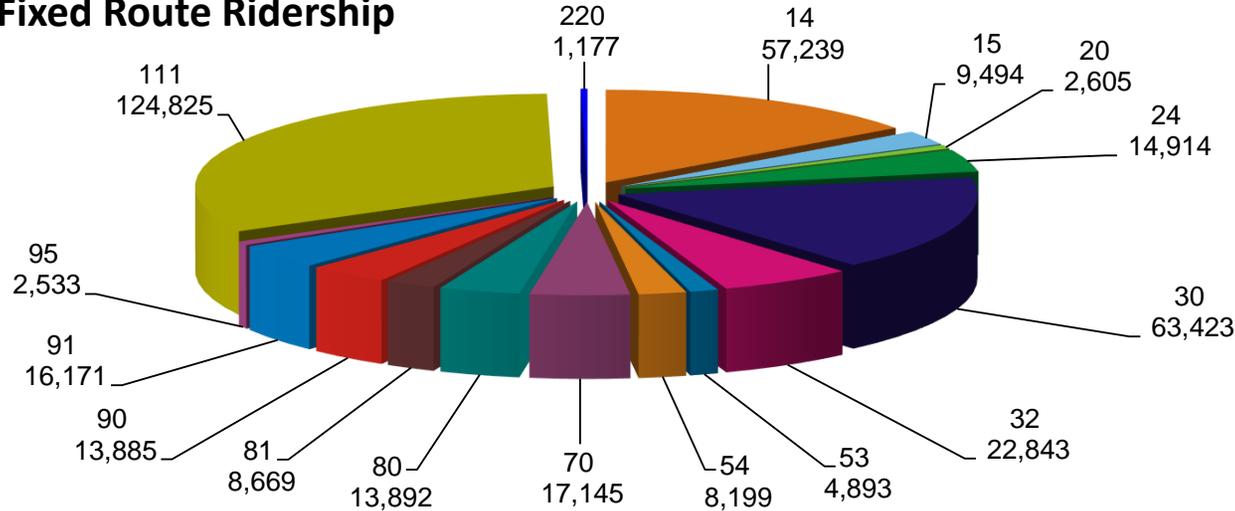
Fixed Route Line Description	FY 2016		FY 2017		FY 2016 & 2017		FY 2017 YTD	FY 2016 YTD	YTD Var.	%	Bikes		Wheelchairs	
	Oct 2016	Oct 2015	Sep 2016	Month Var.	% Var.	Monthly					YTD	Monthly	YTD	
14 DHS/PS	57,239	62,673	54,964	(5,434)	-8.7%	207,470	225,096	(17,626)	-7.8%	1,891	7,471	416	1,906	
15 DHS	9,494	9,982	9,224	(488)	-4.9%	33,307	35,300	(1,993)	-5.6%	179	789	59	175	
20 DHS/PD	2,605		2,575	2,605	-	7,921	-	7,921	-	97	260	3	21	
24 PS	14,914	16,593	14,933	(1,679)	-10.1%	54,370	55,144	(774)	-1.4%	390	1,567	177	700	
30 CC/PS	63,423	67,918	59,267	(4,495)	-6.6%	227,970	244,177	(16,207)	-6.6%	2,297	7,925	392	1,774	
32 PD/RM/TP/CC/PS	22,843	26,884	21,696	(4,041)	-15.0%	80,984	92,881	(11,897)	-12.8%	716	2,978	96	551	
53 PD/IW	4,893	5,440	4,557	(547)	-10.1%	15,688	17,115	(1,427)	-8.3%	144	536	19	69	
54 Indio/LQ/IW/PD	8,199	9,899	7,814	(1,700)	-17.2%	24,674	29,704	(5,030)	-16.9%	297	910	40	90	
70 LQ/BD	17,145	19,761	17,446	(2,616)	-13.2%	55,691	61,448	(5,757)	-9.4%	467	1,647	32	167	
80 Indio	13,892	14,715	13,216	(823)	-5.6%	46,023	49,057	(3,034)	-6.2%	315	1,081	101	330	
81 Indio	8,669	9,374	8,485	(705)	-7.5%	28,719	29,982	(1,263)	-4.2%	81	367	45	278	
90 Coachella/Indio	13,885	20,321	13,485	(6,436)	-31.7%	49,703	70,642	(20,939)	-29.6%	194	1,109	144	515	
91 I/Cch/Th/Mec/Oas	16,171	18,916	14,550	(2,745)	-14.5%	56,377	65,286	(8,909)	-13.6%	301	1,492	30	136	
95 I/Cch/Th/Mec/NS	2,533	2,747	2,641	(214)	-7.8%	10,120	10,152	(32)	-0.3%	43	260	2	12	
111 PS to Indio	124,825	127,292	116,300	(2,467)	-1.9%	456,908	463,338	(6,430)	-1.4%	5,059	19,608	691	3,324	
220 PD to Riverside	1,177	1,275	1,202	(98)	-7.7%	4,669	4,609	60	1.3%	35	122	12	49	
Fixed route total	381,907	413,790	362,355	(31,883)	-7.7%	1,360,594	1,453,931	(93,337)	-6.4%	12,506	48,122	2,259	10,097	
Demand Response														
SunDial	14,620	14,705	14,574	(85)	-0.6%	57,092	52,974	4,118	7.8%					
System total	396,527	428,495	376,929	(31,968)	-7.5%	1,417,686	1,506,905	(89,219)	-5.9%					
	Oct-16	Oct-15	Sep-16											
Weekdays:	21	22	21											
Saturdays:	5	5	4											
Sundays:	5	4	* 5											
Total Days:	31	31	30											

Please note:

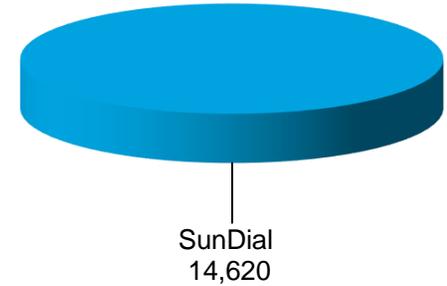
*Running the Saturday/Sunday service on September 5, 2016 Labor Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report October - 2016

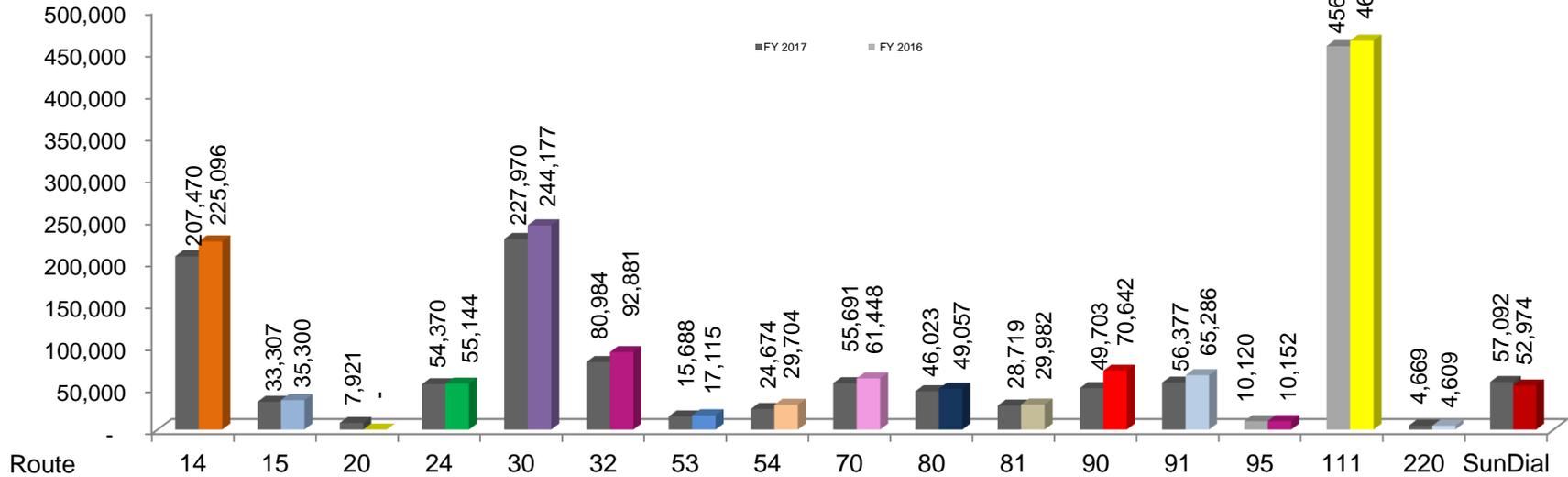
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
September 2016

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
87.1%	90.3%	Total trips carried in the on-time window
1,709	1,329	Total trips late during the month
12,134	13,192	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
13,646	14,574	Total passengers for the month
102,412	113,706	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
2	0	Total preventable collisions

4. RIDE-A-LONG & ONBOARD EVALUATIONS

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

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,977	2,165	Total Mobility Device Boarding's

cc: Lauren Skiver, Tommy Edwards, Tony Cohen, Diane Beebe



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
October 2016

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
88.5%	90.5%	Total trips carried in the on-time window
1,653	1,308	Total trips late during the month
14,339	13,300	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
14,705	14,620	Total passengers for the month
109,008	114,432	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total ride-a-long evaluations
9	6	Total onboard inspections
4	0	Total safety evaluations

5. DENIALS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total denied trips

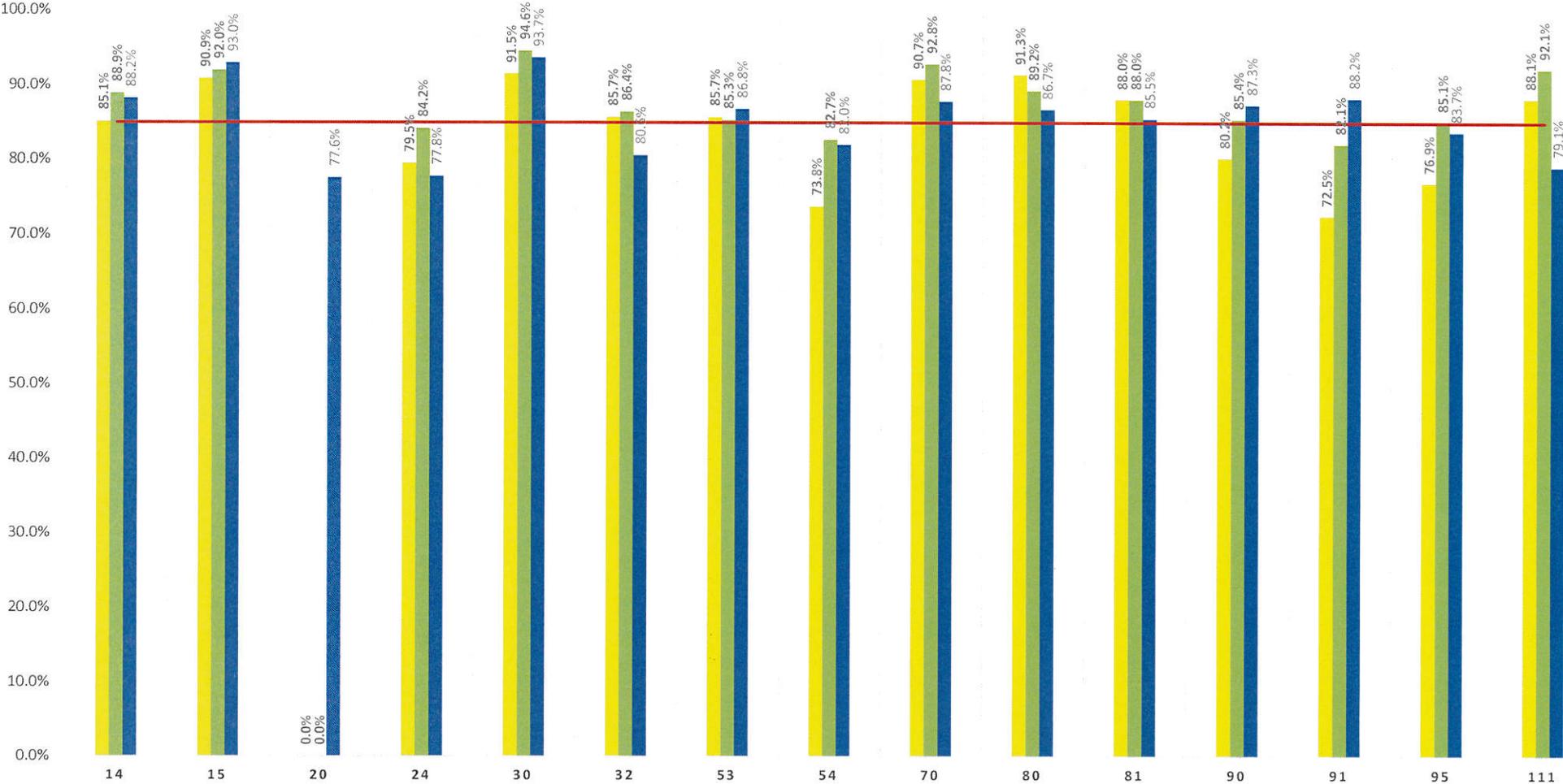
6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
2,221	2,226	Total mobility device boarding's

cc: Lauren Skiver, Tommy Edwards, Tony Cohen, Diane Beebe

ON TIME PERFORMANCE % BY LINE SEPTEMBER YTD

■ 2014-2015
 ■ 2015-2016
 ■ 2016-2017 YTD
 — Target

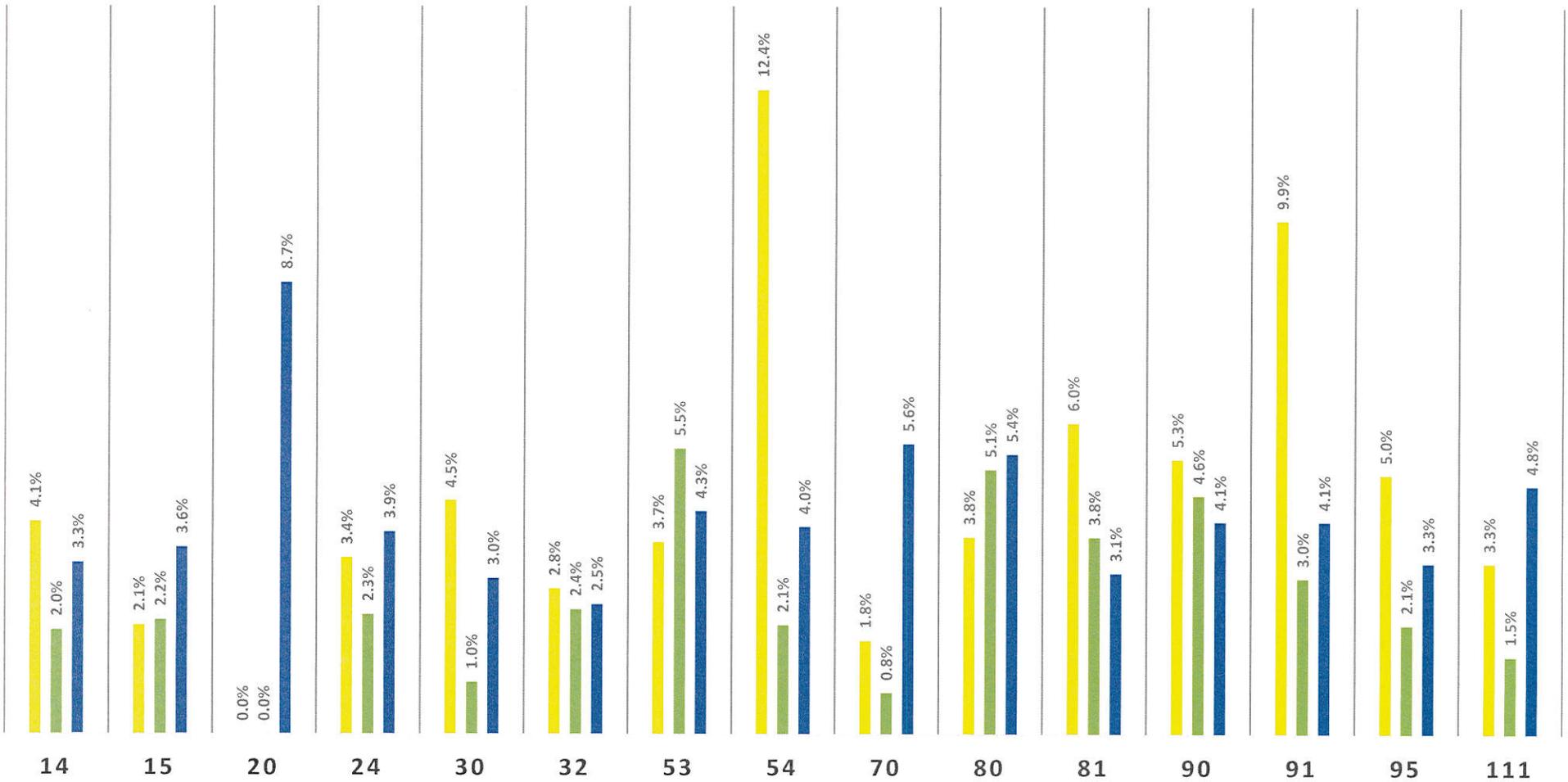


Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.
Goal: minimum target for On Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues
On-Time Performance by line by Fiscal Year

EARLY DEPARTURES BY LINE - YEAR TOTALS

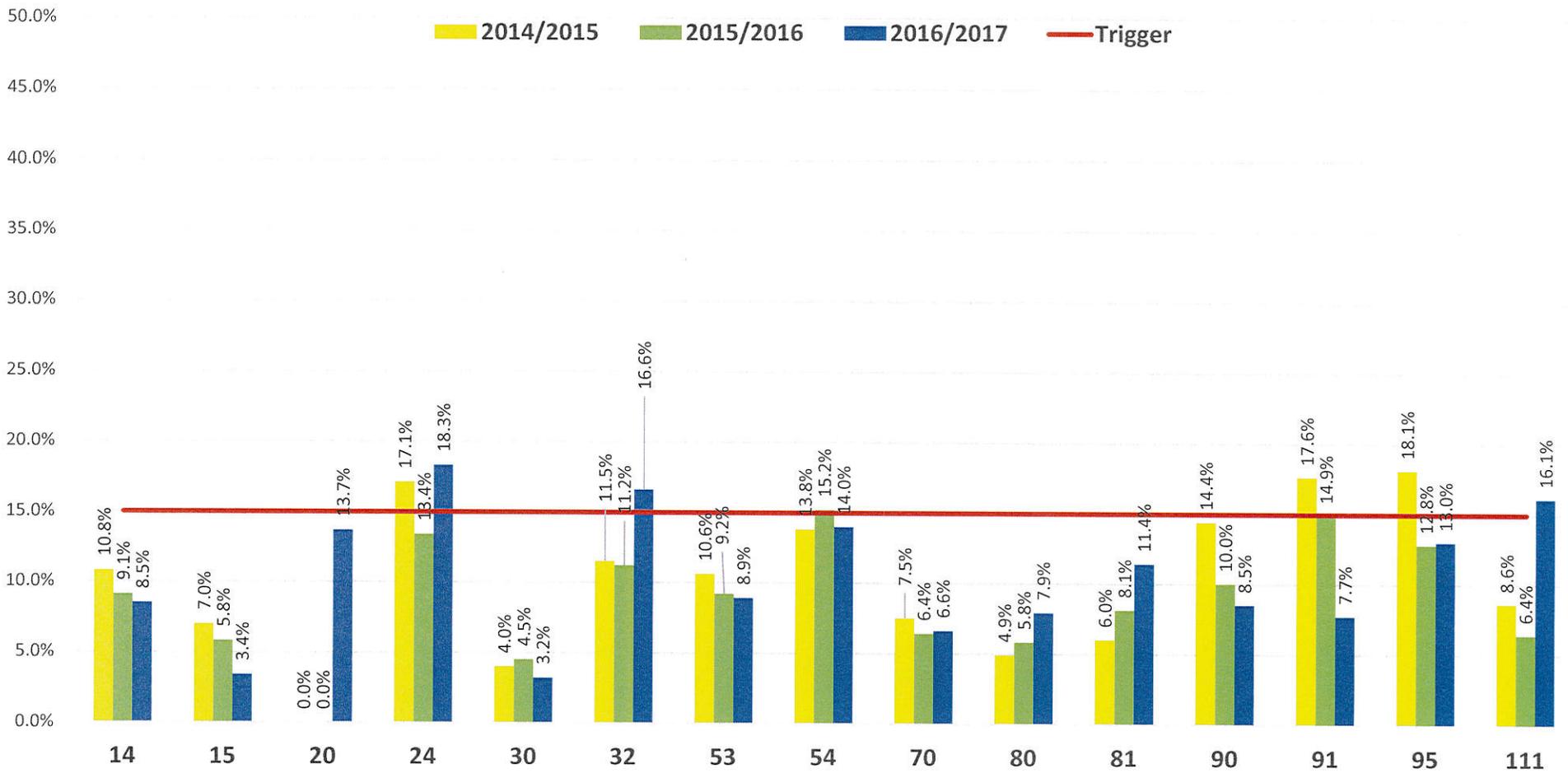
■ 2014/2015 ■ 2015/2016 ■ 2016/2017



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



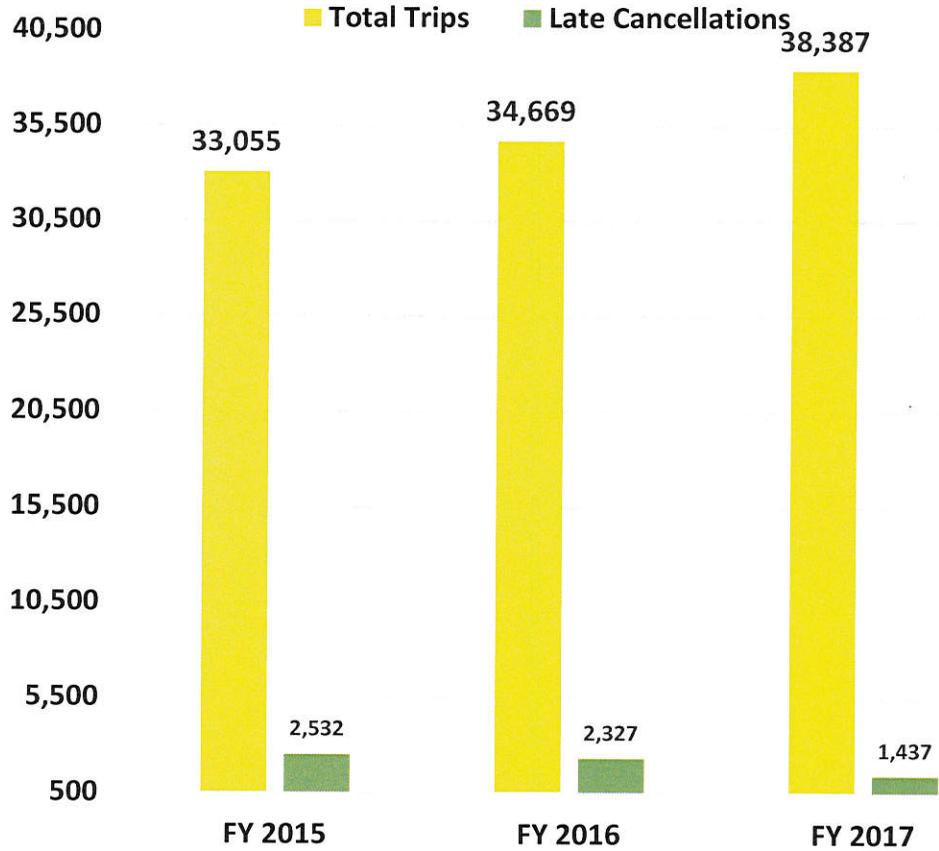
Definition: When a bus leaves a time point behind the scheduled departure time.

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

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

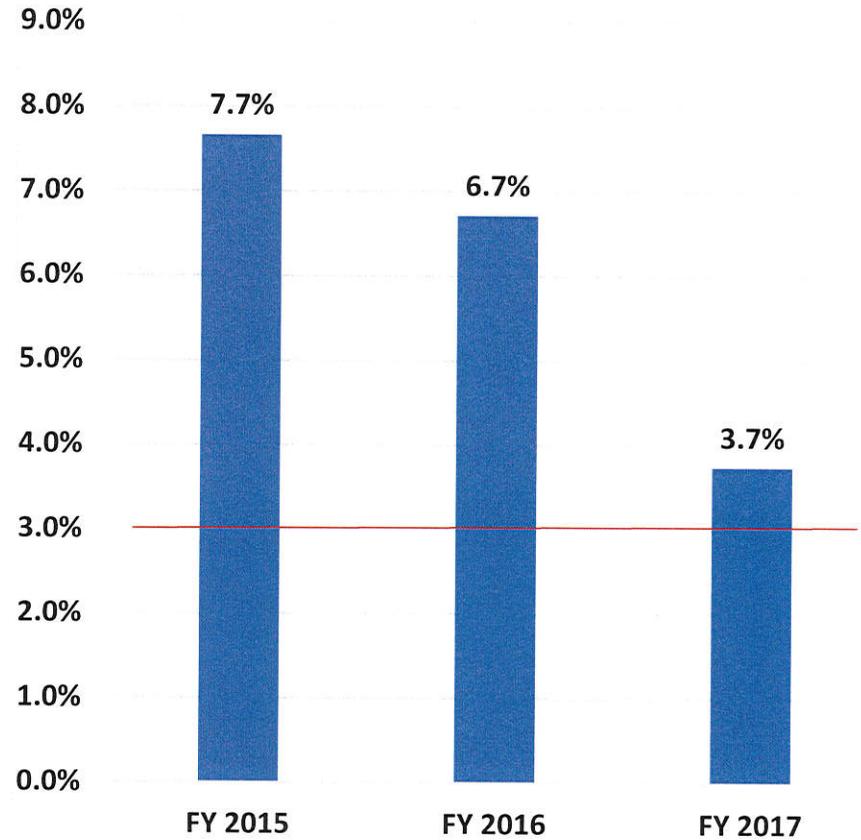
TOTAL TRIPS VS LATE CANCELLATIONS

Y.T.D.



LATE CANCELLATION PERCENTAGE

Y.T.D.

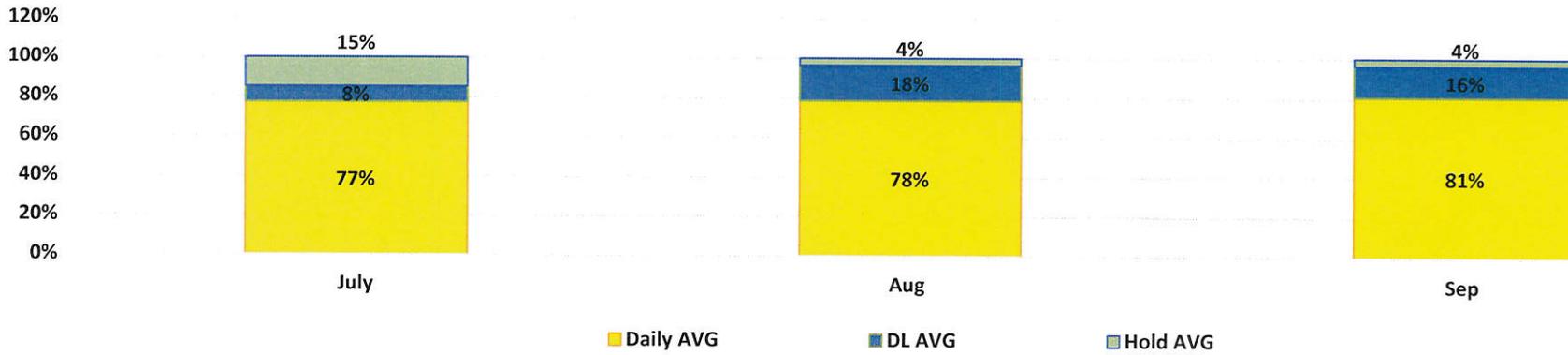


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

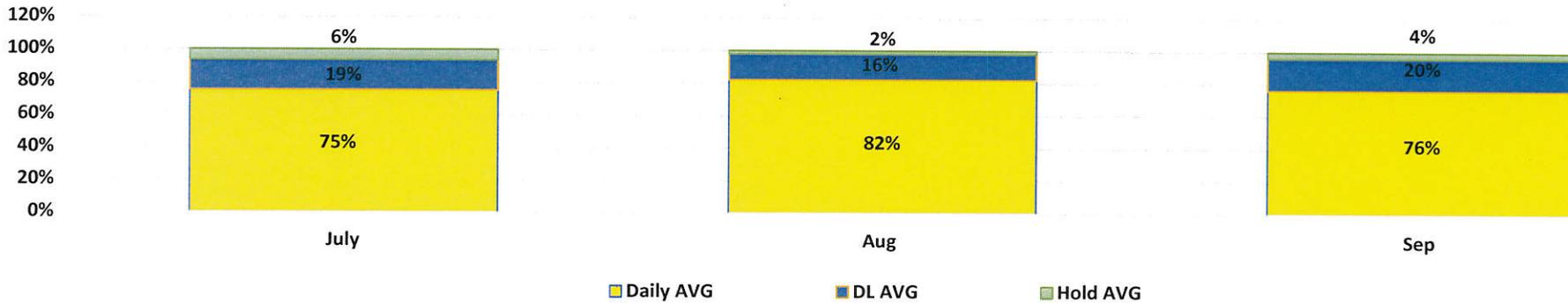
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

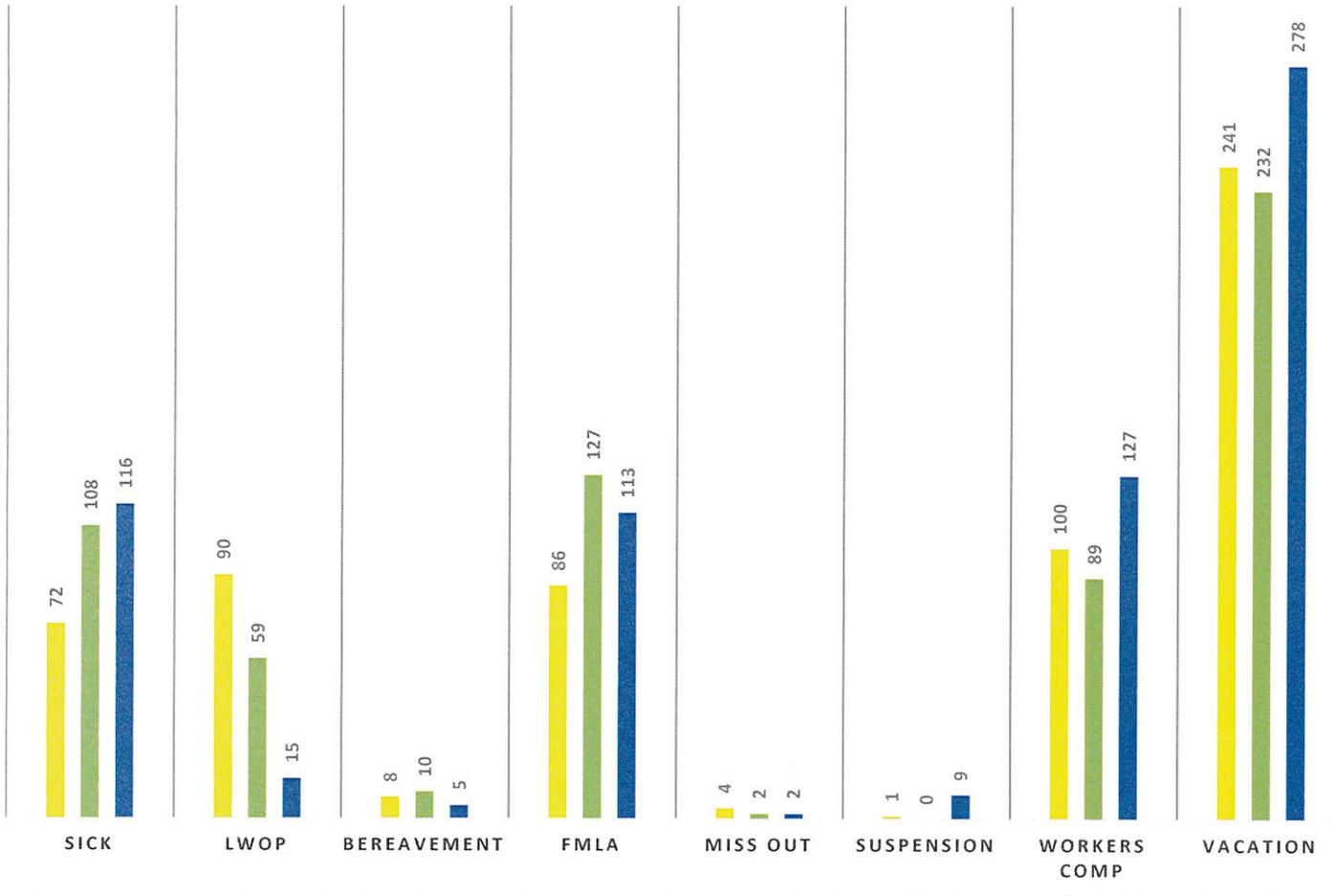
Hard Down = When a vehicle absolutely cannot go out on the road for the day. This is noted as DL.

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.

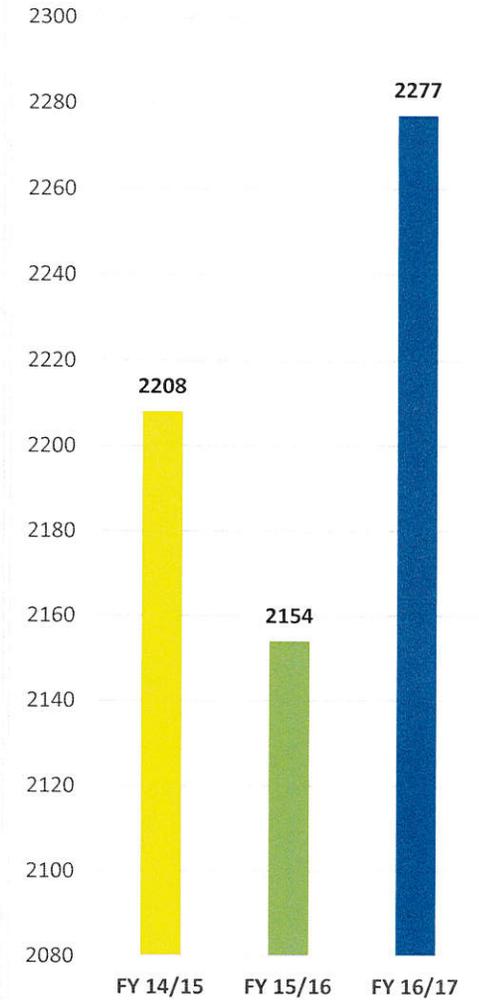
Goal: To have less than 20 percent of the fleet down for maintenance

DRIVER ABSENCE OCCURRENCES - YTD

Sept 2014 Sept 2015 Sept 2016



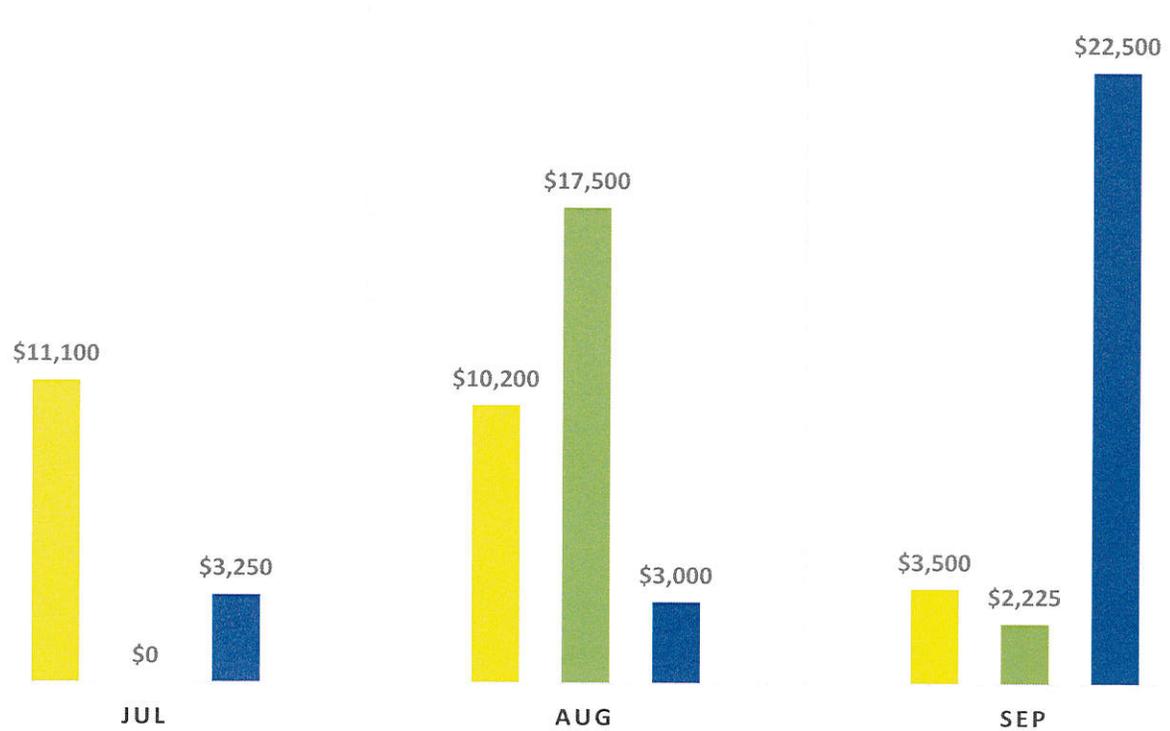
Occurrences - YTD



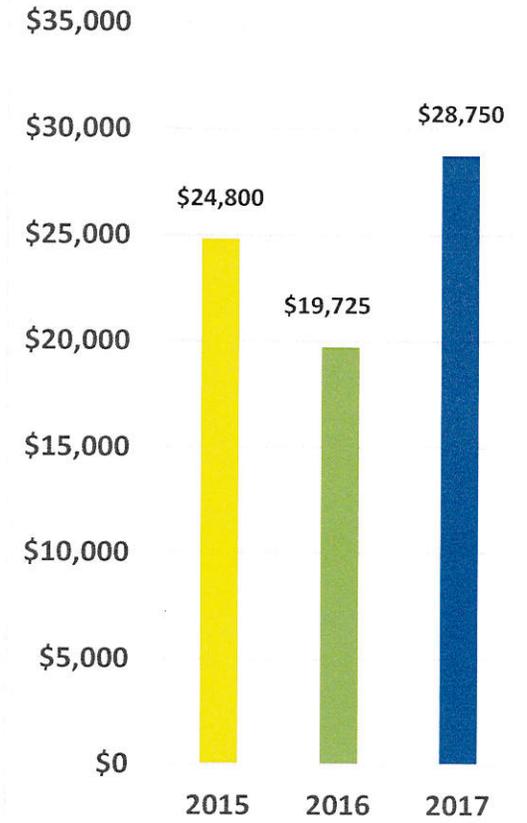
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for both Paratransit and Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.

ADVERTISING REVENUE

■ FY 15 ■ FY 16 ■ FY 17



YTD TOTALS



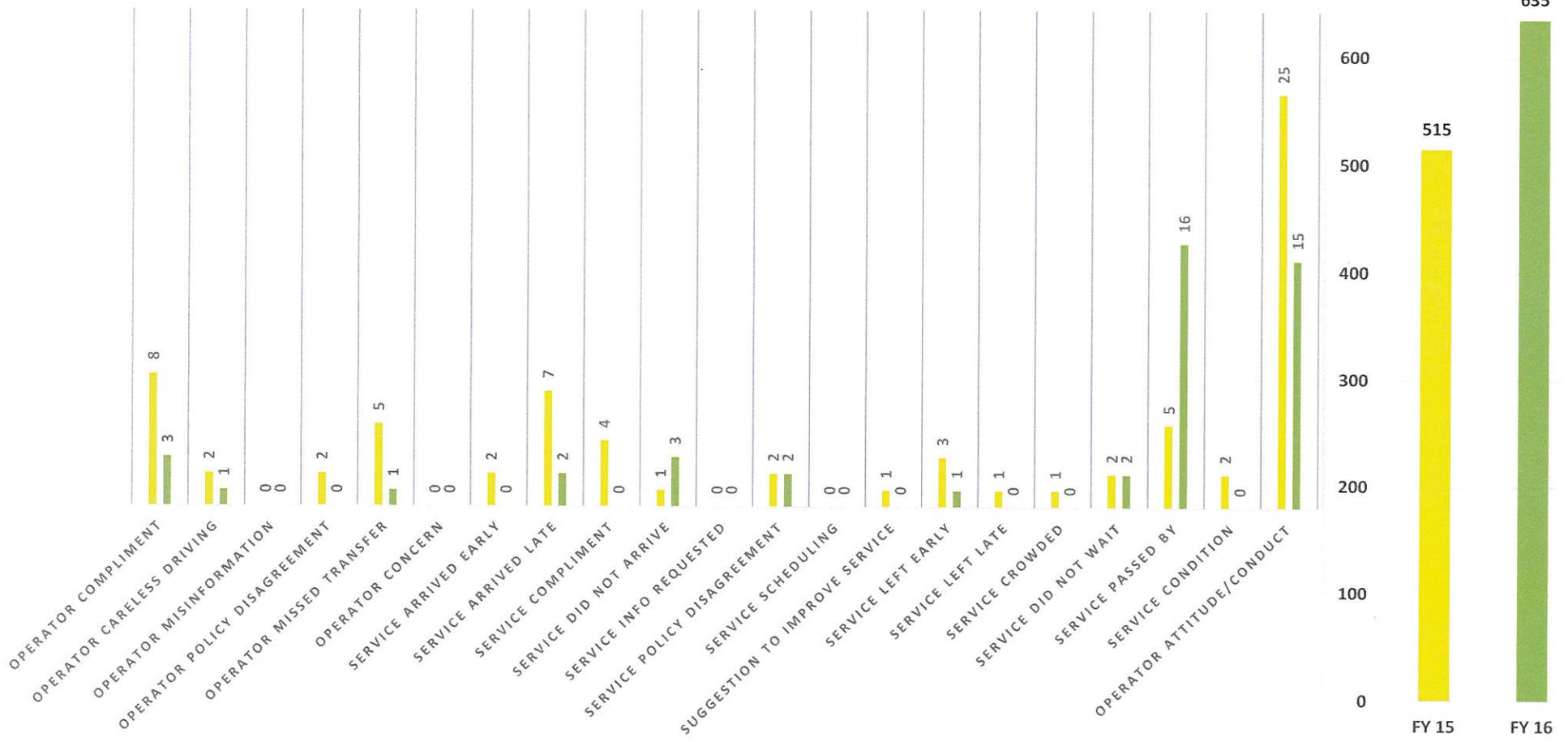
Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
 SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

The goal is \$173,202 for FY 17

FIXED ROUTE CUSTOMER COMMENTS BY TYPE

SEPTEMBER 2016

FY 15 FY 16

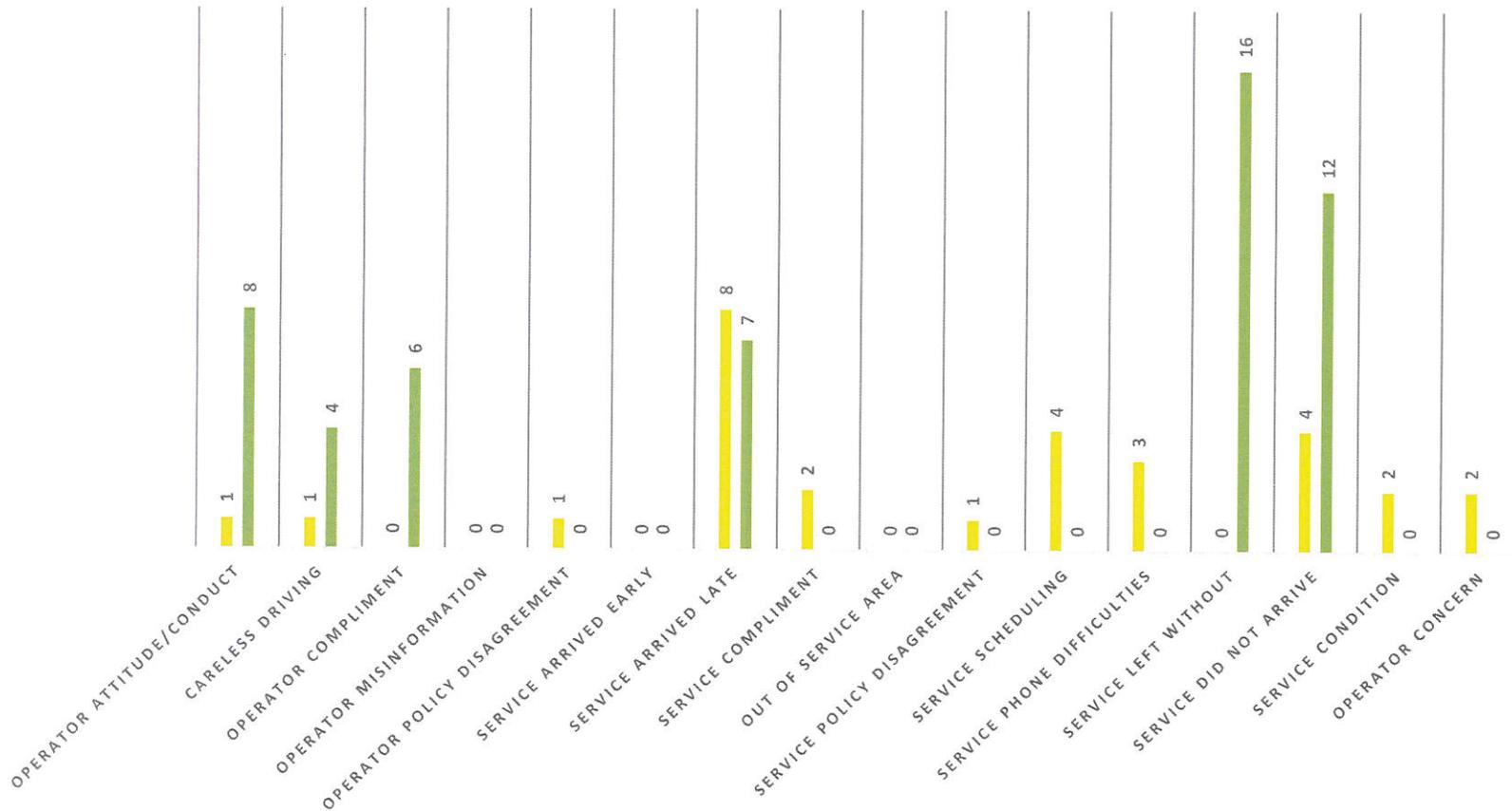


Compares monthly customer comments by type and yearly total comparison for fixed route.
 Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.
 This will reduce the number of comments that need to move forward to other staff to address.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

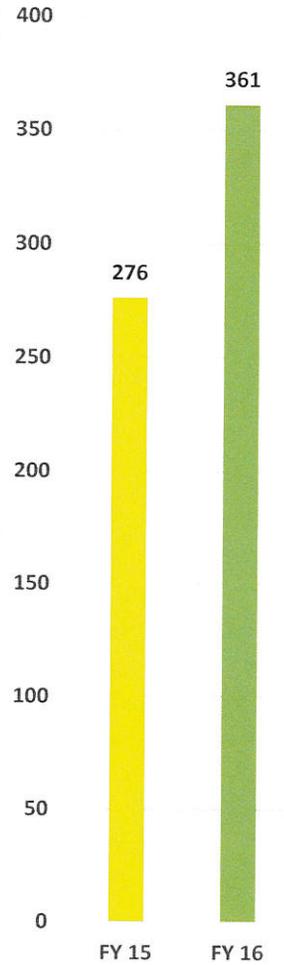
PARATRANSIT CUSTOMER COMMENTS BY TYPE

SEPTEMBER 2016

FY 15 FY 16



YTD Totals



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 2015 & COM15 data for June 2016. Rude Operators, Service Left Without, & Service Did Not Arrive have increased over last year

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	X									10	3
Bob Spiegel	X		X	X									10	3
Ginny Foat	EX		X	X									10	1
Greg Pettis	X		X	X									10	3
Dana Hobart	EX		X	X									10	2
Ty Peabody	X		X	EX									10	2
Kristy Franklin	X		X	X									10	3
Troy Strange			X	X									10	2
Steve Hernandez	X		X	X									10	3
John Benoit	X		X	EX									10	2

ATTENDED

EX- EXCUSED

DARK-

SunLine Transit Agency

DATE: December 7, 2016 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: STA Sign Relocation

Background

At the October 26, 2016 Board meeting the relocation of SunLine Transit's original entrance sign was brought for approval. At the request of the Board, it was delayed for review until the December Board meeting in order to bring back more information regarding the cost effectiveness of relocating versus installing a new sign. After a review of the costs involved, the decision was made to reject all bids received and resolicit the project with a revised scope of work to include the repainting and replacement of the existing sign face and the installation of a new sign for the Administration entrance.

Additional time for investigation provided information that Riverside County is opposed to the relocation of the large sign and are open to the addition of a new sign. A new and smaller sign would offer better value and cost savings to the Agency.

SunLine staff will return to the Board after the new solicitation has been posted and bids have been received.

Dean Holm

SunLine Transit Agency

DATE: December 7, 2016
TO: Board of Directors

INFORMATION

FROM: Deputy Chief Administration Officer

RE: [Annual Service Standards Performance Report FY 2015/16](#)

Background

In July 2016, the Board of Directors approved the amended SunLine Transit Agency Service Standards Policy #B-190613. This Service Standards Policy is required as a part of the Federal Transit Administration's Title VI requirements. Included in the Policy is a requirement to update the Board annually on the status of the service standards included in the policy.

The Title VI requirements are established to ensure that public transportation providers do not utilize discriminatory practices in the allocation and distribution of federally funded assets.

Attached to this report is the annual summary of results for service standards design, performance, and quality metrics for service in fiscal year (FY) 2015/16. The service standards policy and metrics are intended to:

- Promote continuous improvement of transit service
- Establish objective standards for the allocation and distribution of federally funded assets
- Prevent discrimination in the allocation of transportation services
- Avoid arbitrary decision making regarding the provision of service

The data does not reflect any discrimination in the way SunLine allocates federally funded assets.

Joseph Friend



SunLine Service Standard Performance Report Fiscal Year 2015/16

In July 2016, the Board of Directors approved the revised adopted SunLine Transit Agency (SunLine) Service Standards Policy to provide the agency staff direction in the planning, operation, and management of transit service in the Coachella Valley.

This report is the annual summary of results for service standards design, performance, and quality metrics for service in fiscal year (FY) 2015/2016. The service standards policy and metrics are intended to:

- Promote continuous improvement of transit service
- Provide regular updates on service performance
- Meet federal Title VI for policy implementation and monitoring
- Avoid arbitrary decision making regarding the provision of service

Some areas for improvement are targeted for changes for FY 2017 and will also be considered in developing the budget and Short Range Transit Plan (SRTP) for FY 2017/2018.

Service Design

SunLine operated 15 fixed route transit lines in the Coachella Valley during FY 2015/16, as well as one Commuter Link 220 route operating between Palm Desert and Riverside.

The transit lines and the cities or communities they serve are listed in Table 1 below, with Tables 2 and 3 showing service frequencies and spans for each line:

Table 1: Summary of SunLine Fixed Route Transit Services as of June 2016

Line	Cities/Communities Served
14	Desert Hot Springs and Palm Springs
15	Desert Hot Springs and Desert Edge
20	Desert Hot Springs, Rancho Mirage, and Palm Desert
24	Palm Springs
30	Palm Springs and Cathedral City
32	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, and Thousand Palms
53	Palm Desert
54	Palm Desert, Indian Wells, La Quinta, Indio, and Bermuda Dunes
70	La Quinta, Palm Desert, Indian Wells, and Bermuda Dunes
80	Indio
81	Indio
90	Indio and Coachella

Line	Cities/Communities Served
91	Indio, Coachella, Thermal, Mecca, and Oasis
95	Indio, Coachella, Mecca, and North Shore
111	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, and Indio
220	Palm Desert, Rancho Mirage, Cabazon/Morongo Casino, Beaumont, Moreno Valley, and Riverside

Service Frequency and Service Span Standards

Below are listed the minimum service frequencies and spans considered sustainable with funding level increases expected for SunLine in the next two to five years:

- Key Urban Lines:
 - Frequency of Service:
 - 20-Minute weekday daytime
 - 40-Minute nights and weekends
 - Span of Service:
 - 5:00 A.M. – 11:00 P.M. weekdays
 - 5:00 A.M. – 11:00 P.M. weekends
- Local Community Lines:
 - Frequency of Service:
 - 35-Minute weekday daytime
 - 90-Minute nights and weekends
 - Span of Service:
 - 5:00 A.M. – 7:00 P.M. weekdays
 - 9:00 A.M. - 6:00 P.M. weekends
- Commuter Link Service:
 - Frequency of Service:
 - 120-Minute weekday daytime
 - Span of Service:
 - 4:00 A.M. – 10:00 P.M. weekdays

These are minimum standards and can be revised where sustainable (i.e. where demand warrants, performance measures can still be met, and increased funding can sustain).

New routes may also be implemented based on a weekday only service typically between the hours of 6:00 A.M. – 7:00 P.M. and 12 to 18-month trial period is allocated to provide opportunity for service adjustments prior to making a decision to either retain, expand or eliminate service.

Table 2 – SunLine Service Frequencies as of June 2016

Line Number	Weekday Frequency			Weekend Frequency	
	Peak	Midday	Evening	Day	Evening
14	20	20	30	40	40
15	60	60	60	60	60
24	40	40	40	60	60
30	20	20	30	40	40
32	50	50	50	60	60
53	60	60	60	80	80
54	45	45	45	-	-
70	45	45	45	90	90
80	60	60	60	60	60
81	60	60	60	60	60
90	35	35	35	35	35
91	60	60	60	80	80
95	180	180	180	-	-
111	20	20	30	40	40

Table 3 - SunLine Service Spans as of June 2016

Line Number	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
14	4.52 A.M.	11.23 P.M.	5.45 A.M.	10.43 P.M.
15	4.54 A.M.	8.49 P.M.	6.49 A.M.	7.44 P.M.
20	7:00 A.M.	7:07 P.M.	-	-
24	6.20 A.M.	8.25 P.M.	6.23 A.M.	7.44 P.M.
30	5.19 A.M.	10.44 P.M.	6.12 A.M.	9.40 P.M.
32	5.07 A.M.	10.41 P.M.	6.54 A.M.	10.48 P.M.
53	6.18 A.M.	6.46 P.M.	9.05 A.M.	6.22 P.M.
54	5:30 A.M.	7:57 P.M.	-	-
70	5.15 A.M..	8.43 P.M.	5.15 A.M.	9.28 P.M.
80	6.00 A.M.	8.44 P.M.	6.00 A.M.	8.44 P.M.
81	5.35 A.M.	8.23 P.M.	5.35 A.M.	8.23 P.M.
90	4.55 A.M.	10.11 P.M.	4.55 A.M.	9.01 P.M.
91	4.47 A.M.	10.17 P.M.	5.38 A.M.	10.13 P.M.
95	4:02 A.M.	10:02 P.M.	4:02 A.M.	10:02 P.M.
111	4.33 A.M.	11:03 P.M.	5.30 A.M.	10.51 P.M.

All of the above services were provided in line with the service standards policy. The Lines 32, 53, 54 and 95 weekend operated below minimum service frequency established. Corrective action will be taken in September 2017 service change to address the service frequencies these routes.

System Ridership

Ridership system wide (SunBus and SunDial) is at 4,522,991, a decrease of -6.3%:

- SunBus ridership totaled 4,358,966, a decrease of -315,688 rides (-6.8%) (by comparison, 2014-15)
- SunDial ridership totaled 164,025, an increase of 11,052 rides (+7.2%) (by comparison, 2014-15)

Average Weekday, Saturday and Sunday ridership by month for fixed route services in fiscal year 2014/15 and fiscal 2015/16 are shown in Charts 1, 2 and 3 below.

The charts also show the seasonal variations by month:

- Average weekday ridership can be as high as 15,000 in season while as low as 11,000 in June.
- Average Saturday ridership seasonally varies from 7,000 to 10,000.
- Average Sunday ridership seasonally varies from 6,000 to 8,000.

This fluctuation is primarily due to the absence of operation of supplementary service levels (“tripper buses”) when schools are out of session.

Chart 1 – Average Weekday Ridership by Month as of June 2016

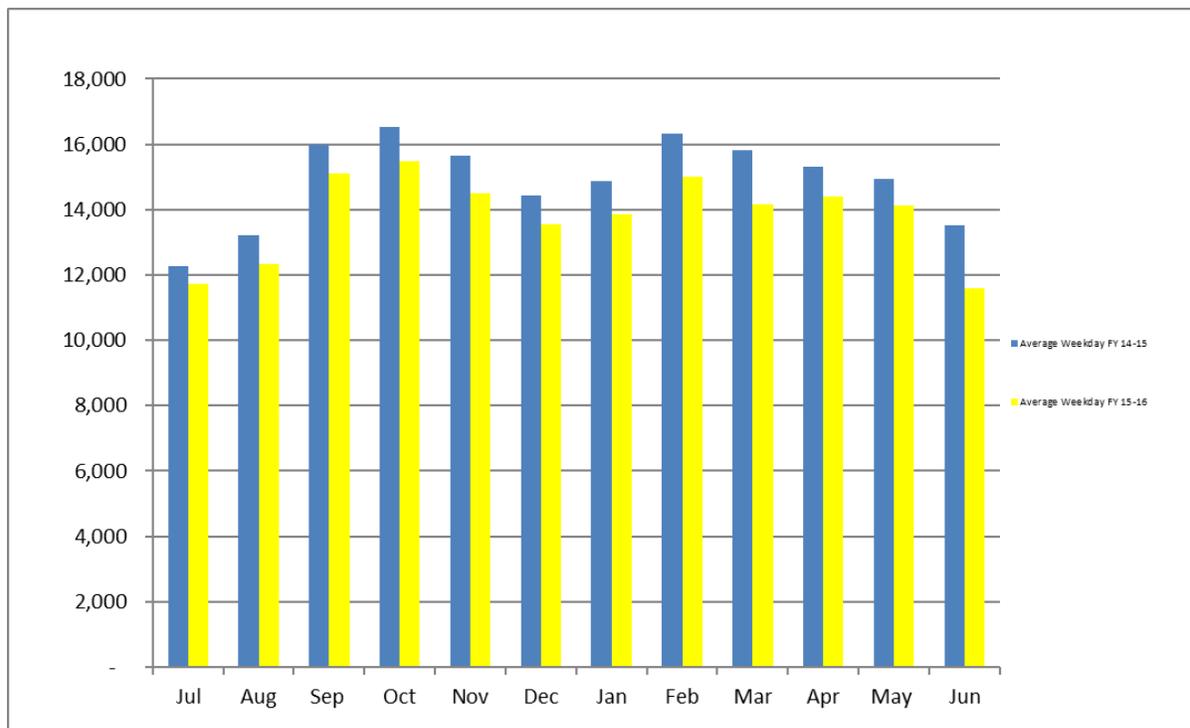


Chart 2 – Average Saturday Ridership by Month as of June 2016

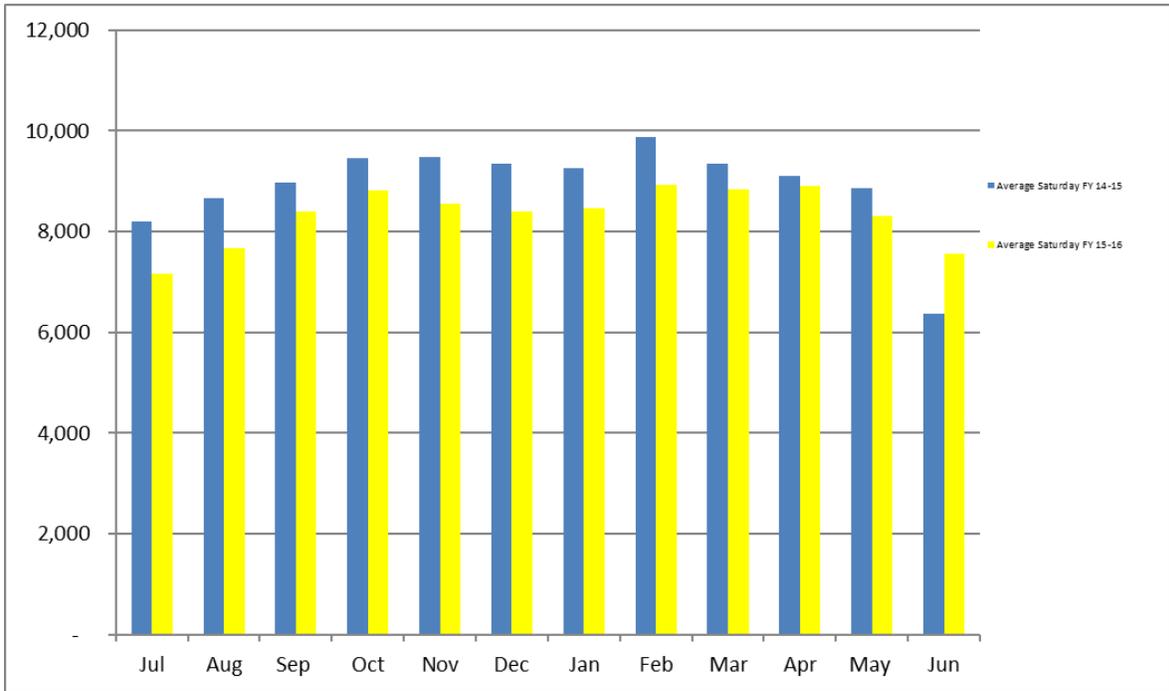
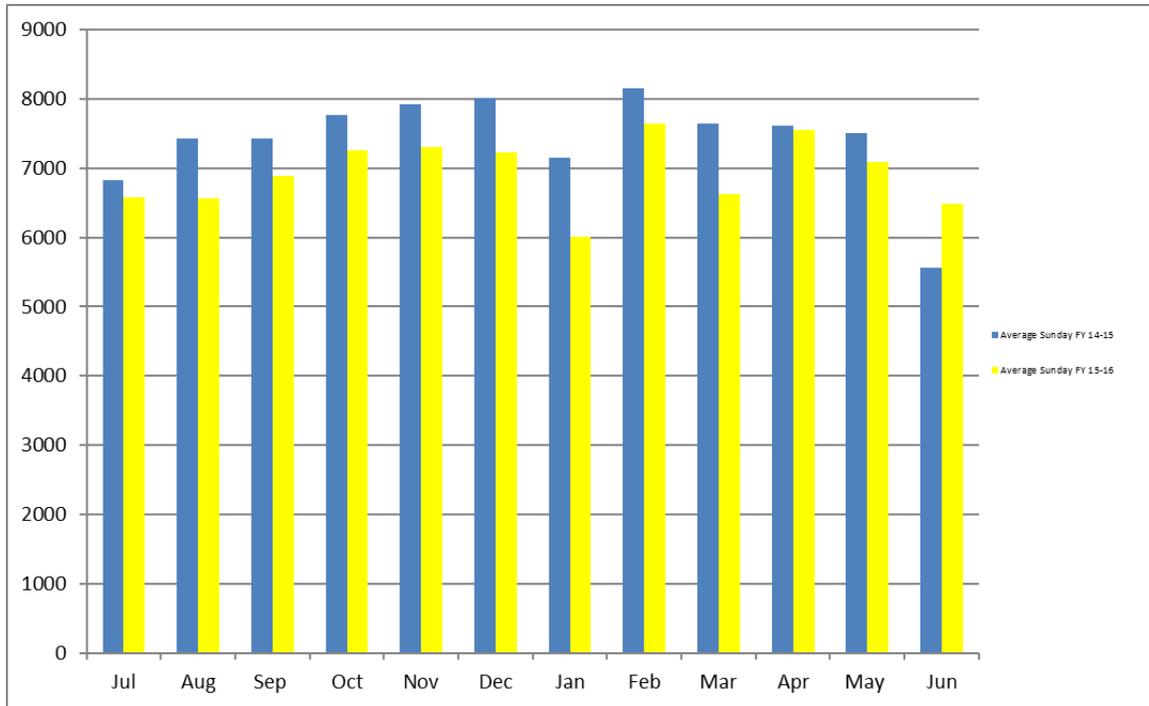


Chart 3 – Average Sunday Ridership by Month as of June 2016



Service Productivity and Effectiveness

This section reviews service productivity and effectiveness through three measures:

- Ridership per hour of service (productivity)
- Farebox cost recovery (financial effectiveness)
- Subsidy per passenger boarding (financial effectiveness)

Passengers per Revenue Hour (PPRH) This Key Performance Indicator (KPI) measures service effectiveness or productivity based on ridership (passenger boardings) generated for each hour of revenue service operated (PPRH). There are different minimum performance expectations for this metric for each service tier, as shown in Table 4 below, based on past performance of these lines and minimum standards set by many peer agencies.

Table 4 – Service Performance Expectations by Service Type	PPRH Standard
Key Urban Lines – Lines 14, 30, and 111	25 passengers per hour
Local Community Lines – 15, 20, 24, 32, 53, 54, 70, 80, 81, 90, 91 and 95	15 passengers per hour
Commuter Link Service – 220	15 passengers per trip

As shown in Table 5, Lines 20, 53, 54, 91 and 95 fail to reach the set minimum of 15 passengers per revenue hour and all routes are below the metric for weekdays/weekends. Line 14 and 111 fail to reach the set minimum of 25 passengers per revenue hour. Corrective action will be taken in September 2017 to reduce the span of service for these lines both weekdays and weekends, realigning service, as well as improve the service frequency in an effort to increase ridership.

Table 5 – Service Ridership and Productivity FY 2015-16

Route	Average Weekday Ridership	Weekday Productivity	Average Saturday Ridership	Saturday Productivity	Average Sunday Ridership	Sunday Productivity
14	2,074	21.9	1,220	5.13	963.3	6.77
15	340.3	21.4	184.8	2.89	147.0	1.78
20	38.3	3.1	-	-	-	-
24	545.9	15.3	238.1	2.77	190.9	1.23
30	2,294	25.2	1363.7	6.22	1,137	5.46
32	860.8	17.0	510.9	2.91	416.9	3.20
53	192.7	8.3	60.5	1.32	46.9	0.49
54	347.3	13.1	-	-	-	-
70	630.7	20.0	266.6	3.33	218.2	2.07
80	479	31.7	270.9	3.72	219.4	3.18
81	276.4	18.1	156.9	2.15	137.5	1.28
90	577	17.3	424.8	2.77	353.1	2.50
91	617.6	13.3	377.3	2.20	364.7	0.86
95	127.7	7.8	37.1	0.10	33.0	0.03
111	4,340	23.4	3,232	2.11	2,678	0.67
220	53.2	4.1	-	-	-	-

Cost Recovery and Subsidy per Passenger Boarding This KPI measures the service cost effectiveness as defined by the proportion of cost covered by fares from passengers (cost recovery) and the net additional operating cost per passenger beyond the average passenger fare (subsidy per passenger boarding).

Table 6 below sets out targets for cost recovery and subsidy per ride at the overall transit line level. These measures are reported on annually.

Service Type	Minimum Cost Recovery/ Maximum Subsidy per Boarding
Key Urban Lines 14, 30, and 111	≥16% ≤\$5.00
Local Community Lines 15, 20, 24, 32, 53, 54, 70, 80, 81, 90, 91 and 95	≥12% ≤\$5.00
Commuter Link Service – 220	≥20% ≤\$5.00

Table 7 below shows FY 2015/16 operating costs, fare revenue, cost recovery, and subsidy per passenger for each fixed route transit line and the overall system.

Table 7 – Costs, Revenue, Recovery, Subsidy per Ride. FY 2015-16

Route	Gross Operating Cost	Fare Revenue	Farebox Recovery Ratio	Subsidy Per Passenger
14	\$ 3,382,995	\$ 428,424	12.66%	\$ 4.55
15	629,113	69,538	11.05%	5.32
20	145,747	8,090	5.55%	13.98
24	1,078,435	107,521	9.97%	5.95
30	3,206,724	476,221	14.85%	3.78
32	1,935,298	176,491	9.12%	6.50
53	798,348	35,793	4.48%	13.80
54	784,174	58,082	7.41%	8.14
70	1,102,754	123,588	11.21%	5.21
80	625,810	99,068	15.83%	3.53
81	635,935	57,334	9.02%	6.67
90	1,366,641	121,386	8.88%	6.56
91	1,818,255	131,085	7.21%	8.50
95	605,984	24,408	4.03%	16.02
111	7,551,896	945,703	12.52%	4.62
Local System	\$ 25,668,109	\$ 2,862,733	11.15%	\$ 5.25
220	386,650	9,197	2.38%	27.60
SunDial	5,563,104	328,369	5.90%	31.91
Overall System	\$ 31,617,862	\$ 3,200,299	10.12%	\$ 6.80

The above mentioned Lines 20, 24, 32, 53, 54, 80, 81, 90, 91 and 95, which are well below 12% cost recovery for local community lines, corrective actions will be taking place in January 2017 and September 2017 to improve ridership and reduce costs for this service in order to address its performance. Other lines meet or are very close to meeting these standards of effectiveness.

Service Quality Standards

Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- Service Scheduled Speed (service quality)
- On-Time Performance (service reliability)
- Miles between Service Interruption (service reliability)
- Average Fleet Age (service comfort)

Each suggested metric is discussed in more detail below.

Service Scheduled Speed This KPI measures service speed as scheduled. The measure is calculated by dividing scheduled in service hours by revenue miles for each route. This measure is important to be monitored as services need to maintain reasonable speed to retain and grow ridership. Transit systems typically struggle with this as it requires efforts in areas including stop spacing, management of intersection congestion, street supervision and operator training, as well as working with other city departments to manage long term service disruptions.

Table 8 below shows target performance scheduled speed at 12.5 MPH for SunLine’s transit system. The system is currently operating at an average of 17.4 MPH in scheduled speed. Given this SunLine is above the set target speed.

Through significant efforts to optimize existing operations with better service frequencies and removing causes of delay, bus service scheduled speeds may increase. This measure will require ongoing improvement over time to maintain and improve performance.

Table 8 – Service Scheduled Speed. FY 2015-16

Table 8 – Service Scheduled Speed Service Mode	Service Speed - Weekdays	Service Speed - Weekends
Bus	12.5 MPH	12.5 MPH

On-Time Performance This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to five minutes late. In order to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance.

The biggest impact for on-time performance is route detours. All local routes meet this measure now excepting periods of detours, and the target of 85% is consistent with those adopted by peer

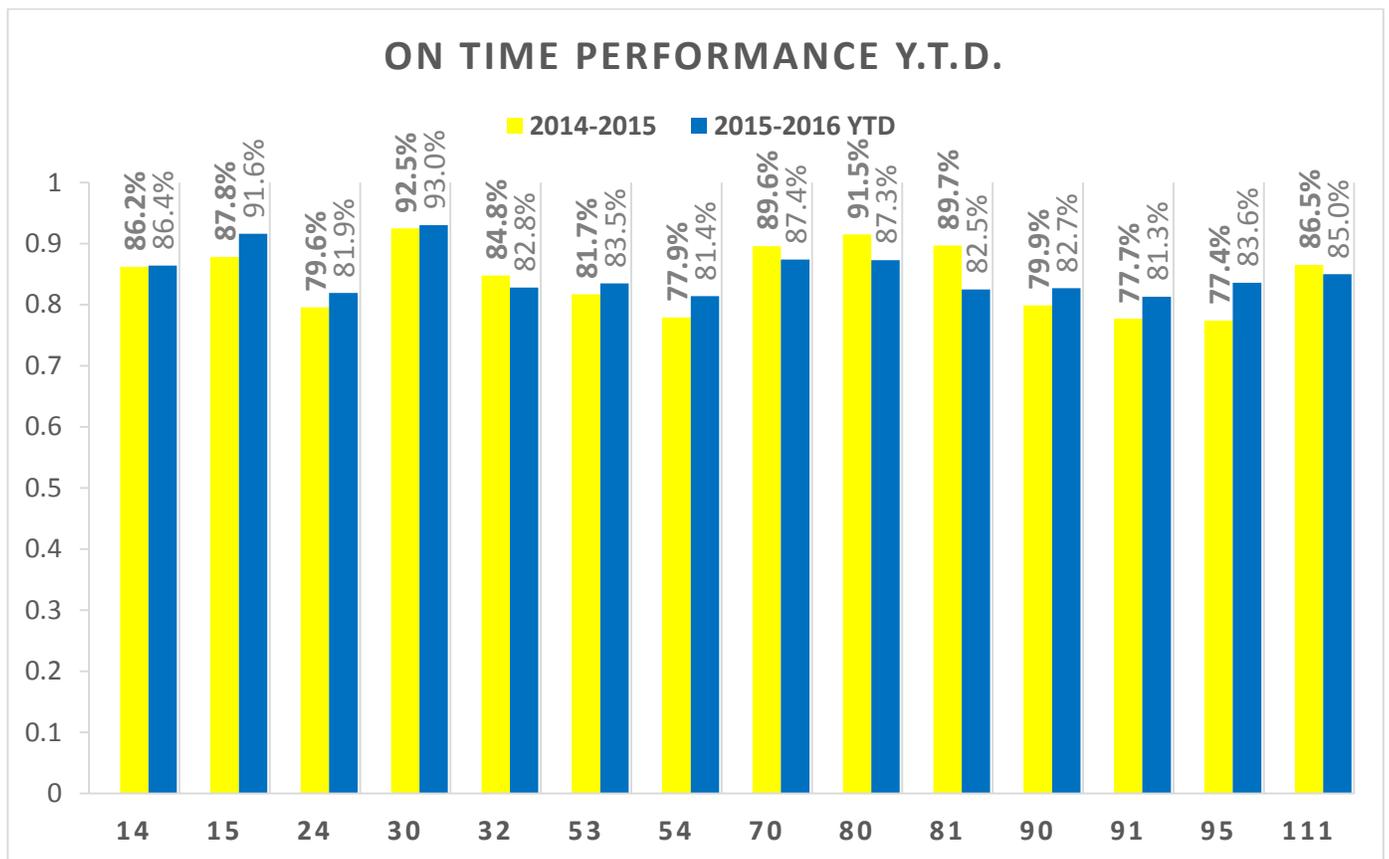
systems with automated measuring tools (automatic vehicle location of AVL equipment). Table 9 below lists on-time performance standards for fixed routes.

Table 9 – On-Time Performance. FY 2015-16

Table 9 – On-Time Performance Service Mode	On-Time Performance Standard
Bus	85% (excepting major detours)

Due to a number of unforeseen detours, SunLine’s system wide on-time performance has dropped to 84% for FY 2015-16. These impacts are attributed to road construction and/or repair projects captured in the chart 4 below.

Chart 4 – On-Time Performance as of June 2016



Percent Service Completed: This KPI measures service reliability as defined by percentage of trips completed daily. There are three components necessary in order to measure completed trips:

- 100 percent daily availability of both operators and fleet to meet service demands
- Miles between service interruptions
- Timely response to service interruptions (less than half an hour)

Table 10 – Percentage of Service Completed. FY 2015-16

Table 10 – Percentage of Service Completed Service Mode	Service Completed Minimum Standard
Fixed Route Bus	99%

Miles between Service Interruptions This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. To meet this target, both avoidance of service interruptions through early identification (e.g., planning for detours, proper fleet maintenance) and timely response to service interruptions that do occur with trips filled promptly are necessary.

Table 11 – Miles Between Service Interruptions Service Mode	Target Minimum Miles Between Service Interruptions (Road Calls)
Bus	10,000

The standard of 10,000 miles was exceeded throughout the review period. Miles between Service Interruptions for FY15/16 are noted in the chart 5 below. **Table 11 – Miles Between Service Interruptions as of July 2016**

FY 15/16	FIXED ROUTE
July	14,249
August	16,015
September	20,623
October	16,076
November	15,143
December	13,728
January	10,439
February	23,917
March	17,208
April	12,780
May	31,153
June	12,712

Load Standards: This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (e.g. under 2 miles and/or 10 minutes) during peak periods, it is generally accepted that seating should be available for all riders during normal off-peak conditions.

Table 12 – Load Standards. FY 2015-16

Table 12 – Load Standards	
Service Period	Maximum Consistent Load Factor
Peak	Average over 133% of seated load = 50 passengers
Off Peak	Average 100% of seated load = 38 passengers

Average Fleet Age The age of the vehicle fleet affects performance and reliability of transit services and attraction of customers. Adhering to the average fleet age requirement will ensure a consistent safe, reliable, and comfortable passenger experience. This measure should be reduced from the current ten-year standard to six years average as the purchase of new vehicles evened out (one twelfth of the fleet replaced each year) in the future when the existing fleet is replaced.

Table 13 – Average Fleet Age. FY 2015-16

Table 13 - Vehicle Average	Average Fleet Age
Standard Transit Bus	No greater than 10 years

In FY 2015/16, all fixed route buses were below 10 years of age as described below:

- 15 Orion High Floor 40 ft. buses (delivered 2005-2006)
- 41 New Flyer Low Floor 40 ft. buses (delivered 2008-2009)
- 10 El Dorado Low Floor 32 ft. buses (delivered 2010)
- 5 Hydrogen fuel cell demonstrator buses (delivered 2006, 2011, 2014, and 2015)
- 3 BYD Electric Buses (delivered 2016)

The system average for fleet vehicles are between 6 to 11 years. SunLine continues to replace buses in the fleet that have met their useful life.

Bus Deployment Policy Bus deployment specifies the type of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads. Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding issues.

Table 14 – Bus Deployment. FY 2015-16

Table 14 – Bus Deployment	Vehicle Type
Urban Lines	40' buses
Local Lines	32' or 40' buses depending on ridership demand
Commuter Link	40' buses

Paratransit Service Standards (SunDial)

The Federal Transit Administration provides guidelines to assist agencies in maintaining a high standard of complimentary paratransit service for ADA passengers. Key metrics include:

- Eligibility:
 - Any person with a disability who is unable to board, ride, or disembark from an accessible vehicle without the assistance of another person.
 - Any person with a disability who has a specific impairment related condition that prevents the person from travelling to or from a boarding/disembarking location.
 - Certification required by a doctor.
 - Visitors qualified elsewhere in USA may use SunDial ADA for up to 21 days per year and must then qualify locally.
 - Maximum 21-day response to application and an appeals process exists.
 - There is no limit to number of trips a person can make. Reservations can be made up to 7 days in advance.
 - A no show policy exists for passengers who do not appear for their rides, with possible exclusion from SunDial service for a period of time in extreme cases.
 - Persons who need a wheelchair lift or ramp and a wheelchair lift-equipped vehicle/bus is unable to deploy its lift/ramp in a particular location due to physical constraints of that particular bus stop.

SunLine's Customer Service Department processed 100% of the completed applications within the 21-day target.

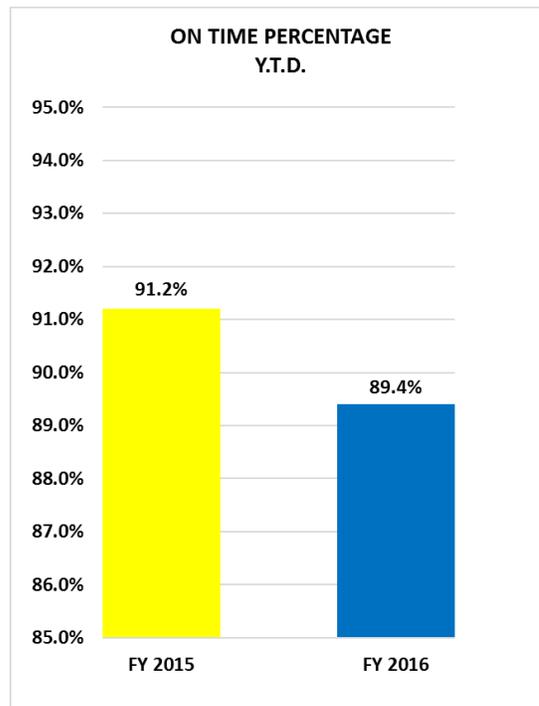
- Access: The agency must serve any origin and destination request that are both within 0.75 miles of a fixed route corridor (excluding Commuter bus service) at the times and days of service when fixed route is operating. Next day service via reservation during normal business hours must be provided.

SunBus complimentary paratransit services are available at the same times as fixed route services. Additionally, the Reservation call center accepts client reservations seven days per week between 8:00 a.m. and 5:00 p.m. for next day services.

- Travel Time: Trip pick up time must be scheduled within \pm one hour of the requested departure time. Trip length should be not more than twice the time it would take to make the same trip by fixed-route (maximum 120 min).
- On-time performance: Trip pick up should consistently occur within a \pm 20-minute window around the schedule pick up time. Target minimum on-time performance of 90% (agency).

During FY 2015/16, SunDial on-time performance was 89.4%, which fell below the target. In FY 2014/15 and FY 2015/16 paratransit on-time percentages are shown in the chart 6 below:

Chart 6 – SunDial On-Time Percentage Year to Date (Y.T.D.) as of June 2016



The -0.6% decrease was contributed to limited resources and increase of passenger trips from 137,390 to 147,067 in FY 2015/16.

- Capacity: No more than 50% of the number of trips can be subscription, if going above this level causes a problem for non-subscription riders.

Staff ensures subscription trips are balanced with non-subscription trips to ensure adequate levels of service are provided on a daily basis.

- Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip. No fare is to be charged to personal care attendants where they are required. Companions pay the same ADA fare.

SunDial fares are based on the distance the individual travels. Travel within one city is \$1.50/trip; travel within multiple cities is \$2.00/trip.

MINUTES
SunLine Transit Agency
Board of Directors Meeting
October 26, 2016

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, October 26, 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 Spiegel 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
Ginny Foat SunLine Agency Board Member City of Palm Springs
Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City Board
Robert Spiegel SunLine Agency Board Member, City of Palm Desert
Dana Hobart, SunLine Agency Board Member (Alternate), City of Rancho Mirage
Troy Strange, SunLine Agency Board Member, City of Indio
Emmanuel Martinez, SunLine Agency Board Member (alternate), City of Coachella

Members Absent

Ty Peabody, SunLine Agency Board Member, City of Indian Wells
John J. Benoit, SunLine Agency Board Member, County of Riverside

4. Presentations

SunLine Agency Board Member Franklin stated there was a presentation for SunLine Agency Board Member Spiegel who will be retiring. SunLine Agency Board Member Franklin presented SunLine Agency Board Member Spiegel with a plaque from the SunLine Board Members and read the inscription "In appreciation of your leadership, guidance and commitment to public transportation."

Lauren Skiver, CEO/General Manager expressed her appreciation for his contributions to SunLine Transit and SunLine Service Groups that span ten years with many many successes. She stated that he was part of the leadership team that set SunLine on a path or worldwide notoriety in research development and the execution of low and zero emission vehicle projects. You supported the upgrade of employee facilities and amenities for our transit customers including bus stops, service expansions and the

beautiful building that we are in today. She stated that his support of the taxi industry has brought us to our most recent success with TNC's being required to do drug testing before they can service the Palm Springs Airport. Ms. Skiver noted that Phyllis Diller once said, "If you don't have wrinkles you haven't laughed enough" and that certainly wouldn't apply to SunLine Board Member Spiegel (she meant that in the most complimentary way). You have remained a constant cheerleader to SunLine and we will miss your wisdom and experience but most of all we will miss the encouragement you have been to us to achieve such amazing successes. As you move on to the next amazing chapter of your life know that you will be missed and that we will continue to provide service, focus and pride, come visit us often, for this is farewell not goodbye.

Lauren Skiver, CEO/General Manager presented SunLine Agency Board Member Spiegel with a pocket watch from the SunLine Team that commemorates his service on the back and has SunLine inside so he will always remember us.

Bill Meyers with Yellow Cab gave a heartfelt farewell to SunLine Agency Board Member Spiegel thanking him for many years of service and accomplishments and a wonderful working relationship. He stated his deep appreciation for his time working with SunLine Agency Board Member Spiegel and stated that he will be missed.

SunLine Agency Board Member Spiegel stated that after twenty-two years he has decided to hang it up and he has loved working with SunLine, particularly with Lauren Skiver, CEO/General Manager who has been most cooperative on everything they wanted to do and he commented that Bill has been great with the cabs. He is good friends with many on the dais and he's going to miss it. He plans to do a little traveling but that's about it. Maybe he'll drop back and have lunch or he will sit in the audience at the board meeting. He thanked everyone very much for the farewell.

SunLine Agency Board Member Franklin told everyone there was a cake to be enjoyed at the conclusion of the board meeting.

5. **Finalization of Agenda**

No changes to the agenda.

6. **Public Comments**

None

7. **Board Member Comments**

SunLine Agency Board Member Foat wanted to take a moment to thank SunLine for their help and fast response for the tragedy of the two Palm Springs Police Officers being killed. SunLine sending a bus was so appreciated by the family. Officer Vega's family was a very large family and they rode that bus from the hospital to the coroner's office in Indio and they were all able to be together. She stated that it took a lot of the angst that they were feeling away because as they rode from Palm Springs to Indio every overpass had vehicles and people and flags and first responders on the overpass with the lights going on every overpass. The family so appreciated being

able to be together. On behalf of the City of Palm Springs she wanted to express their extreme gratitude.

**8. Fiscal Year 2016 Single Audit Report
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Luis Garcia)**

Luis Garcia, Deputy Chief Financial Officer recommends that the Board of Directors Receive and File the Fiscal Year 2016 Single Audit Report. He stated that last month they brought before the board Fiscal Year 2016 Financial Audit and explained that this is a separate audit required by the federal government to be completed every year and was also completed by Vasquez and Company our financial auditor. This audit was finalized five months before the required deadline of which you should have copies of at your dais. He stated that there were no financial findings in the Financial Statements or the Single Audit Report. There was one administrative finding. In April 2016 we brought before the board the federal triennial which spans three years which was a very successful audit and there were a few findings. During that review this finding that you see in the report before you express one of the findings that the board was already made aware of in April. He stated that corrective actions have been made and submitted report procedures to the satisfaction of the Federal Transit Administration and we will have until the end of this month to complete those reports which have been completed by him.

SunLine Agency Board Member Spiegel moved to approve the filing of the Fiscal Year 2016 Single Audit. The motion was seconded by SunLine Agency Board Member Foat. The motion was approved by a vote of 8 yes; 0 no;

9. Consent Calendar

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

- a) Checks over \$1,000 report for August 2016
- b) Credit Card Statement for August 2016
- c) Monthly Budget Variance Report for August 2016
- d) Contracts Signed in Excess of \$25,000 August 2016
- e) Ridership Report for August 2016
- f) SunDial Operational Notes for August 2016
- g) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)
Board Member Attendance

SunLine Agency Board Member Strange moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Foat. The consent calendar was approved by a vote of 8 yes; 0 no;

10. Approval of Minutes

SunLine Agency Board Member Strange moved to approve the minutes of the September 28, 2016 Board meeting. The motion was seconded by SunLine Agency Board Member Betts. The motion was approved by a vote of 5 yes; 0 no; 3 abstain

11. Rescission of Resolution No. 0753 Increasing Board Stipends

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

Luis Garcia, Deputy Chief Financial Officer recommended that the board adopt a resolution rescinding Resolution 0753 and the purpose of the resolution was to increase the board stipend and was approved at the May 2016 board meeting. Based on legal counsel recommendation this first required that the JPA be amended before the stipend increase could take effect. The JPA was amended and circulated and was not unanimously approved by the cities and, thus, cannot be amended to increase the stipend. The rescission of this resolution would close out this item.

Eric Vail, Legal Counsel stated that earlier in the morning when there were committee meetings and he was doing office hours, a couple of the board members asked where do we go from here with regards to the stipend. He stated that he would recommend that the board entertain amending its Joint Powers Agreement and add a provision that does two things. (1) validates all of the previous stipends issued by the agency to the board members and (2), states express authority for the board to approve stipends in the future and that way you have express authority based on the member's authority to award their members stipends. He stated that is very similar to what we did before and it would validate everything that has been done previously and it would potentially state your existing threshold. This would alleviate the issue that we had previously with some of the member cities not wanting to increase the stipend. He stated this way we can have some authority and deal with the amendment issue later on. If the board members are acceptable then all we would need is your authority to myself and your CEO to prepare the appropriate memo to each of the members and circulate that for ratification and come back to the board for a report if that happens.

SunLine Agency Board Member Hobart asked if we could do two things with (1) request the cities to approve the amendment to the Joint Powers Agreement giving the board the authority to set the stipends and (2) asking the cities to approve another motion coming from us to the effect of stipends signed over the prior decade or two decades are approved. Under the first one they would have continuing authority to establish whatever the stipend is.

Eric Vail, Legal Counsel stated that was correct. SunLine Agency Board Member asked if they could make that motion in part a and part b. Eric Vail, Legal Counsel agreed it could be done in one motion or two based on the preference of the person making the motion. SunLine Agency Board Member Foat stated that her question was why are there two levels. She stated that the JPA needs to be amended and isn't it this body that needs to start that amendment and all we have to do is amend it and make provisions as to how this is done today and was done in the past and will be done in the future. She stated that when there is too much going out to every city with all of these issues she thinks we will end up back here again with maybe not a

unanimous decision. Eric Vail, Legal Counsel stated that is a problem unfortunately the board can't actually amend the Joint Powers Agreement. SunLine Agency Board Member Foat stated that the motion is to amend the Joint Powers Agreement to send it out to the cities but the second step is asking the cities to then go back and ratify something that happened twenty years ago and she doesn't think the cities will want to get involved. What she is asking if both things have to be done with all of the cities or can it just be one authority where we make the amendment to the JPA and then send it out to the cities for ratification rather than having two. Eric Vail, Legal Counsel stated that he thinks that the best course is to have that language in the Joint Powers Agreement and you certainly need to have the authority in your Joint Powers Agreement with regard to future stipends. It would be better than nothing to at least have the board ratify past stipends and his recommendation is to have all of the member agencies add that provision in your Joint Powers Agreement but if that is uncomfortable for the members the next best thing is putting just the enabling language in the Joint Powers Agreement and then have the board pass a resolution that validates the previous stipends. SunLine Agency Board Member Foat stated that she isn't saying she wants to do one thing more than another she is trying to keep it less complicated. SunLine Agency Board Member Hobart stated that he thinks the problem we will have if we go that way is if this board empowers itself to set its salaries without the Joint Powers Agreement giving the board the authority to set their own stipends our stipends could be challenged virtually any taxpayer and any city could challenge any salary we gave ourselves. He stated that it seems cleaner to have the cities go back and amend the original Joint Powers Agreement and in that amendment give this board the authority to set its stipend. The other motion would be that the cities, by amending the Joint Powers Agreement, give the authority ratifying the payments that have been made up to the present time. That takes care of the past and the first motion takes care of the future. SunLine Agency Board Member Betts stated he had no problem with that but he would like to see it done in a way that it goes to his council as one agenda item that takes care of both things. He stated there can be two motions at the board meeting but one agenda item for council. He also suggested it only go out to the cities if it is a unanimous vote with the board to send it to the cities.

SunLine Agency Board Member Franklin recommended voting on the rescission of Resolution No. 0753.

(a) SunLine Agency Board Member Strange moved to approve Resolution No. 0758 rescinding Resolution 0753. The motion was seconded by SunLine Agency Board Member Martinez. The Resolution No. 0758 was approved by a vote of 8 yes; 0 no;

(b) SunLine Agency Board Member Foat moved to approve giving authority to legal counsel to draft a proposed amendment to the Joint Powers Authority authorizing the payment of, and validating previous payment of, stipends to Board members and a resolution that requests each member entity to approve the proposed amendment. The motion was seconded by SunLine Agency Board Member Kaplan. The motion was approved by a vote of 8 yes; 0 no;

Eric Vail, Legal Counsel stated that he will bring the documents back next month and they will take a vote and at that time they can decide if they are comfortable with it being 10-0 or 8 and 2 absent or whatever the vote is.

**12. Design-Build Authorization for the Solar Canopies
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)**

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 Strange. The motion carried by a unanimous vote of 8 yes; 0 no;

**13. Receipt of Grant Funding
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)**

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 Foat. The motion carried by a unanimous vote of 8 yes; 0 no

**14. 2nd Reading of New Conflict of Interest Code Ordinance
(Greg Pettis, Chair of Board Operations Committee;
Staff: Vanessa Mora)**

SunLine Agency Board Member Hobart stated that the Board Operations Committee reviewed this item and unanimously approved it and he moved to approve the 2nd Reading of New Conflict of Interest Code Ordinance. The motion was seconded by SunLine Agency Board Member Kaplan. The 2nd Reading of the New Conflict of Interest Code Ordinance was approved by a vote of 8 yes; 0 no;

**15. Agreement Modification for Henson Consulting Group, LLC
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Luis Garcia)**

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 Foat seconded. The motion carried by a unanimous vote of 8 yes; 0 no;

**16. Approval of Transportation Planning Services Contract Amendment
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Anita Petke)**

This item was brought to the Finance/Audit Committee and the committee approved the item and SunLine Agency Board Member Spiegel moves to approve. SunLine Agency Board Member Foat seconded. The motion carried by a vote of 7 yes; 0 no; 1 abstain

17. **FY 2017-2020 Title VI Triennial Update**
(Greg Pettis, Chair of Board Operations Committee;
Staff: Anita Petke)
This item was brought to the Board Operations Committee and the committee unanimously approved the item. SunLine Agency Board Member Hobart moves to approve and SunLine Agency Board Member Spiegel seconded. The item was approved by a vote of 8 yes; 0 no;
18. **Contract for Quarterly HVAC Inspection and Maintenance**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
This item was brought to the Finance/Audit Committee and the committee unanimously approved the item. SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Kaplan seconded. The motion carried by a unanimous vote of 8 yes; 0 no;
19. **Contract for STA Sign Relocation**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
This item was brought to the Finance/Audit Committee and the committee moved that we continue this item to the next meeting and SunLine Agency Board Member Spiegel moves to continue this item to our next meeting and SunLine Agency Board Member Betts seconded. The motion carried by a unanimous vote of 8 yes; 0 no;
20. **Contract for Furnish and Install of Bus Shelters**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Dean Holm)
This item was brought to the Finance/Audit Committee and the committee unanimously approved the item. SunLine Agency Board Member Spiegel moves to approve and SunLine Agency Board Member Betts seconded. The motion carried by a unanimous vote of 8 yes; 0 no;
21. **Approval of 2017 Board Meetings Schedule (Diane Beebe)**
SunLine Agency Board Member Franklin moved to approve the 2017 Board Meeting Schedule. The motion was seconded by SunLine Agency Board Member Strange. The item was approved by a vote of 8 yes; 0 no;
22. **CEO/General Manager's Report**
CEO/General Manager, Lauren Skiver addressed the Board and stated the first item she wanted to talk about is the SunLine Center of Excellence. As you can see in your packet we were awarded grants from \$210,000 and we also came in front of you last month with an award for 1.5 million to continue to create the Center of Excellence. The Center of Excellence is going to be a transit facility for zero emission vehicles and we are really excited about it. She stated that the thing she wanted to talk to the board about and maybe things to think about for the individual cities in the Coachella Valley as a whole, is that we really believe that the Coachella Valley can become an

environmental hub. There is a lot happening here in the environmental sector and along with all the other reasons that we attract visitors we have a real opportunity to attract young people seeking college degrees in environmental science and we have businesses here that are environmentally focused and we have SunLine as an employer. She stated that we have really been talking to community leaders and CVEP and others about how SunLine can help the valley become this environmental focus, if you think about universities in areas you can always pick out two or three that you say "this school is known for this" type of business. Why not have the Coachella Valley be where millennials and others who are environmentally focused come to go to school and to live, play and work at businesses that are directed in those sorts of business models. She stated that the Center of Excellence is what we hope to be a part of that effort and we hope to be able to attract technicians. The great thing about the Center of Excellence is that it's very important that we resurrect the trades of people who may not be wanting to go for a four-year degree or have family or other priorities in which they can't go to school for four years before they need to be the earner for their family. We hope that the Center of Excellence can be another one of those places that students who may need to work who may need a certification in some kind of environmentally zero emission focused discipline can go to school and get a certification and immediately start working and then continue their education at one of the local universities or C.O.D. to work in this very important area. Ms. Skiver stated that we will keep bringing you updates and we have been highly successful at getting this project funded. We are working on curriculum now and have progress on curriculum and we will be designing and building the facility on this property. The facility will have a bay and won't be limited to transit vehicles and we hope that other zero emission technologies and other vehicle types will also be attracted to use this facility. We will bring you more information about our progress in talking to local universities and leaders of education about how we can become this environmental hub.

The second thing she would like to talk about is this week we will be, and she is highly excited, doing our haunted bus in Palm Springs at the street fair. This has become one of her favorite events and dressing up and scaring people on the bus. It is free to the public if you want to walk through our bus. Last year we had to turn people away. Ms. Skiver also stated that we will be loaning the bus to Cathedral City for their Spookacular on Sunday and they will be staffing with some of their very talented drama students from the high school.

Ms. Skiver also reminded everyone that the 111 Music Fest is coming and is targeted for December 3rd. She thanked the cities who contributed to the event and stated that we really appreciate it. She stated that we are well into the planning and will be centering it around other events such as the Festival of Lights Parade in Palm Springs, Palm Desert has an event planned and the Tamale Festival in Indio. We are trying to connect where you can ride the bus and listen to music if you want to go from the Tamale Festival to the Festival of Lights Parade. This will be a new way to connect

people to events that are happening throughout the valley. We will bring you more updates on that and we are working with Coachella Valley Art Scene again to be the promoter of this event. We are trying to put together a SunLine band as we do have talent within the organization and if any of you have musical talent let us know.

That concludes my report.

SunLine Agency Board Member Spiegel mentioned that Sunday is the golf parade and he stated that if you enjoy golf card parades they have a good one this year and it's the last one he will ever be in.

21. Next Regular Board Meeting Date

December 7, 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: December 7, 2016 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Performance Consultant

RE: LoNo Bus Program Agreements

Recommendation

Recommend that the Board of Directors grant authorization to the CEO/General Manager to negotiate and execute agreements with the LoNo bus component manufacturers, subject to review as to form by Counsel, as follows:

- 1) Ballard Power Systems in an amount Not To Exceed \$2,515,473;
- 2) BAE Systems in an amount Not To Exceed \$4,626,257.50;
- 3) El Dorado National California in an amount Not To Exceed \$3,125,250;
- 4) HSS Luxfer in an amount Not To Exceed \$545,725
- 5) Style & Tech in an amount Not To Exceed \$232,000

Background

SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No (LoNo) Emissions Vehicle Deployment Program. The LoNo Program provides funding for transit agencies for capital acquisitions and leases of zero emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities such as recharging, refueling, and maintenance facilities. SunLine was awarded \$ 9,803,860.00 through the Southern California Association of Governments for five buses. The grant required submission through SCAG as SunLine's Metropolitan Planning Organization.

SunLine received Notice to Proceed with this effort on October 17, 2016 from SCAG. The component providers listed above were selected by BAE, the systems integrator for the project. The amounts reflected were the amounts budgeted in the grant submitted by SunLine. Below is a listing of the components and services provided by each supplier:

- Ballard Power Systems (Fuel Cell);
- BAE Systems (Drive System and Project Integration)
- El Dorado National California (Bus Glider)
- HSS Luxfer (Storage Tanks)
- Style & Tech (Roof Covers)

Reason for Selection of Procurement Process

These awards will not be competed as SunLine received the award based on the strength of the partners identified under the grant. Federal Transit Administration rules do not require competition for this reason.

Reason for Selection of Contract Type

A Firm Fixed Price Contract is contemplated for these suppliers as the Firm Fixed Price Contract places maximum performance risk on the Contractors.

Reason for Selection of the Contractor

The contractors under this project were selected by the project integrator, BAE Systems, based on their technical competence and price reasonableness. SunLine was agreeable to the selected vendors because the majority of SunLine’s current Hydrogen Fuel Cell Vehicle platforms utilize the same major component providers.

How Price was Determined Fair and Reasonable

SunLine will use a combination of price and cost analysis to justify these prices. A price or cost analysis is required by the FTA for these types of procurement actions. As SunLine has historical pricing for many of these components, that pricing history will be utilized. All contracts will contain a price and or cost analysis in their file at the completion of negotiations.

Financial Impact

This project will be funded from a combination of State and Federal awards outlined in the FY16 Short Range Transit Plan.

LoNo	\$9,803,860
State Transit Assistance	\$2,086,196
FTA Section 5339	\$ 913,804
FTA Section 5307	\$ 300,000

Rudy Le Flore

SunLine Transit Agency

DATE: December 7, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Operating Officer

RE: Approval of Contract for Towing Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 2-year Towing Services contract with Plaza Towing for a not to exceed amount of \$60,000.

Background

The Agency has traditionally issued single Purchase Orders per towing incident as the need arose. By seeking a longer term contract, the Agency will benefit through reduced staff paperwork, faster processing for Towing Services, and ensure the Agency receives the most competitive pricing.

Reason for Selection of Procurement Process

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

Reason for Selection of Contract Type

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

Reason for Selection of the Contractor

On November 1, 2016, [three \(3\) towing companies were solicited to provide Towing Services](#). On November 14, 2016, two (2) separate and individual quotations were received from Plaza Towing of Indio and Mohica Towing of Cathedral City. Plaza Towing was determined to be the lowest responsive and responsible bidder.

How Price was Determined Fair and Reasonable

Plaza Towing's price was determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

SunLine Transit Agency

Financial Impact

Year 1 expenditures have been budgeted in the FY17 operating budget and future years will continue funding in subsequent budget years.

Tony Cohen

Bidders List

A2Z Towing

72310 Quarry Trl, Ste B
Thousand Palms Ca, 92276

A2Ztow@aol.com

Mohica Towing

68315 Kieley Road
Cathedral City CA, 92234

Mohicatowing@gmail.com

Plaza Towing

83827 Tamarisk Street
Indio Ca, 92201

Plazatow@aol.com



PRICE ANALYSIS

	Plaza Towing	Mohica Towing	Difference	Delta
Bus:				
Less Than 11 Mile Radius from Division 1 Facility	\$ 300.00	\$ 300.00	\$ -	0.00%
11 to 25 Mile Radius from Division 1 Facility	\$ 425.00	\$ 450.00	\$ (25.00)	-5.56%
Less than 11 Mile Radius from Division 2 Facility	\$ 300.00	\$ 300.00	\$ -	0.00%
11-25 Miles radius from Division 2 Facility	\$ 400.00	\$ 450.00	\$ (50.00)	-11.11%
Outside the 25-Mile Radius	\$ 130.00	\$ 150.00	\$ (20.00)	-13.33%
Hourly Stand-By rate	\$ 130.00	\$ 150.00	\$ (20.00)	-13.33%
Car, Light Truck or Van:				
Less than 11-Mile radius from Division 1 Facility	\$ 175.00	\$ 120.00	\$ 55.00	45.83%
11-25 Mile radius from division 1 Facility	\$ 230.00	\$ 240.00	\$ (10.00)	-4.17%
Less than 11-Mile radius from Division 2 Facility	\$ 110.00	\$ 180.00	\$ (70.00)	-38.89%
11-25 Mile radius from division 2 Facility	\$ 230.00	\$ 360.00	\$ (130.00)	-36.11%
Outside the 25-Mile Radius	\$ 75.00	\$ 120.00	\$ (45.00)	-37.50%
Hourly Stand-By rate	\$ 75.00	\$ 80.00	\$ (5.00)	-6.25%

There was adequate price competition since at least two (2) bidders independently contended for the contract that is to be awarded and both were responsive to the requirements of the solicitation. Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Plaza Towing, is consistently lower than the second bidder, Mohica Towing. Based on the results, it is reasonable to assume that Plaza Towing understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Plaza Towing are considered fair and reasonable.

Prepared by:


Anthony Beall, Contracts Assistant

SunLine Transit Agency
Amended

DATE: December 7, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Operating Officer

RE: Approve Purchase of 2013 Chevy Tahoe
Hybrid CEO/GM replacement vehicle

Recommendation

Recommend that the Board of Directors approve the purchase a 2013 Chevy Tahoe Hybrid SUV replacement vehicle with a purchase price of \$40,000.

Background

The CEO/General Manager currently utilizes a 2007 Chevy Tahoe Hybrid SUV in compliance with the Agency's directive to operate alternative fueled vehicles. This vehicle no longer meets the desired standard to function as the primary transportation for the Agency CEO/General Manager. A replacement newer model hybrid vehicle is requested.

A Pre-Owned vehicle was located and notification was made to the Chairperson of the Finance committee prior to initiating the purchase process.

Reason for Selection of Procurement Process

Staff conducted a review of available vehicles using various on-line sources. A unit was located that met the salient characteristics sought and a single source justification was submitted for the purchase.

Reason for Selection of Contract Type

A Firm Fixed Price Contract was selected as this is a one-time only purchase.

Reason for Selection of the Contractor

Hybrid powered SUVs with low mileage are difficult to find. CAR-MAX has the vehicle that best suits our requirements of age, price, mileage and remaining factory warranty.

How Price was Determined Fair and Reasonable

The price was verified against Kelly Blue Book for a vehicle with the same options and mileage and was determined to be approximately \$2,000 below fair purchase value. A [price analysis](#) determined that based on the price and mileage for similar vehicles, the price from CAR-MAX is considered to be fair and reasonable.

Financial Impact

The funding of \$40,000 for this purchase will be provided from the re-allocation of State Transit Assistance funds programmed in the FY12 Short Range Transit Plan (Project SL-12-08).

Tony Cohen



PRICE ANALYSIS

	Carmax	Cars.com	Kelley Blue Book
Chevy Tahoe 37k Mi- 2013	\$ 33,998.00	\$ -	\$ 35,787.00
Chevy Tahoe 42k Mi- 2013	\$ -	\$ 37,990.00	\$ -
Chevy Tahoe 45k Mi- 2013	\$ -	\$ 33,900.00	\$ -

Difference between Carmax & Kelley Blue Book	\$ (1,789.00)
Delta	-5.00%

Difference between Carmax (Chevy Tahoe 37k) & Cars.com (Chevy Tahoe 42k)	\$ (3,992.00)
Delta	-10.51%

Difference between Carmax (Chevy Tahoe 37k) & Cars.com (Chevy Tahoe 45k)	\$ 98.00
Delta	-0.29%

This is a Single Source procurement where the Carmax vehicle price is compared to market price listed from Kelley Blue Book as well as similar vehicles found on Cars.com.

Based on the findings, the Carmax Chevy Tahoe is \$1,789 lower than Kelley Blue Book market value, and has fewer miles than similar vehicles found on Cars.com.

Therefore, it is determined that the price from Carmax is considered to be fair and reasonable and provides the best value for the agency.

Prepared by:


Anthony Beall, Contracts Assistant

SunLine Transit Agency

DATE: December 7, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operating Officer

RE: Contract Amendment for BAE systems/American Fuel Cell Bus Enhancement

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an amendment to the existing contract with BAE Systems for the amount of \$232,000 to extend technical support and warranty services on the American Fuel Cell Buses (AFCB).

Background

The original project of 2 Fuel Cell buses with CalStart/FTA, contract 10-586 and 10-609, came under budget. CalStart has received approval from the FTA to use the available funds for continued support of the project. This amendment would allow support for all the AFCB buses currently operating at SunLine Transit Agency through March 31, 2017. BAE Systems will continue to support Sunline Transit Agency for its original scope on FC3 while extending support to FC4, 5 and 6. The activities for the AFCB support shall include:

1. Onsite trouble shooting and repairs
2. Remote trouble shooting and support
3. Material and parts outside of warranty

Financial Impact

The cost of this amendment is an amount not to exceed \$232,000 which will be sourced from previously approved contracts.

Tommy Edwards

SunLine Transit Agency

DATE: December 7, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors [Bidder's List](#)
[Price Analysis](#)

FROM: Chief Safety Officer

RE: Approval of Contract for Fire, Elevator & Burglar Monitoring Service

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 1-year Fire, Elevator & Burglar Monitoring Services contract, with four 1-year option years, with Premier Security, Inc. in an amount not to exceed \$2,200 per year.

Background

The existing Alarm Monitoring Service agreement with Desert Alarm has reached the end of its term. In order to continue to protect Agency property and assets, an Alarm Monitoring Service provided by an outside vendor is required.

The Purchasing Policies and Procedures manual establishes that any contract with a term greater than one (1) year requires approval of the Board of Directors.

Reason for Selection of Procurement Process

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

Reason for Selection of Contract Type

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

Reason for Selection of the Contractor

On October 24, 2016, [twelve \(12\) alarm monitoring companies were solicited](#) to provide Fire, Elevator & Burglar Monitoring Services. On November 10, 2016, two (2) separate and individual quotations were received from Alliance Protection of Indio and Premier Security, Inc. of Thousand Palms. Premier Security, Inc. was determined to be the lowest responsive and responsible bidder.

How Price was Determined Fair and Reasonable

Premier Security, Inc.'s price was determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

Financial Impact

The initial year cost of \$2,200 has been budgeted in the FY17 operating budget and future option years will continue funding in subsequent budget years if exercised.

Peter Gregor

Bidders List**Alliance Protection**

45-130 Golf Center Parkway, Suite A
Indio, CA 92201

office@allianceprotection.com

Ricardo@allianceprotection.com

AMS Security

74794 42nd Avenue, Suite 1
Palm Desert, CA 92260

sales@AMSprotectme.com

daniel@amsprotectme.com

ASCI Security, Inc.

42184 Remington Ave.
Temecula, CA 92590

rpysher@ascisecurity.com

Desert Alarm Inc.

73168 Hwy 111 Suite 204
Palm Desert, CA 92260

jim@desertalarm.com

andre@desertalarm.com

Layer3 Security Services

6440 Lusk Boulevard, Suite 102
San Diego CA, 92121

dario@layer3securityservices.com

Premier Security

1243 N. Gene Autry Trail Suite 107
Palm Springs, CA 92262

ron@thepremiergroupca.com

DBE**A D Young Investigative Agency**

6499 Laurel Street
Corona, CA 92880

albert7015@att.net

Allied Protection Services

5757 Century Blvd, Suite 700
Los Angeles, CA 90045

contact@alliedprotection.com

lbrooks869@aol.com

Digital Technologies, Inc.

760 S. Rochester Ave., Suite E
Ontario, CA 91761

dvillarreal@digitaltechnologies-inc.com

Earl Security, Inc.

745 E. Valley Blvd. #518
Rosemead, CA 91770

lynnc@earl-security.com

Rubicon Security System

8601 International Ave. # 134
Canoga Park, CA 91304

rubiconsecurity@gmail.com

**Triad Consulting & System Design
Group, LLC**

2925 Mira Vista Way
Corona CA 92881

gbrandon@triadsdg.com



PRICE ANALYSIS

RFQ
Fire, Elevator & Burglar Monitoring
16-086

	Alliance Protection		Premier Security		Difference	Delta
	Monthly	Yearly	Monthly	Yearly		
Thousand Palms Transit Hub Alarm	\$ 42.99	\$ 515.88	\$ 28.00	\$ 336.00	\$ 179.88	34.87%
Thousand Palms Elevator Monitoring	\$ 35.00	\$ 420.00	\$ 25.00	\$ 300.00	\$ 120.00	28.57%
Thousand Palms Fire Monitoring	\$ 35.00	\$ 420.00	\$ 35.00	\$ 420.00	\$ -	0.00%
Semi Annual Testing (Per Inspection)	\$ -	\$ -	\$ 120.00	\$ 240.00	\$ (240.00)	100.00%
Coachella Transit Hub Alarm	\$ 42.99	\$ 515.88	\$ 28.00	\$ 336.00	\$ 179.88	34.87%
Installation (One Time)		\$ 993.00		\$ 705.00	\$ 288.00	29.00%
Total		\$ 2,864.76		\$ 2,337.00	\$ 527.76	18.42%

There was adequate price competition since at least (2) bidders independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Premier Security, is 18.42% lower than the second bidder, Alliance Protection.

Based on the results, it is reasonable to assume that Premier Security understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Premier Security are considered fair and reasonable.

Prepared by:



Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: December 7, 2016 **ACTION**
TO: Board of Directors
FROM: General Counsel
RE: Resolution to Increase Board Stipends for Board/Committee Meetings

Recommendation

Recommend that the Board of Directors directing staff to circulate the revised [Fourth Amendment to the Joint Powers Agreement](#) attached hereto to include provisions related to Board stipends.

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. As a JPA, SunLine has the authority to compensate its Board members consistent with the authority its member agencies have to compensate their council members and supervisors. Counties and charter cities have no limit on the compensation that may be paid to members of the board of supervisors or council members. However, general law cities are limited in how much they may compensate their council members, which is determined by the population of the city. General law cities are also limited in how much compensation they can pay their city council members for attendance at meetings of another body. Government Code section 36516(c) provides:

“Unless specifically authorized by another statute, a city council may not enact an ordinance providing for compensation to city council members in excess of that authorized by [this section]. For the purposes of this section, compensation includes payment for service by a city council member on a commission, committee, board, authority, or similar body on which the city council member serves. If the other statute that authorizes the compensation does not specify the amount of compensation, the maximum amount shall be one hundred fifty dollars (\$150) per month for each commission, committee, board, authority, or similar body.”

There is no statute that specifically authorizes board member compensation for JPAs. However, Government Code section 6508 provides that a joint powers agency “shall possess the common power specified in the agreement” and section 6509 provides that a joint powers agency “is subject to the restrictions upon the manner of exercising the power of one of the contracting parties, which party shall be designated by the agreement.”

General Counsel recommends that SunLine amend its Joint Powers Agreement to include provisions that specifically address Board compensation and define the limitations on the Agency's power. Since most of the member agencies are charter cities, this revised Fourth Amendment provides that the powers of SunLine shall be consistent with the powers of a charter city. Furthermore, the revised Fourth Amendment adds a provision to the Agreement that specifically authorizes Board compensation. However, since charter cities may pay unlimited compensation to their elected officials, the Fourth Amendment also specifies that with respect to Board compensation the limitations applicable to general law cities apply to SunLine. Finally, the revised Fourth Amendment expressly ratifies all previous payments made to Board members for attendance at Board and committee meetings.

Financial Impact

As no change in compensation is proposed at this time, there is no fiscal impact.

Eric Vail

FOURTH AMENDMENT TO SUNLINE JOINT POWERS TRANSPORTATION AGENCY AGREEMENT

This Fourth Amendment to SunLine Joint Powers Transportation Agency Agreement (“Fourth Amendment”) is entered into by and between the COUNTY OF RIVERSIDE, the CITY OF COACHELLA, the CITY OF INDIO, the CITY OF LA QUINTA, the CITY OF INDIAN WELLS, the CITY OF PALM DESERT, the CITY OF RANCHO MIRAGE, the CITY OF PALM SPRINGS, the CITY OF CATHEDRAL CITY, and the CITY OF DESERT HOT SPRINGS (collectively, the “Parties”), and any other public agencies which subsequently becomes parties to the Agreement. This Fourth Amendment is made and entered into on the date last executed by the Parties hereto.

RECITALS

A. SunLine Transit Agency is a joint powers agency established by the SunLine Joint Powers Transportation Agency Agreement (the “Agreement”) on or about May 20, 1977.

B. The first amendment to the Agreement was approved on or about June 11, 1991, and a second amendment to the Agreement was approved on or about March 31, 1992. A third amendment to the Agreement was prepared in 2013 and all necessary signatures were obtained in 2016.

C. A previous version of this Fourth Amendment was prepared and circulated to the member agencies for approval earlier this year, but the Fourth Amendment was not unanimously approved by the member agencies.

C. This revised Fourth Amendment amends the Agreement to include specific authority for the Board of Directors to receive compensation for attendance at Board and committee meetings consistent with State law, and ratifies previous payments made to the Board of Directors.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this Fourth Amendment which modifies and amends the Agreement as follows:

1. AMENDMENT.

1.1 Section 2 (Authority) is amended to read as follows:

“Pursuant to Section 6500 et seq., of the California Government Code there is hereby created a public entity to be known as “SUNLINE”, a public entity separate and apart from the individual parties to this Agreement. Pursuant to Section 6509 of the California Government Code, the laws of the State of California applicable to cities organized under a charter, shall govern SUNLINE in the matter of exercising its powers, subject, however to such restrictions as are applicable to charter cities in the manner of exercising such powers, as required by Government Code Section 6509.”

1.2 Section 3 (Board of Directors), paragraph E (Meetings) is amended to add a new subparagraph 3, to read as follows:

“3) Compensation

The Board may, by resolution, provide Board members a stipend for attendance at Board meetings and subcommittee meetings. Notwithstanding Section 2 of this Agreement, the maximum stipend a Board member may receive shall be consistent with the limitations on compensation for service on a commission, committee, board, authority, or similar body applicable to general law cities in Government Code section 36516(c), as such section may be amended from time to time.”

2. RATIFICATION OF PAST PAYMENTS. The parties hereby ratify all payments that have been made by the Agency to the Board of Directors as compensation for attendance at Board meetings and subcommittee meetings.

3. GENERAL PROVISIONS.

3.1 **Remainder Unchanged.** Except as specifically modified and amended in this Fourth Amendment, the Agreement, as amended, remains in full force and effect and binding upon the parties.

3.2 **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this Fourth Amendment.

3.3 **References.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Fourth Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Fourth Amendment.

3.4 **Counterparts.** This Fourth Amendment may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment to the Agreement on the date and year first written above.

CITY OF DESERT HOT SPRINGS

Dated: _____

By: _____

Name: _____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF PALM SPRINGS

Dated: _____

By: _____

Name: _____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF PALM DESERT

Dated: _____

By: _____

Name: _____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF INDIO

Dated:_____

By:_____

Name:_____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF COACHELLA

Dated:_____

By:_____

Name:_____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF LA QUINTA

Dated:_____

By:_____

Name:_____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF INDIAN WELLS

Dated:_____

By:_____

Name:_____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF RANCHO MIRAGE

Dated: _____

By: _____

Name: _____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

CITY OF CATHEDRAL CITY

Dated: _____

By: _____

Name: _____

Title: _____

ATTEST:

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

Dated: _____

COUNTY OF RIVERSIDE

By: _____

ATTEST:

_____,

APPROVED AS TO FORM

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, December 7, 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**
Vice Chairperson Russell Betts

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 September 2016](#)
- b) [SSG/SRA Monthly Budget Reports September 2016](#)
- c) [Taxi Vehicle/Rides Analysis](#)
- d) [California Retail Gasoline Price Report](#)
- e) [Metric \(Taxi Expense vs Taxi Revenue\)](#)

----- ACTION -----**8. [Approval of Minutes](#)****Approve**

Request to the Board to approve the Minutes of the October 26, 2016 Board of Directors meeting.

9. [Airport City Cab Inc., dba Desert City Cab Transfer of Assets](#)**Approve**

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

Recommend that the Board of Directors approve the transfer of assets from Kanwardip Labana to Airport Taxi Inc.

10. Next Meeting Date

January 25, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

11. Adjourn



AGENDA
TAXI COMMITTEE MEETING
December 7, 2016
11:00 a.m. – 11:30 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 September 2016](#)**
- b) **[SSG/SRA Monthly Budget Reports September 2016](#)**
- c) **[Taxi Vehicle/Rides Analysis](#)**
- d) **[California Retail Gasoline Price Report](#)**
- e) **[Metric \(Taxi Expense vs Taxi Revenue\)](#)**

----- ACTION -----

7. [Airport City Cab Inc., dba Desert City Cab Transfer of Assets](#) **Approve**
(Robert Spiegel, Chair of the Taxi Committee;
Staff: Pete Gregor)
Recommend that the Board of Directors approve the transfer of assets from Kanwardip Labana to Airport Taxi Inc.

8. **Adjourn**

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of September 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 9/09/16	090260	9/21/2016	\$7,728.16
SUNLINE TRANSIT AGENCY	Payroll Liabilities 9/23/16	090264	9/30/2016	\$7,653.68

Total of Checks Over \$1,000 \$15,381.84

Total of Checks Under \$1,000 \$224.82

Total of All Checks for the Month \$15,606.66

Total Amount of Checks Prior Years Same Month

SunLine Regulatory Agency
Budget Variance Report
September 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	13,306	16,453	(3,147)	33,954	49,359	(15,405)
Revenue Fines	2,000	200	167	33	3,500	500	3,000
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	475	725
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	720	333	387	1,440	1,000	440
Driver Transfer Revenue	850	150	71	79	300	213	88
Driver Renewal Revenue	9,200	700	767	(67)	1,550	2,300	(750)
Driver Permit Reinstatement/Replacement	150	30	13	18	70	38	33
Vehicle Permit Revenue	80,900	0	6,742	(6,742)	0	20,225	(20,225)
Total Revenue	296,434	15,106	24,703	(9,597)	42,114	74,109	(31,995)
Expenses:							
Salaries and Wages	128,702	15,469	10,725	(4,744)	38,121	32,175	(5,946)
Fringe Benefits	89,298	6,956	7,442	486	18,301	22,325	4,023
Services	50,500	2,070	4,208	2,138	2,813	12,625	9,812
Supplies and Materials	6,433	(4,465)	536	5,001	760	1,608	848
Utilities	6,585	1,646	549	(1,097)	1,646	1,646	0
Casualty and Liability	11,846	2,962	987	(1,974)	2,962	2,962	0
Miscellaneous	3,070	422	256	(166)	882	768	(115)
Total Expenses	296,434	25,060	24,703	(357)	65,485	74,109	8,623
Total Operating Surplus (Deficit)	\$ -	\$ (9,955)			\$ (23,372)		

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 attributed to additional costs salary allocation from SunLine Transit Agency.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to lower balances for accrual expenses.

Services - Favorable

- September legal services lower than projected monthly estimates.

Supplies and Materials - Favorable

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

Utilities - Favorable

- Utility expenses are within an acceptable range of the budget. Expense allocation completed in October as per auditor request.

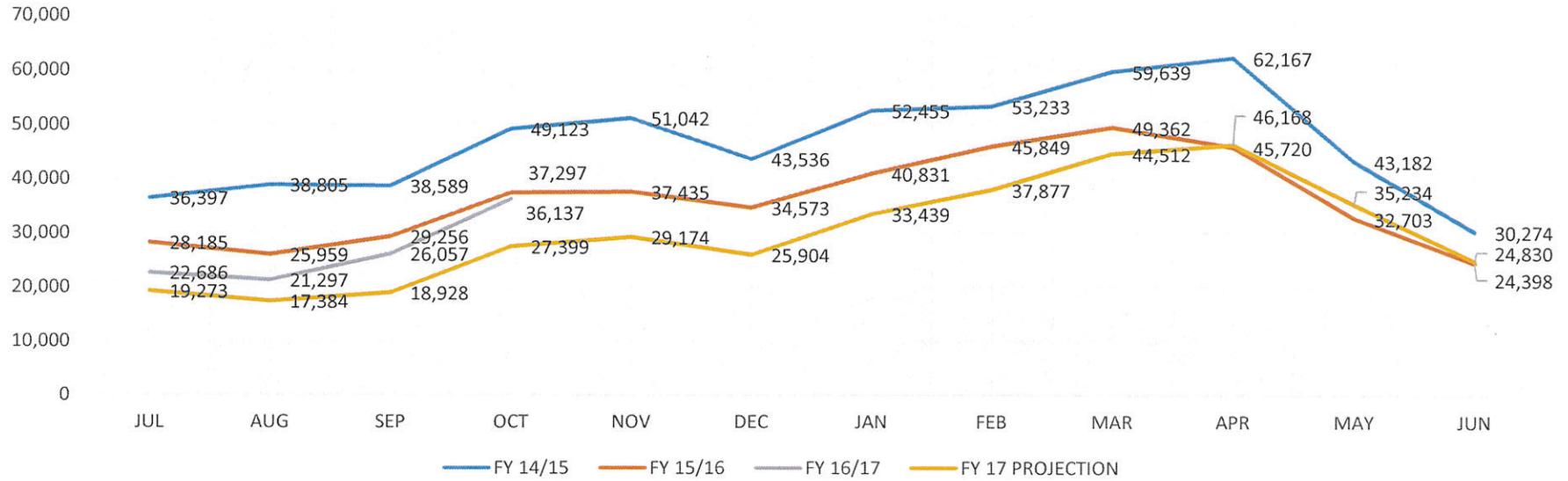
Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget. Expense allocation completed in October as per auditor request.

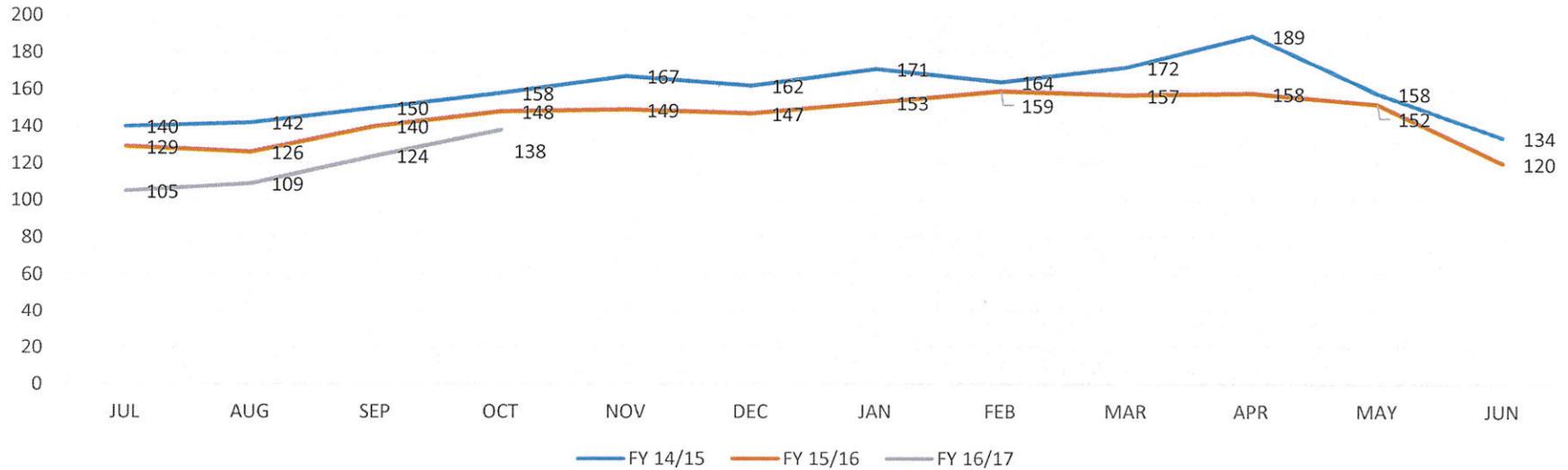
Miscellaneous - Unfavorable

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

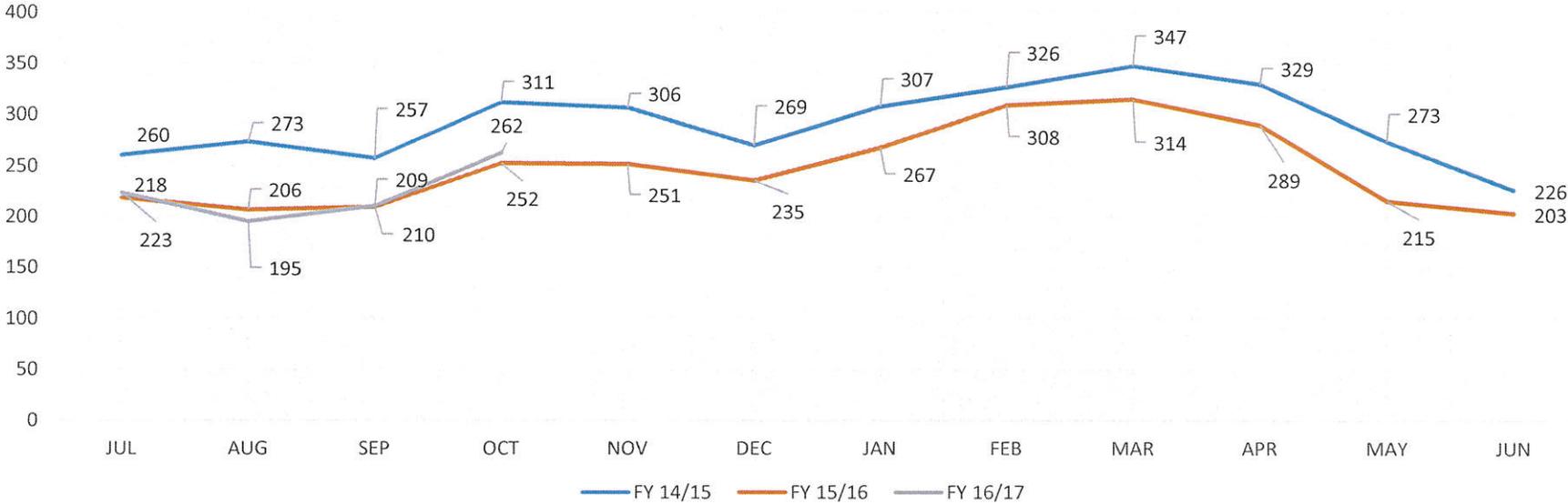
OF TAXI TRIPS



OF CABS PROVIDING TRIPS



OF TRIPS PER CAB



U.S. Energy	
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
Oct 01, 2016	\$2.86
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 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 Cost Increases (Decreases)	
Per Mile Rate Increases (Decreases)	
\$0.000 to \$0.255 per gallon	
\$0.00	
\$0.256 to \$0.755 per gallon	
\$0.10	
\$0.756 to \$1.255 per gallon	
\$0.20	
\$1.256 to \$1.755 per gallon	
\$0.30	
\$1.756 to \$2.255 per gallon	
\$0.40	

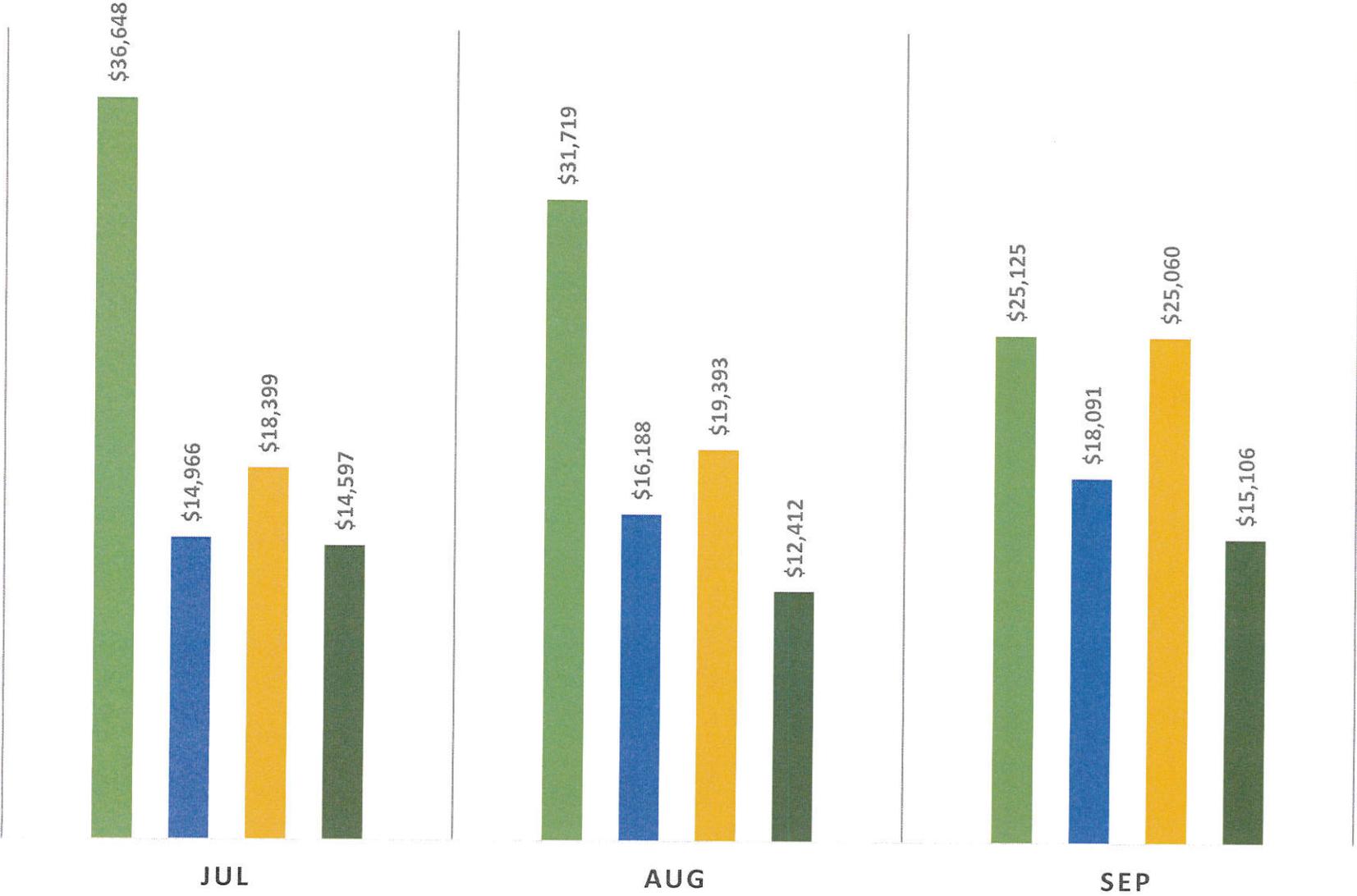
Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0.00	\$ 3.12
2015	\$3.54	0.00	\$ 3.12
2016	\$2.77	0.00	\$ 3.12
Average	\$3.54		

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	\$2.76	
Difference	-\$0.75	Rate Decrease

TAXI EXPENSE VS. REVENUE AND VARIANCE SEPTEMBER 2016

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



MINUTES
SunLine Services Group
Board of Directors Meeting
October 26, 2016

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, October 26, 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

Ginny Foat SunLine Agency Board Member City of Palm Springs

Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City Board

Robert Spiegel SunLine Agency Board Member, City of Palm Desert

Dana Hobart, SunLine Agency Board Member (Alternate), City of Rancho Mirage

Troy Strange, SunLine Agency Board Member, City of Indio

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

Members Absent

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

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

3. Finalization of Agenda

No changes

4. Presentations

None

5. Public Comments

None

6. Board Member Comments

SunLine Board Member Betts stated that friends of his attended Desert Trip and when leaving the event were looking for a way back to their hotel and the impression from them was that it was quicker to take the shuttle bus to get out of the congested area and then catch an Uber. He asked them why they didn't take a taxi as it would be less money and, whether right or wrong, their impression was that the taxi was going to be caught up in the traffic because the taxi area was so much closer to the event.

SunLine Board Member Franklin stated that it was her understanding the taxi area was at the fairgrounds. SunLine Agency Board Member Betts stated that the Ubers were all stationed just outside the congested area waiting for everybody. SunLine Board Member Franklin asked Bill Meyers where the Ubers were stationed.

Bill Meyers, Yellow Cab, stated that the taxis were stationed on Oasis and the Ubers were stationed on Arabia. Mr. Meyers stated that the tone by Golden Voice was to take an Uber. Lauren Skiver, CEO/General Manager stated that they all had to shuttle off so no one was right at the event and you had to shuttle off to get either one of them. Pete Gregor, Chief Safety Officer/Taxi Administrator explained that the shuttle from the event entered the fairgrounds off of Dr. Carreon Boulevard In between Oasis Street and Arabia Street right through the center of the fairgrounds. He explained that it is an asphalt paved driveway and they come to the actual location where the fairgrounds are and they circled around to the west and stopped so they could exit through the same driveway. When passengers exited the charters they were immediately presented with Uber and Uber rides. They had to walk back around to the other side (the east side) to get to the taxi and that is the way the organizer's set it up. Mr. Gregor said it was different then the meetings held prior to the event where it was said they would stop in the middle with a sign saying Ubers left and taxi right and that didn't happen. He stated that Uber was there early and set up cattle fencing that directed everybody towards Uber and we had to put signs out reminding people that they had choices. Mr. Gregor stated that over the next five days they worked with them and it was a lot easier. Lauren Skiver, CEO/General Manager stated that it tends to be that taxi is the secondary for the first couple of days every year that we do any of these and then it gets straightened out over time. She stated that we try to work very closely with the city and obviously Golden Voice directs a lot of this depending on what vendors they have interest in. She stated that it is better but we do still experience where the first day is never exactly how the planning has gone. Ms. Skiver asked Mr. Meyers if that was how it went for this event. Mr. Meyers stated absolutely and they were told it was going to be the same as Coachella and Stage Coach where they would have a lit taxi sign that could be seen from a mile away and corals and tents that the city was going to put up. He stated that when they got there that wasn't the case. They didn't get the big taxi sign out so they had to make their own taxi sign. Mr. Gregor assisted with a pathway so people could actually get to the taxis which was a shorter way than the six mile route they were directed to. Mr. Meyers was appreciative of the proactive help from Mr. Gregor. He stated if he hadn't been there to help they would have been left high and dry as they were working and didn't have time.

SunLine Agency Board Member Betts stated that the goal of him bringing this up is he told them they should take a taxi as it is a much better option. Their response was that they couldn't find it.

SunLine Agency Board Member Foat wanted to let everyone know that the Palm Springs City Council did vote on her motion to accept Uber and Lyft at the Palm Springs airport only on the condition that they agreed to drug testing. She stated that she thinks that is now a closed discussion. Lauren Skiver, CEO/General Manager and the board gave a round of applause for SunLine Agency Board Member Foat. SunLine Board Member Franklin asked what the vote was on that and SunLine Agency Board Member Foat stated that she thought it was unanimous. She stated that the first motion was to accept them at the airport and that motion failed. The second motion that she made was to accept at the airport when they go on drug testing and that motion passed four to one.

7. Consent Calendar

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

SunLine Agency Board Member Spiegel moved to approve the Consent Calendar. SunLine Agency Board Member Strange seconded the motion. The motion was approved by a unanimous vote of 8 yes; 0 no;

8. Approval of Minutes

SunLine Agency Board Member Martinez moved to approve the minutes of September 28, 2016 Board Meeting. The motion was seconded by SunLine Agency Board Member Strange. The motion carried by a vote of 5 yes; 0 no; 3 abstain

12. Next Meeting Date

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

13. Adjourn

Chairperson Franklin adjourned the meeting at 12:50 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

SunLine Services Group

DATE: December 7, 2016 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Airport City Cab Inc., dba Desert City Cab Transfer of Assets

Recommendation

Recommend that the Board of Directors approve the transfer of assets from Kanwardip Labana to Airport Taxi Inc.

Background

SunLine Services Group Ordinance 2016-01, Section 1.090.5 entitled "Sale or Transfer of Assets, Interest or Membership in Franchisee or Transfer of Control of Franchisee" requires the Board approve any transfer of an ownership interest in a franchisee. In the event of a proposed transfer, the transferees are to submit to SSG an application "containing all information required of an applicant seeking the initial award of a Franchise. [SSG] shall review the application under the same procedures used for initial issuance of a Franchise. Approval of the transfer will not be arbitrarily denied."

Airport Taxi Inc., dba Desert City Cab notified SunLine Regulatory Administration (SRA) in writing that Kanwardip Labana of his desire to convey all of his shares of stock in Airport City Cab Inc., back to Airport City Cab Inc. Mr. Labana specified this to include all of the shares of stock received in December, 2013. This is the third such request that SSG has received to approve a transfer since the Board adopted Section 1.090.5. This is the second request received from Airport City Cab Inc. The first request was in December, 2013 and transferred the shares owned by Sohan Singh and Jose Arturo Diaz to Kanwardip Labana and Mohammad Hossain, equally.

Upon receipt of the documentation a review was conducted of the following information:

- Name and address of the applicant and person submitting the application.
- Whether the business is a corporation.
- Proposer experience.
- A full and complete written proposal for providing taxicab services within the Coachella Valley
- Proof of insurance
- Labor code certificate.
- Demonstration of the applicant's technical ability and legal qualification to construct, maintain, upgrade a taxi service, including identification of key personnel
- Financial statements, including financial conditions of the franchise as of the date of the application.

After review of the above information, it was concluded that the transfer effectively dissolves the partnership that was formed when Airport City Cab Inc., was incorporated. That Mohammed Hossain will attain complete control and responsibility of the franchise. That the transfer of stocks will resolve a standing lawsuit which has served to hinder efforts to change and improve the franchise over the past year and a half. In interviewing Mr. Hossain, he stated he has been able to cut liabilities to his organization by moving to a more affordable location, switching mobile data plans, switching to a cloud based call out system and reducing his staff by seven employees. Based on the documentation provided and the interview with Mr. Hossain, it has been determined that the transfer of assets would be beneficial to both Mr. Labana and Mr. Hossain.

Financial Impact

None.

Peter Gregor