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

The Chair requests that all cellular phones be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS | RECOMMENDATION
--- | ---
1. **Call to Order**  
Chairperson Russell Betts
2. **Flag Salute**
3. **Roll Call**
4. **Finalization of Agenda**
5. **Presentations**
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
   Any Board Member who wishes to speak may do so at this time.

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

8. 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) SSG/SRA Checks Over $1000 issued December 2017 (Page 1)
   b) SSG/SRA Monthly Budget Variance Reports December 2017 (Page 2-3)
   c) Taxi Vehicle/Rides Analysis January 2018 (Page 4-6)
   d) Metric (Taxi Expense vs Taxi Revenue) December 2017 (Page 7)

- - - - - - - - - - - - - - - - - - - - - - - - - - - ACTION - - - - - - - - - - - - - - - - - - - - - - - 

9. Approval of Minutes
   Request to the Board to approve the Minutes of the January 24, 2018 Board of Directors meeting. (Page 8-10)

10. Next Meeting Date
   March 28, 2018
    12 o’clock Noon – Board Room
    32-505 Harry Oliver Trail
    Thousand Palms, CA 92276

11. Adjourn
SunLine Regulatory Administration
Checks $1,000 and Over
For the month of December 2017

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.

<table>
<thead>
<tr>
<th>Vendor Filed As Name</th>
<th>Description</th>
<th>Check #</th>
<th>Payment Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities 12/1/17</td>
<td>90449</td>
<td>12/01/2017</td>
<td>6,408.64</td>
</tr>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities 12/29/17</td>
<td>90461</td>
<td>12/29/2017</td>
<td>6,255.85</td>
</tr>
<tr>
<td>BURKE, WILLIAMS &amp; SORENSEN, LLP</td>
<td>Legal Services Nov 2017</td>
<td>90452</td>
<td>12/15/2017</td>
<td>4,704.00</td>
</tr>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities 12/15/17</td>
<td>90456</td>
<td>12/15/2017</td>
<td>4,676.73</td>
</tr>
<tr>
<td>BURKE, WILLIAMS &amp; SORENSEN, LLP</td>
<td>Legal Services Oct 2017</td>
<td>90447</td>
<td>12/01/2017</td>
<td>1,752.00</td>
</tr>
</tbody>
</table>

Total Checks Over $1,000            $23,797.22
Total Checks Under $1,000            $1,665.04
Total Checks                           $25,462.26
## SunLine Regulatory Agency

### Budget Variance Report

**December 2017**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 18 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td>Actual</td>
<td>Favorable (Unfavorable)</td>
</tr>
<tr>
<td>Meter Readings</td>
<td>156,497</td>
<td>12,265</td>
<td>13,041</td>
</tr>
<tr>
<td>Revenue Fines</td>
<td>2,000</td>
<td>0</td>
<td>167</td>
</tr>
<tr>
<td>New Driver Permit Revenue</td>
<td>4,000</td>
<td>630</td>
<td>333</td>
</tr>
<tr>
<td>Driver Transfer Revenue</td>
<td>850</td>
<td>250</td>
<td>71</td>
</tr>
<tr>
<td>Driver Renewal Revenue</td>
<td>9,200</td>
<td>400</td>
<td>767</td>
</tr>
<tr>
<td>Driver Permit Reinstatement/Replacement</td>
<td>150</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>Vehicle Permit Revenue</td>
<td>80,900</td>
<td>3,975</td>
<td>6,742</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>-</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>253,597</strong></td>
<td><strong>17,525</strong></td>
<td><strong>21,133</strong></td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>104,987</td>
<td>10,741</td>
<td>8,749</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>69,092</td>
<td>3,962</td>
<td>5,758</td>
</tr>
<tr>
<td>Services</td>
<td>48,500</td>
<td>7,976</td>
<td>4,042</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>5,003</td>
<td>461</td>
<td>417</td>
</tr>
<tr>
<td>Utilities</td>
<td>4,258</td>
<td>355</td>
<td>355</td>
</tr>
<tr>
<td>Casualty and Liability</td>
<td>12,112</td>
<td>1,010</td>
<td>1,009</td>
</tr>
<tr>
<td>Taxes and Fees</td>
<td>20</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>9,625</td>
<td>589</td>
<td>802</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>253,597</strong></td>
<td><strong>25,095</strong></td>
<td><strong>21,133</strong></td>
</tr>
<tr>
<td><strong>Total Operating Surplus (Deficit)</strong></td>
<td>**$ - **</td>
<td><strong>$ (7,570)</strong></td>
<td><strong>$ (26,617)</strong></td>
</tr>
</tbody>
</table>
Revenue - Unfavorable

- Taxi revenues are heavily influenced by the seasonal decline during the summer months. The surplus in the peak months will decrease the unfavorable balance.
  As of December there is a decrease of 29,651 Taxi Trips compared to the YTD fiscal year 2017.
- Taxi franchises pay the full year’s vehicle permits during the peak months of October through April.

Salaries and Wages - Unfavorable

- Allocated salary expenses have been higher in October, November, and December to assist with agency needs.

Fringe Benefits - Favorable

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

Services - Favorable

- The favorable variance is primarily attributed to actual legal and auditing service costs being lower than the budgeted amount.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

Utilities - Favorable

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

Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees - Favorable

- Taxes and Fees are within an acceptable range of the budget.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses not yet incurred.
<table>
<thead>
<tr>
<th>COMPANY</th>
<th># OF CABS WORKED</th>
<th># OF TRIPS</th>
<th>% OF BIZ</th>
<th>AVG. TRIPS CAB</th>
<th>AVG. TRP DAY</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN CAB</td>
<td>30</td>
<td>7554</td>
<td>28.8%</td>
<td>251.80</td>
<td>8.12</td>
<td></td>
</tr>
<tr>
<td>DESERT CITY CAB</td>
<td>41</td>
<td>7462</td>
<td>28.5%</td>
<td>182.00</td>
<td>5.87</td>
<td></td>
</tr>
<tr>
<td>YELLOW CAB OF THE DESERT</td>
<td>52</td>
<td>11197</td>
<td>42.7%</td>
<td>215.33</td>
<td>6.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>123</td>
<td>26213</td>
<td>100.00%</td>
<td>202.72</td>
<td>6.54</td>
<td></td>
</tr>
</tbody>
</table>
Measuring the health of the FY18 SRA budget by monitoring expenses and revenues.
A regular meeting of the SunLine Services Group Board of Directors was held on January 24, 2018 at 12:05 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 12:05 p.m. by Chairperson Russell Betts.

2. **Flag Salute**
SunLine Agency Board Member Pettis led all in a salute to our flag.

3. **Roll Call**
Completed.

**Members Present**
Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Greg Pettis, SunLine Agency Board Member, City of Cathedral City
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside

**Members Absent**
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lisa Middleton, SunLine Agency Board Member City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

4. **Finalization of Agenda**
No changes

5. **Presentations**
None

6. **Public Comments**

**NON - AGENDA ITEMS:**

PUBLIC SPEAKER: Bill Meyers, Yellow Cab of the Desert – commented that he was asked by the Taxi Committee to repeat the remarks he made during that morning’s committee meeting. At the January 24th Palm Springs City Council meeting, the council will be voting on whether or not they will be letting Uber X pick-up at the Palm Springs Airport. He stated that it appears to him that the vote is going to be in favor of Uber X picking up at the airport, which is going to have a dramatic effect on the taxi cabs. The taxi cabs weren’t able to get their program on the agenda because it wasn’t completed in time, but they have been working with Pete and Lauren over the last few months to eliminate some of the burden of the
regulations and they thought that they put a pretty concise package together until they found out that Uber X is going to be picking up at the airport. Meyers stated that they have plans to go back to the council and discuss the situation.

Chairperson Betts asked Meyers a question, acknowledging the fact that the Board could not open this for discussion. He inquired about whether the taxi cabs are required to service the Palm Springs Airport by contract.

Meyers responded that he doesn’t believe so because it is a separate permit that they purchase on their own. Further remarking that the airport is just the heart of the business, everything thrives off of that.

Meyers thanked the Board and concluded his comment.

**AGENDA ITEMS:**

- None

7. **Board Member Comments**

   None

8. **Consent Calendar**

   a) SSG/SRA Checks Over $1000 issued November 2017
   b) SSG/SRA Monthly Budget Variance Reports November 2017
   c) Taxi Vehicle/Rides Analysis December 2017
   d) Metric (Taxi Expense vs Taxi Revenue) November 2017

   SunLine Agency Board Member Radi moved to approve the Consent Calendar. SunLine Agency Vice-Chair Strange seconded the motion. The motion was approved by a unanimous vote of 6 yes; 0 no; 0 abstain

13. **Approval of Minutes**

   SunLine Agency Board Vice-Chair Strange moved to approve the minutes of the December 6, 2017 Board Meeting. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a vote of 4 yes; 0 no; 2 abstain

10. **Next Meeting Date**

   February 28, 2018
   12 o’clock Noon – Board Room
   32-505 Harry Oliver Trail
   Thousand Palms, CA 92276

11. **Adjourn**

   Chairperson Betts adjourned the meeting at 12:10 p.m.
Respectfully Submitted,

__________________________________________
Brittney B. Sowell
Clerk of the Board