



**Wednesday, October 26, 2011**

**12:00 Noon**

*(Lunch Provided for Board Members)*

**Kelly 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**  
Chairman Eduardo Garcia
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
  - a) Employees of the Quarter (Naomi Nightingale)
5. **Finalization of Agenda**
6. **Correspondence**  
None.

**7. 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. Each presentation is limited to 3 minutes.

**AGENDA ITEMS**

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

**8. Board Member Comments****Receive Comments**

Any Board Member who wishes to speak may do so at this time.

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

**9. Consent Calendar****Approve**

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

- a) Minutes of the September 28, 2011 Board of Directors Meeting (Pages 1-7)
- b) Checks over \$1,000 for September, 2011 (Pages 8-10)
- c) Credit card statement for September, 2011 (Pages 11-13)
- d) Monthly Budget Report for August, September, 2011 (Pages 14-15)
- e) Contract Report – nothing to report.
- f) Ridership Report for September, 2011 (Pages 16-17)
- g) SunDial Operational Notes for September, 2011 (Page 18)

**10. Worker's Compensation Program Contract Extension (Naomi Nightingale)** **Approve**

Request to the Board of Directors grant authorization to the General Manager to award a two year contract extension with 3rd Party Worker's Compensation Administrator AdminSure. (Page 19)

**11. Establishing Board Meeting Dates for 2012 **Approve**  
**(Carolyn Rude)****

Request to the Board to approve Board meeting dates for 2012.  
(Pages 20-21)

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**12. General Manager's Report (C. Mikel Oglesby)**

**13. Next Meeting Date**

December 7, 2011

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**14. Closed Session**

a) Closed session to review the employee performance evaluation of Legal Counsel, pursuant to Government Code Section 54957 of the California Government Code.

b) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.

**15. Adjourn**

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**September 28, 2011**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, September 28, 2011 in the Kelly 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 Chairman Eduardo Garcia.
  
2. **Flag Salute**  
Mayor Pro Tem Powers led all in a salute to our flag.
  
3. **Roll Call**  
Completed.

**Members Present**

Eduardo Garcia, Chairman, Mayor, City of Coachella  
Bob Spiegel, Vice Chairman, Mayor Pro Tem, City of Palm Desert  
Yvonne Parks, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Councilmember, City of Palm Springs  
G. Dana Hobart, Mayor, City of Rancho Mirage  
Bud England, Councilmember, City of Cathedral City  
Bill Powers, Mayor Pro Tem, City of Indian Wells  
Glenn Miller, Mayor Pro Tem, City of Indio

**Members Absent**

Don Adolph, Mayor, City of La Quinta  
John J. Benoit, Supervisor, County of Riverside

**Guests:**

Robert Yates, RCTC  
Harry Incs, American Cab  
K.D. Labana, Airport Taxi  
Mabu Hossain, Airport Taxi  
Arturo Diaz, Airport Taxi  
Bill Meyers, Yellow Cab of the Desert  
Ricardo Cruz, Yellow Cab of the Desert  
Gadi Srulovitz, Yellow Cab of the Desert  
Michael Brock, Yellow Cab of the Desert  
Peter Angone, Citizen  
James Abraico, Citizen  
Jennifer Kurzon, Citizen

**Staff:**

C. Mikel Oglesby, General Manager  
Maria Aarvig, Legal Counsel  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board

Tommy Edwards, Director of Maintenance  
Polo Del Toro, Director of Operations  
Joe Forgiarini, Director of Planning  
Naomi Nightingale, Director of Administration & Human Resources/EEO/Taxi Administrator  
Ed Carson, Interim Director of Finance  
Rudy LeFlore, Procurement Consultant  
Cis LeRoy, Consultant  
Rick Barone, Procurement Officer  
Michael Jones, Taxi Administration Supervisor  
Mannie Thomas, Operations Manager  
Mike Morrow, Maintenance Manager  
Jack Stevens, Human Resources Manager  
Francine DePalo, Administrative Assistant  
Doug Nichols, Assistant Taxicab Supervisor  
Dave Robin, Assistant Taxicab Supervisor II  
Stephanie Buriel, Administrative Assistant  
David Manriquez, Safety Specialist  
Ivanna Samokish, Safety, Risk Assessment & Training Coordinator  
Connie Mitchell, Planning Services Coordinator  
Amy Heilman, Coin Counter  
Vanessa Mora, Administrative Assistant

#### 4. **Presentations**

Mikel Oglesby addressed the Board stating that he felt obligated to come back to the Board as a follow up to his presentation given at the July meeting on a fare study. He stated that he provided a fare study to show that should there be a need in the future due to financial issues, the Agency would be prepared. Oglesby stated that there were questions by Board members related to the numbers pertaining to decrease in ridership in the study; he had informed the Board that TMD (Transit Management & Design) had put the numbers together, but there were no specifics. He then introduced Joe Forgiarini, who is the new Agency Transit Planning Director. Mr. Forgiarini has 16 years of experience in planning in Australia and has worked in the United States since 2004. Oglesby stated that Mr. Forgiarini worked for TMD, working with various agencies in California, including SunLine. TMD conducted the Agency Comprehensive Operational Analysis.

Mr. Forgiarini addressed the Board stating that he will provide the Board with a brief presentation and provide a response to the questions from the prior Board meeting.

#### **Fare Increase Scenarios**

- **Scenario One:** Increase adult base fare to \$1.25 (25% increase from existing level).
  - Revenue Gain: \$350,000 after one year
  - Ridership Loss: 200,000 after one year
- **Scenario Two:** Increase adult base fare to \$1.35 (35% increase from existing level).

- Revenue Gain: \$490,000 after one year
- Ridership Loss: 300,000 after one year
- **Preferred Scenario Three:** Increase adult base fare to \$1.25 (25% increase from existing level) and increase adult base fare to \$1.50 two years later
  - Revenue Gain: \$500,000 average increase each of the three years.
  - Ridership Loss: 277,000 average reduction each of the three years.

Mr. Forgiarini stated that the fare change impacts are presented different than last presentation. He stated that he has provided an average over the three years.

### **Fare Change Impacts**

- Impacts of Fare Increase.
  - Ridership (total boardings FY10).
  - Fare Revenue (Sales x Price).
- Revenue and Ridership both have the same impact from a fare increase or “elasticity”.
  - Proportionate reduction in ridership compared to the increase in price e.g. 100% fare rise results in 30% ridership reduction = elasticity of 0.3.
  - Revenue linked to ridership based on multiplier (boardings per sale).

Councilmember England asked Mr. Forgiarini about the ridership loss in all three scenarios. He asked if the numbers reflect individual riders. Mr. Forgiarini stated that the number does not reflect individual riders as a single person may take four or five rides per day.

Mayor Pro Tem Miller asked about the ridership figures in the presentation. He stated that in the last presentation the ridership loss was about 800,000; he asked why it was changed. Mr. Forgiarini stated that the difference was in the way that the person who drafted the first presentation presented it. They simply gave the differential from the previous year; so in the third year, they only provided the difference from the previous year, (year two). Mr. Forgiarini stated that what is more meaningful is to look at the average so that you can look at the three individual year results; it is base vs. non-base.

### **Fare Change Impacts Estimation**

- Step One – Establish Alternative Pricing
  - Commonly 25 cent increments for base fares.
  - Pass pricing typically based on multipliers of base fare.
  - Concessional and Paratransit fares set in line with Federal guidelines.
- Step Two – Reallocate Ridership Among Fare Types
  - Only applies to abolition of transfers and GoPass (summer youth pass).
  - Some lost ridership for transfer users as this group pay higher price when shifted to day pass.

- GoPass users shift to youth cash fares - no ridership impact (average GoPass use \$0.89 vs \$0.85 cash fare).
- Step Three – Adjust Ridership and Revenue for Fare Increase
  - Cash Fare:
    - 25 cent increase for \$1.00 fare (25% increase), ridership and revenue impact =  $25 \times 0.3 = 7.5\%$  reduction.
    - 0.25 elasticity used for most passes - usually less elastic ridership than cash fares.
    - Elasticity based on past industry research (Simpson Curtin) in absence of recent actual fare rise history.

### Peer Review

- Peers include: (similar in size and conditions for the markets served)
  - **Omnitrans – San Bernardino, RTA –Riverside, San Joaquin RTD – Stockton, Santa Barbara MTD, Santa Cruz MTD**
- Peer Base Fares: four at \$1.50, one at \$1.75 (SunLine \$1.00).
- Peer fare per boarding: range \$0.84 - \$1.33 (SunLine \$0.68).
- Two peers offer transfers (three no longer do).

### Next Steps

- Phase One – Implement Fare Type Changes
  - Eliminate transfers and GoPass.
  - Replace 10-Ride pass with 7-Day pass.
  - Replace 31-Day pass with 30-Day pass.
  - Work with colleges to introduce a College pass
- Phase Two – Consider need for Fare Change
  - Monitor economic climate and agency financial health.
  - Review need for fare change – this is one of a set of strategies to remain sustainable/achieve mandated cost recovery.

Mikel Oglesby stated that he has talked with College of the Desert concerning a College pass and has discussed working the cost of the pass into tuition. He stated that once Phase One is in place, staff will move forward with the other colleges.

Oglesby stated that RCTC has been working with staff, providing projections, which was used for the current budget. He stated that he does not see any need for a fare increase at this time; however, down the road, midyear, if the money isn't coming through, the Agency would be better prepared with the fare study completed. Oglesby stated that a fare increase would be the last resort and he would come back to the Board with other options. He stated that a fare increase is very difficult for all and the Agency ends up collecting the same amount of money. He stated that in the future, the Agency would collect more money, but the difficulties that take place during the first year might not necessarily be worth the raise. He stated that in the future, if necessary, staff would come forward with very detailed information, as well as how an increase would affect each city.

## 5. Finalization of Agenda

No changes.

**6. Correspondence**

None.

**7. Public Comments****NON AGENDA ITEMS:**

None.

**AGENDA ITEMS:**

None.

**8. Board Member Comments**

Mayor Pro Tem Miller thanked SunLine Director of Transit Planning, Joe Forgiarini and Connie Mitchell, for coming to the new bus route meeting in Indio.

Vice Chairman Spiegel stated that he recently went to the Palm Springs Airport on a very hot day and it was shut down due to a security threat. He stated that two SunLine buses arrived to keep the people cool while the threat was being checked out. He thanked staff for providing the service.

**9. Consent Calendar**

Vice Chairman Spiegel moved for approval of the consent calendar. The motion was seconded by Mayor Pro Tem Powers and approved by a unanimous vote with the exception of Mayor Parks abstaining from 9a, the minutes of the July 27, 2011 Board meeting.

**10. Purchasing Manual Revision**

Mikel Oglesby addressed the Board stating that staff is recommending that the Board approve changes to the Purchasing Manual to raise the petty cash limit from \$75 to \$150. He stated that petty cash is used for supplies for events or small vehicle parts on an emergency basis. He stated that \$75 is an old dollar amount that does not cover current expenses. Mayor Parks moved for approval of staff recommendation. Mayor Pro Tem Powers stated that the Finance Committee recommends approval, and seconded the motion, which was approved by unanimous vote.

**11. Investment Report – FY 2011 – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Quarters**

Mikel Oglesby addressed the Board requesting the Board to Receive and File the Investment Fund Reports for the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters of FY 2011, ending June 30, 2011. Mayor Pro Tem Powers moved to Receive and File the reports. The motion was seconded by Mayor Pro Tem Miller and approved by unanimous vote.

**12. General Manager's Report**

Mikel Oglesby welcomed back the Board from summer break. He then stated that as the season approaches, staff is preparing for yearly events, such as the "Fill-the-Bus" food drive, as well as the much anticipated unveiling of the American Fuel Cell Bus. Oglesby informed the Board that he will keep them posted when dates are confirmed. Oglesby stated that at the July Board meeting

Mayor Pro Tem Miller indicated that he was working on a special train to the Coachella Fest with Greg Pettis and that they would be coming back to SunLine to discuss transportation support. Oglesby stated that on September 8<sup>th</sup> he and the Director of Planning attended a rail meeting held at CVAG. In attendance was CVAG staff, representatives from Golden Voice, Mayor Pro Tem Glenn Miller and Councilmember Mike Wilson. Oglesby stated that the following was requested from SunLine: 1) To lease vehicles to Golden Voice's transportation team. In addition, there was a request to hire our drivers. 2) To provide transportation from Indio to the event. 3) To provide additional transit services to and from local lodging and shopping locations. Oglesby stated that SunLine is working with Golden Voice on a MSRC grant up to \$450 thousand dollars (excluding the match) that would be used for transportation to the Coachella Fest and Stage Coach. He stated that due to the limited resources, SunLine staff is looking at the scenarios without impacting the budget, or normal service, and will report to the Board with an update. He stated that currently staff is working with the City of Indio and Golden Voice on what SunLine can and cannot do; there are various scenarios that can take place. Oglesby stated that on September 15<sup>th</sup> SunLine hosted a public meeting to receive comments on the proposed improvements to the Line 80 and the new Line 81 in Indio; the meeting was positive. He stated that we will be moving forward with the changes in January. These changes were pre-approved by the Board and are in the current SRTP. Oglesby stated that this is a great step toward improvements and he hopes to keep implementing portions of the Comprehensive Operational Analysis to get transit where it needs to be. Oglesby informed the Board that representatives from the North Shore have been requesting service to the Salton Sea. SunLine staff conducted a survey in 2008 and at the time, there was not enough potential ridership. Oglesby stated that he is in the process of setting up a meeting, with the Chairman in attendance, to take a look at the current situation. He will keep the Board updated on the progress. Oglesby informed the Board that on August 16<sup>th</sup> the County of Riverside approved the plans for the new administration building and the California Environmental Quality Act Environmental Report. The County has also asked for an additional \$6100 deposit for the conditional use permit. Oglesby stated that the project is moving forward. Oglesby stated that on August 18<sup>th</sup>, a dedication of the expanded Maintenance Bay was held. He thanked Chairman Garcia, Vice Chairman Spiegel and Board Member Bill Powers for their attendance at the celebration and dedication. He further stated that the expansion, paid by ARRA funding, which put people back to work, provides a better infrastructure for our buses and staff. Oglesby stated that immediately following the dedication, Director of Operations, Polo Del Toro provided an overview of the new Intelligent Transportation System, which enables us to acquire real time operational data from the bus assets. This new system will provide staff with tools for an ongoing analysis to incorporate improvements throughout the bus system.

**13. Next Meeting Date**

Chairman Garcia announced that the next regular meeting of the Board of Directors will be held on October 26, 2011 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

At 12:45pm Chairman Garcia announced that the Board would move into Closed Session.

**14. Closed Session**

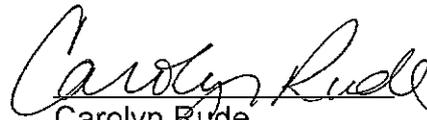
- a) Closed session to review the employee performance evaluation of Legal Counsel, pursuant to Government Code Section 54957 of the California Government Code.

At 1:00p.m. Chairman Garcia announced the return to open session and announced that there is no reportable action.

**15. Adjourn**

Chairman Garcia adjourned the meeting at 1:00p.m.

Respectfully Submitted

  
 Carolyn Rude  
 Clerk of the Board

Approved By:

  
 C. Mikel Oglesby  
 General Manager

Date: 10/17/11

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of September 2011**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<b>BAE SYSTEMS CONTROLS, INC.</b>	<b>Fuel Cell Bus</b>	<b>651862</b>	<b>9/12/2011</b>	<b>\$307,755.00</b>
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	<u>651908</u>	<u>9/12/2011</u>	<u>\$190,960.20</u>
SO CAL GAS CO.	Gas CNG & Hydrogen	652070	9/27/2011	\$106,452.39
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>651851</u>	<u>9/1/2011</u>	<u>\$78,852.53</u>
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>652143</u>	<u>9/29/2011</u>	<u>\$78,740.75</u>
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>652010</u>	<u>9/19/2011</u>	<u>\$77,882.28</u>
PERMA	Gnrl Liab / Wker Comp Prem	652061	9/27/2011	\$74,485.98
<b>C.V.A.G.</b>	<b>Federal JARC Funding</b>	<b>651861</b>	<b>9/12/2011</b>	<b>\$54,532.95</b>
<b>TRAPEZE GROUP</b>	<b>SunDial Software Mtce</b>	<b>652082</b>	<b>9/28/2011</b>	<b>\$51,202.56</b>
<b>AVAIL TECHNOLOGIES</b>	<b>ITS Implementation</b>	<b>652081</b>	<b>9/28/2011</b>	<b>\$48,327.50</b>
SOUTHWEST NETWORKS, INC.	Network Consultants	652137	9/29/2011	\$33,211.02
IMPERIAL IRRIGATION DIST	Utilities	651920	9/12/2011	\$23,342.69
GOODYEAR TIRE & RUBBER	Bus Tire Lease	651822	9/1/2011	\$21,625.67
THE STUDIO	Printing	651847	9/1/2011	\$16,833.63
<b>DESERT SAMARITANS FOR SENIORS</b>	<b>Federal JARC Funding</b>	<b>652101</b>	<b>9/29/2011</b>	<b>\$14,664.98</b>
<b>LEFLORE GROUP LLC, THE</b>	<b>Projects Consultant</b>	<b>651927</b>	<b>9/12/2011</b>	<b>\$12,635.00</b>
<b>BLUWAYS USA, INC.</b>	<b>WIP-THOR/AT Bus</b>	<b>651971</b>	<b>9/19/2011</b>	<b>\$10,000.00</b>
CREASON & AARVIG, LLP	Legal Services	651810	9/1/2011	\$9,770.00
<u>HARTFORD LIFE</u>	<u>Employee Benefits</u>	<u>652044</u>	<u>9/27/2011</u>	<u>\$9,763.37</u>
IMPERIAL IRRIGATION DIST	Utilities	652045	9/27/2011	\$9,199.60
SOUTHWEST NETWORKS, INC.	Network Consultants	651952	9/12/2011	\$8,799.00
PERMA	Gnrl Liab / Wker Comp Prem	652127	9/29/2011	\$8,742.75
CREASON & AARVIG, LLP	Legal Services	652034	9/27/2011	\$8,240.80
SOUTHWEST NETWORKS, INC.	Network Consultants	651842	9/1/2011	\$7,014.35
<u>COLONIAL LIFE &amp; ACCIDENT</u>	<u>Supplemental Insurance</u>	<u>652032</u>	<u>9/27/2011</u>	<u>\$6,437.82</u>
COUNTY OF RIVERSIDE	Administration Building	651966	9/14/2011	\$6,120.00
NEW FLYER	Bus Parts	651938	9/12/2011	\$5,980.22
<u>METLIFE SBC</u>	<u>Dental Insurance</u>	<u>652056</u>	<u>9/27/2011</u>	<u>\$5,944.99</u>
G & K SERVICES	Uniform service	651905	9/12/2011	\$5,811.77
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	651887	9/12/2011	\$5,100.05
CARQUEST OF THE DESERT	Repair Parts	651880	9/12/2011	\$4,986.30
MOORE MAINTENANCE &	Janitorial Servs	651932	9/12/2011	\$4,633.00
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>651800</u>	<u>9/1/2011</u>	<u>\$4,225.44</u>
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>651969</u>	<u>9/19/2011</u>	<u>\$4,225.44</u>
SOUTHWEST NETWORKS, INC.	Network Consultants	652005	9/19/2011	\$4,050.00
HOME DEPOT CRD SRVS	Facility Maintenance	651918	9/12/2011	\$3,798.40
CDW GOVERNMENT, INC	Software/Hardware	651882	9/12/2011	\$3,685.21
TRANSIT PRODUCTS & SERVICES	Repair Parts	652140	9/29/2011	\$3,655.53
JOHN A. PERRY	Grant Consulting	651922	9/12/2011	\$3,584.00
TELEPACIFIC COMMUNICATIONS	Telephone Service	652139	9/29/2011	\$3,312.23

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of September 2011**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
TELEPACIFIC COMMUNICATIONS	Telephone Service	651846	9/1/2011	\$3,230.83
WOODRUFF, SPRADLIN & SMART,	Legal Services	651857	9/1/2011	\$3,164.87
FACTORY MOTOR PARTS COMPANY	Repair Parts	651898	9/12/2011	\$3,053.41
LPM CONSULTING, INC.	Human Resource	652051	9/27/2011	\$3,050.00
DAIMLER BUSES NORTH AMERICA,	Repair Parts	652038	9/27/2011	\$3,005.64
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	652145	9/29/2011	\$2,866.88
VALLEY SANITARY DISTRICT	Annual Sewer Charge	651962	9/12/2011	\$2,849.00
CV PLASTICS, INC.	Plastic for bus stops	651888	9/12/2011	\$2,757.90
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	651903	9/12/2011	\$2,641.84
VERIZON WIRELESS	Wireless Cell Serv	652014	9/19/2011	\$2,542.67
PERMA	Gnrl Liab / Wker Comp Prem	651942	9/12/2011	\$2,519.07
ALLIEDBARTON SECURITY SERVICES	Security Services	651868	9/12/2011	\$2,491.44
TRANSIT PRODUCTS & SERVICES	Repair Parts	651848	9/1/2011	\$2,481.23
VERIZON WIRELESS	Wireless Cell Serv	651854	9/1/2011	\$2,463.11
TK SERVICES, INC.	Bus Repair Parts	651957	9/12/2011	\$2,421.39
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>651804</u>	<u>9/1/2011</u>	<u>\$2,377.44</u>
SAFETY-KLEEN CORPORATION	Solvent Tank Service	652134	9/29/2011	\$2,334.00
ROADONE	Towing Service	652130	9/29/2011	\$2,300.00
NAME WITHHELD	Insurance Losses	652052	9/27/2011	\$2,299.30
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>651974</u>	<u>9/19/2011</u>	<u>\$2,263.90</u>
ACCONTEMPS	Temporary Help	651968	9/19/2011	\$2,232.00
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>651815</u>	<u>9/1/2011</u>	<u>\$2,222.92</u>
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	652036	9/27/2011	\$2,102.28
MTL INSURANCE COMPANY	Insurance for G.M.	652057	9/27/2011	\$2,051.76
FLEET-NET CORPORATION	Software & Licenses	651901	9/12/2011	\$2,040.00
REWARD STRATEGY GROUP, INC.	Consultant	652063	9/27/2011	\$2,000.00
SAFETY-KLEEN CORPORATION	Solvent Tank Service	651948	9/12/2011	\$1,892.31
INNOVATIVE SIGNS, INC.	Signage	651825	9/1/2011	\$1,878.58
C J SMITH	General Consulting	651977	9/19/2011	\$1,811.25
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>652089</u>	<u>9/29/2011</u>	<u>\$1,782.33</u>
BURRTEC WASTE & RECYCLING	Facility Trash Removal	651972	9/19/2011	\$1,780.63
ALLIEDBARTON SECURITY SERVICES	Security Services	652022	9/27/2011	\$1,749.16
ROMAINE ELECTRIC CORP.	Repair Parts	651947	9/12/2011	\$1,703.74
RICON CORPORATION	Repair Parts	651945	9/12/2011	\$1,679.93
FIESTA FORD, INC.	Repair Parts/Support	651819	9/1/2011	\$1,628.33
NEW FLYER	Bus Parts	652059	9/27/2011	\$1,614.09
FIESTA FORD, INC.	Repair Parts/Support	652106	9/29/2011	\$1,604.46
VERIZON	Communications	652013	9/19/2011	\$1,521.11
TURBO IMAGES	Bus Decals/Logos	651960	9/12/2011	\$1,478.46
C & M BUILDING MATERIALS, INC.	Facility Maintenance	651973	9/19/2011	\$1,419.19
TURBO IMAGES	Bus Decals/Logos	651849	9/1/2011	\$1,396.98

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of September 2011**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
OFFICE DEPOT	Office Supplies	652060	9/27/2011	\$1,303.39
HST LESSEE MISSION HILLS LP	2011 Holiday Function Deposit	652116	9/29/2011	\$1,300.00
FIESTA FORD, INC.	Repair Parts/Support	651900	9/12/2011	\$1,274.17
SMART CHEMISTRY CORPORATION	Hydrogen Samples	652067	9/27/2011	\$1,250.00
RESORT MARKETING	Public Relations Mgmt	651995	9/19/2011	\$1,200.00
<u>SHERIFF'S COURT SERVICES - EAST</u>	<u>Employee Garnishment</u>	<u>652136</u>	<u>9/29/2011</u>	<u>\$1,186.23</u>
LONG ELECTRIC, INC.	Facility Electrician	652050	9/27/2011	\$1,147.50
ACCOUNTEMPS	Temporary Help	652084	9/29/2011	\$1,116.00
TRANSIT RESOURCES, INC.	Bus wheel chair parts	651959	9/12/2011	\$1,060.69
PURCHASE POWER	Postage for Meter	651837	9/1/2011	\$1,042.07
TRANSIT PRODUCTS & SERVICES	Repair Parts	651958	9/12/2011	\$1,019.75

<b>Total of Checks Over \$1,000</b>	<b>\$1,442,188.63</b>
<b>Total of Checks Under \$1,000</b>	<b>\$68,562.77</b>
<b>Total of All Checks for the Month</b>	<b>\$1,510,751.40</b>

<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$1,502,734.78</b>
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September Statement for activity from Aug. 23, 2011 through Sep. 21, 2011  
 SUNLINE TRANSIT  
 C MIKEL OGLESBY (

Inquiries: 1-866-552-8855  
 BUS 7 13 Page 1 of 2

Your Visa® Business Card account at a glance Account

Activity Summary	
Previous Balance .....	\$8,159.73
Payments .....	\$8,159.73CR
Other Credits .....	\$0.00
Purchases .....	\$1,567.90
Balance Transfers .....	\$0.00
Advances .....	\$0.00
Other Debits .....	\$0.00
Past Due Amount .....	\$0.00
Fees Charged .....	\$0.00
Interest Charged .....	\$0.00
<b>New Balance .....</b>	<b>\$1,567.90</b>
Credit Line .....	\$34,000.00
Available Credit .....	\$32,432.10
Statement Close Date .....	Sep. 21, 2011
Days in Billing Cycle .....	30

Payment Information	
New Balance .....	\$1,567.90
Minimum Payment Due (Current Month)	\$16.00
Minimum Payment Due (Past Due)	\$0.00
<b>Total New Minimum Payment Due</b>	<b>\$16.00</b>
Payment Due Date .....	Oct. 17, 2011
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

To reduce or avoid paying additional fees and interest charges on your purchase balance, pay the total new balance of \$1,567.90 by 10/17/11. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
<b>Payments and Other Credits</b>					
09/06			PAYMENT THANK YOU .....	\$8,159.73CR	-----
<b>Purchases and Other Debits</b>					
08/24	08/22	0321	AMERICAN 0001234472007 DALLAS TX .....	\$560.55	-----
			GREEN/TOMMY 09/30/11		
			PALMSPRINGS TO DALLAS		
			DALLAS TO NEW ORLEANS		
			NEW ORLEANS TO DALLAS		

Continued on Next Page

No payment is required, however please use coupon when making additional payments. CPN 000648533

Automatic Payment

Your Account Number:  
 Your new full balance of \$1,567.90 will be automatically deducted from your account on 10/04/11.

To change your address or for Cardmember Service please call: 1-866-552-8855 Every Hour! Every Day!

SUNLINE TRANSIT  
 C MIKEL OGLESBY  
 32505 HARRY OLIVER TRL  
 THOUSAND PLMS CA 92276-3501





September Statement for activity from Aug. 23, 2011 through Sep. 21, 2011  
 SUNLINE TRANSIT  
 C MIKEL OGLESBY

Inquiries: 1-866-552-8855  
 Page 2 of 2

**Transactions**

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
08/25	08/23	6676	DALLAS TO PALMSPRINGS SOUTHWEST5262195357505 DALLAS TX..... SHARDY/FRANK E 09/13/11	\$139.40	-----
08/25	08/24	9590	ONTARIO CAL TO OAKLAND CAL OAKLAND CAL TO ONTARIO CAL		
08/29	08/25	3484	SW *HOTELS5R8SFE 214-792-5070 IL..... AMERICAN 0001234488303 DALLAS TX..... DELTORO/APOLON 09/30/11	\$108.00 \$560.55	----- -----
09/12	09/09	6143	PALMSPRINGS TO DALLAS DALLAS TO NEW ORLEANS NEW ORLEANS TO DALLAS DALLAS TO PALMSPRINGS SOUTHWEST5262198752603 DALLAS TX..... EDWARDS/TOMMY 11/01/11 ONTARIO CAL TO SAN JOSE SAN JOSE TO ONTARIO CAL	\$199.40	-----

2011 Totals Year-to-Date	
Total Fees Charged in 2011	\$0.00
Total Interest Charged in 2011	\$0.00

**Company Approval** (This area for use by your company)

Signature/Approval: \_\_\_\_\_ Accounting Code: \_\_\_\_\_

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\* APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest	Variable	Interest	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$1,567.90	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

**Important Messages**

Your payment of \$1567.90 will be automatically deducted from your bank account on 10/04/2011

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: September 21, 2011

Detail:

8/24/11	American Airlines	APTA Annual Mtg. – airline charges-Dir. of Safety	\$ 560.55
8/25/11	Southwest Airlines	Airlines charges–Facilities Supervisor-APEX Conf.-accompanied FC bus)	\$ 139.40
8/25/11	SW Hotel	Hotel charges–Facilities Supervisor-APTX Conf.(accompanied FC bus)	\$ 108.00
8/29/11	American Airlines	APTA Annual Mtg. airlines charges – Dir. of Operations	\$ 560.55
9/12/11	Southwest Airlines	Airlines charges – CTA Conf. Dir. of Maintenance	\$ 199.40

Credit:

9/06/11	Payment		\$ 8159.73CR
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Note: All travel is currently funded in the Board approved FY 2012 budget.

**SunLine Transit Agency  
Statement of Activities  
August 2011**

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Operating Revenue:</b>								
Passenger fares	2,893,849	2,950,000	225,598	245,833	(20,236)	438,346	491,667	(53,320)
Advertising revenue	27,024	25,000	6,983	2,083	4,899	7,583	4,167	3,416
Rebate for CNG production	1,035,857	375,000	69,606	62,500	7,106	136,674	125,000	11,674
Interest Revenue	8,573	10,000	358	833	(475)	757	1,667	(910)
Outside Fueling Revenue (SunFuels)	219,868	180,137	31,277	15,819	15,458	61,760	30,022	31,738
Pass-Through Operating revenue	69,777	258,800	0	21,567	(21,567)	3,759	43,133	(39,374)
Other revenue	107,833	120,000	7,580	10,000	(2,420)	15,152	20,000	(4,848)
Other revenue-Measure A supplement	0	223,137	0	18,595	(18,595)	0	37,190	(37,190)
<b>Total local revenue</b>	<b>4,362,782</b>	<b>4,142,074</b>	<b>341,402</b>	<b>377,231</b>	<b>(35,829)</b>	<b>664,030</b>	<b>752,845</b>	<b>(88,815)</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	31,277	15,819	(15,458)	61,760	30,022	(31,738)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	716,526	732,026	15,500	1,420,632	1,453,927	33,295
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	197,679	207,086	9,408	384,525	395,121	10,596
Security (15)	514,549	458,833	39,148	39,615	467	73,490	76,624	3,135
Maintenance (21 & 22)	5,212,682	5,517,967	457,234	462,830	5,596	897,215	920,318	23,104
Facility Maintenance-T.P. (23)	567,807	573,218	55,244	47,193	(8,051)	105,132	95,025	(10,106)
Facility Maintenance-Indio (24)	81,905	83,472	7,823	6,956	(867)	16,021	13,912	(2,109)
Bus Stops/Shelters (25)	416,057	459,965	30,609	37,878	7,268	69,565	76,154	6,589
Marketing (31)	261,442	356,354	36,003	30,581	(5,423)	47,565	59,482	11,917
Human Resources (32)	451,763	407,998	32,321	34,863	2,542	53,786	67,884	14,099
General Administration (40)	1,032,497	1,483,415	141,847	127,486	(14,361)	250,128	248,799	(1,330)
Finance (41)	755,754	753,377	54,676	56,813	2,137	100,943	108,609	7,666
Information Technology (42)	289,135	367,125	18,685	30,822	12,137	43,709	61,404	17,695
Planning & Agency Development (49)	599,879	851,833	50,137	67,233	17,097	85,595	120,878	35,283
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,869,209</b>	<b>1,897,201</b>	<b>27,992</b>	<b>3,610,064</b>	<b>3,728,159</b>	<b>118,095</b>

Minimum Farebox ratio = 17.80%

YTD Farebox ratio

18.39%

Preliminary Statement Prior To Audit Field Work

**SunLine Transit Agency  
Statement of Activities  
September 2011**

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Operating Revenue:</b>								
Passenger fares	2,893,849	2,950,000	252,894	245,833	7,061	691,241	737,500	(46,259)
Advertising revenue	27,024	25,000		2,083	(2,083)	7,583	6,250	1,333
Rebate for CNG production	1,035,857	375,000	65,940	62,500	3,440	202,613	187,500	15,113
Interest Revenue	8,573	10,000	292	833	(542)	1,048	2,500	(1,452)
Outside Fueling Revenue (SunFuels)	219,868	180,137	20,441	14,861	5,580	82,201	44,883	37,318
Pass-Through Operating revenue	69,777	258,800		21,567	(21,567)		64,700	(64,700)
Other revenue	107,833	120,000	7,632	10,000	(2,368)	22,784	30,000	(7,216)
Other revenue-Measure A supplement	0	223,137		18,595	(18,595)	3,759	55,784	(52,025)
<b>Total local revenue</b>	<b>4,362,782</b>	<b>4,142,074</b>	<b>347,199</b>	<b>376,273</b>	<b>(29,074)</b>	<b>1,011,228</b>	<b>1,129,117</b>	<b>(117,889)</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	20,441	14,861	(5,580)	82,201	44,883	(37,318)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	718,059	721,779	3,720	2,138,691	2,175,706	37,015
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	197,395	203,360	5,965	581,921	598,482	16,561
Security (15)	514,549	458,833	43,047	37,393	(5,654)	116,536	114,017	(2,520)
Maintenance (21 & 22)	5,212,682	5,517,967	435,575	457,032	21,457	1,332,789	1,377,350	44,561
Facility Maintenance-T.P. (23)	567,807	573,218	53,975	47,340	(6,635)	159,107	142,366	(16,741)
Facility Maintenance-Indio (24)	81,905	83,472	6,708	6,956	248	22,728	20,868	(1,860)
Bus Stops/Shelters (25)	416,057	459,965	33,521	37,727	4,205	103,086	113,881	10,794
Marketing (31)	261,442	356,354	15,606	29,461	13,855	63,170	88,942	25,772
Human Resources (32)	451,763	407,998	22,816	33,634	10,818	76,601	101,518	24,917
General Administration (40)	1,032,497	1,483,415	104,029	123,370	19,341	354,157	371,169	17,012
Finance (41)	755,754	753,377	60,740	61,489	749	161,683	170,098	8,415
Information Technology (42)	289,135	367,125	26,022	30,582	4,560	69,731	91,986	22,255
Planning & Agency Development (49)	599,879	851,833	24,302	64,513	40,212	109,897	185,391	75,495
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,762,235</b>	<b>1,869,497</b>	<b>107,262</b>	<b>5,372,299</b>	<b>5,596,656</b>	<b>224,356</b>

Minimum Farebox ratio = 17.80%

YTD Farebox ratio

18.82%

Preliminary Statement Prior To Audit Field Work



**SunLine Transit Agency  
Monthly Ridership Report  
September - 2011**

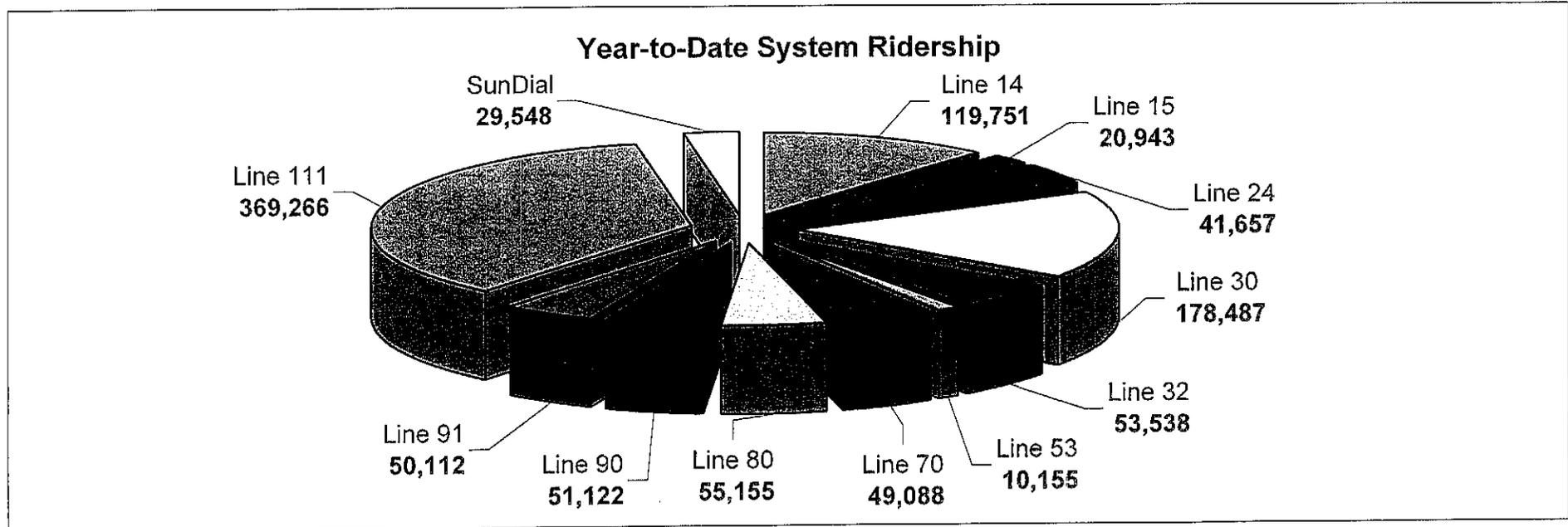
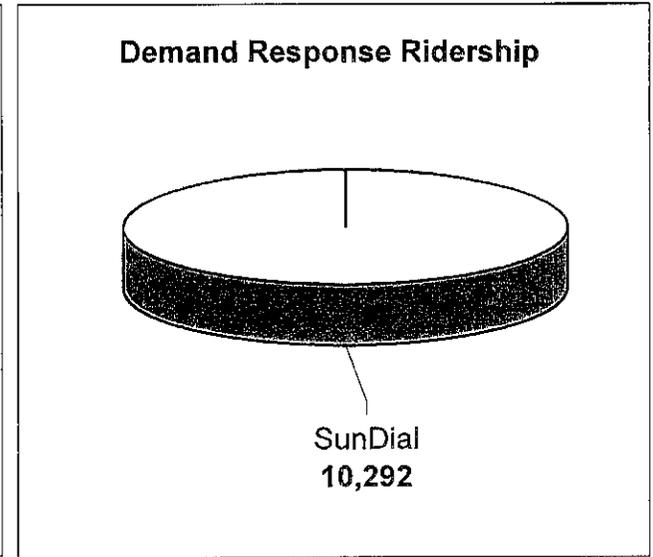
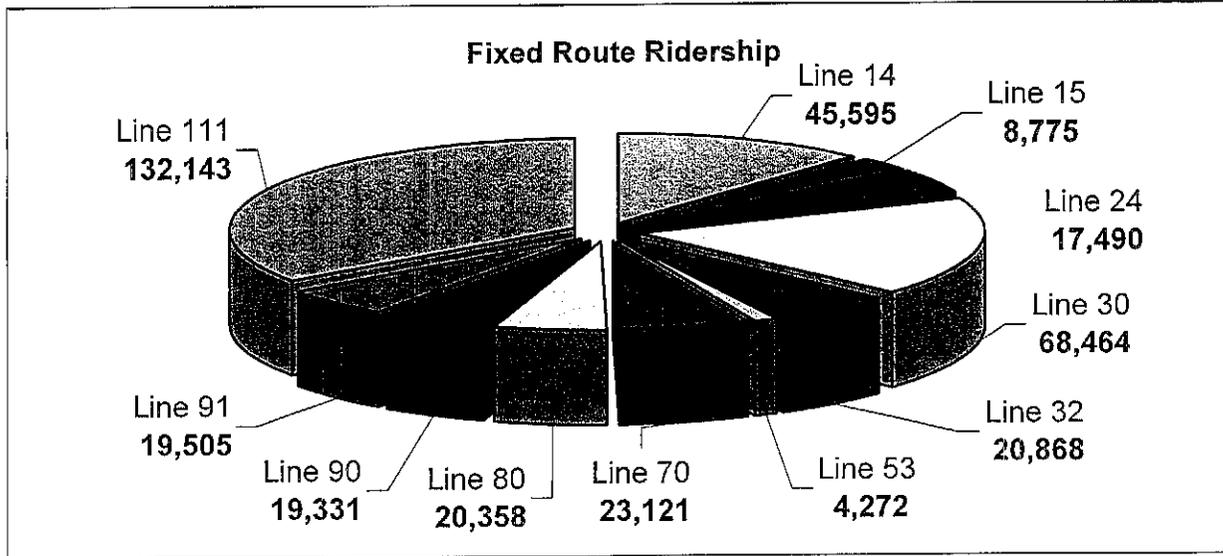
FY  
2010 & 2011

		Sep 2011	Sep 2010	Aug 2011	Month Var.	% Var.	FY 2012 YTD	FY 2011 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
										Monthly		YTD	Monthly	YTD
<b>Fixed Route</b>														
Line 14	DHS/PS	45,595	41,775	38,891	3,820	9.1%	119,751	118,594	1,157	1.0%	1,221	3,832	438	1,347
Line 15	DHS	8,775	5,496	6,628	3,279	0.0%	20,943	5,496	15,447	0.0%	142	405	133	412
Line 24	PS/CC	17,490	15,755	13,110	1,735	11.0%	41,657	36,913	4,744	12.9%	263	807	220	452
Line 30	CC/PS	68,464	62,041	57,818	6,423	10.4%	178,487	161,949	16,538	10.2%	1,945	5,855	522	1,366
Line 32	PD/TP/PS	20,868	16,976	17,115	3,892	22.9%	53,538	40,273	13,265	32.9%	810	2,386	99	256
Line 53	PD/IW	4,272	3,161	2,980	1,111	0.0%	10,155	3,161	6,994	0.0%	89	259	7	26
Line 70	La Quinta	23,121	19,816	13,596	3,305	16.7%	49,088	41,560	7,528	18.1%	813	2,234	13	33
Line 80	Indio	20,358	19,448	18,197	910	4.7%	55,155	51,587	3,568	6.9%	291	839	182	591
Line 90	Coachella/Ind	19,331	17,570	16,686	1,761	10.0%	51,122	46,438	4,684	10.1%	603	1,529	145	407
Line 91	Cch/Th/Mecca	19,505	13,751	16,295	5,754	41.8%	50,112	36,856	13,256	36.0%	428	1,225	41	129
Line 111	PS/Indio	132,143	120,136	122,596	12,007	10.0%	369,266	329,358	39,908	12.1%	4,375	13,410	961	2,602
<b>Fixed route total</b>		<b>379,922</b>	<b>* 336,744</b>	<b>323,912</b>	<b>43,178</b>	<b>12.8%</b>	<b>999,274</b>	<b>* 882,751</b>	<b>116,523</b>	<b>13.2%</b>	<b>10,980</b>	<b>32,781</b>	<b>2,761</b>	<b>7,621</b>
<b>Demand Response</b>														
SunDial		10,292	9,491	9,962	801	8.4%	29,548	27,398	2,150	7.8%				
<b>System total</b>		<b>390,214</b>	<b>346,235</b>	<b>333,874</b>	<b>43,979</b>	<b>12.7%</b>	<b>1,028,822</b>	<b>910,149</b>	<b>118,673</b>	<b>13.0%</b>				

**Please note:**

\* Line 50 carried 819 riders in September 2010 and FY 2011 YTD total ridership includes data for Line 50 (10,566 passengers). Line 50 was discontinued on September 4, 2010; fixed route and system totals are accurate.

## SunLine Transit Agency Monthly Ridership Report September - 2011





**Complimentary Paratransit Service**  
*Serving Persons with Disabilities Throughout the Coachella Valley*

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**SunDial Operational Notes**  
**September 2011**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
89.4	86.9	Total trips carried in the on-time window
993	1,320	Total trips late during the month
8,842	10,082	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
9,491	10,292	Total passengers for the month
73,630	88,042	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

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

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,350	1,545	Total Mobility Device Boarding's

cc: Mikel Oglesby, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe





**SunLine Transit Agency**  
**BOARD MEETING SCHEDULE FOR 2012**

**January 25**

**February 22**

**March 28**

**April 25**

**May 23**

**June 27**

**July 25**

**September 26**

**October 24**

**December 5**

NOTE: All Board Meetings are held at noon on the 4<sup>th</sup> Wednesday of the month unless changed by the Board. All meetings are held in the Kelly Board Room at the SunLine Transit Agency Thousand Palms headquarters. The majority of meetings are held on the 4<sup>th</sup> Wednesday of the month with a few exceptions. We have a combined meeting for July/August, which is held the last Wednesday in July, and a combined November/December meeting, which is held the first Wednesday in December.

# SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, October 26, 2011  
12:00 Noon  
Kelly 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 beepers be either turned off or set on silent mode for the duration of the Board Meeting.**

## **AGENDA TOPICS**

## **RECOMMENDATION**

1. **Call to Order**  
Chairman Eduardo Garcia
2. **Roll Call**
3. **Finalization of Agenda**
4. **Closed Session**
  - a) Closed Session Conference with Legal Counsel regarding significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9 – one potential case.
5. **Presentations**
6. **Correspondence**  
None.
7. **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. Each presentation is limited to 3 minutes.

**AGENDA ITEMS**

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

**8. Board Member Comments****Receive Comments**

Any Board Member who wishes to speak may do so at this time.

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

**9. Consent Calendar****Approve**

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

- a) Minutes of the September 28, 2011 Board of Directors Meeting (Pages 1-4)
- b) SSG/SRA checks over \$1000 issued September, 2011 (Page 5)
- c) SSG/SRA Monthly Budget Report for August, September, 2011 (Pages 6-7)
- d) Taxi Vehicle/Rides Analysis (Pages 8-9)

**10. Application for Change in Ownership of Franchise (Naomi Nightingale)****Approve**

Discuss request of American Cab, LLC for approval of a proposal to provide taxicab services. Continued from September Board meeting. (Pages 10-11)

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**11. Next Meeting Date**

December 7, 2011, or meet as needed.  
12 o'clock Noon – Kelly Board Room

**12. Adjourn**

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**September 28, 2011**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, September 28, 2011 in the Kelly 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 1:00 p.m. by Chairman Eduardo Garcia.

**2. Roll Call**

Completed.

**Members Present**

Eduardo Garcia, Chairman, Mayor, City of Coachella  
Bob Spiegel, Vice Chairman, Mayor Pro Tem, City of Palm Desert  
Yvonne Parks, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Councilmember, City of Palm Springs  
G. Dana Hobart, Mayor, City of Rancho Mirage  
Bud England, Councilmember, City of Cathedral City  
Bill Powers, Mayor Pro Tem, City of Indian Wells  
Glenn Miller, Mayor Pro Tem, City of Indio

**Members Absent**

Don Adolph, Mayor, City of La Quinta  
John J. Benoit, Supervisor, County of Riverside

**Guests:**

Robert Yates, RCTC  
Harry Incs, American Cab  
K.D. Labana, Airport Taxi  
Mabu Hossain, Airport Taxi  
Arturo Diaz, Airport Taxi  
Bill Meyers, Yellow Cab of the Desert  
Ricardo Cruz, Yellow Cab of the Desert  
Gadi Srulovitz, Yellow Cab of the Desert  
Michael Brock, Yellow Cab of the Desert  
Peter Angone, Citizen  
James Abraico, Citizen  
Jennifer Kurzon, Citizen

**Staff:**

C. Mikel Oglesby, General Manager  
Maria Aarvig, Legal Counsel  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board  
Tommy Edwards, Director of Maintenance

Polo Del Toro, Director of Operations  
Joe Forgiarini, Director of Transit Planning  
Naomi Nightingale, Director of Administration & Human Resources/EEO/Taxi Administrator  
Ed Carson, Interim Director of Finance  
Rudy LeFlore, Projects Consultant  
Cis LeRoy, Consultant  
Rick Barone, Procurement Officer  
Michael Jones, Taxi Administration Supervisor  
Mannie Thomas, Operations Manager  
Mike Morrow, Maintenance Manager  
Jack Stevens, Human Resources Manager  
Francine DePalo, Administrative Assistant  
Doug Nichols, Assistant Taxicab Supervisor  
Dave Robin, Assistant Taxicab Supervisor II  
Stephanie Buriel, Administrative Assistant  
David Manriquez, Safety Specialist  
Ivanna Samokish, Safety, Risk Assessment & Training Coordinator  
Connie Mitchell, Planning Services Coordinator  
Amy Heilman, Coin Counter  
Vanessa Mora, Administrative Assistant

3. **Finalization of Agenda**

No changes.

At 1:01pm Chairman Garcia announced that the Board would move into Closed Session.

4. **Closed Session**

- a) Closed Session Conference with Legal Counsel regarding significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9 – one potential case.
- b) Closed Session Conference with Legal Counsel regarding initiation of litigation pursuant to subdivision (c) of Section 54956.9 of the Government Code: two potential cases.

At 2:00p.m. Chairman Garcia announced the return to open session. Maria Aarvig, Legal Counsel, stated the following: "Agenda item 4 a), there is no reportable action. Agenda item 4 b): the Board voted unanimously to authorize initiation of two separate items of litigation. Once the litigation has been formally commenced, the identity of the actions and the parties will be provided upon inquiry as required by Government Code § 54957.1(a)(2)."

5. **Presentations**

None.

**6. Correspondence**

None.

**7. Public Comments****NON-AGENDA ITEMS****AGENDA ITEMS**

Harry Incs, American Cab. Mr. Incs addressed the Board regarding Board agenda item #10 stating that American Cab has grown tremendously and that they have been a model franchise, paying for past mistakes. He asked the Board to consider transfer of ownership as they have provided supplemental information requested. Mr. Incs stated that if there is anything else the Board needs or questions to be answered, he can provide at the next Board meeting.

Jennifer Kurzon – citizen. Ms. Kurzon addressed the Board concerning Agenda item# 9, (the Board minutes concerning the taxi surcharge). She stated that in earlier meetings, there were discussions on doing away with the shared revenue and imposing a surcharge. She asked if there was any discussion with regard to ensuring that the franchises would lessen the amount of their leases based on the fact that they would no longer be required to pay the \$1776 shared fee. Chairman Garcia asked that she discuss with staff, Taxi Administrator Naomi Nightingale, after the Board meeting.

**8. Board Member Comments**

None.

**9. Consent Calendar**

Councilmember England moved for approval of the consent calendar. The motion was seconded by Mayor Pro Tem Miller and was approved by a unanimous vote with the exception of Mayor Parks abstaining from 9a, the minutes of the July 27, 2011 Board meeting.

**10. Application for Change in Ownership of Franchise**

Taxi Administrator, Naomi Nightingale, addressed the Board stating that the Board report provided in the Agenda contains background information relative to the procurement process. She stated that American Cab, LLC asserts a change in ownership and has submitted a proposal for the Board's consideration and approval. She stated that approval of the application is within the purview and sound discretion of the Board members; staff did not make a specific recommendation. Information was received from American Cab, which has been reviewed. She stated that the Taxi Committee recommends to continue item to October, 2011 Board meeting. Mayor Hobart moved to table item and bring back at the October 26, 2011 Board meeting. Mayor Pro Tem Powers seconded the motion and were approved by a unanimous vote.

**11. Next Meeting Date**

Chairman Garcia announced that the next regular meeting of the Board of Directors will be held October 26, 2011 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**12. Adjourn**

Chairman Garcia adjourned meeting at 2:05p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Carolyn Rude  
Clerk of the Board

Approved by:

  
\_\_\_\_\_  
C. Mikel Oglesby  
General Manager

Date: 10/17/11

**SunLine Regulatory Administration**  
**Checks \$1,000 and Over**  
**For the month of September 2011**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Operating Expense	089400	9/1/2011	\$8,669.43
SUNLINE TRANSIT AGENCY	Operating Expense	089416	9/29/2011	\$8,549.13
SUNLINE TRANSIT AGENCY	Operating Expense	089406	9/19/2011	\$8,468.33
CREASON & AARVIG, LLP	Legal Services	089408	9/27/2011	\$4,494.00
LEFLORE GROUP LLC, THE	Consultant	089403	9/19/2011	\$2,185.00

<b>Total of Checks Over \$1,000</b>	<b>\$32,365.89</b>
<b>Total of Checks Under \$1,000</b>	<b>\$5,055.57</b>
<b>Total of All Checks for the Month</b>	<b>\$37,421.46</b>

<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$69,917.49</b>
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**SRA--Taxi**  
**Statement of Activities**  
**August 2011**

	Audited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	Actual	Budget	Favorable (Unfavorable)
<b>Revenue:</b>								
Meter Readings	95,800.00	297,123	0	0	0	13,290	0	13,290
Revenue Fines	106,661	5,000	1,110	417	693	1,110	833	277
Vehicle Inspections	15,703	14,300	600	1,192	(592)	1,100	2,383	(1,283)
New Driver Permits	4,150	5,000	450	417	33	850	833	17
Driver Transfers	4,800	5,800	450	483	(33)	550	967	(417)
Driver Renewals	7,050	6,100	450	508	(58)	750	1,017	(267)
Driver Permit Reinstatement/Replacement	135	200	15	17	(2)	15	33	(18)
Vehicle Transfers	(50)	1,500	0	125	(125)	0	250	(250)
Vehicle Permits	82,828	78,000	700	6,500	(5,800)	1,700	13,000	(11,300)
Operator Shared Revenue Fee	195,135	-	-	0	-	3,492	-	3,492
Operator Application Fee	-	10,500	-	875	(875.00)	3,000	1,750	1,250
Interest	152	-	16	0	16	31	0	31
Other	47	25,629	0	0	0	0	0	0
<b>Total revenue</b>	<b>\$ 512,411</b>	<b>\$ 449,152</b>	<b>\$ 3,791</b>	<b>\$ 10,533</b>	<b>\$ (6,742)</b>	<b>\$ 25,888</b>	<b>\$ 21,067</b>	<b>\$ 4,822</b>
<b>Expenses:</b>								
Salaries and wages	183,112	197,422	10,314	17,590	7,276	22,816	33,386	10,570
Fringe benefits	136,280	134,281	15,463	11,264	(4,199)	25,050	21,906	(3,144)
Services	91,182	100,800	11,862	7,683	(4,178)	12,339	15,367	3,028
Supplies and materials	5,793	4,500	577	475	(102)	1,763	950	(813)
Miscellaneous	17,903	12,150	6,462	1,629	(4,832)	7,679	3,258	(4,420)
<b>Total expenses</b>	<b>\$ 434,270</b>	<b>\$ 449,153</b>	<b>\$ 44,677</b>	<b>\$ 38,642</b>	<b>\$ (6,036)</b>	<b>\$ 69,647</b>	<b>\$ 74,867</b>	<b>\$ 5,220</b>
<b>Total Operating Surplus/Deficit</b>	<b>\$ 78,141</b>	<b>\$ (1)</b>	<b>\$ (40,886)</b>	<b>\$ (28,108)</b>	<b>\$ (707)</b>	<b>\$ (43,759)</b>	<b>\$ (53,801)</b>	<b>\$ (398)</b>

Preliminary Statement Prior To Audit Field Work

**SRA--Taxi**  
**Statement of Activities**  
**September 2011**

	Audited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	Actual	Budget	Favorable (Unfavorable)
<b>Revenue:</b>								
Meter Readings	95,800.00	297,123	0	23,141	(23,141)	13,290	23,141	(9,851)
Revenue Fines	106,661	5,000	245	417	(172)	1,355	1,250	105
Vehicle Inspections	15,703	14,300	1,950	1,192	758	3,050	3,575	(525)
New Driver Permits	4,150	5,000	400	417	(17)	1,250	1,250	(0)
Driver Transfers	4,800	5,800	300	483	(183)	850	1,450	(600)
Driver Renewals	7,050	6,100	1,750	508	1,242	2,500	1,525	975
Driver Permit Reinstatement/Replacement	135	200	25	17	8	40	50	(10)
Vehicle Transfers	(50)	1,500	0	125	(125)	0	375	(375)
Vehicle Permits	82,828	78,000	-	6,500	(6,500)	1,700	19,500	(17,800)
Operator Shared Revenue Fee	195,135	-	-	0	-	3,492	-	3,492
Operator Application Fee	-	10,500	-	875	(875.00)	3,000	2,625	375
Interest	152	-	8	0	8	39	0	39
Other	47	25,629	20	0	20	20	0	20
<b>Total revenue</b>	<b>\$ 512,411</b>	<b>\$ 449,152</b>	<b>\$ 4,698</b>	<b>\$ 33,674</b>	<b>\$ (28,977)</b>	<b>\$ 30,586</b>	<b>\$ 54,741</b>	<b>\$ (24,155)</b>
<b>Expenses:</b>								
Salaries and wages	183,112	197,422	21,992	16,394	(5,599)	44,808	49,780	4,971
Fringe benefits	136,280	134,281	8,300	10,850	2,550	33,351	32,756	(594)
Services	91,182	100,800	8,622	7,683	(939)	20,961	23,050	2,089
Supplies and materials	5,793	4,500	384	475	91	2,147	1,425	(722)
Miscellaneous	17,903	12,150	1,680	1,629	(51)	9,358	4,888	(4,471)
<b>Total expenses</b>	<b>\$ 434,270</b>	<b>\$ 449,153</b>	<b>\$ 40,978</b>	<b>\$ 37,031</b>	<b>\$ (3,947)</b>	<b>\$ 110,626</b>	<b>\$ 111,899</b>	<b>\$ 1,273</b>
<b>Total Operating Surplus/Deficit</b>	<b>\$ 78,141</b>	<b>\$ (1)</b>	<b>\$ (36,281)</b>	<b>\$ (3,357)</b>	<b>\$ (25,030)</b>	<b>\$ (80,040)</b>	<b>\$ (57,158)</b>	<b>\$ (25,428)</b>

Preliminary Statement Prior To Audit Field Work

**TRIP vs. VEHICLE ANALYSIS**

**TRIP vs. VEHICLE ANALYSIS**

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

	FY 09/10			FY 10/11			FY			FY			FY		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	170	26,487	156	151	31,211	207	125	30,391	243						
AUG	155	23,671	153	148	29,238	198	123	29,459	240						
SEP	158	29,239	185	150	31,807	212	131	34,446	263						
OCT	153	37,468	245	117	40,222	344									
NOV	153	40,466	264	126	40,494	321									
DEC	160	32,084	201	128	36,226	283									
JAN	155	38,276	247	133	45,232	340									
FEB	157	36,557	233	132	42,331	321									
MAR	159	44,219	278	138	48,942	355									
APR	167	57,645	345	141	60,821	431									
MAY	157	42,074	268	142	43,910	309									
JUN	156	29,940	192	120	31,088	259									
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>379</b>	<b>94,296</b>	<b>249</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	SEP	34,446				
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459				
MOST VEHICLES	JUL	170	JULY	151	SEP	131				
LEAST VEHICLES	NOV	153	OCT	117	AUG	123				
MOST TRIPS/VEH	APR	345	APR	1004	JUL	578				
LEAST TRIPS/VEH	AUG	153	AUG	198	JUL	31				

## SunLine Services Group

**DATE:** October 26, 2011 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Taxi Administrator

**RE:** Application for Change in Ownership of Franchise  
Continued from September Board Meeting

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### **Recommendation**

Based on the criteria identified in SunLine Services Group's Ordinance, SunLine's Procurement Policies and Procedures Manual, and upon the correspondence between SunLine and representatives of American Cab, and all of the documentation submitted by or referenced by Attorney Russo on behalf of American Cab, staff recommends that the Board of Directors deny the change in ownership proposed by American Cab.

### **Background**

At the September, 2011 Board meeting, Board members voted to continue this item to the October, 2011 meeting.

Pursuant to Ordinance of SSG 1.030(H), "Such nonexclusive Franchises shall not be sold, leased, transferred, assigned or otherwise disposed of, either in whole or in part, whether by forced sale, merger, consolidation, bankruptcy, reorganization under bankruptcy laws or otherwise, without the prior written consent of SSG. The consent of SSG shall be subject to such terms and conditions as it may prescribe. Any attempted sale, lease, transfer, assignment or other attempted disposition of a Franchise without the prior written consent of SSG shall render said Franchise null and void."

The SRA reserves the right to issue additional Franchises. The Board awards Franchises after a public hearing.

American Cab, LLC asserts a change in ownership, and has submitted a proposal for the Board's consideration and approval. The applicant was asked to provide supplemental information for the Board to consider and was notified that the information must be received prior to this Board meeting. The further documentation and information was received and reviewed by Staff and the Taxi Committee. The review raised the following concerns which form a basis for the recommendation:

- Not licensed to operate in the State of California.
- Prohibited from contracting with the Federal Government.
- No clear documentation of ownership interests.
- Unable to make a responsibility determination.

This is not intended to be an exhaustive list of the concerns raised by the review of the documentation provided. Approval of the application is within the purview and sound discretion of the Board of Directors.

**Fiscal Impact**

There is no financial impact associated with this action.

  
Naomi Nightingale