



**Wednesday, March 27, 2013**

**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 Robert Spiegel
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
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.

----- **DISCUSSION** -----

**9. PERMA's Concerns with Proposed Litigation Committee Bylaws (C. Mikel Oglesby) Discussion**

Discuss PERMA's concerns related to the proposed Litigation Committee Bylaws.

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

**10. 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 February 27, 2013 Board of Directors Meeting (Pages 1-16)
- b) Checks over \$1,000 for February, 2013 (Pages 17-18)
- c) Credit card statement for February, 2013 (Pages 19-22)
- d) Monthly Budget Report for January, 2013 (Page 23)
- e) Contract Report, February, 2013. (Page 24)
- f) Ridership Report for February, 2013 (Pages 25-26)
- g) SunDial Operational Notes for February, 2013 (Page 27)

- 11. Contract for Construction Material Testing** **Approve**  
**(C. Mikel Oglesby)**  
Request to the Board to grant authorization to the General Manager to execute contract for material testing services for the new Administration building, subject to approval to form by Legal Counsel. (Pages 28-30)

- 12. Establishment/Ratification of Board Committees & Approval of Bylaws** **Approve**  
**(Jeff Goldfarb)**  
Request to the Board to adopt the attached Resolution establishing and ratifying the existence of the Litigation Committee, the Finance Committee and Executive Committee, and approving bylaws as presented. (Pages 31-40)

- 13. Position Statement Regarding STA Funding** **Approve**  
**(C. Mikel Oglesby)**  
Request to the Board to adopt position statement clarifying response to possible loss of funding of State Transit Assistance (STA) funding for use towards rail station construction in the Coachella Valley and/or give staff direction to partner with CVAG and other relevant agencies to seek alternative funding. (Pages 41-44)

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

- 14. Bus Service Request – Shadow Hills High School** **Information**  
**(Joe Forgiarini)**  
A report to the Board on the feasibility to provide service to Shadow Hills High School. (Pages 45-48)
- 15. Locations for 70 New Bus Stop Shelters** **Information**  
**(Joe Forgiarini)**  
A report to the Board on the locations of the 70 new bus stop shelters to be located throughout the Valley. (Pages 49-53)

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

- 17. Next Meeting Date**  
April 24, 2013  
12 o'clock Noon – Kelly Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**18. Closed Session**

a) Closed Session – Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: Carl Fikes; Agency Claimed Against: SunLine Transit Agency.

**19. Adjourn**

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**February 27, 2013**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, February 27, 2013 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 12:10 p.m. by Chairman Robert Spiegel. Board Member Glenn Miller was participating via telephone conference from 2800 Opryland Drive, Nashville, TN.

2. **Flag Salute**

Vice Chair Yvonne Parks led all in a salute to our flag.

3. **Roll Call**

Completed.

**Members Present**

Robert Spiegel, Chairman, Councilmember, City of Palm Desert  
Yvonne Parks, Vice Chairman, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Councilmember, City of Palm Springs  
Greg Pettis, Councilmember, City of Cathedral City  
Ted Weill, Councilmember, City of Rancho Mirage  
Douglas Hanson, Councilmember, City of Indian Wells  
Don Adolph, Mayor, City of La Quinta  
Glenn Miller, Councilmember, City of Indio  
Steven Hernandez, Councilmember, City of Coachella

**Members Absent**

John J. Benoit, Supervisor, County of Riverside

**Guests:**

Councilmember Iris Smotrich, City of Rancho Mirage  
Tom Smotrich, public  
Joe Pradetto, County of Riverside  
Robert Yates, RCTC  
Sheldon Petersen, RCTC  
Allyn Waggle, CVAG  
Kathleen Bennett, Resort Marketing  
Bill Meyers, Yellow Cab of the Desert  
Mabu Hossein, Desert City Cab  
Harry Incs, American Cab  
Marc Triplett, public

**Staff:**

C. Mikel Oglesby, General Manager  
Jeffrey Goldfarb, Legal Counsel  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board  
Polo Del Toro, Director of Operations  
Joe Forgiarini, Director of Transit Planning  
Mike Morrow, Director of Maintenance  
Don Bradburn, Director of Human Resources  
Brenda Walker, Director of Finance  
Tommy Edwards, Contracting Officer Technical Representative  
Rudy LeFlore, Procurement Consultant  
Mannie Thomas, Manager of Operations and Safety Training  
Don Wilms, Paratransit Operations Supervisor  
Manny Garcia, Operations Senior Supervisor  
Joseph Friend, Senior T Systems Analyst  
Rick Barone, Procurement Officer  
Michael Jones, Manager Taxicab Administration  
Ivanna Samokish, Safety and Security Coordinator  
David Manriquez, Facilities Maintenance Assistant  
Anita Petke, Transit Planning Assistant  
Karen Thomas, Senior Administrative Assistant  
Francine DePalo, Administrative Assistant  
Mike Jones, Taxi Cab Manager  
Diann Chumney, Marketing Specialist II  
Mirko Fischer, SunDial Operator  
Peter Gregor, Supervisor/Dispatcher  
Vanessa Mora, Desktop Support Technician

**4. Presentations****Employees of the Quarter:**

Donald Bradburn, Director of Human Resources, addressed the Board. He announced the "Employees of the Quarter" award winners for the 4<sup>th</sup> quarter of 2012 for the period of October through December. They are as follows: Employees of the Quarter are Vanessa Mora of the Administration Dept., and Mirko Fischer of the Operations Dept. Peter Gregor of the Operations Dept. was presented with the "Supervisor of the Quarter" award. Chairman Spiegel and General Manager Mikel Oglesby acknowledged the employee's hard work and dedication; the Board gave them a round of applause.

**SunLine Major Projects:**

C. Mikel Oglesby, General Manager, provided the Board with a presentation on SunLine's current major projects.

**Next Generation Fuel Cell Buses**

- SunLine will take its successful model of implementing advanced technology projects celebrated under the American Fuel Cell Bus Project and will

develop two Next Generation Fuel Cell Buses. The original American Fuel Cell Bus has demonstrated operational success and we are proud to be the producers of the first certified 'Buy America Compliant' fuel cell vehicle. This project will reduce vehicle costs by 50 percent.

- The two additional buses will be 'Buy America Compliant'.
- SunLine developed acquisition strategy to reduce costs and ensure performance.

#### **Next Generation Fuel Cell Buses**

- Federal TIGGER III Competitive Grant.
  - Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) program FY 2011 appropriation.
  - \$49.9 million available.
  - 155 applications from transit agencies requesting \$616 million; only 17 awards made.
- Assembled team and obtained commitments from BAE, Ballard, and El Dorado.
- Prepared proposal.
- SunLine awarded \$4,917,876 for two buses.
- SunLine planning included in Federal Transit Improvement Program.
- \$546,431 local State Transit Assistance match.

#### **Fuel Cell Bus Budget**

- \$2,472,031 per bus.
  - Total for buses \$4,944,062.
- \$100,000 project/contract administration.
  - Separate contract for BAE, Ballard, and El Dorado
  - Buy America Compliant
- \$420,245 taxes
- Total project \$5,464,307
- Delivery 1<sup>st</sup> quarter 2014

#### **Administration Building**

- Approximately 10 percent Federal and 90 percent Prop 1B funding.
- 25,000 sq. ft. Administration Building and 844 sq. ft. Park and Ride.
  - Plans approved by County of Riverside.
  - LEED Silver Rating.
- Contract for 100% Plans (IBI Group).
  - Environmental Complete.
- Contract for Constructability Review and Construction Management (Arcadis).
- Contract for Construction (Doug Wall Construction).
- Grading Permit Pending.
- 13 Month Construction Schedule from Grading Permit.

#### **Budget**

- Total construction estimate \$14,423,625
- Construction costs = \$10,725,000
- Construction soft costs
  - Permits, start-up, testing, LEED = 2.5%
  - Program management = 2%
  - Construction management= 8%

- Project management = 3%
- Engineering/design= 5%
- Total soft costs = \$2,198,625
- Furniture = \$500,000
- Off-site improvements = \$1,000,000

#### Local Impact

- \$8.1 million will stay local.
- Replacement of staff trailers that have exceeded their 20-year useful life.

#### Solar Panel Project

- SunLine Transit Agency will replace and expand its existing solar panels, which provide an alternative fuel source for powering its CNG/hydrogen refueling facilities, producing 33 percent of the total energy used by the Agency's offices and facilities in the Coachella Valley. The new panels will have an extended useful life and require less maintenance. This project will continue the Agency's mission of energy efficiency.
- FY2012 State of Good Repair, Bus Livability and Transit Asset Management Project competitive award.
  - FTA \$1,456,000 Award.
  - AQMD Competitive Project Award \$314,584.
  - STA \$49,416.

#### Project Budget

- Project Task 1 - system and covered bus parking = \$897,719
- Project Task 2 - rehabilitation construction = \$650,197
- Engineering oversight = \$25,000
- Contingency = \$100,000
- Project management / contact administration = \$147,084
- Total = \$1,820,000

#### Project Environmental Statistics

- Carbon Offset 9,821 Metric Tons / 20 years
- NOX Offset 25.23 Metric Tons / 20 years
- SOX Offset 22.83 Metric Tons / 20 years
- Particulates 1.55 Metric Tons / 20 years
- System Size 262 kilowatts (DC)

#### Schedule

- Estimated 12 month delivery from permitting date.

Vice Chair Parks stated: "I just want emphasize the one thing that I am really pleased with is the use of local employees. Over 80% of those workers that will work on the project live in the Coachella Valley. That is putting our people to work. I think that has to be emphasized as a really good choice."

5. **Finalization of Agenda**  
No changes were made.

6. **Correspondence**  
None.

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

Bill Meyers, Yellow Cab of the Desert, stated the following: "Since there is no taxi stuff, I wanted to talk a little bit about change. I was thinking about Bud England and all the work he put in here on the buses and taxi cabs. Now he is no longer here. All the changes that Bob Spiegel and me have seen on this Board of Directors in the taxicab business, the only thing that never changes is that things are always changing. The next big thing in the taxicab business, no matter what you are going to do and what we talk about, you have to think about the core of the taxi business – some hard working people who have worked every day supporting their families. Every decision that you guys make here – since 1992 – it has dramatically affected me personally in my life – not alone what I have to do every day to make a living and survive in the world. It's not only me, but hundreds of other people. So we need to think about that if we are going to make any more changes. Everything is pretty good. With the changes that have been made and the people who survived, we are starting to actually calm down a little bit and have been able to put some money in our pockets and go forward. Just remember when we come up and talk, maybe you don't agree with us, but we are talking with our heart and our experience. We need to consider from the guys who work in the shops, to the managers, the dispatcher and owners are all an integral part of the survival of the tourism business in the Coachella Valley. Keep us in mind."

**AGENDA ITEMS:**

None.

**8. Board Member Comments**

Vice Chair Yvonne Parks stated the following: "I just want to say that I thought that the "State of the Public Transit" Luncheon was very, very good. I was extremely impressed with the speaker – Michael Melaniphy, the President and CEO of the American Public Transportation Association. He was upbeat and very, very knowledgeable. Not boring at all. The thing that I was really impressed with was that he, as an outsider, sees SunLine as being innovative and ahead of the curve on what we are doing in innovation with fuel cell buses. I'm sorry that everyone could not attend, but those who did, I'm sure you will agree with me."

**9. Consent Calendar**

Mayor Adolph moved for approval of the consent calendar. The motion was seconded by Councilmember Hutcheson. The motion was approved by a unanimous vote with abstention of the minutes, 9a, by Chairman Spiegel of Palm Desert and Councilmember Weill of Rancho Mirage.

**10. Award of Contract for Purchase and Installation of Bus Shelters**

Director of Transit Planning, Joe Forgiarini, addressed the Board stating that SunLine staff has issued a Request for Proposal to purchase 70 bus shelters

with options for more pending funding over the next five years. Staff advertised the RFP through local newspaper and on the internet and received two proposals. Using the evaluation criteria as stated in the RFP, staff selected ND Electrical Construction, Incorporated as the most responsive and responsible vendor. The list of bidders on the pricing sheet is provided in the agenda packet. This project is a result of recommendations from the Comprehensive Operational Analysis to improve and enhance bus stops located throughout the Valley. SunLine's objective is to add more amenities at bus stops with the goal of installing additional bus shelters for the comfort of passengers using the bus service. Cost for the 70 shelters of this immediate project is \$871,204.00 based on the recommended bid. Funding is provided from already available Federal Section 5307 grant funds and matching local funds. Councilmember Hernandez moved for approval. The motion was seconded by Mayor Adolph and approved by a unanimous vote.

**11. Approval of the FY 13/14 Budget Process and Schedule**

General Manager, Mikel Oglesby addressed the Board and stated that the request before the Board is to move forward with general budgetary procedures that will be used as guiding principles to develop the FY 13-14 SunLine Transit Agency budget. Based upon the Board's general procedure guidance, staff will develop specific budgetary line items and new initiatives (projects/programs) to support the guiding principles. During FY 13-14 budget preparation, Finance staff will incorporate various technical and procedural concepts into the budget process. Many of these concepts include items, stated in the staff report, such as developing a budget schedule to better manage the process Agency-wide, performing a comprehensive analysis of salary savings, developing a comprehensive capital budgeting process (*5-Year CIP*), and implementing a process for developing new initiatives program/projects, just to name a few. In addition to the various technical changes to the budget process, there are several budgetary challenges facing the Agency for FY 13-14 which requires review and consideration by the Board of Directors. Oglesby stated that what is provided in the report is how Staff is moving forward with the Budget as well as a schedule. It shows staff will be coming back to the Board in May with a budget. The Finance Committee will be working with Staff to provide to the full Board in plenty of time to provide input prior to approval. The Finance Committee recommends approval. Vice Chair Parks moved for approval. The motion was seconded by Mayor Adolph and approved by a unanimous vote.

**12. General Manager Renegotiations of Compensation and Benefits Provisions of Contract**

Chairman Spiegel addressed the Board. He stated the following: "Before we move forward, I plan on setting up an Ad Hoc Committee with Councilmember Dana Hobart, Councilmember Glenn Miller, Vice Chair Yvonne Parks, Mayor Don Adolph and myself. In other words, five people will take a look and come back with a recommendation." Councilmember Ted Weill from the City of Rancho Mirage stated the following: "Thank you very much, Mr. Chairman, Members of the Board. I am going to read a statement from Dana Hobart, who unfortunately couldn't be here today. It's 'Issues Concerning Policy Discussion

regarding the General Manager's Salary and Benefits. "I apologize for not being present for this discussion that I requested. A family emergency requires me to leave the Valley for a few days. I would suggest that Agenda items 12 and 14 be consolidated as they deal with the same subject. Before we begin negotiations with our General Manager, the Board may wish to first discuss some guidelines and procedures respecting the content of any contract going forward. The General Manager's current contract, which has essentially been in effect without material modification since 2006, contains a few unique provisions not customarily found in public agency contracts. Prior to the start of negotiations, the Board may wish to consider certain provisions to see if we wish to continue including them. 1. Do we want a contract to exceed a term of one to two years? The current contract was for a period of five years, and on two separate occasions, was extended for an additional year when four years remained. Board action of this type deprives subsequent Boards of their oversight responsibilities. 2. In my view, no contract should have a mandatory bonus provision. I doubt that any Board member could find a similar approach to a bonus in any public or private business enterprise. 3. The SunLine bonus provision is not based on general overall performance during the preceding year, which makes it highly unusual. The "goals" annually established by the Board of Directors preempt an in depth annual evaluation that considers the General Manager's performance over the prior year. A bonus that does not consider general performance over the year could motivate a General Manager to pay more attention to the goals than to overall achievement of the organization. But for the sudden and unexpected appearance of the Rutan and Tucker law firm at the last minute in January, 2012, American Cab came extraordinarily close to being denied approval of its new ownership based upon a variety of reasons. Yet, under the current bonus system, the Board is not even allowed to consider the General Manager's overall performance in connection with handling the American Cab matter as it was not one of the "goals" for the year. A bonus approach is flawed if it precludes consideration of overall performance. 4. For the first three years of the current contract, the General Manager is provided with a mandatory CPI increase equal to the "All Urban Consumers in the L.A.-Riverside County and Orange County CPI." The Board should have the right to consider a COLA increase "up to" some amount, but it should be under the Board's control as to how much. There is no mandatory CPI for the 4<sup>th</sup> or 5<sup>th</sup> years of this contract. 5. To what extent should the General Manager receive income increases, either as salary hikes, bonuses or cost of living adjustments, not compared to wage increases received by our administrative staff, drivers and mechanics? Should there be some correlation? These are some of the issues I hope will be discussed by the Board prior to entering into any contract negotiations with our General Manager. Respectfully, Dana Hobart".

Chairman Spiegel asked SunLine Legal Counsel, Jeff Goldfarb, if he had any comments. Mr. Goldfarb replied "no."

Mikel Oglesby stated the following: "I was going to move forward with the actual Board report, but I didn't get a chance to. Do you want me to go over anything that I was going to propose? I'm kind of confused, so help me out."

Councilmember Hanson stated the following: "Mr. Chairman, A couple of questions; this is a question as a result of the meeting that we held last month as it related to the authority of the Chair to make committee appointments – Ad Hoc Committee appointments. I question your authority – I ask the question – do you think you have the authority and by what authority can you appoint an Ad Hoc Committee?" Chairman Spiegel stated: "I will let Mr. Goldfarb answer that." Legal Counsel, Jeff Goldfarb, stated the following: "That raises a good point. The way the JPA works to the extent that it is a committee that is being formed, it has to be formed by the Board. There is a standing committee that is created that I think everybody agreed to at the last meeting. The Board would have the authority to ratify the suggestion of the Chair with regard to the committee for negotiation as well." Councilmember Hanson further stated: "So to that point, what I think I just heard you say is that the Chair does not have the authority in and of itself to appoint an Ad Hoc Committee." Chairman Spiegel stated: "I can make a motion to appoint it." Councilmember Hanson stated: "Yes, you can as anyone can. But the Board would have the ability to nominate any other member of the Board that it so chooses to serve on that committee. And so to the extent, it is not an exclusive action by the Chair in this matter." Chairman Spiegel stated: "I choose from the experience of the people who are on the Board." Councilmember Hanson stated: "I have no objection to the people who are on the Board; it's the process I think we need to be clear." Chairman Spiegel stated: "I will move that an Ad Hoc Committee be created, including Dana Hobart, Glenn Miller, Yvonne Parks, Don Adolph and myself. Those will be the five people to take a look at the contract and get back to the Board. Councilmember Hutcheson seconded the motion and was approved by a unanimous vote.

Councilmember Pettis asked the following: "Just a question on that. How are you envisioning the timing of the Committee's deliberation?" Chairman Spiegel stated: "I would say that in the next couple of weeks we will have set up a date and we will all get together." Councilmember Pettis further asked: "You are looking to bring back a report next month?" Chairman Spiegel stated: "Hopefully next month. What is the timeline of the contract?" Oglesby stated: "The contract is not up for another two years – the actual contract. To provide clarity, the current General Manager's Agreement states that the compensation and benefits provisions of the contract shall be subject to negotiations. In the entire contract – it's two sections that are right now up for renegotiations. So a lot of things that were mentioned in that letter seem to apply. But that is going to be up to the Board to decide."

Councilmember Hanson further stated: "I question the statement that the General Manager just made and I would refer that to the attorney for further consideration as it relates to the two specific items in which he has addressed. First of all, that issue is not on the table at this time – the letter." Oglesby stated: "I was trying to do that (*provide discussion on the letter provided in the Board packet*), but it got..." Councilmember Hanson stated: "It's okay. As it relates to the General Manager's contract, I would like to add a legal opinion as to what Mr. Oglesby believes can or cannot be negotiated in a renegotiation of his contract

and to the extent that you render an opinion, clarify the term 'benefits' and how extensive does the term benefits apply throughout the contract." Councilmember Hanson asked Mr. Goldfarb the timeframe of getting an opinion." Mr. Goldfarb stated: "I can provide a written memorandum back to the Board and I can mail or e-mail to each Board member." Councilmember Hanson stated: "I guess it would be important that your opinion be at least delivered to the Committee prior to the Committee meeting so that they will have the guidelines in which they will be negotiating or addressing the issues. That makes the question of the statement that was previously read and those guidelines I assume could be adopted by the Committee as well, if they so choose to do that." Mr. Goldfarb stated: "When you say the guidelines, are you taking about Mr. Hobart's guideline. The Committee could certainly use those guidelines if they so chose for purposes of negotiating. They are policy issues. My assumption is that the Agreement in terms of actual approval - whenever the renegotiation comes back to the Board... I think that the Committee itself could use those - the Board itself could use those if it so chose, but at the end of the day, I think it is going to be the full Board." Councilmember Hanson stated: "I guess what I was not clear on - as it relates to those guidelines that were previously stated, does that require a Board approval for the use of those guidelines by the Committee, or can the Committee in and of itself, approve those guidelines once it meets?" Mr. Goldfarb stated: "As I understood what was being suggested, I understood that it is being suggested that there be a discussion item among the Board or the Committee - I wasn't sure which, about the adoption of those for prospective use, whether it is hiring a new General Manager, whether it is negotiating with an existing General Manager. If the Committee wanted to, it could make a recommendation on that to the whole Board. To the extent that it is going to be used prospectively, then it seems to me it would be something that the Board itself would have to approve for purposes of future negotiations. For purposes of the Ad Hoc Committee's negotiations with the General Manager, the Ad Hoc Committee would have the ability to collectively use those for purposes of negotiation and then come back to the Board and the Board would decide if that was acceptable or unacceptable agreement." Vice Chair Parks asked Legal Counsel the following: "Do you agree that the contract as written - that the only items under discussion at this time would be compensation and benefits?" Mr. Goldfarb stated the following: "I would like to look at that." Councilmember Hanson stated: "That is my request - for him to take a look at it and come back to us." Vice Chair further stated (to Mr. Goldfarb): "But I thought you went all through that." Mr. Goldfarb further stated: "Well I can give you my, if you would like, I can give you my initial opinion right now. My initial opinion right now is that - to the extent that the General Manager is an 'at will' employee, the Board and the General Manager both have the ability to raise whatever issues either of them want to raise for purposes of negotiations. And if the General Manager wants to negotiate on issues other than compensation or benefits, the General Manager has that ability. The Board has the ability to say yes or no. If the Board wants to negotiate issues other than compensation and benefits, the Board has the ability to negotiate on those issues and the General Manager has the ability to say yes or no." Councilmember Hernandez stated: "But we still have a legal contract, don't we?" Mr. Goldfarb stated: "Yes, we absolutely do." Councilmember Hernandez then

asked: "Then why would we want to deviate from the legal contract?" Mr. Goldfarb stated: "That is a policy issue." Councilmember Hernandez stated: "This conversation seems a lot more complicated than just compensation and benefits. I think that we have a legal contract with our General Manager – let's look at the terms of that agreement. Now going forward, if we want to look at other provisions in terms of how to structure other contracts with other General Managers, that is our prerogative; we can do that." Vice Chair Parks: "One other point relative to this is that just like a City Manager, our General Manager is an 'at will' employee. If you are not happy with the job he is doing, you let him know and you let him go. Then you pay what is expected under the written contract."

Councilmember Pettis: "I have not seen the contract, so my question has to do with that. Your (Mr. Oglesby) initial three-year contract expires this year. What I am seeing in the staff report is that there is a three year contract and two one-year..." Mr. Oglesby stated: "It is a five year contract; on the third year, there is two openers for that section." Vice Chair Parks stated: "I thought we got a copy of the contract e-mailed." Councilmember Pettis further stated: "I will go back and look for the contract. I guess my confusion is that going into a negotiation on compensation, which is fine if that is the process, but where does the evaluation of the General Manager - shouldn't that come before we talk about compensation?" Mr. Goldfarb stated: "It did. The evaluation of the General Manager occurred three months ago. I'm not sure". Clerk of the Board stated: "It started in July; that is usually when we have it. But due to things that were going on, it was postponed. It was finalized in December." Mr. Oglesby stated: "Usually the evaluation is supposed to be done by July, and you would make a decision, but due to issues whether I should get anything or not, it dragged on longer. It was three months ago, but three months beyond when we usually complete. I think the discussion was at the time - do we go into doing the same process that a few people are not happy with, or not. I believe one Board member said 'We are at the third year of his five year contract so we can open this back up and talk about it. I think that is what has happened.'"

Councilmember Hanson stated: "If I may, I have a copy of the contract here and as it relates to the term, let me read: 'This Agreement has a term of five years, composed of an initial three-year term, followed by two subsequent one-year terms. During the initial term, the General Manager's compensation shall be determined as provided by Sections 4 and 5 of this Agreement.' This Agreement was dated as of July 1, 2010." Vice Chair Parks stated: "Regarding the evaluation – as I recall, the evaluation is used in part, to determine if he gets an incentive pay and what percentage he gets. So that is why the evaluation is important."

### 13. Coachella Valley Rail Service Update

Mikel Oglesby addressed the Board stating the following: "This item is being presented to keep the Board of Directors informed of discussions that may have policy implications relative to SunLine Transit Agency's funding. On February 4, 2013 the Coachella Valley Association of Governments (CVAG) Transportation Committee held a meeting that included an item that called for a discussion with

SunLine of possible implications of establishing a Coachella Valley Rail Program. That item is attached as Exhibit A. Specific to this discussion was California Transportation Development Act funding, which comes in two forms; the forms are Local Transportation Fund (LTF) and State Transit Assistance (STA). Though LTF funding was taken off the table for now due to the importance of SunLine's operational needs, STA capital funds were still on the table for a split. Our capital needs include vehicle purchase, fueling stations, replacement and passenger amenities to name a few. Currently, the funds allocated to a transit operator being diverted for another purpose has not been fully vetted. SunLine supports rail in the Valley and realizes that there are many obstacles to address. At this time, CVAG is taking the initiative to move forward and SunLine has had minimal input. I have attached some information on rail programming, rail service planning, rail service capital planning, rail service operating funding, Indio rail station platform needs to get the full picture as CVAG moves forward. It was instructed that the Directors of CVAG, myself and RCTC get together and speak about this further and report back to CVAG."

Mayor Adolph stated: "Mikel, you mentioned this briefly, it is questionable whether funds allocated to the transit operator as discussed in the CVAG staff report, can be diverted for some other purposes. Have we gotten a legal opinion on that?" Mr. Oglesby stated: "Not yet. We are not even there yet. We are just putting the information down and we are going to have a conversation with RCTC and CVAG and see what's what. That is one of the things that needs to be discussed – the percentage split, not to mention a few other things that need to be talked about. In the proposal they mention an intermodal authority to be created moving forward. If that intermodal authority was created, then what would that focus be versus SunLine. When I hear intermodal, intermodal is usually rail, bus taxi. But we have not gotten there yet."

Mayor Adolph stated: "I think it is important to those of us who are on the Executive Board at CVAG also. It has not come to us yet, but we need to totally understand this. We are in a balancing act as to the direction we should go." Mr. Oglesby stated: "Well the way it is set up now – it probably wouldn't come to us. CVAG is moving forward with what they are moving forward with. They are having some discussion with us as an opener now, but the goal is to go to RCTC and figure out the split. If the split happens, we will be informed. That is what I am told is the situation at the meeting. I do not have any further information other than that."

Councilmember Pettis stated: "For the Board's benefit, and not to get into an argument with the General Manager, there has been an ongoing rail committee at CVAG for quite some time. SunLine has been invited and has chosen, for the most part, not to attend – for whatever reason. Could be staffing – could be anything. I disagree with a number of items in the staff report. They are broad brushed and not necessarily accurate based on the kinds of service that may be here – whether it is long distance rail or commuter rail. If the Board wants to get into all of this discussion, we certainly can today. I'm not necessarily recommending that we do. We have rail staff from RCTC here today, Robert

Yates and Sheldon Petersen. They actually run the rail program in Riverside County. Also, Allyn Waggle who is here from CVAG, who is doing all the staff work for the rail program for the Coachella Valley, and actually was the author, and was the former City Manager of Indio, and author of the legislation in Sacramento, signed by the Governor to establish the district that was mentioned by the General Manager. So that is already in existence. It hasn't been – the switch hasn't been turned on yet to start it, but it is in existence. I think it is anticipated that it will just be the CVAG Executive Committee that will be operating the body. Mikel was correct in saying that the actual decision in terms of split of STA money, wouldn't come to this Board. It is an RCTC decision, but as we all know, the RCTC Board takes the recommendations of CVAG in terms of how we shepherd our money. I think that over the next three weeks, there is going to be some detailed discussion amongst staff, as well as elected officials that serve on the rail committee, and that includes representatives of Palm Springs, Indio, Cathedral City, La Quinta – they serve on that committee as well as a tribal representative. We will be looking at all of those issues and will come back to the CVAG Transportation Committee in April with an anticipation it will go to the Executive Committee in April and then on to RCTC in May. So there is still a lot of discussion that is going on. It might be beneficial if Mr. Yates wants to address this – see what RCTC's scheduling is in this. I think there is a lot more than what is necessarily in this staff report.”

Councilmember Hanson stated the following: “Prior to that and to address a question that was raised earlier as to the legality of doing this, I think one would only need to look at the CVAG letter wherein it states that the Western Riverside County – and it does a split. And those funds are split generally 78% between bus transit and 22% to rail. So I think that in and of itself and what Mr. Pettis just outlined, should be verification, validation that it is legal for RCTC to do what it would be doing if it were to split funds.”

Vice Chair Parks stated “In the letter from CVAG, it states ‘At this time, staff believes that adopting a funding policy of 78% buses/22% rail is premature and excessive.’ Councilmember Pettis stated: “Correct. There is not been any presentation coming from the rail subcommittee in terms of what the split would be.” Vice Chair Parks stated: “Is there really discussion about forming another JPA?” Councilmember Pettis stated: “A JPA is already formed by legislation. It hasn't been – it is not operating. But the legislation – there is nothing that has to take place other than CVAG Executive Committee going through with this.” Vice Chair Parks further asked: “Who is going to be on that JPA? Are you talking about the Executive Committee of CVAG?” Councilmember Pettis stated the following: “Allyn (Waggle) can probably best answer than me. In my vision, it would simply be the Executive Committee of CVAG so that you are not setting up a whole new body and entity. It would be very similar to what we do at the...” Vice Chair Parks stated: “Maybe under that JPA, they can move taxi.”

Robert Yates, RCTC stated: “From RCTC’s perspective, let me just hit on a few points here. First of all, there was question raised with respect to the allocation of these funds to let’s say a local agency through CVAG. CVAG, I believe, has a

legal opinion that says that can happen. We are actually looking at that with our legal counsel. RCTC does necessarily agree or disagree with that opinion at this point in time. Second, with respect to the intermodal authority, RCTC does have an opinion that the intermodal authority would need subsequent legislation in order to accept the TDA funds that are being talked about. So that is not quite so cut and dry itself there. Third, with respect to process, what we have advised CVAG is that – it is a local control issue with respect to developing a split. That is how it occurred in Western County. With respect to CVAG, they would take a vote as to the endorsement of a split and then they would petition the entire RCTC Board. At that point, staff would go ahead and agendize that for discussion and action at the RCTC Board.”

Chairman Spiegel stated: “Thank you very much. I think that pretty well covers it because we have nothing to do with it at this point.”

Councilmember Hernandez stated: “I have been privy to some of the conversation for quite some time from the Transportation Committee at CVAG and also RCTC. I get what we are trying to do as a region – bring in rail service. That is a very valid thing that we need to look at because rail is important. Equally as important, and I brought this up, is that our bus system is important. When we look at the needs of the eastern Coachella Valley, the disparities when you look at access from that area to areas of which doctor services are provided, buying groceries, schools and, here is the big thing - the fact that the eastern Coachella Valley plays a big role to our tourism agency in terms of providing the labor, we need to balance all that. How much do we take and what percentage? How do we also ensure the services of our buses? There is a lot ongoing conversation.” Chairman Spiegel stated: “We would all like to see rail out here and we would all like to see more bus service. I wish we had the money for it.”

Mr. Oglesby stated the following: “Can I provide some clarity to help out here?” Chairman Spiegel stated: “Please”. Mr. Oglesby stated: “First of all, SunLine supports rail – I definitely support rail and hope it comes in the Valley. The purpose of this report was to provide information. It was not to get into any type of argument or say I’m against anything. The majority of the information that we put in the staff report was pulled from the Rail Study created by CVAG. So basically we were regurgitating information, trying to provide additional information just to provide clarity. It by no means, lays the entire situation out. If I did that, it would be about 25 pages. I was trying to create a synopsis to get our creative juices flowing to say look – this is what possibly could be happening down the line. As far as the rail committee, it was created over at CVAG. I had requested to be on it. I was voted in. It was my understanding that they have not met since I have been voted in. I even brought it up at the last CVAG meeting. Is the committee taking place? And the answer was that it hasn’t met. So that fact that SunLine hasn’t been to a meeting – trust me, if we are invited, we will be there. If I can’t make it, I will make sure a representative is there. There is a miscommunication and I don’t want it to appear in any way that SunLine is against moving forward with anything. I think it is my job and my duty to bring

forward what is going on with this situation if it could affect SunLine in any way. That is all that this Board report is doing. That is why it says discussion."

**14. Guidelines for General Manager Salary and Benefits Scale**

Chairman Spiegel addressed the Board stating: "The next item is also a discussion item. We have already been through the General Manager's Salary and Benefits and established an Ad Hoc Committee."

**15. Commuter Link 220 Update**

Director of Transit Planning, Joe Forgiarini, addressed the Board stating that on September of 2012, SunLine launched the Commute Link 220; it has been in operation for almost six months. Mr. Forgiarini stated that he has provided a staff report providing a progress report on ridership. The average daily ridership was 67 in October, 2012. Staff is continuing to monitor progress. Comments have been very positive about having access from the Valley to western Riverside County. Mr. Forgiarini stated that there are requests for additional trips and other times and days. Funding limitations of the current package constrain us to early morning departures going westbound and afternoon return. He stated that he will keep the Board informed of progress." Mayor Adolph asked if the Agency is losing money." Mr. Forgiarini stated that the service is fully funded and the revenue is still meeting expectations." Mayor Adolph further asked: "It is costing us so much to go out there and come back, is the ridership enough to balance it? I know it is funded." Mr. Forgiarini further stated that we rely on the JARC and the New Freedom grant, plus a partnership with RTA that provides half of the local funding match. So three quarters are covered and only a quarter of the costs come from our own local funding. He further stated that in terms of ridership, there is about a 15% cost recovery. He stated that like any bus service, there is a big deficit associated with that."

Councilmember Hernandez stated: "I appreciate the information on the ridership numbers. I would like to see this Agency continue to give us an update on how we are doing. One of the things we could use this JARC funding for is to bring services into the eastern Coachella Valley." Vice Chair Parks stated: "Just for clarification, generally, when you have a grant, the grant has criteria and you must meet that criteria. So if you pull it, that grant money is going to go back. It is not going to go to the east Valley." Mr. Oglesby stated: "When you talk about a grant, it depends on how it is written – job access, communities."

Mr. Yates, RCTC, stated: "With respect to the JARC money, it would not be allowed by the Feds to be reprogrammed to another project. That is out of RCTC's control. For instance, SunLine wanted to wrap up the project and say okay, it didn't work right now, that money would basically disappear from the region. So essentially, SunLine is best to operate that grant and build ridership and try to make it sustainable. One other comment with respect to whether or not it is making a profit, transit doesn't necessarily look at it from a 'making a profit. What transit is required to do under TDA is meet farebox recovery. If this service was to actually stay in place past the grant, it would have to achieve SunLine's blended farebox recovery ration, which I'm guessing is about 17.5 percent. They

are close. From that perspective, the service is actually doing okay considering it has only been launched for six months."

Councilmember Hanson asked the following: "What advertising program do you have and how are you informing the people about the service? Do you think it is adequate? If you were to do a little bit more, would you get more people on board? Or is it just a limited number of riders that will ever use it?" Mr. Forgiarini stated: "We understand from our monitoring of it, it is a revolving group. There is a small number that are regulars, but the vast majority come and go as they need to ride to get to and from western Riverside County. These are people who are traveling for a multitude of reasons." Mr. Oglesby stated: "And to add from a marketing standpoint, there are so many ways to look at this. It may not be a situation where marketing would bring ridership, it may be a situation where more trips would bring more ridership because it is easy to use. If you recall when we first put in a proposal for this, we received half of the funding. So we are actually moving forward with half of what we had originally proposed even though we did get some relief from RTA. Frequency is important. It doesn't run on the weekend. We work very hard on making sure that timing is perfect with the resources that we have in the morning and then coming back. If we have more trips, it may be more productive and it may not. We just don't have the funding or the resources to even touch that right now."

**16. The "Do Good Bus"**

Mikel Oglesby addressed the Board stating the following: "At the January, 2013 SunLine Board meeting, Councilmember Glenn Miller presented a press article concerning the "Do Good Bus", for consideration by staff. Rebecca Pontius from the "Do Good Bus" was contacted and confirmed volunteers are transported by charter or school buses and they have not utilized transit agency buses to date. Federal Transit Administration charter bus regulations prevent transit agencies with federally funded buses competing for such work (even if donated). Mr. Oglesby stated that he just wanted to bring the information forward to let the Board know that we did look into it." Councilmember Miller stated: "I appreciate that. I just wanted to see if there was some way we could utilize the buses to give back to the community. We do the same thing with the food program, which is very well respected throughout the community." Mr. Oglesby stated: "This has stimulated staff to look at other options and other opportunities and to take a hard look at our charter regulations to see what could or could not happen. So we are still looking at options."

**17. Bus Stop Inventory – City of Rancho Mirage**

Mikel Oglesby addressed the Board stating: "At the January, 2013 SunLine Board of Directors meeting, Councilmember Dana Hobart requested an inventory of all bus stops within the City of Rancho Mirage, including what amenities are located at each stop. The information is provided in the Board report."

**18. General Manager's Report**

Mr. Oglesby stated the following: "As you are all aware, February 13<sup>th</sup> we hosted our "State of Public Transit" Luncheon providing leaders in the community information on public transit. Mr. Michael Melaniphy, the President and CEO of the American Public Transportation Association, served as keynote speaker and provided information on the positive economic affects transit has on our community. The event was very well attended. I would like to thank those Board members who were able to attend. A special thanks goes to our Vice Chair, Mayor Yvonne Parks, for her participation. Yesterday we held the ground breaking ceremony of the new Admin. Building. Again, a thank you goes out to Vice Chair Parks for her participation and to Councilmember Greg Pettis for attending. Staff is looking forward to the reality of getting out of the "temporary" trailers, into a 'real' building, which should take place in about 13 months. Again, I thank Supervisor Benoit for his assistance in getting through the permitting process. Later this month I will attend the American Public Transportation Association's annual Legislative Conference. I plan to meet with local legislators on the hill to provide an update on all that is happening here at SunLine. We participated in the Black History Parade. Tomorrow staff will once again share in the diversity recognized here at SunLine, with a pot luck luncheon, which also includes dessert and mac 'n cheese contests among employees. If you have a chance, come on down and join us at noon as we celebrate the contributions of African Americans to our great country. "

**19. Next Meeting Date**

March 27, 2013

12 o'clock Noon – Kelly Board Room

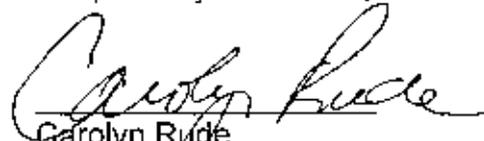
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

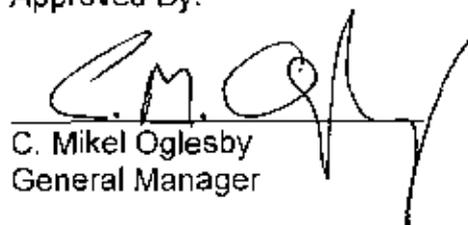
**20. Adjourn**

Chairman Spiegel adjourned the meeting at 1:20p.m.

Respectfully Submitted,

  
Carolyn Rude  
Clerk of the Board

Approved By:

  
C. Mikel Oglesby  
General Manager

Date: 3/18/13

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - February 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section I - Check payments Issued against the Operating Fund</b>				
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	656947	2/19/2013	\$21,810.65
IMPERIAL IRRIGATION DIST	Utilities	657049	2/21/2013	\$21,266.53
GOODYEAR TIRE & RUBBER COMPANY	Bus Tire Lease	656970	2/19/2013	\$20,134.32
RUTAN & TUCKER, LLP	Legal fees	657060	2/21/2013	\$18,400.00
NYHART COMPANY	Pension Consultant	656998	2/19/2013	\$12,701.68
VEHICLE TECHNICAL CONSULTANTS, TRANSIT PRODUCTS & SERVICES	Consulting Services	657023	2/19/2013	\$9,000.00
RANCHO LAS PALMAS RESORT	Repair Parts	657018	2/19/2013	\$8,161.79
NEW FLYER	State of Public Transit	656920	2/13/2013	\$7,802.11
STRICKLAND KENNY INC.	Bus Parts	656875	2/8/2013	\$6,234.37
A.C. PROPANE	Lubricants & Oils	657013	2/19/2013	\$6,203.78
MOORE MAINTENANCE & JANITORIAL OFFICETEAM	Propane Service	656834	2/8/2013	\$4,714.46
NEW FLYER	Janitorial Servs	656869	2/8/2013	\$4,678.00
ELLSWORTH TRUCK & AUTO	Temporary Services	656998	2/19/2013	\$4,665.16
ALLIED REFRIGERATION, INC	Bus Parts	656994	2/19/2013	\$4,244.43
NAPA AUTO PARTS	Repair Parts	656954	2/19/2013	\$3,987.26
OFFICETEAM	Bus A/C Parts	656837	2/8/2013	\$3,952.31
ALLIEDBARTON SECURITY SERVICES	Vehicle Repair Parts	656991	2/19/2013	\$3,873.81
HOME DEPOT CRD SRVS	Temporary Services	656880	2/8/2013	\$3,827.95
ROMAINE ELECTRIC CORP.	Security Services	656838	2/8/2013	\$3,815.76
TELEPACIFIC COMMUNICATIONS	Facility Maintenance	657048	2/21/2013	\$3,615.01
CREATIVE BUS SALES, INC.	Repair Parts	656894	2/8/2013	\$3,602.49
PACIFIC PRODUCTS & SERVICES, INC.	Telephone Service	656906	2/8/2013	\$3,378.26
RESORT MARKETING	Bus Repair Parts	656940	2/19/2013	\$3,342.08
VERIZON WIRELESS	Bus stop supplies	657000	2/19/2013	\$2,586.10
CARQUEST OF THE DESERT	Public Relations Mgmt	656893	2/8/2013	\$2,502.50
KIMCO STAFFING SERVICES, INC.	Wireless Cell Service	657066	2/21/2013	\$2,445.57
CUMMINS CAL PACIFIC, LLC	Repair Parts	656934	2/19/2013	\$2,381.35
FIESTA FORD, INC.	Temp. Emp Serv	656864	2/8/2013	\$2,362.16
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	656852	2/8/2013	\$2,294.67
SMART CHEMISTRY CORPORATION	Repair Parts/Support	656965	2/19/2013	\$2,191.53
NAPA AUTO PARTS	Bus Repair Parts	656968	2/19/2013	\$2,107.93
AIR & HOSE SOURCE, INC.	Hydrogen Samples	656898	2/8/2013	\$2,100.00
FLEET-NET CORPORATION	Vehicle Repair Parts	656919	2/13/2013	\$2,016.62
FACTORY MOTOR PARTS COMPANY	Repair Parts	656836	2/8/2013	\$1,821.88
IMPERIAL IRRIGATION DIST	Software & Licenses	656855	2/8/2013	\$1,770.00
VERIZON	Repair Parts	656961	2/19/2013	\$1,713.16
TRANSIT PRODUCTS & SERVICES	Utilities	656977	2/19/2013	\$1,707.70
BROADLUX, INC.	Communications	657066	2/21/2013	\$1,541.67
COSTCO-HSBC BUSINESS SOLUTIONS	Repair Parts	656909	2/8/2013	\$1,522.92
GRANGER	Contracted Services-General	656848	2/8/2013	\$1,506.00
NAME WITHHELD	Boardroom Supplies	657031	2/21/2013	\$1,438.37
ALLIEDBARTON SECURITY SERVICES	Facility Maintenance	656971	2/19/2013	\$1,380.01
ANNEX RIVERSIDE, INC.	Insurance Losses	656882	2/8/2013	\$1,378.00
OPW FUELING COMPONENTS	Security Services	656925	2/19/2013	\$1,331.04
SMARTDRIVE SYSTEMS, INC.	Body/Paint	656841	2/8/2013	\$1,328.49
AIR & HOSE SOURCE, INC.	CNG/Hydrogen Station Parts	656999	2/19/2013	\$1,277.22
DESERT ALARM, INC.	Security Equipment	656899	2/8/2013	\$1,240.00
DESERT ALARM, INC.	Repair Parts	656924	2/19/2013	\$1,152.24
TOXGUARD FLUID	Security Services	656950	2/19/2013	\$1,120.00
SUN CHEMICAL	Security Services	657034	2/21/2013	\$1,120.00
WOODRUFF, SPRADLIN & SMART	Coolant Recycling	656908	2/8/2013	\$1,053.02
	Bus & Facility Cleaner	656903	2/8/2013	\$1,036.54
	Legal Services	657025	2/19/2013	\$1,032.00
	<b>Subtotal</b>			<b>\$233,670.90</b>

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - February 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"</b>				
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	656831	2/6/2013	\$170,000.00
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	656830	2/6/2013	\$169,658.69
LEFLORE GROUP LLC, THE	Project Management	656866	2/8/2013	\$16,759.49
CMG	Grants & Audits	656851	2/8/2013	\$12,375.00
ARCADIS U.S., INC.	Construction Managing	656842	2/8/2013	\$11,885.30
HEWLETT-PACKARD COMPANY	Network Equipment	657039	2/21/2013	\$5,477.80
TECH DEPOT	Computer Supplies	656905	2/8/2013	\$1,918.35
PETERSON HYDRAULICS, INC.	Security Equipment	656886	2/8/2013	\$1,913.95
TURBO IMAGES INC.	Bus Decals/Logos	656912	2/8/2013	\$1,691.24
	<b>SubTotal</b>			<b>\$391,679.82</b>
<b>Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities</b>				
HEALTH NET	Group Health Ins Prem (paid monthly)	656974	2/19/2013	\$217,204.74
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657020	2/19/2013	\$90,915.35
PERMA - Insurance	Workers Comp (paid monthly)	656885	2/8/2013	\$76,897.76
PRUDENTIAL GROUP INSURANCE	Short/Long Term Disability (paid monthly)	656888	2/8/2013	\$15,614.55
METLIFE SBC	Dental Insurance (paid monthly)	656868	2/8/2013	\$6,632.27
AMALGAMATED TRANSIT UNION	Union Dues (paid per payroll)	656926	2/19/2013	\$4,466.13
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	656929	2/19/2013	\$3,357.34
EYE MED	Employee Benefits (paid monthly)	656853	2/8/2013	\$2,307.84
	<b>SubTotal</b>			<b>\$417,395.98</b>
<i>Note: The first payroll for February (1/31/2013) was reported on January 2013 Report. Normally, there are two payroll cycles per month. Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>				
	<b>Total Checks Over \$1000</b>			<b>\$1,042,746.70</b>
<b>Summary</b>				
Total of Checks Over \$1,000				\$1,042,746.70
Total of Checks Under \$1,000				\$44,061.71
Total of All Checks for the Month				\$1,086,808.41
Total Amount of Checks Prior Year - Same Month				\$1,017,341.81

February 2013 Statement



Open Date: 01/19/2013 Closing Date: 02/21/2013

Account:

Visa® Business Card  
SUNLINE TRANSIT  
C MIKEL OGLESBY

Cardmember Service ☎ 1-866-552-8855  
BUS 13

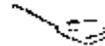
New Balance	\$2,398.54
Minimum Payment Due	\$24.00
Payment Due Date	03/17/2013
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary	
Previous Balance	+ \$1,802.40
Payments	- \$1,145.55cr
Other Credits	- \$656.85cr
Purchases	+ \$2,398.54
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>= \$2,398.54</b>
Past Due	\$0.00
Minimum Payment Due	\$24.00
Credit Line	\$37,000.00
Available Credit	\$34,601.46
Days in Billing Period	34

Payment Options:



Mail payment coupon with a check



Pay online at [myaccountaccess.com](http://myaccountaccess.com)



Pay by phone 1-866-552-8855

No payment is required.

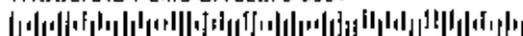
Automatic Payment

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

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

Account Number:
Your new full balance of \$2,398.54 will be automatically deducted from your account on 03/16/13.

SUNLINE TRANSIT  
C MIKEL OGLESBY  
32505 HARRY OLIVER TRI  
THOUSAND OAKS CA 92276-3501





SUNLINE TRANSIT  
C MIKEL OGLESBY

Cardmember Service ☎ 1-866-552-8855

**Important Messages**

Your payment of \$2398.54 will be automatically deducted from your bank account on 03/16/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature

Receive Email Updates. Sign up for important updates and special offers for your credit card account to be delivered to your inbox. Provide your email address at email.myaccountaccess.com.

Save time and money by consolidating your debt into one monthly payment. Check your mail for a great offer or call Cardmember Service today for information on a great rate.

**Transactions**

**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/01	01/31	6419	FOXTRANSLATE SAN FRANCISCO CA MERCHANDISE/SERVICE RETURN	\$161.25cr	_____
02/11	02/07	0410	USAIRWAYS0377191346565 MANKATO MN MERCHANDISE/SERVICE RETURN MCDANIEL/TODD 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$247.80cr	_____
02/11	02/07	0428	USAIRWAYS0377191346566 MANKATO MN MERCHANDISE/SERVICE RETURN REYES/ASAEL 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$247.80cr	_____
02/19	02/16		PAYMENT THANK YOU	\$1,145.55cr	_____
<b>TOTAL THIS PERIOD</b>				<b>\$1,802.40cr</b>	

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/30	01/29	3713	FOXTRANSLATE SAN FRANCISCO CA	\$161.25	_____
02/04	02/01	5363	GOOGLE *SYNERGY TS google.com/ch CA	\$88.35	_____
02/08	02/07	9611	GOOGLE *SYNERGY TS google.com/ch CA	\$88.36	_____
02/11	02/08	9312	USAIRWAYS0377174144763 MANKATO MN REYES/ASAEL 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$310.70	_____
02/11	02/08	9320	USAIRWAYS0377174144764 MANKATO MN MCDANIEL/TODD 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$310.70	_____
02/11	02/09	6868	OWW*ORBITZ.COM 888-656-4546 IL	\$13.98	_____
02/11	02/07	9877	USAIRWAYS0377191346565 MANKATO MN MCDANIEL/TODD 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$247.80	_____
02/11	02/07	9885	USAIRWAYS0377191346566 MANKATO MN	\$247.80	_____

SUNLINE TRANSIT  
C MIKEL OGLESBY

Cardmember Service ( 1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			REYES/ASAEL 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS		
02/19	02/15	2443	USAIRWAYS0377191368826 MANKATO MN OGLESBY/CHARLE 03/08/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO WASHINGTON WASHINGTON TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$929.60	
TOTAL THIS PERIOD				\$2,398.54	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$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.

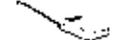
Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$2,398.54	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Contact Us

 Phone  
Voice: 1-866-552-8855  
TDD: 1-888-352-8455  
Fax: 1-866-807-9053

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

 Mail payment coupon with a check  
Cardmember Service  
P.O. Box 790408  
 St. Louis, MO 63179-0408

 Online  
myaccountaccess.com

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: February 21, 2013

Payments and other credits:

Detail:			
01/31/13	Fox Translate	Transcription of Board minutes-Unable to provide due to poor quality audio	\$161.25CR
02/07/13	US Airways	Credit for airfare for Operations Supervisor Training – change in flight	\$247.80CR
02/07/13	US Airways	Credit for airfare for Operations Supervisor Training – change in flight	\$247.80CR
02/16/13	Payment	Credit card payment	\$1145.55CR

Detail:			
01/29/13	FOX TRANSLATE	Transcription of Board minutes	\$ 161.25
02/01/13	Google Synergy	Transcription of Board minutes	\$ 88.35
02/07/13	Google Synergy	Transcription of Board minutes	\$ 88.36
02/07/13	US Airways	Airfare for Operations Supervisor Training – original flight	\$ 247.80
02/07/13	US Airways	Airfare for Operations Supervisor Training – original flight	\$ 247.80
02/09/13	Ortiz	Fees	\$ 13.98
02/11/13	US Airways	Airfare for Operations Supervisor Training – new flight	\$ 310.70
02/11/13	US Airways	Airfare for Operations Supervisor Training – new flight	\$ 310.70
02/15/13	US Airways	Airfare for General Manager – APTA Legislative Conference	\$ 929.60

Note: All travel is included in the Board approved FY 2013 budget.

SunLine Transit Agency  
Statement of Activities  
January 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Local Transportation Funds (LTF)	10,718,420	812,001	893,202	(81,201)	6,659,680	6,252,412	407,268
Measure A	4,500,000	375,000	375,000	0	2,625,000	2,625,000	0
FTA Section 5307	2,724,804	1,582,731	227,067	1,355,664	1,589,469	1,589,469	0
FTA Section 5311	264,566	154,330	22,047	132,283	154,330	154,330	0
FTA Section 5316	125,310	73,098	10,443	62,656	73,098	73,098	0
FTA Section 5317	101,951	56,598	8,496	48,102	59,471	59,471	0
Fare Box Revenue (Fixed Route)	3,070,000	236,650	255,833	(19,183)	1,741,363	1,790,833	(49,470)
Fare Box Revenue (Demand Response)	280,000	20,404	23,333	(2,929)	181,798	163,333	18,465
Taxi Vouchers	21,724	4,998	1,810	3,188	25,745	12,672	13,073
Interest and Other Revenue	470,218	66,452	39,185	27,267	400,872	274,294	126,578
<b>Total Operating Revenue</b>	<b>22,276,993</b>	<b>3,382,262</b>	<b>1,856,416</b>	<b>1,525,846</b>	<b>13,510,826</b>	<b>12,994,913</b>	<b>515,914</b>
<b>Expenses:</b>							
SunFuels (10)	289,540	(47,716)	24,128	71,844	168,177	168,898	721
Operations-Fixed Route (11 & 12)	9,067,431	826,768	755,619	(71,149)	5,176,767	5,289,335	112,568
Operations-Dial-A-Ride (13 & 14)	2,478,560	302,462	206,547	(95,915)	1,635,402	1,445,827	(189,575)
Risk Management (15)	836,136	88,395	69,678	(18,717)	662,282	487,746	(174,536)
Maintenance (21 & 22)	4,713,527	538,396	392,794	(145,602)	2,778,178	2,749,557	(28,621)
Facility Maintenance-T.P. (23)	598,415	41,551	49,868	8,317	282,920	349,075	66,155
Facility Maintenance-Indio (24)	66,623	4,802	5,552	750	41,043	38,863	(2,180)
Stops & Zones Maintenance (25)	464,297	47,565	38,691	(8,874)	252,054	270,840	18,786
Marketing (31)	320,961	21,113	26,747	5,634	187,469	187,227	(242)
Human Resources (32)	382,828	47,506	31,902	(15,604)	188,253	223,316	35,063
General Administration (40)	1,352,837	400,065	112,736	(287,329)	1,000,901	789,155	(211,746)
Finance (41)	945,398	77,112	78,783	1,671	518,970	551,482	32,512
Information Technology (42)	271,790	24,305	22,649	(1,656)	170,374	158,544	(11,830)
Planning & Agency Development (49)	488,651	42,357	40,721	(1,636)	422,093	285,046	(137,047)
<b>Total Expenses</b>	<b>22,276,993</b>	<b>2,414,681</b>	<b>1,856,416</b>	<b>(558,265)</b>	<b>13,484,883</b>	<b>12,994,913</b>	<b>(489,970)</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>0</b>	<b>967,581</b>	<b>(0)</b>	<b>967,581</b>	<b>25,943</b>	<b>0</b>	<b>25,944</b>

Contracts Signed Under General Manager Authorization

February-13

Vendor	Product/Service	Need	GM Authorization	Cost
CPAC	Backup Data Recovery System	Existing data backup is at capacity. New equipment is 20TB with 5TB off site for recovery	Approved as part of a Budget line item of SRTP FY11/12	\$37,241.00



**SunLine Transit Agency  
Monthly Ridership Report  
February - 2013**

FY  
2012 & 2013

Fixed Route Line Description	Feb 2013	Feb 2012	Jan 2013	Month Var.	% Var.	FY 2013 YTD	FY 2012 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
										Monthly	YTD	Monthly	YTD
14 DHS/PS	45,025	44,920	45,690	105	0.2%	356,630	345,170	11,460	3.3%	1,066	9,860	319	2,131
15 DHS	8,853	8,780	9,027	73	0.8%	68,688	63,811	4,877	7.6%	93	872	72	274
24 PS/CC	17,053	16,544	16,897	509	3.1%	129,589	126,987	2,602	2.0%	340	3,097	136	983
30 CC/PS	64,143	68,761	66,496	(4,618)	-6.7%	511,808	520,769	(8,961)	-1.7%	1,583	14,080	598	4,835
32 PD/RM/TP/PS	24,019	22,020	23,397	1,999	9.1%	179,748	159,304	20,444	12.8%	989	8,267	144	1,455
53 PD/RW	5,600	4,652	5,630	948	20.4%	40,666	32,975	7,691	23.3%	171	1,655	30	121
70 LQ/BD	22,798	23,052	22,661	(254)	-1.1%	165,203	163,170	2,033	1.2%	617	4,633	34	555
80 Indio	10,693	11,389	10,733	(696)	-6.1%	93,741	137,989	(44,248)	-32.1%	135	1,113	108	934
81 Indio	9,084	8,592	8,890	492	0.0%	69,388	17,018	52,370	0.0%	102	958	89	733
90 Coachella/Indio	21,765	19,934	20,814	1,831	9.2%	158,449	149,256	9,193	6.2%	468	3,540	144	1,191
91 Cch/Th/Mecca	21,611	21,198	18,843	413	1.9%	146,097	150,239	(4,142)	-2.8%	446	3,090	40	387
111 PS/Indio	140,924	142,726	139,920	(1,802)	-1.3%	1,093,227	1,061,573	31,654	3.0%	4,316	35,283	952	7,515
220 PD to Riverside	1,221	-	1,132	1,221	0.0%	7,040	-	7,040	0.0%	32	126	2	44
<b>Fixed route total</b>	<b>392,789</b>	<b>392,568</b>	<b>390,130</b>	<b>221</b>	<b>0.1%</b>	<b>3,020,274</b>	<b>2,928,261</b>	<b>92,013</b>	<b>3.1%</b>	<b>10,358</b>	<b>86,574</b>	<b>2,669</b>	<b>21,158</b>
<b>Demand Response</b>													
SunDial	10,800	10,659	11,537	141	1.3%	88,728	80,831	7,897	9.8%				
<b>System total</b>	<b>403,589</b>	<b>403,227</b>	<b>401,667</b>	<b>362</b>	<b>0.1%</b>	<b>3,109,002</b>	<b>3,009,092</b>	<b>99,910</b>	<b>3.3%</b>				
	Feb. 2013	Feb. 2012	Jan. 2012										
Weekdays:	20	21	23										
Saturdays:	4	4	4										
Sundays:	4	4	4										
Total Days:	28	29	31										

**Please note:**

Commuter Link 220 service was implemented on September 10, 2012.

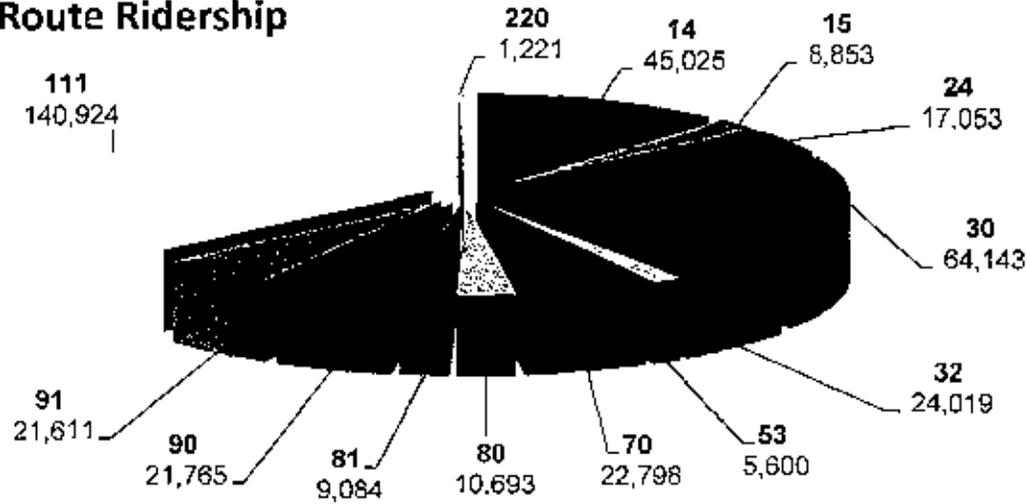
Line 80 was separated into Lines 80 and 81 in January 2012. The percentage variances for Line 80 is calculating ridership before the routes where separated.

Issued 2/15/2013

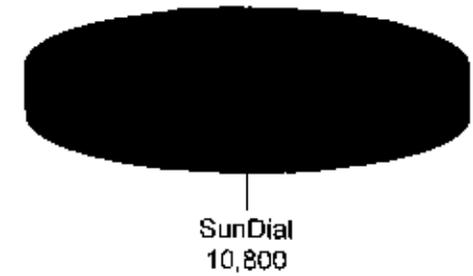
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**SunLine Transit Agency  
Monthly Ridership Report  
February - 2013**

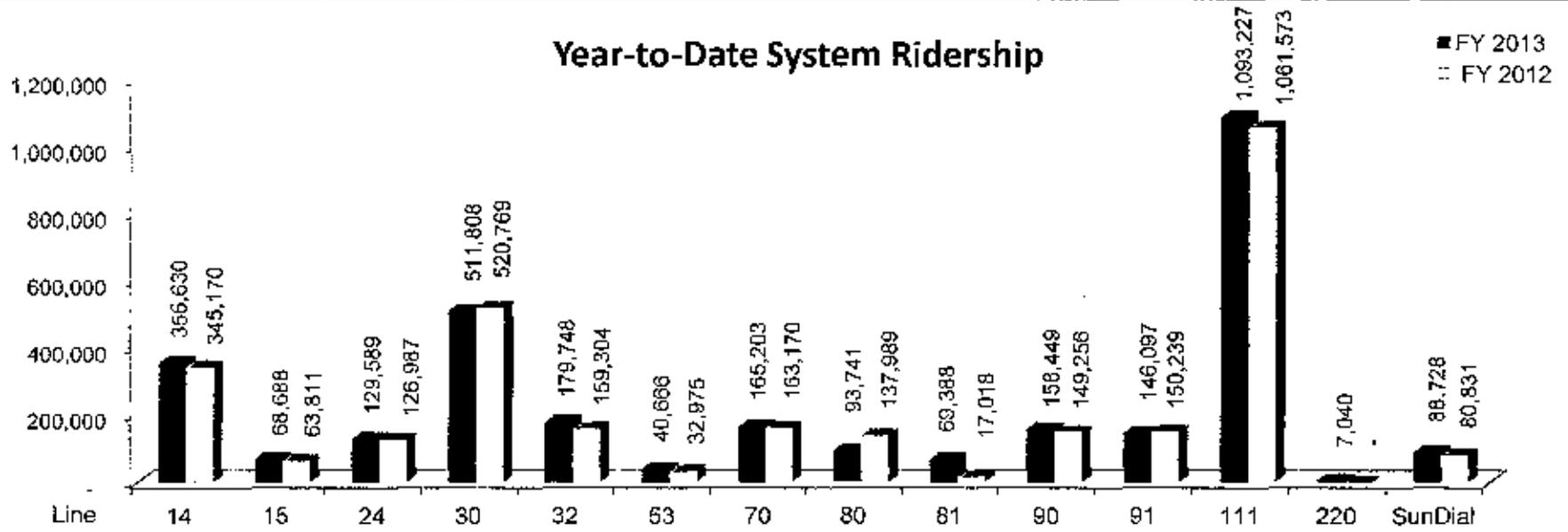
**Fixed Route Ridership**



**Demand Response Ridership**



**Year-to-Date System Ridership**





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

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**SunDial Operational Notes**  
**February 2013**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.5%	91.0%	Total trips carried in the on-time window
969	940	Total trips late during the month
9,701	9,844	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
10,659	10,800	Total passengers for the month
87,203	89,179	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
1	3	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	2	Total Ride-a-Long Evaluations
6	3	Total Onboard Inspections
0	1	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>	
1,737	1,477	Total Mobility Device Boarding's

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

**SunLine Transit Agency**

**DATE:** March 27, 2013 **ACTION**  
**TO:** Finance Committee  
Board of Directors  
**FROM:** General Manager  
**RE:** Construction Material Testing

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**Recommendation**

Recommend that the SunLine Board of Directors delegate the General Manager authority to Negotiate and Execute a Contract in an amount Not To Exceed \$150,000 for Material Testing Services subject to approval as to form by Legal Counsel.

**Background**

SunLine requires material testing services on the Administration Building and Transit Hub. SunLine received proposals from six firms for Material Testing Services. Geocon West, Inc., located in Palm Desert California is the highest rated firm. Negotiations are underway with this firm.

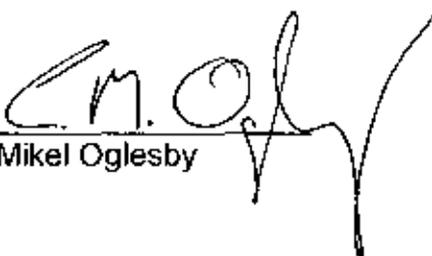
Under the Federal Brooks Act and California Government Code § 4525 selections will be based on qualifications and thereafter, successful negotiations of a reasonable price.

SunLine chose to independently retain an inspection and testing firm rather than having this work performed by potentially interested parties; this is to retain the testing and inspection firms' independence.

A listing of the proposers is attached this staff report.

**Financial Impact**

These funds are included in the Project Budget.

  
C. Mikel Oglesby



**BID AND PROPOSAL OPENING/ TABULATION RECORD**

**MATERIAL TESTING AND INSPECTION SERVICES  
RFQ 13-011**

OPENING DATE: March 6, 2013  
 TIME: 4:40

BIDDER/ PROPOSER NAME	ADDRESS, CITY, STATE, ZIP	BID BOND RECEIVED	AMOUNT (BIDS ONLY)
CHJ Consultants	77-564 Country Club Dr. Palm Desert, CA. 92211	N/A	N/A
MTGL	44917 Golf Center Parkway, Ste.1 Indio, CA. 92201	N/A	N/A
Ninyo & Moore	475 Goddard, Suite 200 Irvine, CA. 92618	N/A	N/A
Converse Consultants	10391 Corporate Dr. Redlands, CA. 92374	N/A	N/A

Geocon	3303 N. San Fernando Blvd, Ste100 Burbank, CA. 91504	N/A	N/A
Leighton Consulting, Inc.	17781 Cowan Irvine, CA. 92614	N/A	N/A



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
SUNLINE TRANSIT AGENCY ESTABLISHING AND  
RATIFYING THE EXISTENCE OF COMMITTEES OF  
THE BOARD**

WHEREAS, the SunLine Transit Agency ("STA") was formed pursuant to the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") in or about May 1977; and

WHEREAS, Section 3(F)(3) of the Agreement authorizes the Board to appoint advisory committees as deemed necessary; and

WHEREAS, the Board has previously received the advice and counsel of a Finance Committee and an Executive Committee; and

WHEREAS, the Board desires to form a Litigation Committee to receive advice and counsel on matters associated with litigation, and in certain circumstances, to make litigation decisions when the full Board is unavailable; and

WHEREAS, the Board desires to establish/ratify the existence of the Executive Committee and the Finance Committee; and

WHEREAS, the Board desires to adopt bylaws for each of the aforementioned committees;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY HEREBY RESOLVES AS FOLLOWS:

SECTION 1. There is hereby established and, to the extent previously created, the Board hereby ratifies the existence of the following committees of the STA Board:

1. SunLine Transit Agency Litigation Committee;
2. SunLine Transit Agency Finance Committee; and
3. SunLine Transit Agency Executive Committee

SECTION 2. The Board hereby adopts bylaws for the Executive Committee, Finance Committee, and Litigation Committee in the form attached hereby as Exhibits "A"- "C," respectively.

SECTION 3. The Clerk of the Board shall certify to the passage of this Resolution and enter the same in the Agency's Official Book of Resolutions.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Carolyn Rude  
CLERK OF THE BOARD  
SunLine Transit Agency

\_\_\_\_\_  
Robert A. Spiegel  
CHAIRMAN of the Board  
SunLine Transit Agency



## SunLine Transit Agency

### Bylaws of the Litigation Committee

Whenever SunLine Transit Agency ("STA") is a party to litigation, whether judicial or arbitration, the following policies and procedures shall be followed:

1. A Litigation Committee of three (3) Board members is hereby created. The Litigation Committee members shall be appointed by the Board of Directors. The Committee members shall elect a Chair and Vice Chair from among their members.
2. Each member of the Board of Directors shall be notified promptly by email or other communication when a claim or lawsuit is filed against STA.
  - a. The report to the Board members shall include the names of all parties (and their attorneys) to the litigation, as well as the substance of the allegations in the charging documents.
  - b. Each such notification to Board members shall contain a brief statement concerning the procedural status of the litigation and STA's attorney's proposed initial response to the litigation, if formulated.
  - c. Each such communication to Board members must include a conspicuous warning that the material communicated is Confidential and subject to the Attorney-Client privileges of privacy.
3. Unless the litigation is to be handled by a PERMA-appointed attorney or law firm, or the law firm representing STA, determination of the law firm to represent STA shall be made tentatively by the Litigation Committee and the General Manager, with STA's General Counsel conferring. Any attorney or law firm selected shall be subject to approval by the Board of Directors.
4. Legal Counsel shall keep the Litigation Committee and the General Manager fully apprised of the status and changes in the status of the litigation on a regular basis.
5. During the pendency of litigation involving STA, the Board of Directors shall meet in closed session at each regular meeting of the Board and be apprised by STA's Legal Counsel of the status of the litigation whenever a change in status occurs.
6. When Legal Counsel, the General Manager, or the Litigation Committee concludes that significant tactical or strategic decisions are required and there is inadequate time to call for a special meeting of the Board of Directors, the Litigation Committee and the General Manager shall meet with Legal Counsel to make such decisions as may be required. Such meeting(s) can be called by the person requesting the meeting(s). Such meetings may be held telephonically.

- a. Such decisions shall be reported to the Board of Directors at the next regular or special meeting held by the Board of Directors, whichever occurs first.
  - b. If it can be done without prejudice, the Board shall have the authority to rescind, ratify, or approve the decisions made and/or to suggest other approaches that it deems worthy of consideration.
  - c. When there is disagreement as to a tactical or strategic decision being contemplated, great deference to the opinion of Legal Counsel shall be accorded.
7. When settlement demands are made by one or more of those suing or threatening litigation against STA, the proposed response shall be discussed and tentatively formulated at a meeting of Legal Counsel, the Litigation Committee, and General Manager.
  - a. Once a response is formulated and placed in draft form, the matter will be submitted to the Board of Directors for a final decision on the response as quickly as Legal Counsel deems essential. The Board of Directors may modify such response as it deems appropriate.
  - b. The above notwithstanding, if a claim has been transmitted to PERMA and PERMA has determined that PERMA will be handling the matter on behalf of STA, PERMA shall have the authority to make tentative offers to compromise claims in an amount up to \$10,000 without Board approval. If tentatively accepted by the opposing party, a telephonic meeting shall be called with the Litigation Committee who shall have the authority to accept or reject the settlement on behalf of STA.
8. Except as provided above in section 7(b), when Legal Counsel, the Litigation Committee or General Manager deem it advisable to present STA's actual or proposed litigation opponents with an offer of settlement, a meeting of Legal Counsel, the Litigation Committee, and the General Manager shall be called as quickly as possible to approve or disapprove making a settlement offer and the form it is to take.
  - a. If a settlement offer is deemed advisable, a recommendation to that effect shall be made to the Board of Directors as quickly as Legal Counsel deems advisable.
  - b. An offer of settlement cannot be made without advance Board approval.
9. Except as provided above in section 7(b), neither Legal Counsel, the General Manager, nor the Litigation Committee has authority to unilaterally make a decision to accept a settlement offer to the litigation opposition without first securing concurrence of the Board of Directors.
10. The Board of Directors and the Litigation Committee shall be informed on a monthly basis of the expense incurred by STA in the defense or prosecution of all litigation or arbitration actions.

- a. If either the General Manager or the Litigation Committee is of the opinion that litigation expenses should be the subject of further discussion, either shall call a meeting among themselves for the purpose of considering the matter.
- b. Either the General Manager or a majority of the Litigation Committee can refer the issue to the Board of Directors for guidance and/or a decision on the issue at hand.

11. When in doubt as to whether a regular or closed session meeting of the full Board of Directors should be called to obtain the Board of Director's guidance and/or approval on any matter involving litigation issues, the decision shall be to call the meeting.

12. The scope of duties and responsibilities assigned to the Litigation Committee shall include those identified in this Policy Statement and such further responsibilities as the Board of Directors shall formally assign from time to time.

## SunLine Transit Agency

### Bylaws of the Finance Committee

Commencing at the first regular meeting in July, and annually thereafter, the Board of Directors of the SunLine Transit Agency ("STA") shall make appointments to the Finance Committee, which shall consist of five (5) Board members. The Board hereby ratifies the appointments made by Chair Spiegel for the balance of the current fiscal year (2012-13). All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The five (5) nominees with the greatest number of votes shall comprise the Finance Committee. In the event of tie votes for some committee position(s), runoff elections shall immediately follow.

1. From among themselves, the committee members shall elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The monthly regular meetings of the Finance Committee shall be on the day of the regular meetings of the Board of Directors.
  - a. Special meetings may be called by the General Manager, the Chair, or by the request of two members of the committee to the General Manager.
  - b. Those who call a meeting shall set the agenda, except that matters can be added to the agenda at the request of any member of the committee if at least 48-hours advance notice is provided and if the matter is sufficiently germane to the call of a special meeting.
  - c. Additional meetings shall be called by the General Manager or the Chair, as deemed necessary.
3. Minutes of Finance Committee meetings need not be taken on a regular basis, but shall be taken if any committee member so requests at least one business day prior to the meeting.
4. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

## **SunLine Transit Agency**

### **Bylaws of the Executive Committee**

1. The Board of Directors of the SunLine Transportation Agency ("STA") hereby creates the five (5) member "Executive Committee" and ratifies the appointments made by Chair Spiegel for the balance of the current fiscal year (2012-13). The Board reserves to its collective self the right hereafter to make all appointments to such Executive Committee in future years, except that the Chairperson shall automatically be a member of the Executive Committee without a vote of the Board of Directors. All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor will succeed to the committee membership. The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The nominee with the greatest number of votes shall be the new committee member. In the event of tie votes for some committee position(s) runoff elections shall immediately follow. From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. No committee shall be referred to as being the "Chairman's Committee." Each City and the County, which comprise the JPA, has equal authority and no Chairperson has the authority to modify this procedure.
3. The duties and responsibilities of the Executive Committee shall be:
  - a. The primary justification for the Committee to exist is to provide the General Manager, the Chair, and the Board of Directors with the ability to respond quickly to exigent matters or circumstances which, in the best interests of STA, should be dealt with promptly and which are not of such significance as to justify calling a special or emergency meeting of the Board of Directors.
  - b. Subject matter which does not meet these criteria shall not be the subject of a meeting of the Executive Committee.
  - c. The Executive Committee shall not be considered an appropriate substitute for calling a meeting of the Board of Directors in the absence of exigent circumstances.
4. An Executive Committee meeting can be called by the General Manager, the Chair of the Board of Directors, or by the request of any two members of the Board of Directors to the General Manager.

5. All meetings, open and closed, of the Executive Committee shall be subject to the making and keeping of minutes. Such minutes must identify all subjects discussed or considered by the Committee, and all actions taken or proposed to be taken and the reasons for taking such actions.
  - a. Such minutes are to be completed within two (2) business days of the Committee meeting and distributed forthwith to the members of the Board.
  - b. Notice of the meeting and the agenda of any meeting called by the Chair, the General Manager, or the Board of Directors shall be provided to all members of the Board of Directors at least 24 hours in advance of any meeting of the Executive Committee. If notice is not provided at least 72 hours in advance, the meeting shall be treated as a "Special Meeting" for purposes of the Brown Act. Email is the recommended mode of informing members of the call of a meeting, except for Board members who do not employ it, in which case notification shall be sent out by the means calculated to apprise the member of the time, place and subject matter of the meeting, including, but not limited to fax or delivery of personal notice.
  - c. Any Board member can attend any meeting of the Executive Committee providing such Board member attends as an "observer," as that term is used in Government Code Section 54952.2(c)(6).
  - d. Unless it qualifies under the Brown Act for closed session status, all such Executive Committee meetings shall be open to the public. To misuse a claim of "closed session" status shall subject the perpetrators to being publicly identified with a statement of how they violated the Brown Act.
  - e. Any member of the media or general public who has a standing or other request to be notified of all STA meetings shall promptly receive notice of the meetings of the Committee, whether open or closed.
  - f. The Committee may not consider personnel issues of any sort, disciplinary or otherwise, whether of staff, Board members, or other persons.
  - g. The Committee may not consider issues concerning the hiring of a General Manager or the Board's Legal Counsel. Such matters are reserved to the exclusive jurisdiction of the full Board of Directors.
  - h. The Committee may not consider any matter which is within the jurisdiction of any other STA committees.
  - i. The General Manager shall be responsible for preparing the agenda and notice of the meeting, and shall at all times comply with all requirements of the Brown Act.
  
6. All meetings of the Committee shall be conducted in accordance with Robert's Rules of Order, Revised.



and San Bernardino County (Loma Linda/Redlands). Rail projects like this are under the review of the State government, which opens it up to additional State rail funding sources. The Draft State Rail Plan 2013 already recognizes the initiative and the State appears interested in funding a more detailed study.

Premature funding efforts locally without sufficient planning and coordination within the region may not be well received by state and federal agencies or the owner of the railroad, Union Pacific. At least a formal partnership with all of these groups should be established to study the initiative, including its funding needs, rather than focusing entirely on SunLine's current funding allocations. In addition, the above approach will avoid the Coachella Valley having to carry the entire cost of the rail initiative.

If CVAG continues to pursue SunLine's capital and operating funds, it will have significant impact on our ability to provide current and planned transportation services. Below is an overview of the immediate term and ten-year capital funding needs and costs for SunLine.

**Short Term (Immediate) Needs/Impacts**

Over the next year, SunLine's capital needs are anticipated to increase to approximately \$29M. While we have programmed funding to support our immediate needs, the loss of \$1.2 Million in funding (STA) and federal match (\$4.8M) would negatively impact one or more of our major capital projects.

Table 2: Immediate Term Capital Needs

Category	FY 11-12 Approx. Costs Expended	FY 12-13 Planned Costs	FY 13-14 Planned Costs
Fleet	\$7,060,000	\$7,220,000	\$4,444,000
Facilities/Equipment	\$470,000	\$5,500,000	\$21,690,000
Technology/Studies	\$205,000	\$1,370,000	\$2,970,000
<b>Total:</b>	<b>\$7,735,000</b>	<b>\$14,090,000</b>	<b>\$29,104,000</b>

**Immediate Impacts of Loss of \$1.2 Million Funding:**

Fleet:

- Reduction in mid-life overhauls/fleet replacement (as required by FTA) causing failures in service/loss of service, passenger delays, and lost ridership/revenue.

Facilities/Equipment:

- Failure/delay to replace fueling station results in loss of ability to fuel the fleet, disrupted service/lost ridership, high cost of replacement fuel, and loss of outside fuel sales revenue.
- Elimination of new bus shelters and passenger amenities.

Technology/Studies:

- Elimination of new technology resulting in reduced customer service, less effective agency management system, and less operating efficiency.
- Failure of equipment such as phone and radio systems, causing service disruption, expensive repairs.
- Failure to properly plan for investment in fleet, facilities, equipment, and technology.

**Long Term (Ten Year) Needs/Impacts**

The long term capital needs of SunLine are outlined in Table Two below, both for an "average" future year and the ten year total needs.

Table 2: Long Term Capital Needs

Category	Average Year Next 10 Years Capital Cost Estimates (Baseline Service)	Average Year Next 10 Years Capital Cost Estimates (Expanded Service)
Fleet	\$4,745,000	\$7,875,000
Facilities/ Equipment	\$7,200,000	\$7,200,000
Technology/ Studies	\$945,000	\$945,000
Total: Average Year	\$12,890,000	16,020,000
Total: Ten Year	\$128,900,000	\$160,200,000

SunLine's current level of capital funding is approximately \$8.7 million, from a mix of state and federal sources. There is no expectation of these sources increasing and some sources fluctuate. Therefore, the agency is already approximately \$4 million per year short of funding to support immediate baseline needs. The gap expands to \$7 million under a planned expansion of fixed route and paratransit services. This shortfall is magnified ten-fold over a 10 year timeframe, ranging from \$40M (baseline) to \$70M (expansion).

**Long Term (Ten-Year) Impacts of Yearly Loss of \$1.2 Million Funding:**

As stated above, the loss of \$1.2 million in STA funding (for a rail program) for future years comes at a time when capital funding is already inadequate for SunLine's future needs. Other impacts, beyond current year impacts above, are:

Fleet

- Failure to maintain vehicles to federal standards; loss of funding.
- Passenger complaints regarding lack of new fleet/poor image.

#### Facilities/Equipment

- Failure to maintain buildings and equipment to federal standards; loss of funding.
- Delayed construction of new operations and maintenance facilities. Inability to fit new fleet for expanded service levels/new routes, especially eastern end of the Valley.
- Elimination of new bus shelters and removal of deteriorated shelters without replacement.

#### Technology/Studies

- Lack of new service initiatives (Bus Rapid Transit, etc.).

#### **Mitigation of Funding Losses**

If CVAG's proposal is approved by RCTC, SunLine would have limited opportunities to secure additional funding to replace operating and capital funding losses:

- Legislation/Voter Initiative: Propose a new local funding measure/initiative for public vote and implementation (if successful) to support SunLine operations.
- Fare Increase: Fifty cent fare increase may generate as much as \$1M per year. However, the increased revenues will not be realized for a year or more due to lost ridership, as the system adjusts.
- Service Reductions: Five (5%) percent service reductions across the entire transit system.

  
C. Mikel Oglesby

**SunLine Transit Agency**

**DATE:** March 27, 2013 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** Director of Transit Planning  
**RE:** Bus Service Request – Shadow Hills High School

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**Background**

At the January 2013 SunLine Board of Directors meeting, the member for City of Indio, Councilmember Glenn Miller, requested consideration of SunLine providing bus service for the Shadow Hills High School.

The Shadow Hills High School (1491 students, years 9-12) and Desert Ridge Academy (1071 students - middle school years 5-8) are located on the same site at Jefferson Street/39<sup>th</sup> Avenue in the north-west corner of Indio. These schools opened for the 2009/10 school year. The high school does not have school bus transport while the middle school does operate a yellow school bus service.

The nearest existing SunLine transit route is approximately 2.5 miles (Line 70 Washington/Harris Palm Desert) or 4 miles (Line 81 Jackson/Avenue 42 Indio) distant, not close enough to offer any service to the school. A review of school student addresses (attached) shows the majority of students live southeast of the school, but north of the UP railroad that cuts through the middle of the City of Indio. There is a notable concentration of students in the Avenue 44 area east and west of Jackson Street.

It is not considered feasible to modify existing Indio transit lines 80 or 81 to serve North Indio and Shadow Hills High School without significant disruption to existing riders. A conceptual transit line serving the school and the North Indio area is attached for illustrative purposes. SunLine is precluded by federal legislation from offering a transit service solely for the purpose of school student transport. Any new route for North Indio needs to serve the overall community and operate not just at hours related to school student travel (weekday daytime would be a minimum level of service).

Much of the area between existing Line 81 in North Indio (Jackson/Avenue 42) and the school is relatively recently developed gated communities such as Shadow Hills Golf Club, which may limit the potential ridership for a new route (beyond students travelling to the school). For this reason, North Indio area did not feature any planned new transit line in the 2006 Comprehensive Operational Analysis (COA) or its 2009 update.

The area the possible route would serve has a population of around 9,000. To achieve a minimum 10% cost recovery, there would need to be around 120 return passenger trips (240 boardings) or 1.3% of the area population making a return trip each day. Approximately 8% of the high school population riding such a bus service each day to/from school would also achieve this minimum ridership requirement. Demand for transit service in North Indio beyond the school travel needs has been rare to date.

The cost to provide a new route to North Indio is \$168,000 per year. Fiscal Year 2013/2014 planning suggests there may finally be sufficient funding to accommodate network-wide service expansion after five years of uncertainty. A route for North Indio would need to be prioritized by the board as part of a set of service improvement options for FY2013/2014. It is not a high priority based on technical analysis, due to potential low ridership and cost recovery. If such a route were added, the board would be recommended to limit this new service to hourly frequency weekdays daytime only for a 24-month trial period, to determine the potential ridership and cost recovery of such a service.

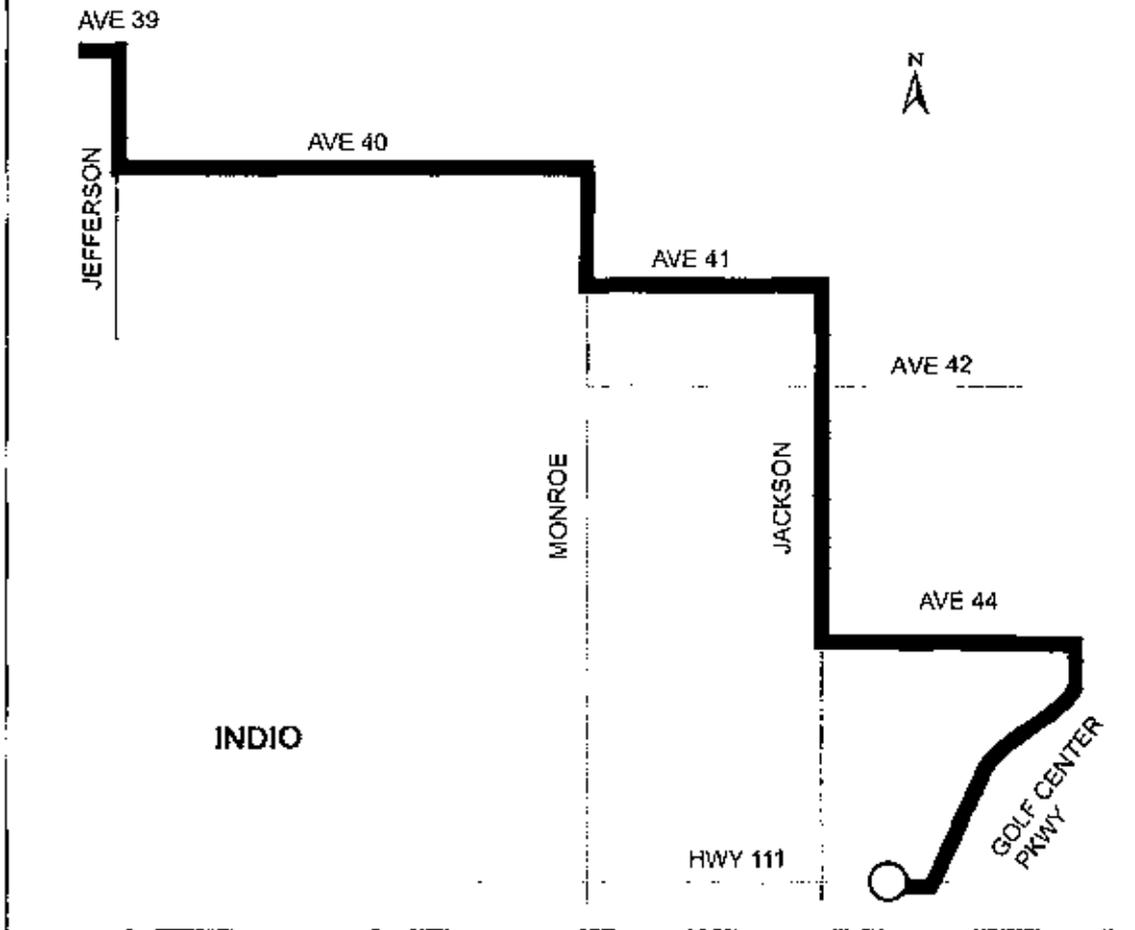
**Recommendation:**

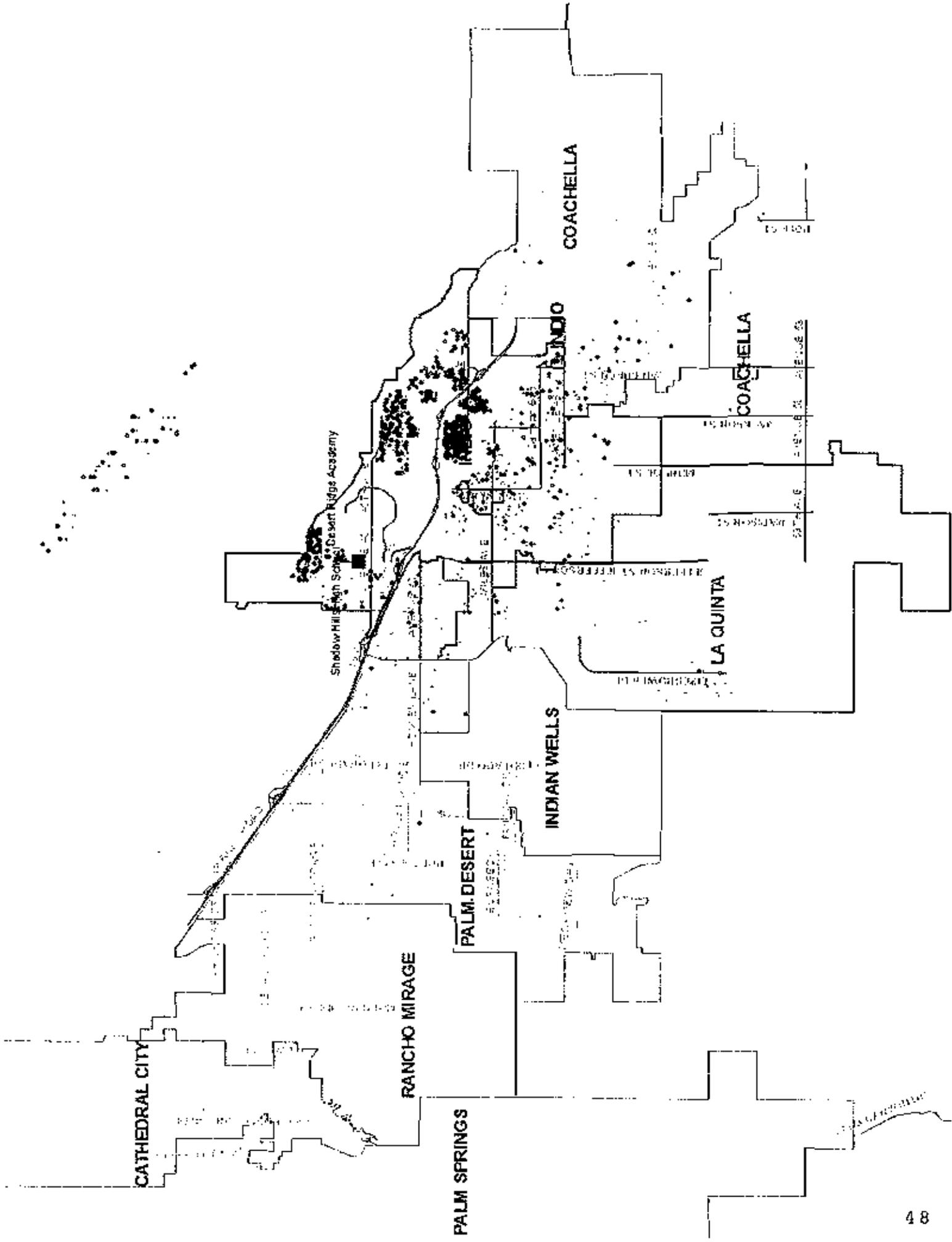
This item is provided for the Board at this time for information and comment. The item will receive further consideration as part of development of the FY 2013/2014 SunLine Transit Agency budget.



Joe Forgiarini

# North Indio Route Concept





Shadow Hill High School Desert High Academy

CATHEDRAL CITY

RANCHO MIRAGE

PALM SPRINGS

PALM DESERT

INDIAN WELLS

INDIO

COACHELLA

COACHELLA

LA QUINTA

SunLine Transit Agency

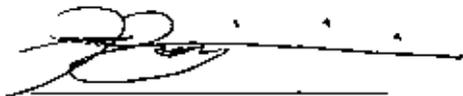
**DATE:** March 27, 2013 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** Director of Transit Planning  
**RE:** Bus Stop Shelters – 70 New Locations

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**Background**

At the February 27, 2013 SunLine Board of Directors meeting, a number of members of the Board requested a copy of the list of bus stops receiving a new shelter.

Please find the requested list on the next pages. The shelter installations should commence in the second half of May and be completed by June 30, 2013.



Joe Forgiarini



**SUNLINE BUS STOP IMPROVEMENT PROGRAM - PHASE 4  
PROCUREMENT OF NEW BUS SHELTERS**

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>Cathedral City</b>											
17	Palm Cyn. Dr.	Bankside Dr.	Farside	Southeast	Eastbound	111	Bench & Waste Cont.	6'-0"	9ft.	AD	Blue
19	Palm Cyn. Dr.	Bankside Dr.	Nearside	Northeast	Westbound	111	Bench & Waste Cont.	6'-6"	9ft.	AD	Blue
20	Palm Cyn. Dr.	Eagle Cyn. Wy.	Nearside	Northeast	Westbound	111	Bench & Waste Cont.	5'-0"	13ft.	AD	Blue
147	B St	W. Buddy Rogers	Nearside	Northeast	Westbound	30 & 111	SunLine Ad Shelter	10'-0"	17ft.	AD	Blue
276	Date Palm Dr.	Ramon Rd.	Farside	Northeast	Northbound	32	Bench & Waste Cont.	5'-0"	13ft.	AD	Blue
598	Ramon Rd.	Date Palm Dr.	Farside	Northwest	Westbound	30	SunLine Ad Shelter	12'-0"	17ft.	AD	Blue

Shelter Sizes      QTY:

9FT AD              2

13FT AD            2

17FT AD            3

Total Number of Bus Stop Recommended for New Shelters = 7

\* Pending new bus shelter installation.

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>Coachella</b>											
114	Ave. 50	Harrison St.	Farside	Northwest	Westbound	90	Older SunLine Shelter	10'-0"	13ft.	AD	Blue
303	Grapefruit Blvd.	Ave. 49	Farside	Southwest	Southbound	91	Bench & Waste Cont.	6'-6"	9ft.	AD	Blue

Shelter Sizes      QTY:

9FT AD              1

13FT AD            1

Total Number of Bus Stop Recommended for New Shelters = 2

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>Desert Hot Springs</b>											
7	West Dr.	2nd St.	Nearside	Southeast	Northbound	15	Bench & Waste Cont.	6'-5"	13ft.	AD	Brown
134	Two Bunch Palms Tr.	Palm Dr.	Farside	Northwest	Westbound	15	Bench & Waste Cont.	5'-0"	13ft.	AD	Brown
138	Hacienda Ave.	Palm Dr.	Farside	Southeast	Eastbound	15	Bench & Waste Cont.	5'-0"	13ft.	AD	Brown
489	Palm Dr.	Dillon Rd.	Farside	Southwest	Southbound	14	Bench & Waste Cont.	None	9ft.	Non-AD	Brown
815	Palm Dr.	Dillon Rd.	Farside	Northeast	Northbound	14	Signage/Pole	None	9ft.	AD	Brown
821	Hacienda Ave.	Foxdale Dr.	Farside	Northwest	Westbound	15	Signage/Pole	5'-6"	9ft.	Non-AD	Brown
822	Palm Dr.	1st St.	Farside	Northeast	Northbound	14	Bench & Waste Cont.	5'-0"	9ft.	AD	Brown

Shelter Sizes      QTY:

9FT AD              2

9FT Non-AD        2

13FT AD            3

Total Number of Bus Stop Recommended for New Shelters = 7

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
INDIO											
90	Requa Ave.	Fargo St.	Farside	Northwest	Westbound	80	Bench & Waste Cont.	5'-8"	9'	AD	Brown
108	Dr. Carreon Blvd.	Hwy. 111	Nearside	Northeast	Westbound	90	Signage/Pole	5'-6"	13'	AD	Brown
112	Showcase Pkwy.	Jackson St.	Farside	Northwest	Westbound	81	Signage/Pole	6'-0"	13'	AD	Brown
118	Ave. 46	Clinton St.	Farside	Southeast	Eastbound	83	Signage/Pole	5'-5"	9'	Non-AD	Brown
119	Aladdin St.	Shadow Palm Ave.	Nearside	Southeast	Northbound	80	Bench & Waste Cont.	5'-5"	9'	Non-AD	Brown
231	Monroe St.	Miles Ave.	Farside	Southwest	Southbound	81	Bench & Waste Cont.	6'-6"	9'	AD	Brown
374	Ave. 48	Jackson St.	Farside	Northwest	Westbound	80	Bench & Waste Cont.	6'-0"	9'	AD	Brown
501	Calhoun St.	Capricorn Ave.	Nearside	Northwest	Southbound	90	Signage/Pole	5'-5"	9'	Non-AD	Brown
555	Hwy. 111	Simur St.	Nearside	Northwest	Westbound	111	Bench & Waste Cont.	5'-10"	13'	Non-AD	Brown
793	Ave. 44	Jackson St.	Farside	Northwest	Westbound	81	Bench & Waste Cont.	6'-0"	9'	AD	Brown
732	Ave. 44	Sola St.	Farside	Northwest	Westbound	81	Bench & Waste Cont.	9'-6"	9'	Non-AD	Brown
834	Jackson St.	Wilson St.	Nearside	Northwest	Southbound	80 & 111	Bench & Waste Cont.	10'-0"	9'	AD	Brown

Total Number of Bus Stop Recommended for New Shelters = 12

Shelter Sizes	QTY:
9FT AD	5
9FT Non-AD	4
13FT AD	2
13FT Non-AD	1

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
LA QUINTA											
294	Eisenhower Dr.	Calle Ensenada	Farside	Southwest	Southbound	70	Bench & Waste Cont.	12'-0"	9'	Non-AD	Brown
285	Eisenhower Dr.	Calle Chihuahua	Farside	Southwest	Southbound	70	Bench & Waste Cont.	6'-0"	9'	Non-AD	YES
295	Ave. Obregon	Calle Ensenada	Nearside	Southeast	Northbound	70	Signage/Pole	5'-0"	9'	Non-AD	Brown
818	Adams St.	Miles Ave.	Farside	Southwest	Southbound	70	Bench & Waste Cont.	9'-9"	9'	Non-AD	Brown
871	Washington St.	Ave. 50	Farside	Northeast	Northbound	70	Bench & Waste Cont.	6'-0"	9'	AD	Brown

Total Number of Bus Stop Recommended for New Shelters = 5

Shelter Sizes	QTY:
9FT AD	1
9FT Non-AD	4

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>Palm Desert</b>											
150	Monterey Ave.	College of the Desert	Farside	Northeast	Northbound	32	Signage & Pole	6'-8"	13'	Non-AD	Brown
188	Monterey Ave.	Fred Waing Dr.	Farside	Northeast	Northbound	32	Bench & Waste Cont.	6'-6"	13'	Non-AD	Brown
205	Gerald Ford Dr.	Cook St.	Farside	Northwest	Westbound	53	Bench & Waste Cont.	8'-6"	13'	Non-AD	Brown
715	Washington St.	Hovley Ln. E.	Farside	Southwest	Southbound	70	Bench & Waste Cont.	6'-2"	13'	Non-AD	Brown
839	Harris Ln.	Washington St.	Farside	Northwest	Westbound	70	Bench & Waste Cont.	8'-0"	13'	Non-AD	Brown
840	Washington St.	Ave. 41	Farside	Southwest	Southbound	70	Bench & Waste Cont.	6'-0"	13'	Non-AD	Brown
938	Donah Shore Dr.	Shoppers Ln.	Farside	Northwest	Westbound	32	Bench & Waste Cont.	12'-3"	13'	Non-AD	Brown
947	San Pablo Ave.	Santa Rosa St.	Farside	Southwest	Southbound	53	Bench & Waste Cont.	6'-6"	13'	Non-AD	Brown

Total Number of Bus Stop Recommended for New Shelters = 8  
 Shelter Sizes: 13FT Non-AD  
 QTY: 8

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Line(s)</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>PALM SPRINGS</b>											
144	Ramon Rd.	Paseo Doretea	Farside	Southeast	Eastbound	30	Bench & Waste Cont.	8'-0"	13'	AD	Brown
178	Ramon Rd.	Kirk Douglas Wy.	Farside	Northwest	Eastbound	30	Bench & Waste Cont.	8'-0"	9'	AD	Brown
179	Ramon Rd.	Paseo Doretea	Farside	Northwest	Westbound	30	Bench & Waste Cont.	8'-6"	9'	AD	Brown
183	Ramon Rd.	El Placer Rd.	Farside	Northwest	Westbound	30	Bench & Waste Cont.	8'-0"	9'	AD	Brown
195	Indian Cyn. Dr.	Camino Monte Vista	Nearside	Southeast	Northbound	24 & 111	Bench & Waste Cont.	8'-0"	9'	AD	Brown
200	N. Palm Cyn. Dr.	Racquet Club Rd.	Farside	Northeast	Northbound	24	Bench & Waste Cont.	9'-0"	9'	Non-AD	Brown
210	Gateway Dr.	N. Palm Cyn. Dr.	Nearside	Northwest	Westbound	24	Bench & Waste Cont.	13'-9"	9'	Non-AD	Brown
228	Rosa Parks Rd.	Granada Ave.	Farside	Northwest	Westbound	24	Bench & Waste Cont.	5'-0"	8'	Non-AD	Brown
482	Palm Cyn. Dr.	Sunny Dunes Rd.	Farside	Northeast	Northbound	111	Bench & Waste Cont.	8'-0"	13'	AD	Brown
628	Palm Cyn. Dr.	Ramon Rd.	Farside	Southwest	Southbound	111	City Bench & Waste Cont.	12'-0"	9'	AD	Brown
630	Palm Cyn. Dr.	Sunny Dunes Rd.	Farside	Southwest	Southbound	111	City Bench & Waste Cont.	10'-0"	13'	AD	Brown
674	S. Palm Cyn. Dr.	Sonora Rd.	Nearside	Southeast	Northbound	111	Bench & Waste Cont.	12'-0"	9'	AD	Brown
735	Farrel Dr.	Tamarisk Rd.	Nearside	Northwest	Southbound	14	Bench & Waste Cont.	8'-4"	9'	AD	Brown
736	Farrel Dr.	Research Dr.	Nearside	Southeast	Northbound	14	Bench & Waste Cont.	10'-0"	9'	AD	Brown
887	Calte Enofa	Arenas Rd.	Nearside	Southeast	Northbound	14, 30 & 111	Bench & Waste Cont.	8'-0"	13'	Non-AD	Brown

Total Number of Bus Stop Recommended for New Shelters = 15  
 Shelter Sizes: 9FT AD: 8, 9FT Non-AD: 3, 13FT AD: 3, 13FT Non-AD: 1

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Lanes</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>Rancho Mirage</b>											
148	Ramon Rd.	Rafter Rd.	Farside	Northwest	Westbound	32	Signage/Pole	6'-0"	9ft	Non-AD	Brown
505	Hwy. 111	Magnesia Falls Dr.	Farside	Southeast	Eastbound	111	Bench & Waste Cont.	8'-0"	9ft	Non-AD	Brown
588	Hwy. 111	One Mirage Pl.	Nearside	Northeast	Westbound	111	Bench & Waste Cont.	8'-5"	9ft	Non-AD	Brown
661	Hwy. 111	Fairway Dr.	Nearside	Northeast	Westbound	111	Signage/Pole	6'-0"	9ft	Non-AD	Brown
868	Hwy. 111	Magnesia Falls Dr.	Farside	Northwest	Westbound	111	Bench & Waste Cont.	7'-0"	9ft	Non-AD	Brown

Total Number of Bus Stop Recommended for New Shelters = 5  
 Shelter Sizes: 9FT Non-AD QTY: 5

<u>Bus Stop #</u>	<u>On Street</u>	<u>Cross Street</u>	<u>Position</u>	<u>Location</u>	<u>Direction</u>	<u>Lanes</u>	<u>Existing Amenities</u>	<u>Existing Sidewalk Width</u>	<u>Proposed Shelter Type/Size</u>	<u>NON-AD &amp; AD</u>	<u>Shelter Color</u>
<b>Riverside County - Thousand Palms, Thermal, Modco and Oasis</b>											
220	65th Ave.	Tyler St.	Nearside	Northeast	Westbound	91	Signage/Pole	6'-0"	13ft	AD	Blue
353	5th St.	Dale Palm St.	Farside	Northwest	Westbound	91	Bench & Waste Cont.	5'-10"	13ft	Non-AD	Blue
355	5th St.	Dale Palm St.	Farside	Southeast	Eastbound	91	Bench & Waste Cont.	5'-10"	13ft	Non-AD	Blue
450	Ramon Rd.	Bob Hope Dr.	Farside	Northwest	Westbound	32	Bench & Waste Cont.		9ft	AD	Blue
607	68th Ave.	Middletown Rd	Farside	Southeast	Eastbound	91	Bench & Waste Cont.	5'-7"	13ft	AD	Blue
868	Martinez Rd	Torres Martinez Health Ctr.	Nearside	Northwest	Southbound	91	Concrete Bench	No sidewalk	9ft	Non-AD	Blue
975	Home Ave.	2nd St	Farside	Southeast	Southbound	91	Signage/Pole	5'-11"	9ft	AD	Blue
974	5th St.	Dale Kier Rd.	Farside	Southeast	Eastbound	91			9ft	Non-AD	Blue
984	5th St.	Dale Kier Rd	Nearside	Northeast	Westbound	91			9ft	Non-AD	Blue

Total Number of Bus Stop Recommended for New Shelters = 9  
 Shelter Sizes: 9FT AD QTY: 2  
 9FT Non-AD QTY: 3  
 13FT AD QTY: 2  
 13FT Non-AD QTY: 2



**AGENDA  
FINANCE COMMITTEE**

**March 27, 2013  
10:15 a.m. – 11:00 a.m.**

**G.M. Conference Room  
SunLine Transit Agency  
Thousand Palms, CA**

**1. Call to Order**

**2. Roll Call**

**3. Public Comments**

**4. Consent Calendar**

- a) Transit checks over \$1,000 for February, 2013 (Pages 1-2)
- b) Credit card statement February, 2013 (Pages 3-6)
- c) SunLine Transit Monthly Budget Reports for January, 2013 (Page 7)
- d) Contract Report – February, 2013. (Page 8)

**5. Contract for Construction Material Testing (C. Mikel Oglesby)**

**Approve**

Discuss request to the Board to grant authorization to the General Manager to execute contract for material testing services for the new Administration building, subject to approvals to form by legal counsel. (Pages 9-11)

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**6. Adjourn**

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - February 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section I - Check payments issued against the Operating Fund</b>				
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	656947	2/19/2013	\$21,610.65
IMPERIAL IRRIGATION DIST	Utilities	657049	2/21/2013	\$21,266.53
GOODYEAR TIRE & RUBBER COMPANY	Bus Tire Lease	656970	2/19/2013	\$20,134.32
RUTAN & TUCKER, LLP	Legal fees	657060	2/21/2013	\$18,400.00
NYHART COMPANY	Pension Consultant	656996	2/19/2013	\$12,701.68
VEHICLE TECHNICAL CONSULTANTS, TRANSIT PRODUCTS & SERVICES	Consulting Services	657023	2/19/2013	\$9,000.00
RANCHO LAS PALMAS RESORT	Repair Parts	657018	2/19/2013	\$8,161.79
NEW FLYER	State of Public Transit	656920	2/13/2013	\$7,802.11
STRICKLAND KENNY INC.	Bus Parts	656875	2/8/2013	\$6,234.37
A.C. PROPANE	Lubricants & Oils	657013	2/19/2013	\$6,203.78
MOORE MAINTENANCE & JANITORIAL OFFICETEAM	Propane Service	656834	2/8/2013	\$4,714.48
NEW FLYER	Janitorial Servs	656869	2/8/2013	\$4,678.00
ELLSWORTH TRUCK & AUTO	Temporary Services	656998	2/19/2013	\$4,665.16
ALLIED REFRIGERATION, INC	Bus Parts	656994	2/19/2013	\$4,244.43
NAPA AUTO PARTS	Repair Parts	656954	2/19/2013	\$3,987.26
OFFICETEAM	Bus A/C Parts	656837	2/8/2013	\$3,952.31
ALLIEDBARTON SECURITY SERVICES	Vehicle Repair Parts	656991	2/19/2013	\$3,873.81
HOME DEPOT CRD SRVS	Temporary Services	656880	2/8/2013	\$3,827.95
ROMAINE ELECTRIC CORP.	Security Services	656838	2/8/2013	\$3,815.76
TELEPACIFIC COMMUNICATIONS	Facility Maintenance	657048	2/21/2013	\$3,615.01
CREATIVE BUS SALES, INC.	Repair Parts	656894	2/8/2013	\$3,602.49
PACIFIC PRODUCTS & SERVICES, INC	Telephone Service	656906	2/8/2013	\$3,378.26
RESORT MARKETING	Bus Repair Parts	656940	2/19/2013	\$3,342.08
VERIZON WIRELESS	Bus stop supplies	657000	2/19/2013	\$2,586.10
CARQUEST OF THE DESERT	Public Relations Mgmt	656893	2/8/2013	\$2,502.50
KIMCO STAFFING SERVICES, INC.	Wireless Cell Service	657066	2/21/2013	\$2,445.57
CUMMINS CAL PACIFIC, LLC	Repair Parts	656934	2/19/2013	\$2,381.35
FIESTA FORD, INC.	Temp. Emp Serv	656864	2/8/2013	\$2,382.16
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	656852	2/8/2013	\$2,294.67
SMART CHEMISTRY CORPORATION	Repair Parts/Support	656965	2/19/2013	\$2,191.53
NAPA AUTO PARTS	Bus Repair Parts	656988	2/19/2013	\$2,107.93
AIR & HOSE SOURCE, INC.	Hydrogen Samples	656898	2/8/2013	\$2,100.00
FLEET-NET CORPORATION	Vehicle Repair Parts	656919	2/13/2013	\$2,016.62
FACTORY MOTOR PARTS COMPANY	Repair Parts	656836	2/8/2013	\$1,821.88
IMPERIAL IRRIGATION DIST	Software & Licenses	656855	2/8/2013	\$1,770.00
VERIZON	Repair Parts	656961	2/19/2013	\$1,713.16
TRANSIT PRODUCTS & SERVICES	Utilities	656977	2/19/2013	\$1,707.70
BROADLUX, INC.	Communications	657065	2/21/2013	\$1,541.67
COSTCO-HSBC BUSINESS SOLUTIONS	Repair Parts	656909	2/8/2013	\$1,522.92
GRAINGER	Contracted Services-General	656848	2/8/2013	\$1,506.00
NAME WITHHELD	Boardroom Supplies	657031	2/21/2013	\$1,438.37
ALLIEDBARTON SECURITY SERVICES	Facility Maintenance	656971	2/19/2013	\$1,380.01
ANNEX RIVERSIDE, INC.	Insurance Losses	656882	2/8/2013	\$1,378.00
OPW FUELING COMPONENTS	Security Services	656925	2/19/2013	\$1,331.04
SMARTDRIVE SYSTEMS, INC.	Body/Paint	656841	2/8/2013	\$1,328.49
AIR & HOSE SOURCE, INC.	CNG/Hydrogen Station Parts	656999	2/19/2013	\$1,277.22
DESERT ALARM, INC.	Security Equipment	656899	2/8/2013	\$1,240.00
DESERT ALARM, INC.	Repair Parts	656924	2/19/2013	\$1,152.24
TOXGUARD FLUID	Security Services	656950	2/19/2013	\$1,120.00
SUN CHEMICAL	Security Services	657034	2/21/2013	\$1,120.00
WOODRUFF, SPRADLIN & SMART	Coolant Recycling	656908	2/8/2013	\$1,053.02
	Bus & Facility Cleaner	656903	2/8/2013	\$1,036.54
	Legal Services	657025	2/19/2013	\$1,032.00
	<b>Subtotal</b>			<b>\$233,670.90</b>

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - February 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"</b>				
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	656831	2/6/2013	\$170,000.00
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	656830	2/6/2013	\$169,658.69
LEFLORE GROUP LLC, THE	Project Management	656866	2/8/2013	\$16,759.49
CMG	Grants & Audits	656851	2/8/2013	\$12,375.00
ARCADIS U.S., INC.	Construction Managing	656842	2/8/2013	\$11,885.30
HEWLETT-PACKARD COMPANY	Network Equipment	657039	2/21/2013	\$5,477.80
TECH DEPOT	Computer Supplies	656905	2/8/2013	\$1,918.35
PETERSON HYDRAULICS, INC.	Security Equipment	656886	2/8/2013	\$1,913.95
TURBO IMAGES INC.	Bus Decals/Logos	656912	2/8/2013	\$1,691.24
	<b>SubTotal</b>			<b>\$391,679.82</b>
<b>Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities</b>				
HEALTH NET	Group Health Ins Prem (paid monthly)	656974	2/19/2013	\$217,204.74
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657020	2/19/2013	\$90,915.35
PERMA - Insurance	Workers Comp (paid monthly)	656885	2/8/2013	\$76,897.76
PRUDENTIAL GROUP INSURANCE	Short/Long Term Disability (paid monthly)	656888	2/8/2013	\$15,614.55
METLIFE SBC	Dental Insurance (paid monthly)	656868	2/8/2013	\$6,632.27
AMALGAMATED TRANSIT UNION	Union Dues (paid per payroll)	656926	2/19/2013	\$4,466.13
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	656929	2/19/2013	\$3,357.34
EYE MED	Employee Benefits (paid monthly)	656853	2/8/2013	\$2,307.84
	<b>SubTotal</b>			<b>\$417,395.98</b>
<i>Note: The first payroll for February (1/31/2013) was reported on January 2013 Report. Normally, there are two payroll cycles per month. Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>				
	<b>Total Checks Over \$1000</b>			<b>\$1,042,746.70</b>
<b>Summary</b>				
Total of Checks Over \$1,000				\$1,042,746.70
Total of Checks Under \$1,000				\$44,061.71
Total of All Checks for the Month				\$1,086,808.41
Total Amount of Checks Prior Year - Same Month				\$1,017,341.81

February 2013 Statement

Page 1 of 3



Open Date: 01/19/2013 Closing Date: 02/21/2013

Account:

**Visa® Business Card**  
 SUNLINE TRANSIT  
 C MIKEL OGLESBY

Cardmember Service ( 1-866-552-8855  
 BUS 13

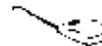
<b>New Balance</b>	<b>\$2,398.54</b>
<b>Minimum Payment Due</b>	<b>\$24.00</b>
<b>Payment Due Date</b>	<b>03/17/2013</b>
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary		
Previous Balance	+	\$1,802.40
Payments	-	\$1,145.55cr
Other Credits	-	\$656.85cr
Purchases	+	\$2,398.54
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$2,398.54</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$24.00</b>
Credit Line		\$37,000.00
Available Credit		\$34,601.46
Days in Billing Period		34

**Payment Options:**



Mail payment coupon with a check



Pay online at [myaccountaccess.com](http://myaccountaccess.com)



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533

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

- ( ) to pay by phone
- ( ) to change your address

**Automatic Payment**

Account Number:

Your new full balance of \$2,398.54 will be automatically deducted from your account on 03/16/13.

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





SUNLINE TRANSIT  
C MIKEL OGLESBY

Cardmember Service ☎ 1-866-552-8855

**Important Messages**

Your payment of \$2398.54 will be automatically deducted from your bank account on 03/16/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Receive Email Updates. Sign up for important updates and special offers for your credit card account to be delivered to your inbox. Provide your email address at [email.myaccountaccess.com](mailto:email.myaccountaccess.com).

Save time and money by consolidating your debt into one monthly payment. Check your mail for a great offer or call Cardmember Service today for information on a great rate.

**Transactions**

**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/01	01/31	6419	FOXTRANSLATE SAN FRANCISCO CA MERCHANDISE/SERVICE RETURN	\$161.25cr	_____
02/11	02/07	0410	USAIRWAYS0377191346565 MANKATO MN MERCHANDISE/SERVICE RETURN MCDANIEL/TODD 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$247.80cr	_____
02/11	02/07	0428	USAIRWAYS0377191346566 MANKATO MN MERCHANDISE/SERVICE RETURN REYES/ASAEI 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$247.80cr	_____
02/19	02/16		PAYMENT THANK YOU	\$1,145.55cr	_____
<b>TOTAL THIS PERIOD</b>				<b>\$1,802.40cr</b>	

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/30	01/29	3713	FOXTRANSLATE SAN FRANCISCO CA	\$161.25	_____
02/04	02/01	5363	GOOGLE *SYNERGY TS google.com/ch CA	\$88.35	_____
02/08	02/07	9611	GOOGLE *SYNERGY TS google.com/ch CA	\$88.36	_____
02/11	02/08	9312	USAIRWAYS0377174144763 MANKATO MN REYES/ASAEI 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$310.70	_____
02/11	02/08	9320	USAIRWAYS0377174144764 MANKATO MN MCDANIEL/TODD 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$310.70	_____
02/11	02/09	6868	OWW*ORRITZ.COM 888-656-4516 IL	\$13.98	_____
02/11	02/07	9877	USAIRWAYS0377191346565 MANKATO MN MCDANIEL/TODD 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$247.80	_____
02/11	02/07	9885	USAIRWAYS0377191346566 MANKATO MN	\$247.80	_____

February 2013 Statement 01/19/2013 - 02/21/2013

Page 3 of 3

SUNLINE TRANSIT  
C MIKEL OGLESBY

Cardmember Service ( 1-866-552-8855

**Transactions**

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/19	02/15	2443	REYES/ASAEI 03/03/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS USAIRWAYS0377191368826 MANKATO MN OGLESBY/CHARLE 03/08/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO WASHINGTON WASHINGTON TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$929.60	
<b>TOTAL THIS PERIOD</b>				<b>\$2,398.54</b>	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$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 Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$2,398.54	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

**Contact Us**

 Phone  
Voice: 1-866-552-8855  
TDD: 1-888-352-6455  
Fax: 1-866-807-9053

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

 Mail payment coupon with a check  
Cardmember Service  
P.O. Box 790408  
St. Louis, MO 63179-0408

 Online  
myaccountaccess.com

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: February 21, 2013

Payments and other credits:

Detail:			
01/31/13	Fox Translate	Transcription of Board minutes-Unable to provide due to poor quality audio	\$161.25CR
02/07/13	US Airways	Credit for airfare for Operations Supervisor Training – change in flight	\$247.80CR
02/07/13	US Airways	Credit for airfare for Operations Supervisor Training – change in flight	\$247.80CR
02/16/13	Payment	Credit card payment	\$1145.55CR

Detail:			
01/29/13	FOX TRANSLATE	Transcription of Board minutes	\$ 161.25
02/01/13	Google Synergy	Transcription of Board minutes	\$ 88.35
02/07/13	Google Synergy	Transcription of Board minutes	\$ 88.36
02/07/13	US Airways	Airfare for Operations Supervisor Training – original flight	\$ 247.80
02/07/13	US Airways	Airfare for Operations Supervisor Training – original flight	\$ 247.80
02/09/13	Ortiz	Fees	\$ 13.98
02/11/13	US Airways	Airfare for Operations Supervisor Training – new flight	\$ 310.70
02/11/13	US Airways	Airfare for Operations Supervisor Training – new flight	\$ 310.70
02/15/13	US Airways	Airfare for General Manager – APTA Legislative Conference	\$ 929.60

Note: All travel is included in the Board approved FY 2013 budget.

SunLine Transit Agency  
Statement of Activities  
January 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Local Transportation Funds (LTF)	10,718,420	812,001	893,202	(81,201)	6,659,680	6,252,412	407,268
Measure A	4,500,000	375,000	375,000	0	2,625,000	2,625,000	0
FTA Section 5307	2,724,804	1,582,731	227,067	1,355,664	1,589,469	1,589,469	0
FTA Section 5311	264,566	154,330	22,047	132,283	154,330	154,330	0
FTA Section 5316	125,310	73,098	10,443	62,656	73,098	73,098	0
FTA Section 5317	101,931	56,598	8,496	48,102	59,471	59,471	0
Fare Box Revenue (Fixed Route)	3,070,000	236,650	255,833	(19,183)	1,741,363	1,790,833	(49,470)
Fare Box Revenue (Demand Response)	280,000	20,404	23,333	(2,929)	181,798	163,333	18,465
Taxi Vouchers	21,724	4,998	1,810	3,188	25,745	12,672	13,073
Interest and Other Revenue	470,218	66,452	39,185	27,267	400,872	274,294	126,578
<b>Total Operating Revenue</b>	<b>22,276,993</b>	<b>3,382,262</b>	<b>1,856,416</b>	<b>1,525,846</b>	<b>13,510,826</b>	<b>12,994,913</b>	<b>515,914</b>
<b>Expenses:</b>							
SunFuels (10)	289,540	(47,716)	24,128	71,844	168,177	168,898	721
Operations-Fixed Route (11 & 12)	9,067,431	826,768	755,619	(71,149)	5,176,767	5,289,335	112,568
Operations-Dial-A-Ride (13 & 14)	2,478,560	302,462	206,547	(95,915)	1,635,402	1,445,827	(189,575)
Risk Management (15)	836,136	88,395	69,678	(18,717)	662,282	487,746	(174,536)
Maintenance (21 & 22)	4,715,527	538,396	392,794	(145,602)	2,778,178	2,749,557	(28,621)
Facility Maintenance-T.P. (23)	598,415	41,551	49,868	8,317	282,920	349,075	66,155
Facility Maintenance-Indio (24)	66,623	4,802	3,552	750	41,043	38,863	(2,180)
Stops & Zones Maintenance (25)	464,297	47,565	38,691	(8,874)	252,054	270,840	18,786
Marketing (31)	320,961	21,113	26,747	5,634	187,469	187,227	(242)
Human Resources (32)	382,828	47,506	31,902	(15,604)	188,253	223,316	35,063
General Administration (40)	1,352,837	400,065	112,736	(287,329)	1,000,901	789,155	(211,746)
Finance (41)	945,398	77,112	78,783	1,671	518,970	551,482	32,512
Information Technology (42)	271,790	24,305	22,649	(1,656)	170,374	158,544	(11,830)
Planning & Agency Development (49)	488,651	42,357	40,721	(1,636)	422,093	285,046	(137,047)
<b>Total Expenses</b>	<b>22,276,993</b>	<b>2,414,681</b>	<b>1,856,416</b>	<b>(558,265)</b>	<b>13,484,883</b>	<b>12,994,913</b>	<b>(489,970)</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>0</b>	<b>967,581</b>	<b>(0)</b>	<b>967,581</b>	<b>25,943</b>	<b>0</b>	<b>25,944</b>

Contracts Signed Under General Manager Authorization

February-13

Vendor	Product/Service	Need	GM Authorization	Cost
CPAC	Backup Data Recovery System	Existing data backup is at capacity. New equipment is 20TB with 5TB off site for recovery	Approved as part of a Budget line item of S RTP FY11/12	\$37,241.00

**SunLine Transit Agency**

**DATE:** March 27, 2013 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** General Manager

**RE:** Construction Material Testing

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**Recommendation**

Recommend that the SunLine Board of Directors delegate the General Manager authority to Negotiate and Execute a Contract in an amount Not To Exceed \$150,000 for Material Testing Services subject to approval as to form by Legal Counsel.

**Background**

SunLine requires material testing services on the Administration Building and Transit Hub. SunLine received proposals from six firms for Material Testing Services. Geocon West, Inc., located in Palm Desert California is the highest rated firm. Negotiations are underway with this firm.

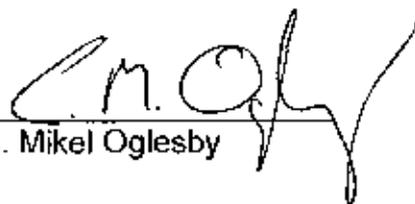
Under the Federal Brooks Act and California Government Code § 4525 selections will be based on qualifications and thereafter, successful negotiations of a reasonable price.

SunLine chose to independently retain an inspection and testing firm rather than having this work performed by potentially interested parties; this is to retain the testing and inspection firms' independence.

A listing of the proposers is attached this staff report.

**Financial Impact**

These funds are included in the Project Budget.

  
C. Mikel Oglesby



**BID AND PROPOSAL OPENING/ TABULATION RECORD**

**MATERIAL TESTING AND INSPECTION SERVICES  
RFQ 13-011**

OPENING DATE: March 6, 2013  
TIME: 4:40

<b>BIDDER/ PROPOSER NAME</b>	<b>ADDRESS, CITY, STATE, ZIP</b>	<b>BID BOND RECEIVED</b>	<b>AMOUNT (BIDS ONLY)</b>
CHJ Consultants	77-564 Country Club Dr. Palm Desert, CA. 92211	N/A	N/A
MTGL	44917 Golf Center Parkway, Ste.1 Indio, CA. 92201	N/A	N/A
Ninyo & Moore	475 Goddard, Suite 200 Irvine, CA. 92618	N/A	N/A
Converse Consultants	10391 Corporate Dr. Redlands, CA. 92374	N/A	N/A

Geocon	3303 N. San Fernando Blvd, Ste100 Burbank, CA. 91504	N/A	N/A
Leighton Consulting, Inc.	17781 Cowan Irvine, CA. 92614	N/A	N/A



**SUNLINE SERVICES GROUP  
BOARD MEETING AGENDA**

**Wednesday, March 27, 2013  
12:00 pm  
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 Robert Spiegel
  
- 2. **Roll Call**
  
- 3. **Finalization of Agenda**
  
- 4. **Presentations**
  
- 5. **Correspondence**  
None.
  
- 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. 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.

**7. Board Member Comments****Receive Comments**

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

**ACTION****8. 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 January 23, 2013 Board of Directors Meeting (Pages 1-3)
- b) SSG/SRA checks over \$1000 issued January, February, 2013 (Pages 4-5)
- c) SSG/SRA Monthly Budget Reports November, December, 2012 January, 2013 (Pages 6-8)
- d) Taxi Vehicle/Rides Analysis, January, February, 2013 (Pages 9-12)

**9. Adoption of Resolution Setting Taxicab Rates****Approve****(C. Mikel Oglesby)**

Request to the Board to approved the attached Resolution setting Taxicab rates. (Pages 13-15)

**10. Establishment/Ratification of Board Committees & Approval of Bylaws (Jeff Goldfarb)****Approve**

Request to the Board to adopt the attached Resolution establishing and ratifying the existence of the Litigation Committee and the Taxi Committee, and approve bylaws as presented. (Pages 16-22)

**11. Next Meeting Date**

April 24, 2013, or as needed.  
12 o'clock Noon – Kelly Board Room

**12. Adjourn**

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**January 23, 2013**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, January 23, 2013 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 2:10p.m. by Vice Chair Mayor Yvonne Parks.

2. **Roll Call**

Completed.

**Members Present**

Yvonne Parks, Vice Chairman, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Councilmember, City of Palm Springs  
Greg Pettis, Councilmember, City of Cathedral City  
G. Dana Hobart, Councilmember, City of Rancho Mirage  
Douglas Hanson, Councilmember, City of Indian Wells  
Don Adolph, Mayor, City of La Quinta  
Glenn Miller, Councilmember, City of Indio  
Eduardo Garcia, Mayor, City of Coachella  
John J. Benoit, Supervisor, County of Riverside

**Members Absent**

Robert Spiegel, Chairman, Councilmember, City of Palm Desert

**Guests:**

Joe Pradetto, County of Riverside  
Kathleen Bennett, Resort Marketing  
Kerry Trost, PERMA  
Michael Brock Yellow Cab  
Bill Meyer Yellow Cab  
Mabu Hossein Desert City Cab

**Staff:**

C. Mike Oglesby, General Manager  
Jeffrey Goldfarb, Legal Counsel  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board  
Polo Del Toro, Director of Operations  
Joe Forgiarini, Director of Transit Planning  
Mike Morrow, Director of Maintenance  
Don Bradburn, Director of Human Resources  
Brenda Walker, Director of Finance  
Tommy Edwards, Contracting Officer Technical Representative  
Rudy LeFlore, Procurement Consultant

Mannie Thomas, Manager of Operations and Safety Training  
Don Wilms, Paratransit Operations Supervisor  
Manny Garcia, Operations Senior Supervisor  
Debbie White, SunDial Dispatcher  
Armando Ozuna, Operations Supervisor/Dispatcher  
Mary Borders, Marketing Manager  
Robert Beigie, Maintenance Supervisor  
Joseph Friend, Senior T Systems Analyst  
Rick Barone, Procurement Officer  
Michael Jones, Manager Taxicab Administration  
David Manriquez, Facilities Maintenance Assistant  
Karen Thomas, Senior Administrative Assistant  
Francine DePalo, Administrative Assistant  
Mike Jones, Taxi Cab Manager  
Stephanie Buriel, Senior Administrative Assistant  
David Robin, Assistant Taxi Cab Administrator II  
Harmon Singh, Assistant Taxi Cab Administrator II  
Diann Chumney, Marketing Specialist II

3. **Finalization of Agenda**

No changes to agenda.

4. **Presentations**

None.

5. **Correspondence**

None.

6. **Public Comments**

**NON - AGENDA ITEMS**

None.

**AGENDA ITEMS:**

None.

7. **Board Member Comments**

None.

8. **Consent Calendar**

Councilmember Hutcheson moved for approval of the consent calendar. The motion was seconded by Councilmember Miller. The motion was approved by a unanimous vote with abstention of the minutes, 8a, by Councilmember Hanson and Councilmember Pettis.

9. **Litigation Policy**

The Board Members, having participated in a discussion of the Litigation Policy during the SunLine Transit Agency meeting as SunLine Transit Agency Board

members, decided additional discussion was not necessary, and that they would instead receive a report/recommendation from the previously formed SunLine Transit Agency Bylaws and Policies & Procedures Committee; information would be reviewed at an upcoming SunLine Services Group Board meeting.

At 2:12pm, Vice Chair Parks announced that the Board would move into closed session.

10. **Closed Session**

Closed session to conference with Legal Counsel—existing litigation (Gov. Code Sec. 54956.9) *American Cab v. SunLine Services Group INC* 1201334.

At 2:20pm, Vice Chair Parks announced the return to open session. Legal Counsel announced that the Board of Directors had approved moving forward with hiring a legal expert for case.

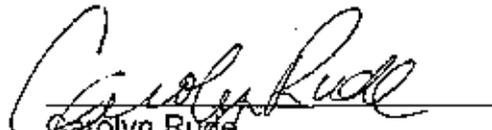
11. **Next Meeting Date**

Vice Chair Parks announced that the next regular meeting of the Board of Directors will be held February 27, 2013 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

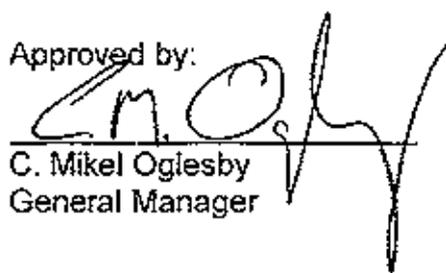
12. **Adjourn**

Vice Chair Parks adjourned the meeting at 2:20p.m.

Respectfully Submitted,

  
Carolyn Rude  
Clerk of the Board

Approved by:

  
C. Mikel Oglesby  
General Manager

Date: 2/20/13

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - January 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section I - Check payments issued against the Operating Fund</b>				
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089637	1/7/2013	\$10,413.51
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089643	1/25/2013	\$10,263.34
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089648	1/31/2013	\$10,219.58
SUNLINE TRANSIT AGENCY	Operating Exp (Oct 2012)	089640	1/11/2013	\$8,552.43
IEFLORE GROUP LLC, THE	Project Management	089638	1/11/2013	\$1,710.00
	<b>Subtotal</b>			<b>\$41,158.86</b>
<b>Summary</b>				
Total of Checks Over \$1,000				\$41,158.86
Total of Checks Under \$1,000				\$2,540.47
Total of All Checks for the Month				\$43,699.33
Total Amount of Checks Prior Year - Same Month				\$30,939.15

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - February 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section I - Check payments issued against the Operating Fund</b>				
RUTAN & TUCKER, LLP	Legal fees (Sept, Oct & Nov)	089657	2/21/2013	\$23,987.32
NELSON NYGAARD	SRA Consultant	089652	2/8/2013	\$9,280.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089655	2/19/2013	\$9,228.73
LEFLORE GROUP LLC, THE	Project Management	089650	2/8/2013	\$2,945.00
	<b>Subtotal</b>			<b>\$45,441.05</b>
<b>Summary</b>				
Total of Checks Over \$1,000				\$45,441.05
Total of Checks Under \$1,000				\$2,255.60
Total of All Checks for the Month				\$47,696.65
Total Amount of Checks Prior Year - Same Month				\$37,383.01

SunLine Regulatory Agency  
Statement of Activities  
November 30, 2012

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,996	12,998	0	64,991	64,991	0
<b>Revenues:</b>							
Meter Readings	168,000	15,004	14,000	1,004	78,760	70,000	8,760
Revenue Fines	5,000	270	417	(147)	3,399	2,083	1,310
Vehicle Inspection Revenue	14,700	2,400	1,225	1,175	7,100	6,125	975
Vehicle Reinspection Revenue	500	0	42	(42)	0	208	(208)
New Driver Permit Revenue	5,000	550	417	133	2,200	2,083	117
Driver Transfer Revenue	3,200	200	267	(67)	880	1,333	(453)
Driver Renewal Revenue	10,450	550	267	543	4,000	4,354	(354)
Driver Permit Reinstatement/Replacement	90	15	8	8	75	38	38
Vehicle Transfer Revenue	1,000	0	83	(83)	0	417	(417)
Vehicle Permit Revenue	84,000	19,000	7,000	12,000	36,900	35,000	1,900
Operator Application Fee	7,200	0	600	(600)	0	3,000	(3,000)
Interest Revenue	120	3	10	(7)	15	50	(35)
<b>Total revenue</b>	<b>455,238</b>	<b>50,990</b>	<b>37,937</b>	<b>13,054</b>	<b>198,314</b>	<b>189,683</b>	<b>8,632</b>
<b>Expenses:</b>							
Salaries and Wages	194,435	13,966	16,208	2,237	79,824	81,015	1,191
Fringe Benefits	137,918	16,483	11,493	(4,990)	56,068	57,466	1,398
Services	105,500	9,738	8,792	(946)	21,400	43,958	22,558
Supplies and Materials	4,500	128	375	247	2,442	1,875	(567)
Miscellaneous	12,885	936	1,074	138	7,011	3,369	(1,642)
<b>Total Expenses</b>	<b>455,238</b>	<b>41,251</b>	<b>37,937</b>	<b>(3,315)</b>	<b>166,745</b>	<b>189,683</b>	<b>22,938</b>
<b>Total Operating Surplus/Deficit</b>	<b>0</b>	<b>9,739</b>	<b>0</b>	<b>16,368</b>	<b>31,569</b>	<b>0</b>	<b>(15,306)</b>

SunLine Regulatory Agency  
Statement of Activities  
December 31, 2012

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	77,989	77,989	0
<b>Revenues:</b>							
Meter Readings	168,000	15,103	14,000	1,103	93,863	84,000	9,863
Revenue Fines	5,000	100	417	(317)	3,493	2,500	993
Vehicle Inspection Revenue	14,700	1,250	1,225	25	8,350	7,350	1,000
Vehicle Reinspection Revenue	500	0	42	(42)	0	250	(250)
New Driver Permit Revenue	5,000	150	417		2,350	2,500	(150)
Driver Transfer Revenue	3,200	50	267	(217)	930	1,600	(670)
Driver Renewal Revenue	10,450	950	871	79	4,950	5,225	(275)
Driver Permit Reinstatement/Replacement	90	40	8	33	115	45	70
Vehicle Transfer Revenue	1,000	0	83	(83)	0	500	(500)
Vehicle Permit Revenue	84,000	9,600	7,000	2,600	46,800	42,000	4,800
Operator Application Fee	7,200	0	600	(600)	0	3,600	(3,600)
Interest Revenue	120	6	10	(4)	21	60	(39)
<b>Total revenue</b>	<b>455,238</b>	<b>40,247</b>	<b>37,937</b>	<b>2,577</b>	<b>238,861</b>	<b>227,619</b>	<b>11,242</b>
<b>Expenses:</b>							
Salaries and Wages	194,435	15,955	16,203	248	95,779	97,218	1,439
Fringe Benefits	137,918	11,902	11,493	(409)	67,970	68,959	989
Services	105,500	11,981	8,792	(3,189)	33,081	52,750	19,669
Supplies and Materials	4,500	421	375	(46)	2,864	2,250	(614)
Miscellaneous	12,885	1,052	1,074	22	8,063	6,443	(1,620)
<b>Total Expenses</b>	<b>455,238</b>	<b>41,311</b>	<b>37,937</b>	<b>(3,375)</b>	<b>207,757</b>	<b>227,619</b>	<b>19,862</b>
<b>Total Operating Surplus/Deficit</b>	<b>0</b>	<b>(1,064)</b>	<b>0</b>	<b>5,952</b>	<b>31,104</b>	<b>0</b>	<b>(8,620)</b>

SunLine Regulatory Agency  
Statement of Activities  
January 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	90,987	90,987	(0)
<b>Revenues:</b>							
Meter Readings	168,000	15,256	14,000	1,256	109,120	98,000	11,120
Revenue Fines	5,000	0	417	(417)	3,493	2,917	576
Vehicle Inspection Revenue	14,700	1,615	1,225	390	9,965	8,575	1,390
Vehicle Reinspection Revenue	500	0	42	(42)	0	292	(292)
New Driver Permit Revenue	5,000	600	417	183	2,950	2,917	33
Driver Transfer Revenue	3,200	200	267	(67)	1,130	1,867	(737)
Driver Renewal Revenue	10,450	1,000	871	129	5,950	6,096	(146)
Driver Permit Reinstatement/Replacement	90	5	8	(3)	120	53	68
Vehicle Transfer Revenue	1,000	0	83	(83)	0	583	(583)
Vehicle Permit Revenue	84,000	14,850	7,000	7,850	61,350	49,000	12,350
Operator Application Fee	7,200	0	600	(600)	0	4,200	(4,200)
Interest Revenue	120	1	10	(9)	80	70	10
<b>Total revenue</b>	<b>455,238</b>	<b>46,525</b>	<b>37,937</b>	<b>8,589</b>	<b>285,145</b>	<b>265,556</b>	<b>19,590</b>
<b>Expenses:</b>							
Salaries and Wages	194,435	14,654	16,203	1,549	110,433	113,420	2,988
Fringe Benefits	137,918	12,184	11,493	(691)	80,154	80,452	298
Services	105,500	11,356	8,792	(2,564)	44,437	61,542	17,105
Supplies and Materials	4,500	164	375	211	3,027	2,625	(402)
Miscellaneous	12,885	1,661	1,074	(587)	9,723	7,516	(2,207)
<b>Total Expenses</b>	<b>455,238</b>	<b>40,018</b>	<b>37,937</b>	<b>(2,082)</b>	<b>247,775</b>	<b>265,556</b>	<b>17,781</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>0</b>	<b>6,507</b>	<b>0</b>	<b>10,671</b>	<b>37,371</b>	<b>0</b>	<b>1,809</b>

**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 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH									
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250			
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263			
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			
FEB	157	36,557	233	132	42,331	321	156	53,840	345						
MAR	159	44,219	278	138	48,942	355	158	62,962	398						
APR	167	57,645	345	141	60,821	431	170	71,576	421						
MAY	157	42,074	268	142	43,910	309	156	49,091	315						
JUN	156	29,940	192	120	31,088	259	140	39,190	280						
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1042</b>	<b>296,751</b>	<b>285</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	APR	71,576	NOV	48,495		
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019		
MOST VEHICLES	JUL	170	JUL	151	APR	170	DEC	168		
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131		
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	OCT	304		
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250		

**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
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH									
JUL	170	26,487	155	151	31,211	207	125	30,391	243	132	33,019	250			
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263			
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			
MAR	159	44,219	278	138	48,942	355	158	62,962	398						
APR	167	57,645	345	141	60,821	431	170	71,576	421						
MAY	157	42,074	268	142	43,910	309	156	49,091	315						
JUN	156	29,940	192	120	31,088	259	140	39,190	280						
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1216	352,310	290	0	0	#DIV/0!

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
<b>HIGHEST TRIPS</b>	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
<b>LOWEST TRIPS</b>	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
<b>MOST VEHICLES</b>	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
<b>LEAST VEHICLES</b>	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
<b>MOST TRIPS/VEH</b>	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
<b>LEAST TRIPS/VEH</b>	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	
<b>HIGHEST TRIPS</b>	APR	57,845	APR	60,821	APR	71,576	FEB	55,559		
<b>LOWEST TRIPS</b>	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019		
<b>MOST VEHICLES</b>	JUL	170	JUL	151	APR	170	FEB	174		
<b>LEAST VEHICLES</b>	NOV	153	NOV	117	AUG	123	SEP	131		
<b>MOST TRIPS/VEH</b>	APR	345	APR	1004	APR	421	FEB	319		
<b>LEAST TRIPS/VEH</b>	AUG	153	AUG	198	AUG	240	JUL	250		

**SunLine Services Group**

**DATE:** March 27, 2013 **ACTION**  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** General Manager  
**RE:** Resolution Setting Taxicab Rates

---

**Recommendation**

Recommend that the Board of Directors approve the attached Resolution regarding maximum 'Rate Per Mile' and 'Hourly Wait Time' rates for taxicab operators.

**Background**

SunLine annually reviews the 'Rate Per Mile' and 'Hourly Wait Time' rates for adjustment based on formulas included in the Franchise Agreements.

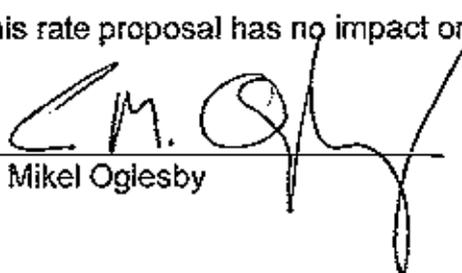
The 'Hourly Wait Time' rate is tied to a change in the Consumer Price Index. A review of these indices suggests that no change in the 'Hourly Wait Time' rate is warranted.

The 'Rate Per Mile' is intended to consider an increase or decrease in the cost of fuel. It is intended that the 'Rate Per Mile' compensates the individual or entity that purchases the fuel. These rates are maximums and the franchise is under no obligation to increase their rate.

The 'Rate Per Mile' adjustment is based on a formula included in the Franchise Agreements themselves. This rate adjustment results in an increase in the 'Rate Per Mile' from \$3.04 per mile, to \$3.12 per mile. The adjustment is based on a leading cost indicator for taxicab operations, which are fuel costs.

**Fiscal Impact**

This rate proposal has no impact on SRA's budget.

  
C. Mikel Oglesby

SunLine Services Group

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ADOPTING RATES FOR  
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY  
May 1, 2013 THROUGH April 30, 2014**

WHEREAS, SunLine Services Group is a local agency authorized by Government Code section 53075.5 and SunLine Services Group Ordinance to establish by resolution of its Board of Directors the maximum rates to be charged for provision of taxicab services within the Coachella Valley; and

WHEREAS, this resolution supersedes Resolution Number 064 regarding only the Maximum Rate Per Mile and the Hourly Wait Time Rate; and

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group:

Section 1. That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

The following rates are effective May 1, 2013:

Maximum Rate Per Mile	\$ 3.12
Maximum Hourly Wait Time Rate	\$ 24.00

Section 2. That the Maximum Rate per Mile is charged to passengers in increments of 1/8 of a mile.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 27<sup>th</sup> day of March, 2013, by the following vote:

ATTEST:

\_\_\_\_\_  
Carolyn Rude  
CLERK OF THE BOARD  
SunLine Services Group

\_\_\_\_\_  
Robert A. Spiegel  
CHAIRMAN of the Board  
SunLine Services Group



**SunLine Services Group**

**DATE:** March 27, 2013 **ACTION**  
**TO:** Board of Directors  
**FROM:** SunLine Legal Counsel  
**RE:** Establishment and Ratification of Committees of the Board

---

**Recommendation**

Recommend that the Board of Directors adopt the attached SunLine Services Group Resolution establishing and ratifying the existence of committees, approve the formation of a Litigation Committee and approval of the attached bylaws for approved committees.

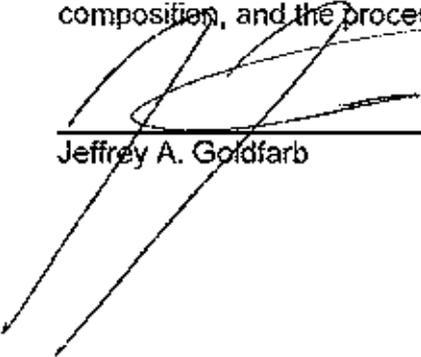
**Background**

The SSG Joint Powers Authority Agreement (the "JPA Agreement") authorizes the Board of Directors to create any committees it deems necessary. At various times since its formation, the SSG Board of Directors has received the advice and counsel of various committees including, but not limited to, a Taxi Committee. The Board has recently established a Policies and Bylaws Committee to consider the committee needs of the Board and to make recommendations on the adoption of bylaws for those committees.

The Policies and Bylaws Committee recommends that, in addition to the Board's existing committee, the Board could benefit from the formation of a Litigation Committee whose purpose would be to monitor litigation, receive the advice of counsel, and in certain circumstances when review by the entire Board is impractical, to assist in make certain litigation strategy decisions.

The Policies and Bylaws Committee has also suggested that, to the extent the Board is taking action on the formation of a Litigation Committee, it ratify the existence of the Taxi Committee.

Finally, it has been discovered that the Taxi Committee has operated without the benefit of written guidelines or "bylaws." Staff, at the direction of the Policies and Bylaws Committee, has assisted in drafting the bylaws attached to the proposed Resolution. These bylaws generally describe the committee's jurisdiction, the committee's composition, and the process for appointing committee members.



\_\_\_\_\_  
Jeffrey A. Goldfarb

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SUNLINE SERVICES GROUP ESTABLISHING AND  
RATIFYING THE EXISTENCE OF COMMITTEES OF  
THE BOARD**

WHEREAS, the SunLine Services Group ("SSG") was formed pursuant to the SunLine Services Group Joint Powers Agreement (the "Agreement") in or about November 1993; and

WHEREAS, Section 2.6.1(2) of the Agreement authorizes the Board to appoint advisory committees as deemed necessary; and

WHEREAS, the Board has previously received the advice and counsel of a Taxi Committee; and

WHEREAS, the Board desires to form a Litigation Committee to receive advice and counsel on matters associated with litigation, and in certain circumstances, to make litigation decisions when the full Board is unavailable; and

WHEREAS, the Board desires to establish/ratify the existence of the Taxi Committee; and

WHEREAS, the Board desires to adopt bylaws for each of the aforementioned committees;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUNLINE SERVICES GROUP HEREBY RESOLVES AS FOLLOWS:

SECTION 1. There is hereby established and, to the extent previously created, the Board hereby ratifies the existence of the following committees of the SSG Board:

1. SunLine Services Group Litigation Committee; and
2. SunLine Services Group Taxi Committee

SECTION 2. The Board hereby adopts bylaws for the Litigation Committee and Taxi Committee as such bylaws are attached hereby as Exhibits "A"-"B," respectively.

SECTION 3. The Clerk of the Board shall certify to the passage of this Resolution and enter the same in the Agency's Official Book of Resolutions.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

ATTEST:

\_\_\_\_\_  
Carolyn Rude  
CLERK OF THE BOARD  
SunLine Services Group

\_\_\_\_\_  
Robert A. Spiegel  
CHAIRMAN of the Board  
SunLine Services Group



## SunLine Services Group

### Bylaws of the Litigation Committee

Whenever SunLine Services Group ("SSG") is a party to litigation, whether judicial or arbitration, the following policies and procedures shall be followed:

1. A Litigation Committee of three (3) Board members is hereby created. The Litigation Committee members shall be appointed by the Board of Directors. The Committee members shall elect a Chair and Vice Chair from among their members.
2. Each member of the Board of Directors shall be notified promptly by email or other communication when a claim or lawsuit is filed against SSG.
  - a. The report to the Board members shall include the names of all parties (and their attorneys) to the litigation, as well as the substance of the allegations in the charging documents.
  - b. Each such notification to Board members shall contain a brief statement concerning the procedural status of the litigation and SSG's attorney's proposed initial response to the litigation, if formulated.
  - c. Each such communication to Board members must include a conspicuous warning that the material communicated is Confidential and subject to the Attorney-Client privileges of privacy.
3. Unless the litigation is to be handled by a PERMA-appointed attorney or law firm, or the law firm representing SSG, determination of the law firm to represent SSG shall be made tentatively by the Litigation Committee and the General Manager, with SSG's General Counsel conferring. Any attorney or law firm selected shall be subject to approval by the Board of Directors.
4. Legal Counsel shall keep the Litigation Committee and the General Manager fully apprised of the status and changes in the status of the litigation on a regular basis.
5. During the pendency of litigation involving SSG, the Board of Directors shall meet in closed session at each regular meeting of the Board and be apprised by SSG's Legal Counsel of the status of the litigation whenever a change in status occurs.
6. When Legal Counsel, the General Manager, or the Litigation Committee concludes that significant tactical or strategic decisions are required and there is inadequate time to call for a special meeting of the Board of Directors, the Litigation Committee and the General Manager shall meet with Legal Counsel to make such decisions as may be required. Such meeting(s) can be called by the person requesting the meeting(s). Such meetings may be held telephonically.

- a. Such decisions shall be reported to the Board of Directors at the next regular or special meeting held by the Board of Directors, whichever occurs first.
  - b. If it can be done without prejudice, the Board shall have the authority to rescind, ratify, or approve the decisions made and/or to suggest other approaches that it deems worthy of consideration.
  - c. When there is disagreement as to a tactical or strategic decision being contemplated, great deference to the opinion of Legal Counsel shall be accorded.
7. When settlement demands are made by one or more of those suing or threatening litigation against SSG, the proposed response shall be discussed and tentatively formulated at a meeting of Legal Counsel, the Litigation Committee, and General Manager.
  - a. Once a response is formulated and placed in draft form, the matter will be submitted to the Board of Directors for a final decision on the response as quickly as Legal Counsel deems essential. The Board of Directors may modify such response as it deems appropriate.
  - b. The above notwithstanding, if a claim has been transmitted to PERMA and PERMA has determined that PERMA will be handling the matter on behalf of SSG, PERMA shall have the authority to make tentative offers to compromise claims in an amount up to \$10,000 without Board approval. If tentatively accepted by the opposing party, a telephonic meeting shall be called with the Litigation Committee who shall have the authority to accept or reject the settlement on behalf of SSG.
8. Except as provided above in section 7(b), when Legal Counsel, the Litigation Committee or General Manager deem it advisable to present SSG's actual or proposed litigation opponents with an offer of settlement, a meeting of Legal Counsel, the Litigation Committee, and the General Manager shall be called as quickly as possible to approve or disapprove making a settlement offer and the form it is to take.
  - a. If a settlement offer is deemed advisable, a recommendation to that effect shall be made to the Board of Directors as quickly as Legal Counsel deems advisable.
  - b. An offer of settlement cannot be made without advance Board approval.
9. Except as provided above in section 7(b), neither Legal Counsel, the General Manager, nor the Litigation Committee has authority to unilaterally make a decision to accept a settlement offer to the litigation opposition without first securing concurrence of the Board of Directors.
10. The Board of Directors and the Litigation Committee shall be informed on a monthly basis of the expense incurred by SSG in the defense or prosecution of all litigation or arbitration actions.

- a. If either the General Manager or the Litigation Committee is of the opinion that litigation expenses should be the subject of further discussion, either shall call a meeting among themselves for the purpose of considering the matter.
  - b. Either the General Manager or a majority of the Litigation Committee can refer the issue to the Board of Directors for guidance and/or a decision on the issue at hand.
11. When in doubt as to whether a regular or closed session meeting of the full Board of Directors should be called to obtain the Board of Director's guidance and/or approval on any matter involving litigation issues, the decision shall be to call the meeting.
12. The scope of duties and responsibilities assigned to the Litigation Committee shall include those identified in this Policy statement and such further responsibilities as the Board of Directors shall formally assign from time to time.

## SunLine Services Group

### Bylaws of the Taxicab Committee

Commencing at the first regular meeting in July, and annually thereafter, the Board of Directors of the SunLine Services Group ("SSG") shall make appointments to the Taxicab Committee, which shall consist of five (5) Board members. The Board hereby ratifies the appointments made by Chair Spiegel for the balance of the current fiscal year (2012-13). All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The five (5) nominees with the greatest number of votes shall be the committee members. In the event of tie votes for some committee position(s), runoff elections shall immediately follow.

1. From among themselves, the Committee members shall be elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The monthly regular meetings of the Taxicab Committee shall be on the day of the regular meetings of the SSG Board of Directors.
  - a. Special meetings may be called by the General Manager, the Committee Chair, or by the request of two members of the committee to the General Manager.
  - b. Those who call a meeting shall set the agenda, except that matters can be added to the agenda at the request of any member of the committee if at least 48 hours advance notice is provided and if the matter is sufficiently germane to the call of a special meeting.
  - c. Additional meetings shall be called by the General Manager or the Chair, as deemed necessary.
3. Minutes of Taxicab Committee meetings need not be taken on a regular basis, but shall be taken if any committee member so requests at least one business day prior to the meeting.
4. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.



**AGENDA  
TAXI COMMITTEE MEETING**

**March 27, 2013  
9:30am – 10:15am**

**Board Room  
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. **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.

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

5. **Consent Calendar**
  - a) SSG/SRA checks over \$1000 issued for January, February 2013 (Pages 1-2)
  - b) SSG/SRA Monthly Budget Report November, December, 2012 January, 2013 (Pages 3-5)
  - c) Taxi Vehicle/Rides Analysis, January, February, 2013 (Pages 6-9)
6. **Adoption of Resolution Setting Taxicab Rates (C. Mikel Oglesby)** **Approve**  
Request to the Board to approve the attached Resolution setting Taxicab rates. (Pages 10-12)
7. **Adjourn**

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - January 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section I - Check payments issued against the Operating Fund</b>				
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089637	1/7/2013	\$10,413.51
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089643	1/25/2013	\$10,263.34
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089648	1/31/2013	\$10,219.58
SUNLINE TRANSIT AGENCY	Operating Exp (Oct 2012)	089640	1/11/2013	\$8,552.43
EFFLORE GROUP LLC, THE	Project Management	089638	1/11/2013	\$1,710.00
	<b>Subtotal</b>			<b>\$41,158.86</b>
<b>Summary</b>				
Total of Checks Over \$1,000				\$41,158.86
Total of Checks Under \$1,000				\$2,540.47
Total of All Checks for the Month				\$43,699.33
Total Amount of Checks Prior Year - Same Month				\$30,939.15

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - February 2013

Vendor Name	Item Description	Check No.	Date	Amount
<b>Section I - Check payments Issued against the Operating Fund</b>				
RUTAN & TUCKER, LLP	Legal fees (Sept, Oct & Nov)	089657	2/21/2013	\$23,987.32
NELSON NYGAARD	SRA Consultant	089652	2/8/2013	\$9,280.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089655	2/19/2013	\$9,228.73
LEFLORE GROUP LLC, THE	Project Management	089650	2/8/2013	\$2,945.00
	<b>Subtotal</b>			<b>\$45,441.05</b>
<b>Summary</b>				
Total of Checks Over \$1,000				\$45,441.05
Total of Checks Under \$1,000				\$2,255.60
Total of All Checks for the Month				\$47,696.65
Total Amount of Checks Prior Year - Same Month				\$37,383.01

SunLine Regulatory Agency  
Statement of Activities  
November 30, 2012

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	64,991	64,991	0
<b>Revenues:</b>							
Meter Readings	168,000	15,004	14,000	1,004	78,760	70,000	8,760
Revenue Fines	5,000	270	417	(147)	3,393	2,083	1,310
Vehicle Inspection Revenue	14,700	2,400	1,225	1,175	7,100	6,125	975
Vehicle Reinspection Revenue	500	0	42	(42)	0	206	(206)
New Driver Permit Revenue	5,000	550	417	133	2,200	2,083	117
Driver Transfer Revenue	3,200	200	267	(67)	880	1,333	(453)
Driver Renewal Revenue	10,450	550	267	543	4,000	4,354	(354)
Driver Permit Reinstatement/Replacement	90	15	8	8	75	38	38
Vehicle Transfer Revenue	1,000	0	83	(83)	0	417	(417)
Vehicle Permit Revenue	84,000	19,000	7,000	12,000	36,900	35,000	1,900
Operator Application Fee	7,200	0	600	(600)	0	3,000	(3,000)
Interest Revenue	120	3	10	(7)	15	50	(35)
<b>Total revenue</b>	<b>455,238</b>	<b>50,990</b>	<b>37,937</b>	<b>13,054</b>	<b>198,314</b>	<b>189,683</b>	<b>8,632</b>
<b>Expenses:</b>							
Salaries and Wages	194,435	13,966	16,203	2,237	79,824	81,015	1,191
Fringe Benefits	137,918	16,483	11,493	(4,990)	56,068	57,466	1,398
Services	105,500	9,738	8,792	(946)	21,400	43,958	22,558
Supplies and Materials	4,500	128	375	247	2,442	1,875	(567)
Miscellaneous	12,885	936	1,074	138	7,011	5,369	(1,642)
<b>Total Expenses</b>	<b>455,238</b>	<b>41,251</b>	<b>37,937</b>	<b>(3,315)</b>	<b>166,745</b>	<b>189,683</b>	<b>22,938</b>
<b>Total Operating Surplus/Deficit</b>	<b>0</b>	<b>9,739</b>	<b>0</b>	<b>16,368</b>	<b>31,569</b>	<b>0</b>	<b>(14,306)</b>

SunLine Regulatory Agency  
Statement of Activities  
December 31, 2012

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	153,978	12,998	12,996	0	77,989	77,989	0
<b>Revenues:</b>							
Meter Readings	168,000	15,103	14,000	1,103	93,863	84,000	9,863
Revenue Fines	5,000	190	417	(317)	3,493	2,500	993
Vehicle Inspection Revenue	14,700	1,250	1,225	25	8,350	7,350	1,000
Vehicle Reinspection Revenue	500	0	42	(42)	0	250	(250)
New Driver Permit Revenue	5,000	150	417	(267)	2,350	2,500	(150)
Driver Transfer Revenue	3,200	50	267	(217)	930	1,600	(670)
Driver Renewal Revenue	10,450	950	871	79	4,950	5,225	(275)
Driver Permit Reinstatement/Replacement	90	40	8	33	115	45	70
Vehicle Transfer Revenue	1,000	0	83	(83)	0	500	(500)
Vehicle Permit Revenue	84,000	9,600	7,000	2,600	46,800	42,000	4,800
Operator Application Fee	7,200	0	600	(600)	0	3,600	(3,600)
Interest Revenue	120	6	10	(4)	21	60	(39)
<b>Total revenue</b>	<b>455,239</b>	<b>40,247</b>	<b>37,937</b>	<b>2,577</b>	<b>238,861</b>	<b>227,619</b>	<b>11,242</b>
<b>Expenses:</b>							
Salaries and Wages	194,435	15,955	16,203	248	93,779	97,218	1,439
Fringe Benefits	137,918	11,902	11,493	(409)	67,970	68,959	989
Services	105,500	11,681	8,792	(3,189)	33,081	52,750	19,669
Supplies and Materials	4,500	421	373	(46)	2,864	2,250	(614)
Miscellaneous	12,885	1,052	1,074	22	8,063	6,443	(1,621)
<b>Total Expenses</b>	<b>455,238</b>	<b>41,311</b>	<b>37,937</b>	<b>(3,375)</b>	<b>207,757</b>	<b>227,619</b>	<b>19,862</b>
<b>Total Operating Surplus/Deficit</b>	<b>0</b>	<b>(1,064)</b>	<b>0</b>	<b>5,952</b>	<b>31,104</b>	<b>0</b>	<b>(8,620)</b>

SunLine Regulatory Agency  
Statement of Activities  
January 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	90,987	90,987	(0)
<b>Revenues:</b>							
Meter Readings	168,000	15,256	14,000	1,256	109,120	98,000	11,120
Revenue Fines	5,000	0	417	(417)	3,493	2,917	576
Vehicle Inspection Revenue	14,700	1,615	1,225	390	9,965	8,575	1,390
Vehicle Reinspection Revenue	500	0	42	(42)	0	292	(292)
New Driver Permit Revenue	5,000	600	417	183	2,950	2,917	33
Driver Transfer Revenue	3,200	200	267	(67)	1,130	1,867	(737)
Driver Renewal Revenue	10,450	1,000	871	129	5,950	6,096	(146)
Driver Permit Reinstatement/Replacement	90	5	8	(3)	120	53	68
Vehicle Transfer Revenue	1,000	0	83	(83)	0	583	(583)
Vehicle Permit Revenue	84,000	14,850	7,000	7,850	61,350	49,000	12,350
Operator Application Fee	7,200	0	600	(600)	0	4,200	(4,200)
Interest Revenue	120	1	10	(9)	80	70	10
<b>Total revenue</b>	<b>455,238</b>	<b>46,525</b>	<b>37,937</b>	<b>8,589</b>	<b>285,145</b>	<b>265,556</b>	<b>19,590</b>
<b>Expenses:</b>							
Salaries and Wages	194,435	14,654	16,203	1,549	110,433	113,420	2,988
Fringe Benefits	137,918	12,184	11,493	(691)	80,154	80,452	298
Services	105,500	11,356	8,792	(2,564)	44,437	61,542	17,105
Supplies and Materials	4,500	164	375	211	3,027	2,625	(402)
Miscellaneous	12,885	1,661	1,074	(587)	9,723	7,516	(2,207)
<b>Total Expenses</b>	<b>455,238</b>	<b>40,018</b>	<b>37,937</b>	<b>(2,082)</b>	<b>247,775</b>	<b>265,556</b>	<b>17,781</b>
<b>Total Operating Surplus/(Deficit)</b>	<b>0</b>	<b>6,507</b>	<b>0</b>	<b>10,671</b>	<b>37,371</b>	<b>0</b>	<b>1,809</b>

**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	38,667	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 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH									
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250			
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263			
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			
FEB	157	36,557	233	132	42,331	321	156	53,840	345						
MAR	159	44,219	278	138	48,942	355	158	62,962	398						
APR	167	57,645	345	141	60,821	431	170	71,576	421						
MAY	157	42,074	268	142	43,910	309	156	49,091	315						
JUN	156	29,940	192	120	31,088	259	140	39,190	280						
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1042</b>	<b>296,751</b>	<b>285</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 57,845	APR 60,821	APR 71,576	NOV 48,495	
LOWEST TRIPS	AUG 23,671	AUG 29,238	AUG 29,459	JUL 33,019	
MOST VEHICLES	JUL 170	JUL 151	APR 170	DEC 168	
LEAST VEHICLES	NOV 153	NOV 117	AUG 123	SEP 131	
MOST TRIPS/VEH	APR 345	APR 1004	APR 421	OCT 304	
LEAST TRIPS/VEH	AUG 153	AUG 198	AUG 240	JUL 250	

**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
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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 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH									
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250			
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263			
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			
MAR	159	44,219	278	138	48,942	355	158	62,962	398						
APR	167	57,645	345	141	60,821	431	170	71,576	421						
MAY	157	42,074	268	142	43,910	309	156	49,091	315						
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<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1216</b>	<b>352,310</b>	<b>290</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>



**SunLine Services Group**

**DATE:** March 27, 2013 **ACTION**  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** General Manager  
**RE:** Resolution Setting Taxicab Rates

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**Recommendation**

Recommend that the Board of Directors approve the attached Resolution regarding maximum 'Rate Per Mile' and 'Hourly Wait Time' rates for taxicab operators.

**Background**

SunLine annually reviews the 'Rate Per Mile' and 'Hourly Wait Time' rates for adjustment based on formulas included in the Franchise Agreements.

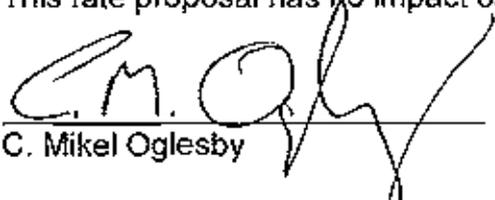
The 'Hourly Wait Time' rate is tied to a change in the Consumer Price Index. A review of these indices suggests that no change in the 'Hourly Wait Time' rate is warranted.

The 'Rate Per Mile' is intended to consider an increase or decrease in the cost of fuel. It is intended that the 'Rate Per Mile' compensates the individual or entity that purchases the fuel. These rates are maximums and the franchise is under no obligation to increase their rate.

The 'Rate Per Mile' adjustment is based on a formula included in the Franchise Agreements themselves. This rate adjustment results in an increase in the 'Rate Per Mile' from \$3.04 per mile, to \$3.12 per mile. The adjustment is based on a leading cost indicator for taxicab operations, which are fuel costs.

**Fiscal Impact**

This rate proposal has no impact on SRA's budget.

  
\_\_\_\_\_  
C. Mikel Oglesby

**SunLine Services Group**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING RATES FOR  
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY  
May 1, 2013 THROUGH April 30, 2014**

WHEREAS, SunLine Services Group is a local agency authorized by Government Code section 53075.5 and SunLine Services Group Ordinance to establish by resolution of its Board of Directors the maximum rates to be charged for provision of taxicab services within the Coachella Valley; and

WHEREAS, this resolution supersedes Resolution Number 064 regarding only the Maximum Rate Per Mile and the Hourly Wait Time Rate; and

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group:

Section 1. That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

The following rates are effective May 1, 2013:

Maximum Rate Per Mile	\$ 3.12
Maximum Hourly Wait Time Rate	\$ 24.00

Section 2. That the Maximum Rate per Mile is charged to passengers in increments of 1/8 of a mile.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 27<sup>th</sup> day of March, 2013, by the following vote:

ATTEST:

\_\_\_\_\_  
Carolyn Rude  
CLERK OF THE BOARD  
SunLine Services Group

\_\_\_\_\_  
Robert A. Spiegel  
CHAIRMAN of the Board  
SunLine Services Group

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Carolyn Rude  
CLERK OF THE BOARD

APPROVED AS TO FORM:

\_\_\_\_\_  
Jeffrey A. Goldfarb