



**Wednesday, December 4, 2013
12:00 Noon**

**Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller

2. **Roll Call**

3. **Presentations**

4. **Finalization of Agenda**

5. **Public Comments**

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

Receive Comments

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. 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.

6. Board Member Comments**Receive Comments**

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

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

7. Approval of Minutes**Approve**

Minutes of the October 23, 2013 Board of Directors Meeting.
(Pages 1-21)

8. Discuss and Approve Change of Board Meeting Time (Chairman Glenn Miller)**Approve**

Discuss and approve request by Board Member Dana Hobart, to change the time of Committee and Board meetings.

9. Administration Building Scope Increase (Rudy Le Flore)**Approve**

Request to the Board to approve owner changes to the Administration Building Project. (Page 22)

10. Design/Build CNG Fueling Station (Tommy Edwards)**Approve**

Request to the Board to approve design/build method for project delivery for the CNG fueling station. (Pages 23-24)

11. Appointment of Retirement Plan Committee Members (Donald Bradburn)**Approve**

Request to the Board to approve addition of new General Manager to the Agency Retirement Committees and remove Director of Operations, and add CJ Smith, Director of Finance to the SunLine Employees Non-Union Restated Retirement System Committee. (Pages 25-26)

12. Approval of Expenses for G.M. Attendance at the American Public Transportation Association Conference (CJ Smith)**Approve**

Request to the Board to approve all expenses for the General Manager's attendance at the APTA CEO conference in February, 2013, as approved in the FY 14 budget. (Page 27)

13. Approval of Employee Travel Expenses (CJ Smith)**Approve**

Request to the Board to approve upcoming employee travel expenses. (Page 28)

14. Resolution Updating Signatories on Bank Accounts**Approve****(CJ Smith)**

Request to the Board to approve the attached Resolution updating bank signature cards to reflect removal of the Interim General Manager and add the new General Manager. (Pages 29-31)

----- **RECEIVE & FILE** -----

15. Consent Calendar**Receive and File**

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

- a) Checks over \$1,000 for October, 2013 (Pages 32-34)
- b) Credit card statement for October, 2013 (Pages 35-37)
- c) Monthly Budget Reports for September, October, 2013 (Pages 38-39)
- d) Ridership Report for October, 2013 (Pages 40-41)
- e) SunDial Operational Notes for October, 2013 (Page 42)

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

16. Update to the Board on Commuter Link 220**Information****(Joe Forgiarini)**

Report to the Board on the Commuter Link 220 service. (Pages 43-45)

17. Legal Counsel's Report**18. General Manager's Report****19. Next Meeting Date**

January 22, 2014

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

20. Closed Session

- a) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shafer of Rutan & Tucker, LLP, as Chief Negotiator; SunLine Director of Human Resources; Director of Operations;

Director of Maintenance; Director of Finance (as needed); Director of Planning (as needed); the LeFlore Group (as needed). Employee Organization: Amalgamated Transit Union (ATU).

- b) Closed Session – CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Gov. Code Sec. 54956.9) Amalgamated Transit Union, Local 1277 and SunLine Transit Agency.

21. Adjourn

MINUTES
SunLine Transit Agency
Board of Directors Meeting
October 23, 2013

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:38pm on Wednesday, October 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 of the SunLine Transit Agency Board was called to order at 12:38 p.m. by Chairman Glenn Miller.

2. Roll Call

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City – participated via teleconference from Loma Linda University Health Services 1130 Anderson Suite 1800, Redlands, CA
Rick Hutcheson, Councilmember, City of Palm Springs
Yvonne Parks, Mayor, City of Desert Hot Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Susan Marie Weber, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

None.

Guests:

Patricia Cooper, Office of Supervisor Benoit
Barrett Newkirk, The Desert Sun
Art Aguilar, ATU Local 1277
Lindsey Littlepage, American Cab
Mabu Hossein, Desert City Cab
Marc Triplett, Desert City Cab
KD Labana, Desert City Cab
Billy Meyer, Yellow Cab
Michal Brock, Yellow Cab
Paula Tapia, Pacific Western Bank
Alma Guajardo, Pacific Western Bank
Kimberley Webb, Public

Staff:

Roger Snoble, Interim General Manager
Robert Owen, Legal Counsel, Rutan & Tucker
Bill Shaeffer, Legal Counsel, Rutan & Tucker
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy Le Flore, General Manager's Management Analyst
Polo Del Toro, Director of Operations
Don Bradburn, Director of Human Resources
Tommy Edwards, Advanced Technology Project Manager
Mike Morrow, Director of Maintenance
CJ Smith, Director of Finance
Michael Jones, Taxi Administrator
David Bristulf, Operator
Eamonn Pollard, Operator
Jose Cardenas, Operator
Anthony Garcia, Operator
Marie Campbell, Operator
Valeria Garcia, Operator
Esterio Gonzalez, Operator
Fransisca Garcia, Operator
James Amaral, Operator
Stephanie Buriel, Senior Administrative Assistant
Harmon Singh, Assistant Taxi Cab Administrator 1
Lee Greer, Assistant Taxi Cab Administrator
Karen Thomas, Administrative Assistant
David Manriquez, Facility Maintenance Assistant
Dave Robin, Risk Manager
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Francine DePalo, Administrative Assistant

3. Presentations

None.

4. Finalization of Agenda

Legal Counsel, Robert Owen, announced that there is a need to add a Closed Session, Item#19b, to the agenda pursuant to Government Code Section 54954.2. The item requires a two thirds vote to add to the agenda. Mr. Owen stated that the Closed Session is for potential litigation and claim by former employee, which was received in the last couple of days, after the posting of the agenda. There is a written settlement offer from the attorney. Councilmember Hobart moved to add item to the agenda. Mayor Parks seconded the motion and was approved by a unanimous vote.

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

Anthony Garcia, SunLine Operator – Mr. Garcia informed the Board that he drives the Commuter Link 220 to Riverside. He has concerns that the only communication with

the Agency and the bus is via cell phone. Mr. Garcia stated that a lady came up to him and threatened to stab him while he was dropping her off at UCR in Riverside. He stated that was made aware that he can use the 54 (panic button on the bus) and pinpoint where you are at. Mr. Garcia stated that there is no radio communication. He stated that you can't get off the bus while driving if someone is threatening you; you can press the 54 button that sends a message that there is an emergency. Mr. Garcia further stated the Safety Department took action and he was pleased with their follow through. He stated that he would like to ask the Board if there is a way to tap into RTA's radio system. If there is an emergency, he is on his own. Mr. Garcia stated that he now has paranoia about this lady, who still gets on the bus. He has the lives of the passengers in his hand and has to pay attention to the lady to make sure she does not follow through on her threat. In addition, there is a lot of traffic. Mr. Garcia stated that when they do put the new radio system in, there will be a mic close to the driver; when the lady came up and threatened him, he could prove that there was indeed a threat to stab him. He further stated that the woman is a walking time bomb and he is worried about her coming up behind him and actually following through on her threat. Mr. Garcia stated that the lady rides every Tuesday and Wednesday. Mr. Garcia wanted to bring this to the Board's attention for the safety of all operators.

Mr. Snoble stated that he is well aware of the problem. He stated that there is a hole in the communication and staff is working with the authorities to get this resolved. He stated that there are two issues; one is the radio communication and the other is the legal issue.

Councilmember Hobart asked if there is a law that would allow a driver who has been threatened to deny access to board the bus to an individual. Mr. Snoble stated that you can get a judge to order that the Operator cannot allow the rider to board the bus. Councilmember Hobart stated that we should make an effort to do that to protect our driver.

Risk Manager, David Robin, stated that a police report was filed with Riverside Police Dept. He stated that the driver, or somebody needs to contact the Police Department to respond so they can see that she actually threatened physical damage or harm to the driver. Mr. Robin stated at that point, they can take her into custody and issue a 5150. At that point when they release her, if she did do something, they can arrest her and prosecute. We would then have the ability to file a restraining order and get her off the bus. Mr. Robin stated that we do need to go through the legal motions.

Councilmember Hobart asked to clarify that with a statement under oath from the driver as to what happened and an incident report that exists concerning that event, do we have the authority as the Board to go to the court and ask for some kind of affirmative injunction to allow the driver to deny her access to his bus. Councilmember Hobart stated that he is just concerned about our remedy in protecting our employees. Mr. Robin stated that he agrees, but up to this point, we have not had that authority. We have had to follow procedure. Mr. Snoble stated that if there is something SunLine could do to initiate the procedure, we should do so. Legal Counsel stated that we could file an application for a temporary restraining order on behalf of our employee

basically stating that the individual needs to stay 100 yards away from the bus driver. If the individual violates that order, you then call the police.

Mayor Parks stated that the issue she is concerned about is that the driver has no way to communicate with someone. Mr. Snoble clarified that he has a cell phone, but is unable to talk while driving. Mr. Del Toro stated that the law does allow them to use the cell phone in an emergency. Mayor Parks further asked if someone can be on the bus to watch the lady to make sure she does not do anything; if she does, that person can assist. The driver would not be alone.

Mr. Del Toro clarified that the 54, the panic button on the bus, works; however the radio communication does not. He stated that there would be a text that would go to the operator via the mobile data terminal. If they do not respond within three minutes, we send the police. If a bus is going off a route, we would know that and give that information to the Police Department.

Councilmember Hanson asked why this discussion is taking place during a Board meeting. He asked why the issue is not being discussed with management; it should be a staff issue and be taken care of immediately. Councilmember Hobart stated that maybe staff felt more comfortable with Board support. Mr. Snoble stated that staff is moving forward with a resolution.

Eamonn Pollard, SunLine Operator stated, regarding the previous discussion, he was told that that there have only been two incidents such as what was just described. He stated there have been more than two incidents; he has had more than two himself. Mr. Pollard stated that it should not get this far. There needs to be supervision to help the operators. There is no one to protect them. Mr. Pollard stated that they need to stay in the seat and get beat up, spit on, and hit with a skateboard. He stated that is not acceptable. Mr. Pollard stated that he had a situation, and he addressed this to Polo Del Toro, Director of Operations, and he has not yet responded. He stated he feels the situation was pretty serious. Mr. Pollard stated there are other drivers with issues as well. He asked where is it going to end – when will the drivers get help. Councilmember Hobart asked Mr. Pollard what he thinks is practical. Mr. Pollard stated that – to be spit at – that is abuse. Councilmember Hobart asked what he thinks can be done to prevent an issue of being spit at. Mr. Pollard further stated that they are not getting the help. There is a paper trail and nothing has been done. Mr. Pollard said he had a few incidents and in one incident there were two individuals involved and he was the one who got suspended because he was wrong. He stated that he does not feel it is right.

Chairman Miller stated that this should be discussed with staff and come back later with a process in place to make sure it is getting addressed before it comes before the Board. This is a long term issue that we have to make sure is handled properly where staff feels comfortable working with the drivers and the drivers get the response that they think they need. The discussions should be between the General Manager, staff and the employee. Mayor Garcia stated that perhaps the drivers can give some input themselves what they feel would be some safeguards that can be implemented and

then determined if they are practical and within the means and legality of what can and cannot be done. Mayor Garcia suggested that the drivers put in suggestion.

Jose Cardenas, SunLine Operator – Mr. Cardenas stated that there is a lack of communication in Operations, Human Resources and other departments within SunLine itself. He stated they need to upgrade the system so there is better communication between each department. Mr. Cardenas further stated that most of the drivers in relation to injuries such as drivers injuring other drivers - how would Legal Counsel suggest drivers to resolve the issues.

Art Aguilar – ATU Local 1277 – Mr. Aguilar stated that he came to support his drivers. He stated that there has been an ongoing issue, although he would like to thank Mr. Snoble and staff as they are beginning to make some positive changes. He stated that he appreciates the changes. He stated that fortunately, there has not been an incident such as what happened at Omni – three minutes too long for a response time for anybody to be taken care of. He stated that the operator was stabbed to death within seconds. Mr. Aguilar stated he does not want to see one of his drivers get hurt that way. He stated that the drivers are here and they have gone to management. There are policies and procedures that need to be changed and issues that need to be addressed. Mr. Aguilar stated that drivers have been coming to the Board meetings the last few months as they have issues. Mr. Aguilar stated the following: "They get the stand off ... 'well... it is our policy – secure the bus, that is the most important thing to us – not you.' I don't like to hear that from my members. That hurts me; it is disheartening. The reason this is coming to the Board is that you are the end all, see all. You do everything – you guys govern. They can't make changes unless you guys say go for it. That's why we are here. So we are coming to you saying help us. There is many ways. International has been trying very hard to get laws passed to secure areas for the operators. They are alone; they are out there. A female last month was hit in the jaw – hit very hard. Fortunately for her, two good samaritans helped her and captured the guy. What if she would have died? Not having radio contact between here and Riverside – that is scary too. Seconds, not minutes. So please help my drivers. On another note - I still have time left of my three minutes; I am looking forward to working in the upcoming negotiations. I do applaud you for the positive changes you are doing. It is time that our drivers for both paratransit and the mechanics and the ops get fair - as far as medical and as far as wages. I thank you for your time."

6. Board Member Comments

Mayor Adolph stated that as outgoing Chair of the Finance Committee, he announced that Councilmember Doug Hanson is the new Chair of the Finance Committee and Mayor Parks is the Vice Chair.

Councilmember Hobart stated that the Taxi Committee Chair is now Councilmember Pettis and Vice Chair is Robert Spiegel.

Supervisor Benoit introduced Patricia Cooper, who is new to his staff, formerly with Senator Denise Ducheny, and will be staff to the SunLine Board in the future. Supervisor Benoit also mentioned that he has asked Ms. Cooper to check with

Riverside County Information Technologies – The County is rolling out a new countywide radio system. He is looking for people who want to be a part of that; most of the cities have been approached. Supervisor Benoit stated that it might be an answer worth exploring for SunLine.

7. **Approval of Minutes**

Mayor Don Adolph moved to approve the minutes of the September 25, 2013 Board meeting. The motion was seconded by Supervisor John Benoit and approved unanimously with the abstention of the City of Palm Springs.

8. **Contract Amendment – The Le Flore Group**

Director of Finance, CJ Smith, addressed the Board. Staff recommends that the Board of Directors grant authority to the Interim General Manager to approve amendment number one to the contract with The Le Flore Group in the amount of \$134,116.81. Ms. Smith stated that we are amending the contract and extending it to end November 30, 2014, consistent with the ending of the Administration building project. She stated that the new scope of work is outlined specifically with a heavier focus on building. This is different than the current contract – the employment that Mr. Le Flore is currently under. Ms. Smith stated that Mr. Le Flore is going back to a contractor beginning December 1st. She stated that the total contract value is \$584,000 over the life of the contract, ending November 30, 2014.

Councilmember Hanson further clarified that the \$134,000 covers the period from December 1, 2013 to November 30, 2014 – a one year contract. He stated that Mr. Le Flore will be focused totally on the oversight management of the construction of the new building, rather than as a contract employee doing multi-faceted activities for the Agency. Councilmember Hanson stated that the Finance Committee reviewed and recommends approval.

Councilmember Hobart stated that the last line of the first page of the staff reports states that he (Mr. Le Flore) will not be performing the day to day employee type job functions. He stated that this has not been the case in the past. Mr. Le Flore has worked under contract, but has been treated as though he was an employee. Councilmember Hobart stated that imposes all kinds of liabilities and problems for us, the Board. He stated that he hopes that the Board will make it very clear that Mr. Le Flore is a contract employee and he has to stay within the confines of that contract as we are being assured now; we may have been assured previously, but it didn't work out that way. Councilmember Hobart further stated that from the Board's protected perspective, it is important.

Councilmember Hanson stated that when the new Interim General Manager came to the Agency, Mr. Le Flore's status was changed from being a contractor, to a contract employee, which gave as a contract employee, the ability for the General Manager to provide day-to-day direction for various activities. Councilmember Hanson further stated that under the new contract, as he understands, he will not have the flexibility of doing everything within the Agency; he will be confined to specific duties as outlined in the contract – the overall management and responsibility for the construction of the building.

Councilmember Susan Marie Weber stated: "Clearly there is a history with this, and I appreciate that you spent time looking at this, but I am a little puzzled – did this go out to bid when it was done in August, 2011? Is this normal that we have a 30% increase on a contract that went out to bid without going out to another bid – that was my first question. And now I am hearing things that would make me really uncomfortable that he has been doing whatever he wants and now we are going to give him more money. You said he did this job – that job" Councilmember Weber was informed that he was directed by the General Manager. Councilmember Weber further stated: "So the other General Manager was directing him to do different things, so he was all over the place."

Mr. Snoble stated that Mr. Le Flore's role was changed to work directly for him as a contract employee for the last five months. Mr. Snoble stated that Mr. Le Flore is now going back to focusing on the building.

Councilmember Hanson stated that Councilmember Weber raises a valid question on going out to bid on all work being done by any public agency. He stated that to the extent that this Agency may have, could have, should have at least gone out to bid for that management contract to multi companies that provide that same kind of service is a good question and deserves an answer as to why it was not put out for a competitive bid.

Mr. Snoble stated that originally, it was put out for a competitive bid; that is how Mr. Le Flore got the job to begin with. He stated that at this part of the process, the building going up, it would not be a good time for a change and could cost a lot more money. Mr. Snoble stated that Mr. Le Flore knows the project extremely well. He stated there is no requirement to go out to bid.

Ms. Smith stated that she wanted to address the Board's comments in the past about employee work versus contract work, so she outlined in the scope of the amendment, and addresses the concern. On the second concern about going out to bid, the issue was discussed and all future work is project management; otherwise, we will go out to bid. She stated that it is critical that Mr. Le Flore stay on the project of the Administrative Building.

Councilmember Hanson asked the hourly rate of Mr. Le Flore is paid for the services he provides. Ms. Smith stated that he is paid \$95 per hour.

Mr. Snoble stated that the reason Mr. Le Flore got pulled off the building project, is one, the building project was having problem with land, and two, and he is extremely talented. He is very good at what he does. Mr. Snoble stated that because of that, people would ask Mr. Le Flore to provide assistance. He also confirmed that when he was performing other duties, he was not being paid out of the building budget; the budget of the building is in good shape. Mr. Snoble stated that one of the things that Mr. Le Flore has been doing is the Triennial Review, which is coming up in January. Mr. Le Flore knows the process; we do not have a contracting person on staff yet. Mr. Snoble stated that is why he brought Mr. Le Flore on as an employee. He further

stated that now the building project is moving quickly and Mr. Le Flore needs to go back and follow through to make sure all is completed properly. Mr. Snoble stated that Mr. Le Flore may be asked from time to time about different issues.

Councilmember Hanson stated that Mr. Le Flore is an anomaly. Councilmember Hanson stated: "I want to be careful with my choice of words that I use, but it seems to be to me as a member of the Board outside looking in, that there was a void in the organization and Mr. Le Flore filled that void any time there was one and everyone went to him for answers because of his knowledge about transit. He would get involved in more projects and more projects in violation, quite frankly, of the independent contract that he had entered into with the Agency. And so as more people went to him, he became more dependent. Mr. Le Flore, if I am incorrect in anything I say here, please correct me. This is Hanson's perception of what was going on. All of that has changed now with the new Interim General Manager. He came in – put some organization in. And now that we have a new General Manager that is coming on board, then the actions that the Interim General Manager has taken will carry forward with her. Hopefully the ills of the past will be behind us and correct that going forward.

(Vice Chair Greg Pettis is no longer participating in the meeting via phone)

Councilmember Hutcheson moved to approval of staff recommendation. The motion was seconded by Mayor Adolph and approved unanimously

9. IT Policy #B-090304 Amendment

Director of Finance, CJ Smith, addressed the Board recommending that the Board of Directors amend the red-lined IT Policy #B-090304 approved on 6/23/2004 to include the following language in the Systems Administrator section: "The Systems Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager. The Systems Administrator will utilize technology or manually track and maintain a log of actions taken by the Systems Administrator. This log should be provided to the General Manager and the Director of Finance on a monthly basis. The System permissions granted to the Administrator shall be discussed and approved by the General Manager." And to include the following language in the Systems Administration Policy section. "The Network Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager. The Systems Administrator will utilize technology or manually track and maintain a log of actions taken by the Network Administrator. This log should be provided to the General Manager and the Director of Finance on a monthly basis. The Network permissions granted to the Network Administrator shall be discussed and approved by the General Manager."

Councilmember Hobart asked the names of the System Administrator and Network Administrator. Ms. Smith stated that she is referencing to IT staff, which includes Joseph Friend and Vanessa Mora. Joseph Friend is the IT Administrator and the Network Administrator – there is just two different roles. Mr. Friend has access to both

Administrator roles and IT, and Ms. Mora has access, but may be more restricted access.

Councilmember Hobart asked the following: "If there is a process where – let's say the General Manager authorizes the Network Administrator or the Systems Administrator to access certain e-mails, for some reason. Is there any process that informs at least the Chairman of the Board when something like that goes on? It may be something so sensitive that you would not want the entire Board to know about it because they didn't have to know about it. But it might also be better if at least one member of the Board can speak on behalf of the Board as to whether or not this is something that should advance further."

Chairman Miller asked the policy for the retention of emails. Ms. Smith stated that we are currently working on increasing the retention. She stated that we have bought additional servers. Chairman Miller asked how long we hold them before we delete; how many years. Ms. Smith stated that there is not a timeframe in any policy. Councilmember Hobart stated that this may be something we should look at. If it is not in the policy, it should be and the Board should be the one to make it.

Mr. Snoble stated that State law makes policy for written documents. He stated that the Clerk of the Board's emails go back as long as she has been with the Agency; all the Board action.

Supervisor Benoit stated that he, the County of Riverside, has a policy of retention of e-mails of 45 days. He stated that going back more than that is cumbersome. He further stated that this policy before the Board, seems contrary to what he has taught any employee that worked for any organization that he has had since email came along, which is – your e-mail is subject to review; your e-mail is not private. Anything you write in that email should be considered okay on the front page of the paper. Supervisor Benoit asked why we would have a policy that restricts any individual in our organization in charge of any kind of system from looking at e-mails.

Councilmember Hanson stated that he fully supports Supervisor Benoit's position on the issue and he believes that you have to put in the policy that all of the information belongs to the Agency and therefore can be accessed by the Agency, so that nothing is private. Councilmember Hanson stated that you need to make it part of the policy because if you don't, it would be considered private information.

Ms. Smith stated that before the Board is the IT Administrator Policy and there is also an IT User Policy that covers what is being mentioned. Employees sign the policy. She stated this Policy verbiage is so that there is oversight of the Administrator and that there is an approval process. This is for check and balance of the Administrator roles, not for the users as in all staff.

Supervisor Benoit asked why we would have a policy stating that the guy in charge of the system cannot look at emails when everyone else can. He asked what we are protecting.

Councilmember Hanson stated that the proposed policy needs to be looked at a little closer. He referred to the proposed policy that states "The Network Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager." Councilmember Hanson stated that the Network Administrator should be looking at that network and have the ability to look at the network, 24 hours a day, and 7 days a week and cannot go to the General Manager constantly for permission to be looking at everything on the network.

Mr. Snoble stated that the network is separate. The emails are part of the network, but the question is should that person be able to look at every email written in the whole place without specific reason.

Councilmember Hanson stated that you need to have someone who is the oversight person who is monitoring the network or system, they have to have the ability to do that, and if they find something come to the General Manager.

Mr. Snoble stated that he believes staff was bringing forth the policy that the cities have. Councilmember Hanson stated that every email that goes through the City of Indian Wells, the administrator can look at.

Chairman Miller stated, for example, emails from the Mayor to the City Manager, it is not within the authority of the Administrator. Councilmember Hobart suggested that the item be brought back with all policies pertaining to emails so that the Board can come up with a coherent policy. Mayor Adolph stated that the items should be continued as there are too many questions.

Mayor Adolph made a motion to continue item to next Board meeting. Councilmember Hobart seconded the motion. Supervisor Benoit added as an amendment that a couple of Board members be involved in the process; appoint an ad hoc committee rather than the full Board going through all documents. Councilmember Hobart and Councilmember Hanson will work together and bring back a policy. The Board unanimously voted to continue to next meeting.

10. Amendment to SunLine Employees Non-Union Restated Retirement System Plan Document

Director of Human Resources, Donald Bradburn, addressed the Board requesting that the Board of Directors approve the attached Resolution and amendment to the SunLine Transit Agency Employees Non-Union Restated Retirement System Plan document and authorize the Interim General Manager to sign the amendment on behalf of the Agency. On January 1, 2013, the California Public Employee Pension Reform Act (PEPRA) went into effect. After its enactment, the Amalgamated Transit Union (ATU) and other unions filed appeals to the Department of Labor stating that PEPRA violated certain rights under federal law. The Department of Labor issued an opinion in favor of the unions. This opinion prevented federal funding from coming to California transit agencies. In September 2013, the California Transit Association appealed to members of the state legislature and the Governor to implement legislative change to PEPRA. The Assembly drafted and approved AB 1222, which

would exempt transit agencies from PEPRA for two years. The measure passed the Senate and was signed into law on October 2, 2013. This amendment will remove the 50-50 cost sharing provision of PEPRA, which required all employees hired on or after January 1, 2013 to contribute half of the normal cost rate toward their retirement. The item was negotiated with the new General Manager's contract. That contract was based on the assumption that AB 1222 would be approved and that we would implement this change.

Mayor Adolph made a motion to approve staff recommendation. Mayor Parks seconded the motion and was approved unanimously.

11. Approval of Side Letter Agreement

Director of Human Resources, Donald Bradburn, addressed the Board requesting that the Board of Directors approve the Side Letter Agreement between SunLine Transit Agency and ATU, Local 1277. He informed the Board that a revised Board report was being provided with the final agreement subject to approval by the Board. Mr. Bradburn stated that we began negotiating the Agency medical, dental and other benefits in August of this year. Mr. Bradburn stated that he went out to the brokers and asked for three medical plans in the proposal and that we bundle all the dental, life, long-term disability, supplemental life and ADD plans to see what kind of rate break we could get on the pricing. Mr. Bradburn stated that when they started looking at the medical plans, he looked for accessibility, affordability and the continuity of the care. Mr. Bradburn stated that we did not want to interrupt care especially if an employee has a continuing medical condition. He worked with Health Net – the original proposal; that is who we currently have. They came back to him with a 15.9% increase. We budgeted a 15% increase for benefits – for the medical piece. Mr. Bradburn stated that he went back and forth and looked at other providers. After explaining that if they lost our business, they would get zero, they came back with a more realistic 6.5% and no change to the level of coverage. Mr. Bradburn stated that in the past, the price was brought down by cutting the level of coverage. The premium was brought down a little bit, but co-pays went up, which is problematic for a lot of employees here. Mr. Bradburn stated that the 2014 rates, if we would have left them alone, would have been \$790 for an employee to cover their entire family. For those families, especially in paratransit, \$790 equals two weeks of pay – one paycheck out of the month that goes just to buy benefits. Mr. Bradburn stated that the dental plans – bundling those with the other benefits, we came in 25% below what was budgeted. With that, we sought to go from a 4-tier system, to a 3-tier system, which provides a better path moving forward as we look at the long-term solution to controlling health care costs. Today, the side letter asks for a few things – one, the Employees Only will contribute \$10 towards health care costs, which equals \$1140; we are asking to increase the Employee + 1, from \$925 to \$935; that is \$880 which is offset by the Employees' contribution – Employee Only. The family plan – originally it was \$1236, but after working with Health Net, we got it down \$1136. We are asking the Board to approve the contribution from SunLine to \$1125. Mr. Bradburn stated that when you do all the math, we save \$10,000 and some change, a month, which equals \$60,000 for the first part of the fiscal year and over a full fiscal year, it is \$120,000 under budget. The other piece that was brought to Mr. Bradburn's attention is that there are two employees who cover their families. They split it. There are two people who are

married – one goes Employee Only, the other goes Employee + Child; SunLine would then essentially be paying \$14,000 instead of \$1163. That last piece, based on two employees that cover their entire family on one plan, SunLine would then cover the costs of the whole plan. It saves the employee, but it also saves SunLine a few hundred dollars from over paying premiums.

Art Aguilar, from the ATU, stated that he agrees with the Side Letter and upon approval by our Board, he will present to the union membership for approval. The President of the ATU has given approval. Mr. Aguilar further stated that what took place in moving forward with this is something that the union has been doing since 2006 in Los Angeles - interest based bargaining where both sides come together. They may not always agree, but we try to come to resolution that both parties can live with. Mr. Aguilar stated that hopefully the upcoming negotiations will work well based on interest based negotiations.

Councilmember Hanson stated that this was reviewed by the Finance Committee and he stated that Mr. Bradburn did a lot work which lowers the overall costs and improves the employees' access to insurance. It is good for everyone. Councilmember Hanson stated that Mr. Bradburn did a fantastic job.

Supervisor Benoit made a motion to approve staff recommendation. Mayor Parks seconded the motion and was approved unanimously.

12. Equal Employment Opportunity & Affirmation Action Program Update

Director of Human Resources, Donald Bradburn, addressed the Board requesting approval of the SunLine Equal Employment Opportunity and Affirmative Action Program and to provide authorization to the Interim General Manager to sign and implement the plan. SunLine Transit Agency receives federal funds and is required to file an updated Equal Employment Opportunity and Affirmative Action Program. The submission requirement is pursuant to Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and Federal Transit Administration's (FTA) Circular 4704.1, "Equal Employment Opportunity Program Guidelines for Grant Recipients," dated July 26, 1988. The most recent document expired September 30, 2013. This document before the Board updates our program to reflect any census and operating changes that have occurred since the previous program that was submitted and approved by the FTA in September 2011. Specifically, it provides employment data by departments, job categories, gender, race and salary. It identifies areas of under-utilization and establishes goals to improve the recruitment of females and minorities. Mr. Bradburn stated that there are a few job categories that the Agency needs work on – female and minority recruitment. Mr. Bradburn stated that part of that is on the professional management level which requires us to not only recruit more for those categories, but also to look internally to staff who can develop to then fill those roles. In addition, the documents has the salaries and the comparisons, including a detailed analysis not only by the job category, but it breaks it by ethnicity and gender, as well as by salary.

Chairman Miller stated that hopefully we can recruit internally; he is supportive of recruiting within the organization.

Mayor Adolph made a motion to approve staff recommendation. Councilmember Hutcheson seconded the motion and was approved unanimously.

13. College and University Student Pass/Change of Fare Policy #B-060102

Interim General Manager, Roger Snoble, addressed the Board and requested that they approve the following three actions on student passes: 1) direct staff to seek funding (public or private) to provide free travel for College of the Desert (COD) students on SunLine services for the FY 2014/15 and FY 2015/16 academic years, pending a vote by COD students to fund the program in subsequent academic years FY 2016/17 and beyond. This will allow SunLine to maximize ridership from COD students on the SunLine system while continuing to meet mandatory farebox recovery requirements. The goal is to have the free travel funded by the beginning of COD's spring term (01/14/14), running until 06/30/16. Toward this goal, staff is asking the Board to approve the Agency partnering with College of the Desert and College of the Desert Alumni Association to seek funding for this two-year pilot program. Fifty thousand dollars has already been committed by COD Alumni Association, leaving an estimated \$222,000 to be funded from other sources than SunLine regular funding. 2) Authorize the Agency to offer approved college/universities the opportunity to sell students a 31 day pass at the applicable fare for youth 5-17 years old (\$24). The institutions can purchase 31 day passes at a discounted rate of \$22.25 (minimum order 100 passes per month, maximum \$50,000 per fiscal year), as long as the savings are passed on to students. These passes would only be available for sale by the approved colleges/universities, which would become ticket agents for SunLine. This decision applies only to the 31-day pass, not to cash fares or day passes. 3) Authorize the required update to the Agency's Fare Policy # B-060102. See blue line change in Fare Policy document attached. This includes a reformatted section on fares including the previously approved Commuter Link fares. This change would be effective November 1, 2013.

Mr. Snoble stated that representatives from College of the Desert has been before the Board several times requesting help. The Alumni Association has been purchasing 31-day passes for several years. The program has been very successful, spending \$50,000 a year to buy the passes. They would like to expand the effort. Mr. Snoble stated that he, Chairman Miller and Board member Mayor Parks, as well as Director of Transit Planning has met with the College of the Desert twice. He stated that staff would like to get into a situation with C.O.D., as in Riverside with their community college, where their full time students has a bus pass that goes along with their tuition. Mr. Snoble stated that in the Valley, with multiple campuses, it would be a good thing for the students to have a bus pass. The organization RAP (Regional Access Project), as well as other foundations might want to assist in funding. We are also looking at grant opportunities for a pilot program with College of the Desert. We would like to find something sustainable and in moving forward with a pilot program for a year or two, College of the Desert could then go to their student body for an election to see if there is support of the program with an addition of a dollar on their fees.

The Alumni Association is asking for help on the cost of the pass. They are currently paying \$34. The proposal for College of the Desert, and for any other Coachella Valley

college, if they buy over 100 passes a month, we would give them the passes for \$22.25 each. That is the student K-12 rate, which is a \$24 pass – we currently have this in our policy. The current policy will need to be changed and updated as indicated in the staff report.

Chairman Miller stated that the rate for a pass will be dropped from \$34 to \$22.25 for all students. He stated that we are looking to partner with the Alumni Association to bring in more funding. The RAP Foundation is talking about assisting by subsidizing some of the busing for the students as well. Chairman Miller stated that we will be going to other foundations to see if we can get a match. Ultimately we would like to turn the bus pass from a 31-day pass, to a six month pass, coinciding with the school calendar year. Under this structure, the student would not have to come back every month for a bus pass. That would save money. The Chairman stated that Mayor Parks has been very active in helping to move this forward and thanked her for her participation. The goal is to move forward with a three year program to collect data and back up for possible state or federal funding to get the students on the buses on a continual basis.

Mayor Parks made a motion to approve staff recommendation. Mayor Garcia seconded the motion and was approved unanimously.

14. Approval of SunLine Personnel Rules

Director of Human Resources, Donald Bradburn, addressed the Board requesting approval of the proposed SunLine Transit Agency Personnel Rules. SunLine Transit Agency is a joint powers authority formed in 1977. The Joint Powers Agreement states in Section 4. General Manager, Subsection ii, the General Manager shall: "[a]ppoint, assign, direct, discipline and remove SUNLINE employees subject to the personnel rules adopted by the Board." Mr. Bradburn stated that after a search of the records, SunLine staff were unable to locate any personnel rules adopted by the Board of Directors. The Personnel Rules presented today have been developed to establish policies and procedures for the appointment, assignment, direction, discipline and removal of SunLine employees. These personnel rules were developed in coordination with the various Directors, Interim General Manager and Legal Counsel from Rutan and Tucker, LLP. Mr. Bradburn stated that it clarifies items, covers Human Resource and personnel actions such as recruitment selection, classification, discipline, conflicts of interests; this does not supersede the M.O.U. The disclaimer in the beginning of the document states that when there is conflict between the M.O.U. approved by the Board and these rules, the M.O.U. shall prevail. These will be updated on an ongoing basis so that there is no conflict between the two.

Councilmember Hobart stated that he is pleased that at last there are personnel rules; makes it easy for employees who are having difficulties to know what to do and that there is a process to follow. Councilmember Hobart directed Mr. Bradburn to page 23 of the Personnel Rules – Section 8.2, paragraph 2 - "Sexual Harassment includes, but is not limited to" and then down to number 2, "submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual." Councilmember Hobart stated it is a little vague. He stated that the

vagueness could be clarified if we inserted after the word "employment" – where it says "basis for employment", insert "or one or more decisions affecting such individual". Councilmember Hobart stated that he believes it would provide more clarity. Councilmember Hobart then asked about the bottom of the first paragraph under the policy against harassment, it says "and prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in an employer investigation." Councilmember Hobart asked if it would clearer if it included the word "witnesses". In other words, "people who assist, including witnesses, in an employer investigation." Mr. Bradburn stated that he did not have a problem adding that.

Councilmember Hobart further directed to page 24, the last paragraph under Section 8.3. "If the complaint is against the General Manager, the Director of Human Resources shall notify the Board of Directors through General Counsel. The Board of Directors shall cause the matter to be investigated by assigning an independent investigator." Councilmember Hobart congratulated Mr. Bradburn for adding this paragraph in the document as it is necessary and is very clear. He further stated that in Section 8.3, where it says "the investigator shall file a report in coordination with General Manager". Councilmember Hobart stated that he did not know what coordination with General Counsel" means. He asked if it meant that General Counsel has to concur, or does it mean something else?

Mr. Bradburn stated that the verbiage is attorney language. He stated that he can go back to Mr. Larsen, but believes the intent was that the investigator is going to file the report; however, before it is finalized, Legal Counsel needs to review to make sure there is nothing missing and that it is complete and all the areas are addressed. Mr. Bradburn stated that it is a way to provide a legal review of a report before it is finalized. Councilmember Hobart stated that is fine. He then stated that he thinks the policy is a good policy, but didn't know if it is the right policy, but probably is. Councilmember Hobart then referred to Section 8.7 Findings and Decisions; "Findings and decision of the Director of Human Resources upon concurrence of the General Counsel shall be final." Councilmember Hobart stated that in other words, the Human Resources Director can't, him/her self make the final decision. That decision has to be agreed to by General Counsel as being a sound, wise decision. Councilmember Hobart stated that he believes that is a good addition and brings in another voice that is sometimes lacking.

Mayor Parks made a motion to approve staff recommendation with changes made by Councilmember Hobart. Mayor Adolph seconded the motion and was approved unanimously.

15. Approve Direction and Negotiating Team for Union Negotiations

Interim General Manager, Roger Snoble, addressed the Board requesting approval of an interest based bargaining approach, the negotiating team and negotiating training. Mr. Snoble stated that negotiations are coming up quickly and staff will need to begin setting up meetings. Mr. Snoble stated that after discussion with Board members, he understands there were issues in the past. He wanted to get everything set up to move forward. The negotiations are with the Amalgamated Transit Union (ATU), Local 1277 who has represented SunLine's bargaining employees since 1979. The

objective is to negotiate a new Memorandum of Understanding (MOU) with the Amalgamated Transit Union (ATU) Local 1277 that enables SunLine to continue to grow to meet the needs of our customers while ensuring that SunLine employees are valued and treated with fairness and respect. The current MOU expires on March 31, 2014. SunLine's proposed negotiating team will include the following: The Board of Directors; the Board is part of the process. The Board has to understand and supportive of staff; The General Manager is a very part of the negotiations. In addition to the General Manager, there are resources that have to go into the whole process, and the resources will be coming from Finance, Planning and the Assistant to the General Manager, as well as possibly an analyst. The actual negotiating team will be Bill Shaeffer of Rutan & Tucker, LLP as our Chief Negotiator and Legal Counsel, Director of Human Resources, Director of Operations, Director of Maintenance and one Human Resources staff as a note taker.

Role of the Board of Directors:

- Designate a Chief Negotiator and Negotiating Team.
- Approve strategies and processes to be used by the team.
- Establish desired objectives and parameters for the team to negotiate with Union.
- Approve any actions related to the negotiations, such as declaring impasse, mediation, fact-finding, filing Unfair Labor Practice charges, and Last and Final Offer.
- Approve final MOU.

In general, the Board Members should not directly negotiate with employees or their representatives.

The General Manager is responsible for seeing that:

- SunLine continues to operate efficiently during what usually is a very distracting time.
- The Board's negotiation's objectives are met.
- Resources are made available to the Negotiating Team.
- The cost of negotiations are held within budget.
- The Negotiating Team stays on track and stays motivated.
- Along with the Chief Negotiator, recommends the final MOU to the Board.

The General Manager will be the spokesperson for the Agency throughout the negotiation.

The Chief Negotiator, Bill Shaeffer is responsible for the following:

- Communicating with the Board of Directors (in closed session) & keeping General Manager informed during negotiations.
- Representing the Board of Directors and GM in the negotiations.
- Managing the Negotiation Team.
- Processing (formulating, updating and maintaining) written documents exchanged by the parties.
- Drafting the final MOU document.
- Ensuring SunLine negotiates according to all applicable laws & regulations.

Bill Shaeffer introduced himself to the Board and informed them of his experience in interest based bargaining, as well as position based bargaining in the past. He stated that he looks forward to working with SunLine.

The members of the Negotiating Team:

- Support the Chief Negotiator as subject matter experts.
- Help clarify technical issues.
- Provide the Chief Negotiator with strategic advice.
- Help develop MOU language.
- Assist with keeping notes.

Councilmember Hobart asked Mr. Snoble about the staff report that states that the Le Flore Group could also be involved with the negotiations. He asked how that works with Mr. Le Flore's contract – would the contract be different after the first of the year. Mr. Snoble stated that Mr. Le Flore's contract will change after November. He further stated that he included the Le Flore Group if there are questions, Mr. Le Flore would be positioned to answer; he will not be part of the negotiations team on an ongoing basis.

Interest based negotiations:

- A practical way to deal with differences.
- It involves problem solving rather than posturing, and fosters openness and information sharing.
- Both parties get a clear understanding of what's important to the other and why.
- No surprises, no tricks.

Offers both labor and management tools to:

- Reverse the downward spiral of conflict.
- Maximize effective communication.
- Build higher levels of trust and mutual respect.
- Understand what motivates others (their interests).
- Get everyone's interest addressed.
- Develop creative agreements that stick.

Interest Based Negotiations Trainer, Rhonda Hilyer, Founder and President of Agreement Dynamics, Inc.

- Author of "Success Signals" a powerful tool for enhancing communication and persuasion skills.
- Helped settle LAMTA's last labor negotiations without a strike.
- Served as International Vice President and President of H.E.R.E. International Union from 1981 to 1990.
- B.A. in Philosophy with highest honors; Washington State University; Pullman, WA

Request that Board of Directors approve staff recommendation to:

- Appoint the proposed Lead Negotiator and Negotiating Team.
- To engage with the ATU in interest based negotiations.
- To approve contracting with Agreement Dynamics, Inc. for providing training and if needed, facilitating the negotiation.

Councilmember Hanson asked for the total budget for negotiations. Mr. Snoble stated that the total, which includes everything, is \$50,000.

Councilmember Hobart made a motion to approve staff recommendation. Mayor Adolph seconded the motion and was approved unanimously.

16. Consent Calendar

- a) Checks over \$1,000 for September, 2013
- b) Credit card statement for September, 2013
- c) Monthly Budget Reports for July, August, 2013
- d) Ridership Report for September, 2013
- e) SunDial Operational Notes for September, 2013

Councilmember Hutcheson moved to receive and file the consent calendar. The motion was seconded by Councilmember Hanson and approved unanimously.

17. Interim General Manager's Report

Interim General Manager, Roger Snoble, provided the following report to the Board: The North Shore service is on target as far as getting people together. The number of people coming in from the North Shore is about 30 per day. It is on target. Mayor Garcia asked about C.O.D. and Indio – we had the discussion earlier concerning C.O.D.; the new route on Fred Waring begins in January. That is going to be a dynamite route.

At the last Board Meeting several Operators brought concerns to the Board Members. Director of Operations, Polo Del Toro, will provide an update on the issues as requested by the Board. Mr. Del Toro provided the following report: Staff has been working with the employees on the concerns brought forth last months. One of them was the scheduling and the consistency in the bids. We do three bids a year. Having them all start at the same time - we have about a three and a half hour roll out, so we can't accommodate that. They would like the scheduling of routes to be changed to begin at one specific time to allow for car-pooling. The Operators are given the opportunity to sign the roster based on seniority; this does not always allow for the best selection of runs for everyone, but is currently how the MOU is laid out. As far as consistency in scheduling, staff in Operations and Planning will be reviewing the Scheduling criteria, trying to make as many accommodations as possible in the January service change. An Operator also was concerned about the on-going problem of free rides. The amount of free rides is very high. The operator suggested that a sign, in Spanish and English, stating that the driver is not allowed to give a free ride or short fare. Operations and Maintenance staff worked together and a new "No Free Ride Sign" has been developed. The new sign has been placed on order. The Maintenance team will begin installation over the next few weeks once the signs are received. An Operator shared concerns with operators having to drive different lines. When drivers drive a new line, they are not familiar with the line or the passengers which causes problems. The passengers have voiced concerns of not being familiar with the driver. Operators will be given the opportunity for route familiarization of new lines in the new bid. An Operator had concerns relating to safety and problematic

passengers on the bus. It was suggested that images of problematic passengers be posted in the Driver's areas at the Agency. The Risk Department does post a problem passenger in the Driver's Lounge and will continue to do so. An Operator mentioned that there was not support by SunLine Management if an Operator was attacked. After discussing with the Operator, it was discovered that he was unaware that Management responds immediately with an Operator that has been assaulted. Management was with the Operator that was recently assaulted on September 21st. Many times there are ongoing investigations and that conversation is always limited to respect the privacy of the Operators involved. We do seek prosecution, work with them and make sure there is someone at the court with the operator to give assurance that they need that SunLine is behind them. Once we have that conversation, the operators stated that they were not aware of the involvement. There was also mention of a concern related to Operator respect and employee recognition. Operations Management devised and vetted a plan for a "Years of Service" plaque to be installed on the buses. Staff has ordered 150 holders and accommodating plaques. The plaques will be handed out at the Safety Meetings once we receive them. Maintenance will install the holders when the order comes in that will display the Operators' years of service. In addition, concerning the request for recognition or hash marks on uniforms, we have formed a Uniform Committee formed immediately following the last Board Meeting. The Committee has met and discussed options for uniforms and recognition or hash marks as seen at the Riverside Transit Agency. SunLine is currently under contract with Uniform Company and currently cannot modify the uniforms at this time. SunLine Operations will take recommendations into consideration during the next Uniform contract negotiation, which will take place in early 2014. The Committee also discussed providing a light weight jacket; however, Operations did not currently have this in the budget. During the next budget cycle, and if funding permits, we can look into adding this as part of the new Contract for Uniforms once we a new contract is negotiated. Mr. Del Toro stated that management is working with the operators to resolve the issues.

Mr. Snoble continued his report. An engraved sign honoring Michael Cohen has been placed at a stop near his home in Desert Hot Springs. SunLine participated in the 4th annual Veterans Expo on October 12th by providing Vets free rides to the event and as an exhibitor. Marketing staff was on hand to promote the Agency's services, such as the half-fare program and taxi vouchers. The System Safety Program Plan that the Board approved last month has been distributed to all staff during the Agency's October Safety Meetings. As mentioned at the last Board meeting, on Wednesday, November 20th, SunLine will host a Disadvantaged Business Enterprise Outreach event. The event will be held from 8:30am until 12:00 noon, at the Classic Club in Palm Desert. The purpose of this event is to conduct outreach in the community in order to increase the opportunities for DBE's to participate in federally funded contract actions consistent with FTA Requirements. As you have been advised, on Thursday, November 7th, the Agency will be holding a lunch here at SunLine to recognize all Veterans in the SunLine family who have provided service to our great Country. We hope that all of you can join us. If you have questions, contact Carolyn. I would like to publicly thank SunLine staff. We have a great team here at the Agency and together, we have achieved many accomplishments. Let me share a few of the accomplishments that have taken place over the last four months:

- The creation of a new Risk Management Department.
- Establishment of Board approved Safety Policy.
- Recruitment of a new General Manager.
- Completion of three fiscal audits:
 - STA
 - SSG
 - Retirement
- Completion of the FY 14 Operating Budget.
- Development of first comprehensive Capital Budget.
- Initiated rail planning discussions with RCTC and CVAG.
- Planned rail support funds.
- Oversaw rehabilitation of existing back-up generator, as well as inclusion of a new back-up generator in the new Administration Building Design.
- Secured a Director of Finance; CJ Smith
- Oversaw implementation of finance team orientation.
- Negotiated return of employee.
- Settlement of outstanding employment lawsuit.
- Expanded transit services.
- Established in-house bus shelter advertising program.
- Development of first SunLine DBE Workshop.
- Enhanced Board room design for new Administration Building.
- Established a Fuel Cell Program Integrated Product Team (IPT).
- Oversaw change order appeals process.
- Enhanced Pass Program with College of The Desert.
- Established weekly Task List of critical staff assignments.
- Developed labor negotiations strategy.

Mr. Snoble ended by saying he is very proud of staff and the Board. He will miss all. He is available if needed.

18. **Next Meeting Date**

December 4, 2013

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

At 2:35pm Chairman Miller moved into Closed Session.

19. **Closed Session**

- a) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shafer of Rutan & Tucker, LLP, as Chief Negotiator; SunLine Director of Human Resources; Director of Operations; Director of Maintenance; Director of Finance (as needed); Director of Planning (as needed); the LeFlore Group (as needed). Employee Organization: Amalgamated Transit Union (ATU).

- b) Closed Session pursuant to Government Code Section 54954.2.; potential litigation and claim by former employee, which was received after posting of agenda. It is a written settlement offer from the attorney.

At 3:09pm, Chairman Miller reconvened the SunLine Transit Agency Board meeting.

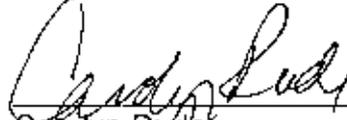
Legal Counsel, Bob Owen, reported the following: "Regarding Closed Session b), the Board met to discuss pending litigation; they approved settlement agreement in the amount of \$27,500. The terms are \$27,500 and we will get a full waiver.

Legal Counsel, Bob Owen, reported on Closed Session a); relating to instructions for the labor negotiator - there are no reports or actions taken.

20. Adjourn

Chairman Miller adjourned the meeting at 3:10p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: SunLine Project Manager

RE: Administration Building Scope Increases

Recommendation

Recommendation that the Board of Directors approve the following owner directed changes to the Administration Building Project:

- | | |
|-------------------------------------|------------------------|
| a) Temporary Operations Structure- | Estimated at \$400,000 |
| b) Gas to the Maintenance Facility- | Estimated at \$30,000 |
| c) Concrete Driveway- | Estimated at \$100,000 |
| d) Back Up Generator- | Estimated at \$350,000 |
| e) Memorial Stone for Employees- | Estimated at \$10,000 |
| f) Drainage for the Bus Wash- | Estimated at \$30,000 |

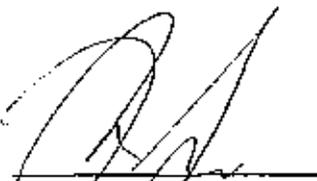
Background

While many of these items have been discussed with the Board by prior leadership, formal approval is being requested to proceed with these items.

Staff is bringing proposed scope increases in the Administration Building and Transit Hub Project to the Board for Approval.

Financial Impact

The costs of these changes are projected to be within the current project budget.


Rudy Le Flore

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Advanced Technology Project Manager

RE: Design/Build CNG Fueling Station

Recommendation

The SunLine Board of Directors make a finding that Design/Build is the preferred method of project delivery for the CNG Fueling Station Project, as this delivery method will expedite the project's completion and reduce project costs.

Background

The CNG fueling station in Palm Desert is approaching 20 years of operation. This is the estimated useful life of the station. The Board of Directors has approved the budget for the replacement of the station. Staff has concluded that the Design/Bid/Build method of construction project delivery is not appropriate for fueling station construction.

California Public Contract Code 20209.6 provides that a transit operator shall make written findings that, "use of the design-build process on the specific project under consideration will accomplish one of the following objectives: reduce project costs, expedite the project's completion, provide design features not achievable through the design-bid-build method, prior to entering into a design-build contract."

SunLine has performed market research on the construction of fueling facilities, and since fueling facilities can be characterized as a system purchase more so than general construction, it is advantageous for transit agencies to combine the design responsibility with the construction of the fueling station. Staff conducted a site visit at Victor Valley Transit to discuss their methods of construction the public and private fueling stations at their facility. Staff also reviewed the recent construction of a fueling facility documental at Norwalk Transit. Based on site visits, consultation with the industry, consultation with project managers, and review of transit project specifications, staff has concluded that the purchase of this fueling system is best accomplished by the Design/Build project delivery method.

With the purchase of all operating systems, transit operators such as SunLine should stay out of the role of system integrator as much as possible. The Design/Build project delivery method allows SunLine to do this.

The use of the Design/Build method has been determined to expedite the project's completion as it allows SunLine to contract for concurrent design and construction. This project delivery method will also reduce project costs by avoiding costs associated with Requests for Information between the Architect and the General Contractor as well as costs associated with Plan Check comment coordination.

SunLine will follow the Public Contract Code requirements relating to this project delivery method.

Fiscal Impact

The budget for this project is \$5,200,000 funding is in the approved capital project budget. In FY 14 there is \$2,700,000 budgeted and in FY 15 there will be \$2,500,000 budgeted.



Tommy Edwards

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**
TO: Board of Directors
FROM: Director of Human Resources
RE: Appointment of Retirement Plan Committee Members

Recommendation

Recommend the Board to appoint Lauren Skiver, General Manager to the SunLine Retirement Plan Committees for both the SunLine Employees Non-Union Restated Retirement System and the SunLine Transit Restated Retirement Income Plan for Bargaining Personnel, and CJ Smith, Director of Finance, to the SunLine Employees Non-Union Restated Retirement System Committee and remove Apolonio Del Toro from the committees.

Background

On July 31, 2013, the Board appointed Donald Bradburn, Director of Human Resources and Apolonio Del Toro as Retirement Committee members for the SunLine Bargaining and Non-Union Pension plans. Mr. Del Toro was appointed to the committee while the Board was recruiting a new General Manager. Lauren Skiver was appointed and started as the General Manager on October 28, 2013.

Each plan defines the requirements for the Committee to Administer the plan. The appropriate sections of each plan are listed below.

SunLine Employees Non-Union Restated Retirement System

Article II, Section 2.01, Committee to Administer Plan. The Plan shall be administered by a Committee. The Committee shall consist of at least three members appointed by the Board of Directors of the Employer. Such members shall hold office until resignation, death or removal by said Board of Directors.

Article II, Section 2.02, Resignation and Removal of Members. Any member of the Committee may resign at any time by giving written notice to other members and to the Board of Directors of the Employer, effective as therein stated. Any member of the Committee may at any time be removed by the Board of Directors of the Employer.

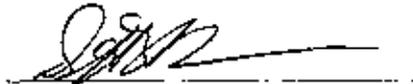
SunLine Transit Restated Retirement Income Plan for Bargaining Personnel

Article II, Section 2.01. Committee to Administer Plan. The Plan shall be administered by a Committee. The Committee shall consist of five (5) members. The Board of Directors of the Employer and the Union shall appoint two (2) members and a fifth member shall be appointed by the four (4) members.

Article II, Section 2.02. Resignation and Removal of Members. Any member of the Committee may resign at any time by giving written notice to other members and the Board of Directors of the Employer, effective therein stated. At any time, the Board of Directors of the Employer, the Union or the Committee shall remove or appoint members by written notice.

Fiscal Implications

This action will not have a fiscal impact.



Donald A. Bradburn

SunLine Transit Agency

DATE: December 4, 2013 ACTION

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Approval of General Manager Expenses for APTA CEO Conference

Recommendation

Recommend that the Board of Directors approve the upcoming expenses for the General Manager to attend the American Public Transportation Association (APTA) CEO conference. Total expenses are estimated at \$3,500.00.

Background

APTA holds a conference every year geared towards APTA-member CEO's and Deputies. This conference is designed to create an environment to network, exchange information and renew leadership skills.

This year the APTA conference is being held in New Orleans, LA from February 8 – February 11, 2014. Seminars will focus on new strategies and best practices, workforce development, labor relations, disadvantaged business enterprise (DBE) programs, MAP 21, state of good repair and many other relevant topics.

Fiscal Impact

The expenses being presented today for approval are in the FY 13/14 approved budget. There is no financial impact.


CJ Smith

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Employee Expenses

Recommendation

Recommend that the Board of Directors approve the upcoming employee expenses outlined by Department.

Background

Per the direction of the Board, we are presenting expenses for upcoming travel. These expenses include all travel, meals, and registration and transportation expenses.

Department	Description	Employee	Date(s)	Est. Amt	Budgeted
Operations	Bus/Paratransit Operator Training	Yolanda Smith – Supervisor/Dispatcher	6/16/2014 – 6/20/2014	1,127.00	Y
Operations	Bus/Paratransit Operator Training	Asael Reyes – Supervisor/Dispatcher	6/16/2014 – 6/20/2014	1,127.00	Y
Operations	CNG Mechanics Training Course	Diego Rojo – Alternative Fuels System Specialist I	3/2/2014 – 3/6/2014	1,457.00	Y

TSI transit specific training courses offers structured training programs to address many of transit operating issues and some requirements by FTA. Their new ideas from training can increase employee productivity and improve the company's reputation.

The Alternative Fuels Systems Specialist is a highly skilled position. This position requires several training seminars to develop the skills required to maintain the Natural Gas Compression and Hydrogen production infrastructure fueling systems and machinery at SunLine.

Fiscal Impact

The expenses being presented today for approval are in the FY 13/14 approved budget. There is no fiscal impact.


CJ Smith

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**
TO: Board of Directors
FROM: Director of Finance
RE: Resolution Updating Signatories on Bank Accounts

Recommendation

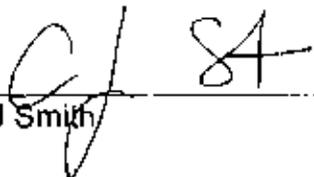
Recommend that the Board of Directors approve the attached Resolution updating signatories on bank accounts as follows: delete Interim General Manager Roger Snoble and add General Manager Lauren Skiver.

Background

It is necessary for SunLine Transit Agency to update bank signature cards. The Resolution removes Interim General Manager, Roger Snoble, and adds General Manager, Lauren Skiver. This Resolution allows the General Manager to sign on all Agency bank accounts.

Fiscal Impact

This Resolution has no financial impact.


CJ Smith



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY TO CHANGE
AUTHORIZED SIGNATURES ON ALL SUNLINE
TRANSIT AGENCY BANK ACCOUNTS**

WHEREAS, SunLine Transit Agency has a number of existing bank accounts with Pacific Western Bank; and

WHEREAS, The Board of Directors desires to remove the designated signatories of the accounts, Interim General Manager, Roger Snoble; add General Manager, Lauren Skiver.

NOW THEREFORE, BE IT RESOLVED that any two of the signatories are required for any check issued over \$25,000, with the exception of items listed in SunLine Checks Policy.

Approved and Adopted this 4th day of December, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	659303	10/18/2013	\$91,880.65	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	659134	10/1/2013	\$23,594.84	Y	Y	\$249,477.00	Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	659335	10/22/2013	\$23,049.97	Y	Y	\$228,428.00	Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659341	10/22/2013	\$19,001.91	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659413	10/25/2013	\$9,367.81	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659484	10/25/2013	\$6,173.50	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659323	10/22/2013	\$4,343.64	Y	N		Operating
NEWFLYER	Cost to purchase vehicle parts	659240	10/10/2013	\$4,734.65	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659153	10/1/2013	\$4,588.28	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659204	10/10/2013	\$4,387.93	Y	N		Operating
AIRGAS REFRIGERANTS	Cost to purchase lubricants & oils	659302	10/22/2013	\$4,115.75	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659410	10/25/2013	\$4,081.09	Y	N		Operating
NEWFLYER	Cost to purchase vehicle parts	659480	10/25/2013	\$4,078.56	Y	N		Operating
SO CAL GAS CO.	Cost of utilities	659179	10/3/2013	\$4,047.80	Y	N		Operating
NEWFLYER	Cost to purchase vehicle parts	659355	10/22/2013	\$4,026.39	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659445	10/25/2013	\$4,004.32	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	659217	10/10/2013	\$3,931.23	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659547	10/31/2013	\$3,877.32	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	659395	10/25/2013	\$3,727.02	Y	Y	\$57,892.00	Operating
GATEWAY COMPRESSION	Cost to purchase SunFuel parts	659284	10/18/2013	\$3,410.15	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	659264	10/10/2013	\$3,136.00	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	659549	10/31/2013	\$2,808.84	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659137	10/1/2013	\$2,706.61	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	659214	10/10/2013	\$2,509.81	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	659382	10/22/2013	\$2,507.00	Y	N		Operating
GRAINGER	Cost to purchase vehicle parts	659337	10/22/2013	\$2,505.60	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	659185	10/10/2013	\$2,477.33	Y	Y	\$91,815.00	Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	659442	10/25/2013	\$2,428.84	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659362	10/22/2013	\$2,350.00	Y	N		Operating
NEWFLYER	Cost to purchase vehicle parts	659541	10/31/2013	\$2,277.56	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659322	10/22/2013	\$2,250.00	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	659472	10/25/2013	\$2,135.46	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659507	10/30/2013	\$1,383.83	Y	N		Operating
PETERSON HYDRAULICS	Cost to repair shop equipment	659361	10/22/2013	\$1,896.00	Y	Y	\$1,82,853.00	Operating
CARRIER TRANSICOLD	Cost to purchase vehicle parts	659318	10/22/2013	\$1,895.11	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659527	10/31/2013	\$1,759.14	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659297	10/18/2013	\$1,750.00	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659278	10/18/2013	\$1,746.65	Y	N		Operating
PARKHOUSE TIRES	Cost to repair tires on vehicles	659513	10/30/2013	\$1,621.62	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	659125	10/1/2013	\$1,525.12	Y	N		Operating
PACIFIC BRAKE & ALIGNMENT	Cost to purchase vehicle parts	659858	10/22/2013	\$1,458.00	Y	N		Operating
MOHAWK MFG & SUPPLY	Cost to purchase vehicle parts	659455	10/25/2013	\$1,410.18	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659377	10/22/2013	\$1,393.22	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	659118	10/1/2013	\$1,242.95	Y	Y	\$94,086.00	Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	659257	10/10/2013	\$1,240.00	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	659817	10/22/2013	\$1,181.25	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	659195	10/10/2013	\$1,143.84	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659248	10/10/2013	\$1,100.00	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	659238	10/10/2013	\$1,089.85	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659467	10/25/2013	\$1,040.00	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659261	10/10/2013	\$1,023.49	Y	N		Operating
	Subtotal			\$288,755.97				

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section I - Check payments issued against the Operating Fund - (Costs related to General Administration)								
ROGER SNOBLE	Cost for General consultant	659178	10/3/2013	\$21,875.00	Y	Y	No not to exceed	Operating
INTERINSURANCE EXCHANGE	Cost for insurance claim loss	659508	10/30/2013	\$20,571.90	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	659358	10/22/2013	\$16,840.96	Y	Y	N/A	Operating
TRAPEZE GROUP	Computer Software Agreement	659268	10/10/2013	\$16,062.00	Y	Y		Operating
RUTAN & TUCKER, LLP	Cost for legal services	559474	10/25/2013	\$15,055.52	Y	N	N/A	Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659226	10/10/2013	\$14,930.24	Y	N		Operating
SCHOOL BUS SAFETY CO. (TAPSCO)	Cost for training supplies	659254	10/10/2013	\$12,075.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	659148	10/1/2013	\$10,140.61	Y	Y	\$0.00	Operating
G & K SERVICES	Cost to service uniforms	659216	10/10/2013	\$8,809.99	Y	Y	\$31,158.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services	659139	10/1/2013	\$4,678.00	Y	Y	\$49,382.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services	659234	10/10/2013	\$4,678.00	Y	Y	\$44,884.00	Operating
OFFICE DEPOT	Cost for office supplies	659512	10/30/2013	\$4,437.16	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities	659467	10/25/2013	\$3,602.29	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659451	10/25/2013	\$3,587.66	Y	N		Operating
LAUREN SKIVER	Cost of relocation for new GM	659289	10/18/2013	\$3,764.54	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	659453	10/25/2013	\$3,088.38	Y	N		Operating
SOFTCHOICE CORP	Cost for office supplies	659258	10/10/2013	\$2,585.53	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	659501	10/25/2013	\$2,399.18	Y	N		Operating
COW GOVERNMENT	Cost for office supplies	659405	10/25/2013	\$2,341.73	Y	N		Operating
SIGNS BY TOMORROW	Cost for advertisement Computer Link 220	659256	10/10/2013	\$2,323.30	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	659386	10/22/2013	\$2,283.37	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	659380	10/22/2013	\$2,204.75	Y	N		Operating
ST BOARD OF EQUALIZATION	Self assessed taxes	659432	10/25/2013	\$2,163.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Cost for utilities	659522	10/31/2013	\$2,079.37	Y	N		Operating
STEPHEN A. CRANE	Cost for advertisement	659376	10/22/2013	\$2,000.00	Y	N		Operating
STEPHEN A. CRANE	Cost for advertisement	659483	10/25/2013	\$2,000.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	659292	10/18/2013	\$1,960.65	Y	N		Operating
DESERT-SUN PUBLISHING	Cost for public notices	659415	10/25/2013	\$1,869.84	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System	659211	10/10/2013	\$1,850.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659538	10/31/2013	\$1,617.12	Y	N		Operating
KIMCO STAFFING SERVICES, INC	Cost for temporary employment services	659172	10/3/2013	\$1,560.97	Y	N		Operating
EVERYTHING UNDER THE SUN	Cost to print	659166	10/3/2013	\$1,479.00	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	659231	10/18/2013	\$1,389.74	Y	N		Operating
WOODRUFF, SPRADLIN & SMART,	Cost for legal services	659503	10/25/2013	\$1,376.00	Y	N		Operating
C V WATER DISTRICT	Cost for utilities	659122	10/1/2013	\$1,242.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659346	10/22/2013	\$1,209.78	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	659420	10/25/2013	\$1,200.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659511	10/30/2013	\$1,174.09	Y	N		Operating
TRISBRIDGE HOLDINGS	Cost for Contracted Services	659494	10/25/2013	\$1,170.00	Y	N		Operating
C V WATER DISTRICT	Cost for utilities	659310	10/22/2013	\$1,071.56	Y	N		Operating
CPAC	Cost for office supplies	659230	10/10/2013	\$1,064.78	Y	N		Operating
SCRITC	Cost for annual membership	659475	10/25/2013	\$1,000.00	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	659492	10/25/2013	\$1,000.00	Y	N		Operating
	Subtotal			\$206,261.82				

Note: 1)

Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"

CREATIVE BUS SALES	Cost for new vehicles (DAR)	659393	10/23/2013	\$395,023.92	Y	Y	\$94,757.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building	659207	10/10/2013	\$121,057.59	Y	Y	\$10,191,537.00	Capital
TURBO IMAGES	Cost for new vehicles decals (DAR)	659157	10/1/2013	\$31,877.92	Y	N		Capital
URBAN SOLAR	Shelter & Transit Enclosures	659301	10/18/2013	\$24,750.00	Y	Y	\$0.00	Capital
SOFTCHOICE	Cost for Computer Equipment	659460	10/25/2013	\$23,887.06	Y	N		Capital

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
GEOCON WEST	Fees for Admin Building	659132	10/1/2013	\$22,593.75	Y	Y	\$125,098.00	Capital
IBI GROUP	Fees for Admin Building	659535	10/31/2013	\$12,824.83	Y	Y	\$123,358.00	Capital
ENVIRONMENTAL SCIENCE ASSOC	Fees for Admin Building	659282	10/18/2013	\$8,889.25	Y	Y	\$67,160.00	Capital
PVC CONSULTING	American Fuel Cell Bus Project	659514	10/30/2013	\$8,650.00	Y	Y	\$18,800.00	Capital
NO ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	659251	10/18/2013	\$5,988.88	Y	Y	\$56,281.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	659304	10/22/2013	\$6,787.27	Y	N		Capital
TURBO IMAGES	Cost for new vehicles decals (DAR)	659182	10/3/2013	\$6,331.42	Y	N		Capital
ENVIRONMENTAL SCIENCE ASSOC	Fees for Admin Building	659283	10/18/2013	\$6,084.78	Y	Y	\$15,565.00	Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	659391	10/22/2013	\$4,302.25	Y	N		Capital
RCTC	Federal JARC Funding	659298	10/18/2013	\$3,565.87	Y	N		Operating
LONG ELECTRIC	Maintenance Equipment Project	659289	10/18/2013	\$3,487.92	Y	N		Capital
ENVIRONMENTAL SCIENCE ASSOC	Fees for Admin Building	659422	10/25/2013	\$3,174.46	Y	Y	\$3,542.00	Capital
N/S CORP	Maintenance Equipment Project	659352	10/22/2013	\$2,755.45	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal grant	659325	10/22/2013	\$1,639.99	Y	N		Capital
DESERT ALARM	Security monitoring services	659128	10/1/2013	\$1,122.00	Y	Y	\$1,230.00	Operating
DESERT ALARM	Security monitoring services	659205	10/10/2013	\$1,120.00	Y	Y	\$13,900.00	Operating
DESERT ENTERTAINER	Cost for Commuter Advertising	659279	10/18/2013	\$1,040.00	Y	N		Operating
	Subtotal			\$698,043.44				

Note: 2)

Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities

HEALTH NET	Group Health insurance premium	659222	10/10/2013	\$221,952.42	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	659360	10/22/2013	\$87,164.03	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	659497	10/25/2013	\$70,712.34	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	659385	10/22/2013	\$70,441.93	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	659250	10/10/2013	\$15,702.43	Y	N		Operating
METLIFE SBC	Dental insurance	659232	10/10/2013	\$6,808.65	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	659303	10/22/2013	\$4,757.62	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	659396	10/25/2013	\$4,899.50	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	659312	10/22/2013	\$3,103.73	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	659404	10/25/2013	\$2,788.16	Y	N		Operating
EYE MED	Employee benefits	659209	10/10/2013	\$2,320.12	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	659124	10/1/2013	\$8,242.14	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	659160	10/3/2013	\$8,214.87	Y	N		Operating
BRENDA WALKER	Replacement of Payroll check (2/15/13)	659309	10/22/2013	\$3,165.52	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	659230	10/10/2013	\$2,231.48	Y	N		Operating
	Subtotal			\$608,304.92				

Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.

Total Checks Over \$1000				\$1,701,386.15				
Summary								
Total of Checks Over \$1,000				\$1,701,386.15				
Total of Checks Under \$1,000				\$78,090.27				
Total of All Checks for the Month				\$1,779,476.42				
Total Amount of Checks Prior Year - Same Month				\$1,749,468.31				

October 2013 Statement

Page 1 of 3



Open Date: 09/20/2013 Closing Date: 10/22/2013

Account:

Visa® Business Card
SUNLINE TRANSIT
CAROLYN RUDE

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

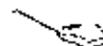
New Balance	\$4,323.79
Minimum Payment Due	\$144.00
Payment Due Date	11/17/2013
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APYs may be increased up to the Penalty APR of 28.99%.	

Activity Summary		
Previous Balance	+	\$1,316.74
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$2,919.14
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$39.00
Interest Charged	+	\$48.61
New Balance	=	\$4,323.79
Past Due		\$14.00
Minimum Payment Due		\$144.00
Credit Line		\$40,000.00
Available Credit		\$35,676.21
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

CPN 000648933

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

☎ to pay by phone
☎ to change your address

000042421 1 AB 0.304 000638080055002 P

SUNLINE TRANSIT
CAROLYN RUDE
32505 HARRY OLIVER TRL
THOUSAND PLMS CA 92276-3501



Account Number	
Payment Due Date	11/17/2013
New Balance	\$4,323.79
Minimum Payment Due	\$144.00

Amount Enclosed \$ _____

Cardmember Service

P.O. Box 790408
St Louis, MO 63179-0408





SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service (1-866-552-8855

Important Messages

Your promotional interest rate has expired early due to your account's delinquent status.

***** IMPORTANT CARDMEMBER ALERT *****

We are concerned that we have not heard from you. Is everything OK?
Your credit card PAYMENT HAS NOT BEEN RECEIVED and is late.
We need to hear from you today because your account is currently past due.
PLEASE CALL US at 1-866-790-5371 or GO ONLINE to WWW.MYACCOUNTACCESS.COM,
login or enroll in Online Account Access to review your payment options.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/23	09/20	7333	CALIFORNIA TRANSIT ASS 916-4464656 CA	\$1,665.00	
09/30	09/28	3203	HILTON HOTELS CHICAGO CHICAGO IL 09/28/13 FOLIO: 0005079809	\$904.44	
10/08	10/07	1002	MOBILITY 21 9492886884 CA	\$350.00	
TOTAL THIS PERIOD				\$2,919.44	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/17	10/17		LATE FEE - PAYMENT DUE ON 10/17	\$39.00	
TOTAL FEES THIS PERIOD				\$39.00	

Interest Charged

Post Date	Transaction Description	Amount	Notation
10/22	INTEREST CHARGE ON PURCHASES	\$48.61	
TOTAL INTEREST THIS PERIOD		\$48.61	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$39.00
Total Interest Charged in 2013	\$48.61

Company Approval (This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: October 22, 2013

Payments and other credits:

Detail:

09/23/13	California Transit Assn.	Registration for California Transit Assn. Conference for the following employees: Dir. of Planning, Joe Forgiarini; Operations Mgr. Mannie Thomas; Advanced Technology Project Manager, Tommy Edwards; Transit Planning Asst., Anita Petke; Community Outreach Specialist, Norma Stevens	\$1665.00
09/30/13	Hilton Hotels	American Public Transportation Assn. Hotel Charges-Dir. of Operations Apolonio Del Toro – Conf. APTA Leadership Program; 3 nights (1st night billed at time of booking.)	\$ 904.44
10/08/13	Mobility 21	Registration for General Manager, Lauren Skiver, for Mobility 21 Workshop	\$ 350.00
10/17/13	Pacific Bank	Late Fee (to be disputed-charges to be automatically deducted from acct.)	\$ 39.00
10/22/13	Pacific Bank	Interest on charges on purchases (disputed-deduction of payment should be automatic).	\$ 48.61

SunLine Transit Agency
Budget Variance Report
September 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	891,562	980,718	(89,156)	3,744,556	2,942,154	802,403
Measure A	5,217,000	434,750	434,750	0	1,334,250	1,304,250	0
FTA Section 5307	2,802,268	233,522	233,522	0	700,567	700,567	0
FTA Section 5311	420,188	35,016	35,016	0	105,047	105,047	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	52,166	(52,166)
FTA Section 5317	46,000	0	3,833	(3,833)	0	11,500	(11,500)
Sunfuels - Outside Sales	600,200	30,864	50,077	(19,153)	97,855	150,050	(52,195)
CNG Rebate	300,000	235,216	25,000	210,216	235,216	75,000	160,216
Fare Box Revenue (Fixed Route)	3,230,000	211,149	269,167	(58,017)	513,766	807,500	(193,734)
Fare Box Revenue (Demand Response)	320,000	22,931	26,967	(4,635)	53,713	80,000	(16,287)
Taxi Vouchers	18,089	7,415	1,507	5,907	22,696	4,522	18,174
Interest and Other Revenue	195,000	4,875	16,250	(11,375)	15,375	48,750	(33,375)
Total Operating Revenue	25,126,024	2,186,400	2,093,835	12,565	6,903,041	6,281,506	621,535
Expenses:							
SunFuels - Outside (9)	322,203	25,971	26,850	(3,120)	96,062	80,551	(15,511)
SunFuels (10)	1,118,969	101,949	93,247	(8,701)	347,196	279,742	(67,453)
Operations-Fixed Route (11 & 12)	9,694,619	757,325	807,885	50,559	2,252,687	2,423,656	170,968
Operations-Dial-A-Ride (13 & 14)	2,589,485	226,356	215,790	(10,565)	733,119	647,371	(85,748)
Risk Management (15)	374,826	42,173	31,236	(10,936)	209,057	93,707	(115,350)
Maintenance (21 & 22)	4,354,771	433,814	362,898	(70,916)	1,348,412	1,088,693	(259,720)
Facility Maintenance-T.P. (23)	660,729	42,557	55,051	12,504	130,393	165,132	34,789
Facility Maintenance-Indio (24)	72,354	5,569	6,030	460	17,150	16,389	928
Stops & Zones Maintenance (25)	589,284	34,984	49,107	14,123	112,709	147,321	34,612
Marketing (31)	364,402	22,855	30,367	7,512	77,324	91,101	13,777
Human Resources (32)	471,331	50,611	39,278	(11,533)	151,399	117,833	(34,066)
General Administration (40)	1,106,912	94,108	92,243	(1,865)	324,486	276,728	(47,758)
Finance (41)	1,127,039	85,993	93,920	7,927	267,262	281,760	14,498
Information Technology (42)	389,134	22,952	32,428	9,476	78,641	97,284	18,642
Agency-wide (43)	1,325,852	104,407	110,488	6,080	441,465	331,433	(110,002)
Planning & Agency Development (49)	564,114	42,072	47,010	4,937	100,572	141,029	40,457
Total Expenses	25,126,024	2,097,896	2,093,835	(4,060)	6,688,443	6,281,506	(406,937)
Total Operating Surplus(Deficit)			\$ 8,504.44		\$ 214,597.19		

SunLine Transit Agency
Budget Variance Report
October 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,814	891,562	980,718	(89,156)	4,636,118	3,922,871	713,247
Measure A	5,217,000	434,750	434,750	0	1,739,000	1,739,000	0
FTA Section 5307	2,802,268	233,522	233,522	0	934,089	934,089	0
FTA Section 5311	420,188	35,016	35,016	0	140,063	140,063	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	69,555	(69,555)
FTA Section 5317	46,000	0	3,833	(3,833)	0	15,333	(15,333)
Sunfuels - Outside Sales	600,200	35,104	50,017	(14,913)	132,959	200,067	(67,107)
CNG Rebate	300,000	0	25,000	(25,000)	235,216	100,000	135,216
Fare Box Revenue (Fixed Route)	3,230,000	332,222	269,167	63,055	945,888	1,076,667	(130,779)
Fare Box Revenue (Demand Response)	320,000	22,921	26,667	(3,745)	85,635	106,667	(20,032)
Taxi Vouchers	18,089	8,472	1,507	6,964	31,167	6,030	25,138
Interest and Other Revenue	195,000	10,046	16,250	(6,204)	25,421	65,000	(39,579)
Total Operating Revenue	25,126,024	2,003,615	2,093,835	(90,220)	8,906,566	8,375,341	531,224
Expenses:							
SunFuels - Outside (9)	322,203	29,949	26,650	(3,099)	126,910	107,401	(18,609)
SunFuels (10)	1,118,969	100,479	93,247	(7,232)	447,675	372,990	(74,685)
Operations-Fixed Route (11 & 12)	9,694,619	752,331	807,885	55,554	3,035,018	3,231,540	226,521
Operations-Dial-A-Ride (13 & 14)	2,589,485	233,635	215,790	(17,845)	964,610	863,162	(101,448)
Risk Management (15)	374,826	(72,365)	31,236	103,601	136,942	124,942	(12,000)
Maintenance (21 & 22)	4,354,771	435,289	362,898	(72,391)	1,774,426	1,451,590	(322,836)
Facility Maintenance-T.P. (23)	660,729	37,397	55,061	17,664	167,790	220,243	52,453
Facility Maintenance-Indio (24)	72,354	4,670	6,030	1,360	21,830	24,118	2,288
Stops & Zones Maintenance (25)	589,284	38,225	49,107	10,882	150,934	166,428	45,494
Marketing (31)	364,402	25,544	30,367	4,822	102,868	121,487	18,599
Human Resources (32)	471,331	35,461	39,278	3,817	187,360	157,110	(30,250)
General Administration (40)	1,106,912	106,515	92,243	(14,272)	431,001	368,971	(62,030)
Finance (41)	1,127,039	100,185	93,920	(6,265)	367,446	376,630	8,233
Information Technology (42)	389,134	25,904	32,428	6,524	104,546	129,711	25,166
Agency-wide (43)	1,325,852	268,160	110,488	(177,673)	729,625	441,951	(287,674)
Planning & Agency Development (49)	564,114	64,032	47,010	(17,023)	164,604	188,038	23,434
Total Expenses	25,126,024	2,205,411	2,093,835	(111,576)	8,882,686	8,375,341	(507,345)
Total Operating Surplus(Deficit)				\$ (201,796.34)			\$ 23,869.25



SunLine Transit Agency Monthly Ridership Report October 2013

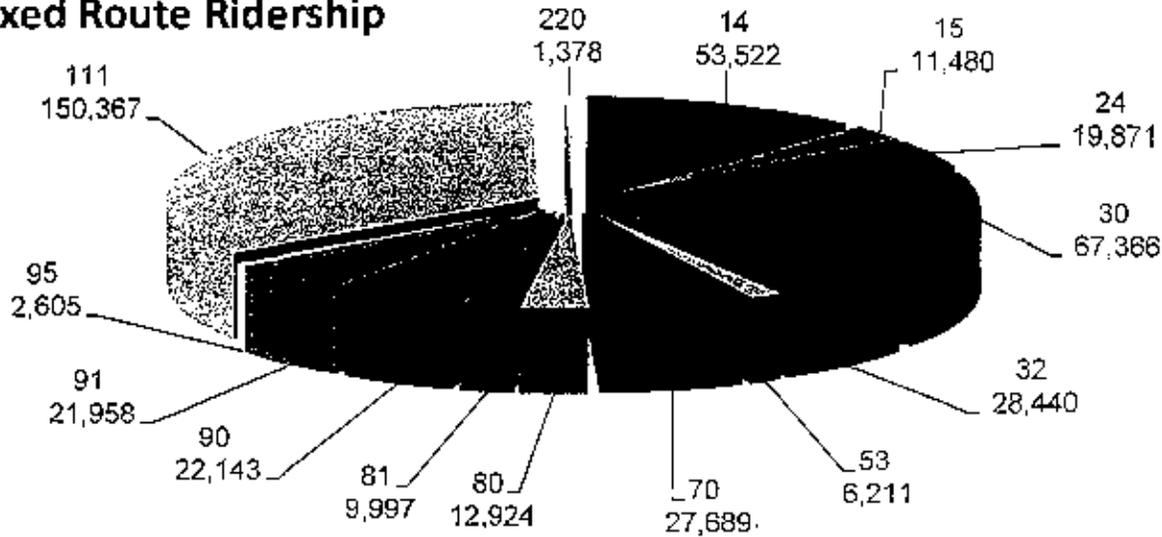
		FY 2013 & 2014												
Fixed Route		Oct 2013	Oct 2012	Sep 2013	Month Var.	% Var.	FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Line	Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	53,522	52,599	47,171	923	1.8%	180,600	175,837	4,763	2.7%	1,438	5,786	393	1,406
15	DHS	11,480	10,429	10,135	1,051	10.1%	35,557	32,507	3,050	9.4%	122	455	77	235
24	PS/CC	19,871	20,077	17,832	(206)	-1.0%	64,354	62,456	1,898	3.0%	384	1,548	179	698
30	CC/PS	67,366	75,159	59,150	(7,793)	-10.4%	227,315	250,381	(23,066)	-9.2%	1,861	7,223	496	2,164
32	PD/RM/TP/PS	28,440	26,931	25,143	1,509	5.6%	92,981	84,432	8,549	10.1%	1,000	4,298	167	627
53	PD/IW	6,211	6,061	5,273	150	2.5%	19,737	18,560	1,177	6.3%	201	798	7	39
70	LQ/BD	27,689	26,855	22,743	834	3.1%	75,687	75,696	(9)	0.0%	690	2,412	89	277
80	Indio	12,924	14,142	11,918	(1,218)	-8.6%	46,426	49,465	(3,039)	-6.1%	106	521	84	371
81	Indio	9,997	10,334	9,117	(337)	-3.3%	34,717	33,871	846	2.5%	164	453	102	369
90	Coachella/Indio	22,143	22,681	19,580	(538)	-2.4%	75,999	74,669	1,330	1.8%	408	1,594	138	614
91	I/Cch/Th/Mecca	21,958	22,049	19,824	(91)	-0.4%	72,709	69,027	3,682	5.3%	486	1,783	89	303
95	I/Cch/Th/Mecca	2,605	-	2,309	2,605	0.0%	4,914	-	4,914	0.0%	96	166	4	8
111	PS/Indio	150,367	156,431	133,912	(6,064)	-3.9%	524,010	526,808	(2,798)	-0.5%	5,001	18,795	1,098	3,977
220	PD to Riverside	1,378	1,551	1,224	(173)	-11.2%	5,212	2,315	2,897	125.1%	43	170	14	31
Fixed route total		435,951	445,299	385,331	(9,348)	-2.1%	1,460,218	1,456,024	4,194	0.3%	11,940	46,002	2,937	11,119
Demand Response														
SunDial		12,560	12,888	11,469	(328)	-2.5%	47,037	45,289	1,748	3.9%				
System total		448,511	458,187	396,800	(9,676)	-2.1%	1,507,255	1,501,313	5,942	0.4%				
		Oct-13	Oct-12	Sep-13										
Weekdays:		23	23	21										
Saturdays:		4	4	4										
Sundays:		4	4	5										
Total Days:		31	31	30										

Please note:

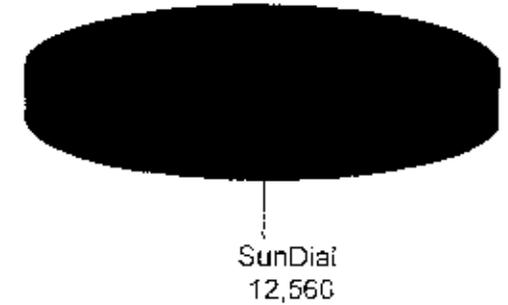
Line 95 implemented on September 1, 2013 - Weekday service only.

SunLine Transit Agency Monthly Ridership Report October - 2013

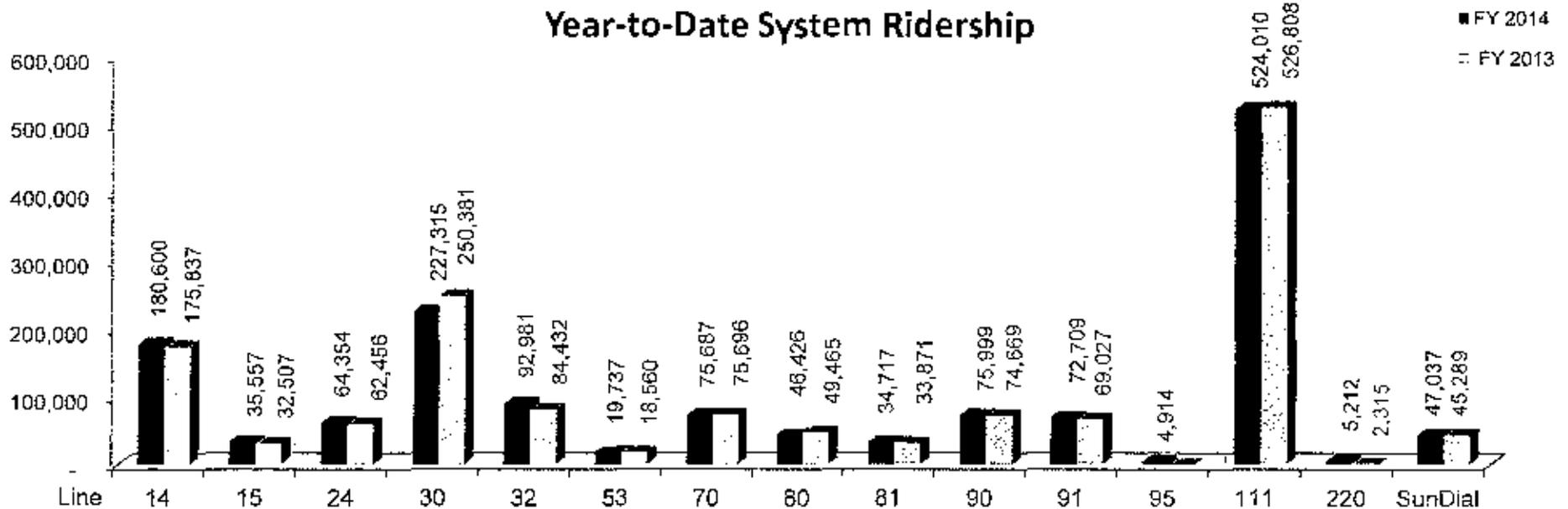
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____ Date: _____ Approved by: _____ Date: _____



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
October 2013

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.4%	90.1%	Total trips carried in the on-time window
1,196	1,212	Total trips late during the month
11,645	11,426	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,888	12,560	Total passengers for the month
103,497	110,837	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	2	Total ride-a-long evaluations
0	10	Total onboard inspections
17	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>	
1,775	1,756	Total mobility device boarding's

cc: Lauren Skiver, Carolyn Rude, Polo Del Toro, Mannie Thomas, Diane Beebe

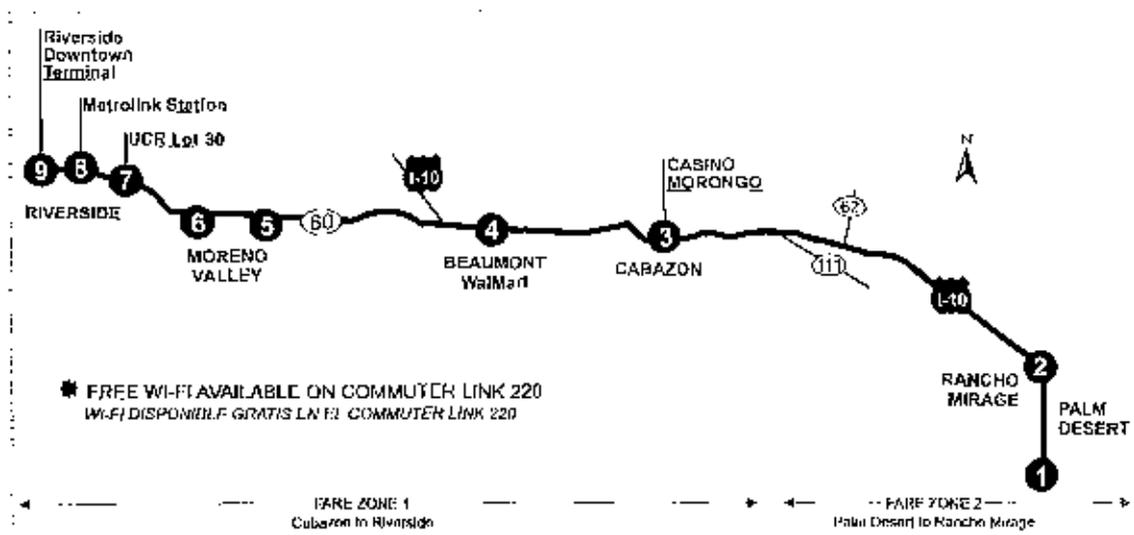
SunLine Transit Agency

DATE: December 4, 2013 INFORMATION
TO: Board of Directors
FROM: Director of Transit Planning
RE: Commuter Link 220 One Year Update

Background

On September 10, 2012, SunLine introduced a new Commuter Link 220 transit service between Palm Desert and Riverside. The service follows the route shown in Map One below, serving Rancho Mirage, Morongo Casino (Cabazon), Banning, Beaumont (now a combined Beaumont/Banning stop), Moreno Valley (2 stops), and Riverside. Two early morning trips depart Palm Desert for Riverside while two return trips depart Riverside in the evening peak period. The service operates weekdays only.

Map - Commuter Link 220 as at September 2013



The net cost service is half funded by Federal Job Access Reverse Commute and New Freedom grants, with the remaining half shared between local SunLine and Riverside Transit Agency funding. The federal grant funding for the current level of service is for four years (the RTA contribution is negotiated annually and is in place for the first two years).

Commuter Link 220 Performance: as at September 30, 2013

A number of performance goals were established for Commuter Link 220 service:

- Average daily ridership of 70 (17,850 boardings per year). This goal has only been achieved in the months of March, April, and May 2013. Total boardings for the year were 16,702, approximately 6.5% below target.
- Total year one cost not to exceed \$306,652. This goal was achieved with a \$301,406.19 cost recorded for the year.
- Total fare revenue to reach at least \$49,765 (average fare \$2.78). This goal was achieved as fare revenue totaled \$54,715, with an average fare of \$3.28, 18% higher than projected. Even with a lower than expected passenger volume, lower use of concessional fares occurred.

Table One: Commuter Link 220 Monthly/Average Daily Ridership

Month	Total Ridership	Average Daily Ridership
September 2012	764	51
October 2012	1,551	67
November 2012	1,344	64
December 2012	1,028	51
January 2013	1,132	52
February 2013	1,221	61
March 2013	1,544	74
April 2013	1,545	70
May 2013	1,530	70
June 2013	1,209	60
July 2013	1,365	62
August 2013	1,245	57
September 2013	1,224	61
TOTAL	16,702	62

Table Two: Commuter Link 220 Ridership per Trip:

Trip	Direction	Average Boardings
4.55 a.m.	Westbound	12
5.55 a.m.	Westbound	16
5.15 p.m.	Eastbound	20
6.55 p.m.	Eastbound	14

Table Three: Commuter Link 220 Percentage of Ridership by Area:

Area	Direction	% Boardings	Direction	% Boarding
------	-----------	-------------	-----------	------------

Coachella Valley	Westbound AM	44	Eastbound PM	31
Pass Area	Westbound AM	28	Eastbound PM	18
Western Riverside County	Westbound AM	28	Eastbound PM	51

A larger proportion of passengers are carried from Metrolink trains to the Moreno Valley on the afternoon buses. These passengers travel on early morning services provided by RTA (before Commuter Link 220 reaches their area).

Promotion

The new service was publicized with both print and electronic media around the time of launch and a new campaign was carried out recently. There are also bus stop shelter posters in place throughout the valley and posters in our buses promoting the service.

Customer Feedback

Comments have been generally positive with requests focusing on:

- Better rail connections at Riverside: SunLine will modify one morning trip to leave earlier to meet both LA and Orange County trains (January 2014).
- Easier access for Desert Hot Springs and Palm Springs residents: SunLine is investigating at stop at I-10/Palm Dr. (requires loop through parking lot)
- Extra services: awaiting funding opportunities
 - o Later morning, midday/early afternoon trips
 - o Reverse Commute trips Riverside – Palm Desert
 - o Weekend trips

A survey of riders will be undertaken in early 2014 to profile the existing users of the Commuter Link service and receive further feedback.

The expansion of the service has been studied and the addition of six extra round trips is recommended, subject to funding. The cost of such expansion is \$278,000 per year. Adding weekend service (3 round trips) would be approximately \$135,000 per year. These improvements will be considered, along with other service improvement proposals, during the SunLine 2014/15 Short Range Transit Plan and Budget process. Without increased investment, the Commuter Link service is considered unlikely to increase significantly in ridership.



Joe Forgiarini
Director of Transit Planning



**AGENDA
FINANCE COMMITTEE**

**December 4, 2013
11:00 a.m. – 12:00 p.m.**

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

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**

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

5. **Administration Building Scope Increases (Rudy Le Flore)** **Approve**
Request to the Board to approve owner changes to the Administration Building Project. (Page 1)
6. **Design/Build CNG Fueling Station (Tommy Edwards)** **Approve**
Request to the Board to approve design/build preferred method of project delivery for the CNG fueling station. (Pages 2-3)
7. **Approval of Expenses for G.M. Attendance at the American Public Transportation Association CEO Conference (CJ Smith)** **Approve**
Request to the Board to approve all expenses for the General Manager's attendance at the APTA CEO conference in February, 2013, as approved in the FY 14 budget. (Page 4)
8. **Approval of Employee Travel Expenses (CJ Smith)** **Approve**
Request to the Board to approve employee travel expenses. (Page 5)

----- **RECEIVE & FILE** -----

9. Consent Calendar

Receive and File

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

- a) Checks over \$1,000 for October, 2013 (Pages 6-8)
- b) Credit card statement for October, 2013 (Pages 9-11)
- c) Monthly Budget Reports for September, October, 2013 (Pages 12-13)

10. Adjourn

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: SunLine Project Manager
RE: Administration Building Scope Increases

Recommendation

Recommendation that the Board of Directors approve the following owner directed changes to the Administration Building Project:

- | | |
|-------------------------------------|------------------------|
| a) Temporary Operations Structure- | Estimated at \$400,000 |
| b) Gas to the Maintenance Facility- | Estimated at \$30,000 |
| c) Concrete Driveway- | Estimated at \$100,000 |
| d) Back Up Generator- | Estimated at \$350,000 |
| e) Memorial Stone for Employees- | Estimated at \$10,000 |
| f) Drainage for the Bus Wash- | Estimated at \$30,000 |

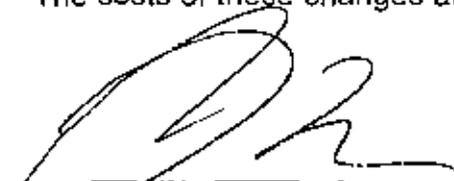
Background

While many of these items have been discussed with the Board by prior leadership, formal approval is being requested to proceed with these items.

Staff is bringing proposed scope increases in the Administration Building and Transit Hub Project to the Board for Approval.

Financial Impact

The costs of these changes are projected to be within the current project budget.


Rudy Le Flore

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Advanced Technology Project Manager

RE: Design/Build CNG Fueling Station

Recommendation

The SunLine Board of Directors make a finding that Design/Build is the preferred method of project delivery for the CNG Fueling Station Project, as this delivery method will expedite the project's completion and reduce project costs.

Background

The CNG fueling station in Palm Desert is approaching 20 years of operation. This is the estimated useful life of the station. The Board of Directors has approved the budget for the replacement of the station. Staff has concluded that the Design/Bid/Build method of construction project delivery is not appropriate for fueling station construction.

California Public Contract Code 20209.6 provides that a transit operator shall make written findings that, "use of the design-build process on the specific project under consideration will accomplish one of the following objectives: reduce project costs, expedite the project's completion, provide design features not achievable through the design-bid-build method, prior to entering into a design-build contract."

SunLine has performed market research on the construction of fueling facilities, and since fueling facilities can be characterized as a system purchase more so than general construction, it is advantageous for transit agencies to combine the design responsibility with the construction of the fueling station. Staff conducted a site visit at Victor Valley Transit to discuss their methods of construction the public and private fueling stations at their facility. Staff also reviewed the recent construction of a fueling facility documental at Norwalk Transit. Based on site visits, consultation with the industry, consultation with project managers, and review of transit project specifications, staff has concluded that the purchase of this fueling system is best accomplished by the Design/Build project delivery method.

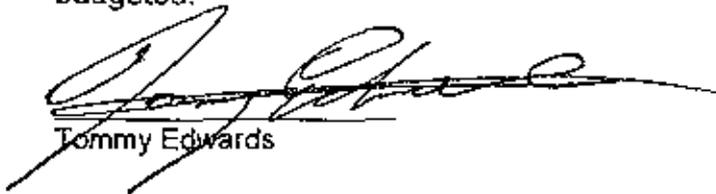
With the purchase of all operating systems, transit operators such as SunLine should stay out of the role of system integrator as much as possible. The Design/Build project delivery method allows SunLine to do this.

The use of the Design/Build method has been determined to expedite the project's completion as it allows SunLine to contract for concurrent design and construction. This project delivery method will also reduce project costs by avoiding costs associated with Requests for Information between the Architect and the General Contractor as well as costs associated with Plan Check comment coordination.

SunLine will follow the Public Contract Code requirements relating to this project delivery method.

Fiscal Impact

The budget for this project is \$5,200,000 funding is in the approved capital project budget. In FY 14 there is \$2,700,000 budgeted and in FY 15 there will be \$2,500,000 budgeted.



Tommy Edwards

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: Approval of General Manager Expenses for APTA CEO Conference

Recommendation

Recommend that the Board of Directors approve the upcoming expenses for the General Manager to attend the American Public Transportation Association (APTA) CEO conference. Total expenses are estimated at \$3,500.00.

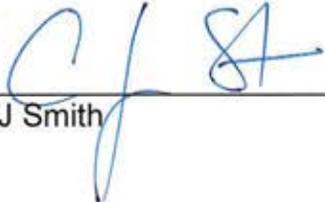
Background

APTA holds a conference every year geared towards APTA-member CEO's and Deputies. This conference is designed to create an environment to network, exchange information and renew leadership skills.

This year the APTA conference is being held in New Orleans, LA from February 8 – February 11, 2014. Seminars will focus on new strategies and best practices, workforce development, labor relations, disadvantaged business enterprise (DBE) programs, MAP 21, state of good repair and many other relevant topics.

Fiscal Impact

The expenses being presented today for approval are in the FY 13/14 approved budget. There is no financial impact.


CJ Smith

SunLine Transit Agency

DATE: December 4, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: Employee Expenses

Recommendation

Recommend that the Board of Directors approve the upcoming employee expenses outlined by Department.

Background

Per the direction of the Board, we are presenting expenses for upcoming travel. These expenses include all travel, meals, and registration and transportation expenses.

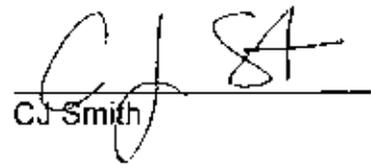
Department	Description	Employee	Date(s)	Est. Amt	Budgeted
Operations	Bus/Paratransit Operator Training	Yolanda Smith – Supervisor/Dispatcher	6/16/2014 – 6/20/2014	1,127.00	Y
Operations	Bus/Paratransit Operator Training	Asael Reyes – Supervisor/Dispatcher	6/16/2014 – 6/20/2014	1,127.00	Y
Operations	CNG Mechanics Training Course	Diego Rojo – Alternative Fuels System Specialist I	3/2/2014 – 3/6/2014	1,457.00	Y

TSI transit specific training courses offers structured training programs to address many of transit operating issues and some requirements by FTA. Their new ideas from training can increase employee productivity and improve the company's reputation.

The Alternative Fuels Systems Specialist is a highly skilled position. This position requires several training seminars to develop the skills required to maintain the Natural Gas Compression and Hydrogen production infrastructure fueling systems and machinery at SunLine.

Fiscal Impact

The expenses being presented today for approval are in the FY 13/14 approved budget. There is no fiscal impact.


CJ Smith

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	659300	10/18/2013	\$91,890.65	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	859134	10/1/2013	\$23,594.84	Y	Y	\$248,477.00	Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658335	10/22/2013	\$23,049.97	Y	Y	\$226,428.00	Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659941	10/22/2013	\$19,001.91	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659418	10/25/2013	\$9,387.61	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659484	10/25/2013	\$8,173.50	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659323	10/22/2013	\$4,943.64	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	659240	10/10/2013	\$4,734.65	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659153	10/1/2013	\$4,686.28	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659204	10/10/2013	\$4,387.93	Y	N		Operating
AIRGAS REFRIGERANTS	Cost to purchase lubricants & oils	659302	10/22/2013	\$4,116.75	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659410	10/25/2013	\$4,081.09	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	659460	10/25/2013	\$4,078.56	Y	N		Operating
SO CAL GAS CO.	Cost of utilities	659179	10/3/2013	\$4,047.80	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	659855	10/22/2013	\$4,026.39	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659445	10/25/2013	\$4,004.32	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	659217	10/10/2013	\$3,951.23	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659547	10/31/2013	\$3,877.32	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	659395	10/25/2013	\$3,727.08	Y	Y	\$67,892.00	Operating
GATEWAY COMPRESSION	Cost to purchase SunFuel parts	659284	10/18/2013	\$3,410.15	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	659284	10/10/2013	\$3,136.00	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	659549	10/31/2013	\$2,808.64	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659137	10/1/2013	\$2,708.61	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	659214	10/10/2013	\$2,509.81	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	659382	10/22/2013	\$2,507.00	Y	N		Operating
GRAINGER	Cost to purchase vehicle parts	658337	10/22/2013	\$2,505.60	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	659185	10/10/2013	\$2,477.33	Y	Y	\$91,519.00	Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	659442	10/25/2013	\$2,428.84	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659362	10/22/2013	\$2,350.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	659541	10/31/2013	\$2,277.55	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659322	10/22/2013	\$2,250.00	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	659472	10/25/2013	\$2,135.46	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659507	10/30/2013	\$1,983.83	Y	N		Operating
PETERSON HYDRAULICS	Cost to repair shop equipment	659381	10/22/2013	\$1,895.00	Y	Y	\$162,863.00	Operating
CARRIER TRANSICOLD	Cost to purchase vehicle parts	659318	10/22/2013	\$1,895.11	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	659527	10/31/2013	\$1,759.14	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659297	10/18/2013	\$1,750.00	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659278	10/18/2013	\$1,746.65	Y	N		Operating
PARKHOUSE TIRES	Cost to repair tires on vehicles	659513	10/30/2013	\$1,621.62	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	659125	10/1/2013	\$1,525.12	Y	N		Operating
PACIFIC BRAKE & ALIGNMENT	Cost to purchase vehicle parts	659358	10/22/2013	\$1,458.00	Y	N		Operating
MOHAWK MFG & SUPPLY	Cost to purchase vehicle parts	659455	10/25/2013	\$1,410.18	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659377	10/22/2013	\$1,393.22	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	659118	10/1/2013	\$1,242.36	Y	Y	\$94,096.00	Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	659257	10/10/2013	\$1,240.00	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	659317	10/22/2013	\$1,181.25	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	659195	10/10/2013	\$1,143.84	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659248	10/10/2013	\$1,100.00	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	659238	10/10/2013	\$1,099.85	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	659467	10/25/2013	\$1,040.00	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	659261	10/10/2013	\$1,023.49	Y	N		Operating
	Subtotal			\$288,755.97				

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section I - Check payments Issued against the Operating Fund - (Costs related to General Administration)								
ROGER SNOBLE	Cost for General consultant	659178	10/3/2013	\$21,875.00	Y	Y	No not to exceed	Operating
INTERINSURANCE EXCHANGE	Cost for insurance claim loss	659508	10/30/2013	\$20,571.90	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	659388	10/22/2013	\$16,840.96	Y	Y	N/A	Operating
TRAPEZE GROUP	Computer Software Agreement	659268	10/10/2013	\$16,062.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	659474	10/25/2013	\$15,055.52	Y	Y	N/A	Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659226	10/10/2013	\$14,930.24	Y	N		Operating
SCHOOL BUS SAFETY CO. (TAPSCO)	Cost for training supplies	659254	10/10/2013	\$12,075.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	659148	10/1/2013	\$10,140.61	Y	Y	\$0.00	Operating
G & K SERVICES	Cost to service uniforms	659218	10/10/2013	\$5,809.99	Y	Y	\$31,158.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services	659139	10/1/2013	\$4,678.00	Y	Y	\$49,362.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services	659234	10/10/2013	\$4,678.00	Y	Y	\$44,684.00	Operating
OFFICE DEPOT	Cost for office supplies	659512	10/30/2013	\$4,437.16	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities	659487	10/25/2013	\$3,802.29	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659451	10/25/2013	\$3,587.66	Y	N		Operating
LAUREN SKIVER	Cost of relocation for new GM	659286	10/18/2013	\$3,164.34	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	659463	10/25/2013	\$3,068.38	Y	N		Operating
SOFTCHOICE CORP	Cost for office supplies	659258	10/10/2013	\$2,665.58	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	659501	10/25/2013	\$2,399.18	Y	N		Operating
CDW GOVERNMENT	Cost for office supplies	659405	10/25/2013	\$2,341.73	Y	N		Operating
SIGNS BY TOMORROW	Cost for advertisement Commuter Link 220	659256	10/10/2013	\$2,328.30	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	659388	10/22/2013	\$2,283.37	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	659380	10/22/2013	\$2,204.75	Y	N		Operating
ST BOARD OF EQUALIZATION	Self assessed taxes	659482	10/25/2013	\$2,163.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Cost for utilities	659522	10/31/2013	\$2,079.37	Y	N		Operating
STEPHEN A. CRANE	Cost for advertisement	659376	10/22/2013	\$2,000.00	Y	N		Operating
STEPHEN A. CRANE	Cost for advertisement	659483	10/25/2013	\$2,000.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	659292	10/18/2013	\$1,860.63	Y	N		Operating
DESERT SUN PUBLISHING	Cost for public notices	659415	10/25/2013	\$1,859.84	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System	659211	10/10/2013	\$1,880.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659538	10/31/2013	\$1,617.12	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658172	10/3/2013	\$1,560.97	Y	N		Operating
EVERYTHING UNDER THE SUN	Cost to print	659166	10/3/2013	\$1,479.00	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	659294	10/18/2013	\$1,388.74	Y	N		Operating
WOODRUFF, SPRADLIN & SMART,	Cost for legal services	659503	10/25/2013	\$1,376.00	Y	N		Operating
C V WATER DISTRICT	Cost for utilities	659122	10/1/2013	\$1,242.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659346	10/22/2013	\$1,209.78	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical Exams and Testing	659420	10/25/2013	\$1,200.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659511	10/30/2013	\$1,174.09	Y	N		Operating
TRIBRIDGE HOLDINGS	Cost for Contracted Services	659494	10/25/2013	\$1,170.00	Y	N		Operating
C V WATER DISTRICT	Cost for utilities	659310	10/22/2013	\$1,071.58	Y	N		Operating
CPAC	Cost for office supplies	659200	10/10/2013	\$1,064.76	Y	N		Operating
SCRTTC	Cost for annual membership	659476	10/25/2013	\$1,000.00	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	659492	10/25/2013	\$1,000.00	Y	N		Operating
	Subtotal			\$206,281.82				
Note: 1)								
Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"								
CREATIVE BUS SALES	Cost for new vehicles (DAR)	659393	10/23/2013	\$395,023.92	Y	Y	\$94,757.00	Capital
DDUG WALL CONSTRUCTION	Fees for Admin Building	659207	10/10/2013	\$121,057.59	Y	Y	\$10,191,537.00	Capital
TURBO IMAGES	Cost for new vehicles decals (DAR)	659157	10/1/2013	\$31,877.92	Y	N		Capital
URBAN SOLAR	Shelter & Transit Enhancements	659301	10/18/2013	\$24,750.00	Y	Y	\$0.00	Capital
SOFTCHOICE	Cost for Computer Equipment	659480	10/25/2013	\$23,887.06	Y	N		Capital

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
GEOCON WEST	Fees for Admin Building	659132	10/1/2013	\$22,893.75	Y	Y	\$126,098.00	Capital
IBI GROUP	Fees for Admin Building	659535	10/31/2013	\$12,824.83	Y	Y	\$123,358.00	Capital
ENVIRONMENTAL SCIENCE ASSOC	Fees for Admin Building	659282	10/18/2013	\$8,869.25	Y	Y	\$67,180.00	Capital
PVC CONSULTING	American Fuel Cell Bus Project	659514	10/30/2013	\$8,850.00	Y	Y	\$18,800.00	Capital
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	659281	10/18/2013	\$8,988.68	Y	Y	\$96,261.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	659304	10/22/2013	\$8,787.27	Y	N		Capital
TURBO IMAGES	Cost for new vehicles decals (DAR)	659182	10/3/2013	\$6,331.42	Y	N		Capital
ENVIRONMENTAL SCIENCE ASSOC	Fees for Admin Building	659283	10/18/2013	\$6,084.78	Y	Y	\$15,585.00	Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	659391	10/22/2013	\$4,902.26	Y	N		Capital
RCTC	Federal JARC Funding	659298	10/18/2013	\$3,506.87	Y	N		Operating
LONG ELECTRIC	Maintenance Equipment Project	659289	10/18/2013	\$3,487.92	Y	N		Capital
ENVIRONMENTAL SCIENCE ASSOC	Fees for Admin Building	659422	10/25/2013	\$3,174.48	Y	Y	\$3,542.00	Capital
N/S CORP	Maintenance Equipment Project	659352	10/22/2013	\$2,785.45	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal grant	659325	10/22/2013	\$1,839.99	Y	N		Capital
DESERT ALARM	Security monitoring services	659128	10/1/2013	\$1,120.00	Y	Y	\$11,300.00	Operating
DESERT ALARM	Security monitoring services	659205	10/10/2013	\$1,120.00	Y	Y	\$10,800.00	Operating
DESERT ENTERTAINER	Cost for Computer Advertising	659279	10/18/2013	\$1,040.00	Y	N		Operating
	Subtotal			\$698,043.44				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group Health insurance premium	659222	10/10/2013	\$221,952.42	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	659360	10/22/2013	\$87,164.03	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	659497	10/25/2013	\$70,712.84	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	659385	10/22/2013	\$70,441.83	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	659250	10/10/2013	\$15,702.43	Y	N		Operating
METLIFE SBC	Dental insurance	659232	10/10/2013	\$6,808.65	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	659303	10/22/2013	\$4,757.62	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	659396	10/25/2013	\$4,689.50	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	659312	10/22/2013	\$3,103.73	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	659404	10/25/2013	\$2,788.16	Y	N		Operating
EYE MED	Employee benefits	659208	10/10/2013	\$2,320.12	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	659124	10/1/2013	\$6,242.14	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	659160	10/3/2013	\$6,214.87	Y	N		Operating
BRENDA WALKER	Replacement of Payroll check (2/15/13)	659309	10/22/2013	\$3,165.52	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	659230	10/10/2013	\$2,231.46	Y	N		Operating
	Subtotal			\$508,304.92				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.								
Total Checks Over \$1000				\$1,701,386.15				
Summary								
Total of Checks Over \$1,000				\$1,701,386.15				
Total of Checks Under \$1,000				\$76,093.27				
Total of All Checks for the Month				\$1,779,479.42				
Total Amount of Checks Prior Year - Same Month				\$1,749,468.31				

October 2013 Statement



Open Date: 09/20/2013 Closing Date: 10/22/2013

Account:

Visa® Business Card
SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855
PLUS 8 13

New Balance	\$4,323.79
Minimum Payment Due	\$144.00
Payment Due Date	11/17/2013
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	+	\$1,316.74
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$2,919.44
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$39.00
Interest Charged	+	\$48.61
New Balance	=	\$4,323.79
Past Due		\$14.00
Minimum Payment Due		\$144.00
Credit Line		\$40,000.00
Available Credit		\$35,676.21
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com

☎ Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

CPN 000648530

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

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

000042421 1 AB 0.384 000638088055082 P

SUNLINE TRANSIT
CAROLYN RUDE
32505 HARRY OLIVER TRL
THOUSAND PLS CA 92276-3501



Account Number	
Payment Due Date	11/17/2013
New Balance	\$4,323.79
Minimum Payment Due	\$144.00

Amount Enclosed \$ _____

Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408





SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855

Important Messages

Your promotional interest rate has expired early due to your account's delinquent status.

***** IMPORTANT CARDMEMBER ALERT *****

We are concerned that we have not heard from you. Is everything OK?
Your credit card PAYMENT HAS NOT BEEN RECEIVED and is late.
We need to hear from you today because your account is currently past due.
PLEASE CALL US at 1-866-790-5371 or GO ONLINE to WWW.MYACCOUNTACCESS.COM,
login or enroll in Online Account Access to review your payment options.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/23	09/20	7333	CALIFORNIA TRANSIT ASS 916-4464656 CA	\$1,665.00	_____
09/30	09/28	3203	HILTON HOTELS CHICAGO CHICAGO IL 09/28/13 FOLIO: 0005079809	\$904.44	_____
10/08	10/07	1002	MOBILITY 21 9492886884 CA	\$350.00	_____
TOTAL THIS PERIOD				\$2,919.44	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
10/17	10/17		LATE FEE - PAYMENT DUE ON 10/17	\$39.00	_____
TOTAL FEES THIS PERIOD				\$39.00	

Interest Charged

Post Date	Transaction Description	Amount	Notation
10/22	INTEREST CHARGE ON PURCHASES	\$48.61	_____
TOTAL INTEREST THIS PERIOD		\$48.61	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$39.00
Total Interest Charged in 2013	\$48.61

Company Approval (This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: October 22, 2013

Payments and other credits:

Detail:

09/23/13	California Transit Assn.	Registration for California Transit Assn. Conference for the following employees: Dir. of Planning, Joe Forgiarini; Operations Mgr. Mannie Thomas; Advanced Technology Project Manager, Tommy Edwards; Transit Planning Asst., Anita Petke; Community Outreach Specialist, Norma Stevens	\$1665.00
09/30/13	Hilton Hotels	American Public Transportation Assn. Hotel Charges-Dir. of Operations Apolonio Del Toro – Conf. APTA Leadership Program; 3 nights (1st night billed at time of booking.)	\$ 904.44
10/08/13	Mobility 21	Registration for General Manager, Lauren Skiver, for Mobility 21 Workshop	\$ 350.00
10/17/13	Pacific Bank	Late Fee (to be disputed-charges to be automatically deducted from acct.)	\$ 39.00
10/22/13	Pacific Bank	Interest on charges on purchases (disputed-deduction of payment should be automatic).	\$ 48.61

SunLine Transit Agency
Budget Variance Report
September 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	891,562	980,718	(89,156)	3,744,556	2,942,154	802,403
Measure A	5,217,000	434,750	434,750	0	1,304,250	1,304,250	0
FTA Section 5307	2,802,268	233,522	233,522	0	700,567	700,567	0
FTA Section 5311	420,188	35,016	35,016	0	105,047	105,047	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	52,168	(52,166)
FTA Section 5317	46,000	0	3,833	(3,833)	0	11,500	(11,500)
Sunfuels - Outside Sales	600,200	30,864	50,017	(19,153)	97,855	150,050	(52,195)
CNG Rebate	300,000	236,216	25,000	210,216	236,216	75,000	160,216
Fare Box Revenue (Fixed Route)	3,230,000	211,149	269,167	(58,017)	613,766	807,500	(193,734)
Fare Box Revenue (Demand Response)	320,000	22,031	26,667	(4,636)	63,713	80,000	(16,287)
Taxi Vouchers	18,089	7,415	1,507	5,907	22,696	4,522	18,174
Interest and Other Revenue	195,000	4,875	16,250	(11,375)	15,375	48,750	(33,375)
Total Operating Revenue	25,126,024	2,106,400	2,093,835	12,565	6,903,041	6,281,506	621,535
Expenses:							
SunFuels - Outside (9)	322,203	29,971	26,850	(3,120)	96,062	80,551	(15,511)
SunFuels (10)	1,118,969	101,949	93,247	(8,701)	347,196	279,742	(67,453)
Operations-Fixed Route (11 & 12)	9,694,619	757,325	807,885	50,559	2,252,687	2,423,655	170,968
Operations-Dial-A-Ride (13 & 14)	2,569,485	226,356	215,790	(10,565)	733,119	647,371	(85,748)
Risk Management (15)	374,826	42,173	31,236	(10,938)	209,057	93,707	(115,350)
Maintenance (21 & 22)	4,354,771	433,814	362,898	(70,916)	1,348,412	1,088,693	(259,720)
Facility Maintenance-T.P. (23)	660,729	42,557	55,061	12,504	130,393	165,182	34,789
Facility Maintenance-Indio (24)	72,354	5,569	6,030	460	17,160	18,089	928
Stops & Zones Maintenance (25)	589,284	34,984	49,107	14,123	112,709	147,321	34,612
Marketing (31)	364,402	22,855	30,367	7,512	77,324	91,101	13,777
Human Resources (32)	471,331	50,811	39,278	(11,533)	151,899	117,833	(34,066)
General Administration (40)	1,106,912	94,108	92,243	(1,865)	324,486	276,728	(47,758)
Finance (41)	1,127,039	85,993	93,920	7,927	267,262	281,760	14,498
Information Technology (42)	389,134	22,952	32,428	9,476	78,641	97,284	18,642
Agency-wide (43)	1,325,852	104,407	110,488	6,080	441,465	331,463	(110,002)
Planning & Agency Development (49)	564,114	42,072	47,010	4,937	100,572	141,029	40,457
Total Expenses	25,126,024	2,097,896	2,093,835	(4,060)	6,688,443	6,281,506	(406,937)
Total Operating Surplus(Deficit)		\$ 8,504.44			\$ 214,597.19		

SunLine Transit Agency
Budget Variance Report
October 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	891,562	980,718	(89,156)	4,636,118	3,922,871	713,247
Measure A	5,217,000	434,750	434,750	0	1,739,000	1,739,000	0
FTA Section 5307	2,802,268	233,522	233,522	0	934,089	934,089	0
FTA Section 5311	420,188	35,016	35,016	0	140,063	140,063	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	69,555	(69,555)
FTA Section 5317	46,000	0	3,833	(3,833)	0	15,333	(15,333)
Sunfuels - Outside Sales	600,200	35,104	50,017	(14,913)	132,959	200,067	(67,107)
CNG Rebate	300,000	0	25,000	(25,000)	235,216	100,000	135,216
Fare Box Revenue (Fixed Route)	3,230,000	332,222	269,167	63,055	945,888	1,076,667	(130,779)
Fare Box Revenue (Demand Response)	320,000	22,921	26,667	(3,745)	86,635	106,867	(20,032)
Taxi Vouchers	18,089	8,472	1,507	6,964	31,167	6,030	25,138
Interest and Other Revenue	195,000	10,046	16,250	(6,204)	25,421	65,000	(39,579)
Total Operating Revenue	25,126,024	2,003,615	2,093,835	(90,220)	8,996,556	8,375,341	531,214
Expenses:							
SunFuels - Outside (9)	322,203	29,949	26,850	(3,099)	126,010	107,401	(18,609)
SunFuels (10)	1,118,969	100,479	93,247	(7,232)	447,675	372,990	(74,685)
Operations-Fixed Route (11 & 12)	9,694,619	752,331	807,885	55,554	3,005,018	3,231,540	226,521
Operations-Dial-A-Ride (13 & 14)	2,589,485	233,635	215,790	(17,845)	964,610	863,162	(101,448)
Risk Management (15)	374,826	(72,365)	31,236	103,601	136,942	124,942	(12,000)
Maintenance (21 & 22)	4,354,771	435,289	362,896	(72,391)	1,774,426	1,451,590	(322,836)
Facility Maintenance-T.P. (23)	660,729	37,397	55,061	17,664	167,790	220,243	52,453
Facility Maintenance-Indio (24)	72,354	4,670	6,030	1,360	21,830	24,118	2,288
Stops & Zones Maintenance (25)	589,284	38,225	49,107	10,882	150,934	196,428	45,494
Marketing (31)	364,402	25,544	30,367	4,822	102,868	121,467	18,599
Human Resources (32)	471,331	35,461	39,278	3,817	187,360	157,110	(30,250)
General Administration (40)	1,106,912	106,515	92,243	(14,272)	431,001	368,971	(62,030)
Finance (41)	1,127,039	100,185	93,920	(6,265)	367,446	375,680	8,233
Information Technology (42)	389,134	25,904	32,428	6,524	104,546	129,711	25,166
Agency-wide (43)	1,325,852	288,160	110,488	(177,673)	729,625	441,951	(287,674)
Planning & Agency Development (49)	564,114	64,032	47,010	(17,023)	164,604	188,038	23,434
Total Expenses	25,126,024	2,205,411	2,093,835	(111,576)	8,882,666	8,375,341	(507,345)
Total Operating Surplus(Deficit)				\$(201,796.34)			\$ 23,869.25

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, December 4, 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 Glenn Miller

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

6. **Correspondence**
None.

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

Receive Comments

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.

AGENDA ITEMS

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

- 8. Board Member Comments **Receive Comments****
Any Board Member who wishes to speak may do so at this time.

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

- 9. Approval of Minutes **Approve****
Minutes of the October 23, 2013 Board of Directors Meeting (Pages 1-8)

- 10. Discuss and Approve Change of Board Meeting Time (Chairman Glenn Miller) **Approve****
Discuss and approve request by Board Member Dana Hobart, to change the time of Committee and Board meetings.

- 11. Desert City Cab Transfer of Assets (Michael Jones) **Approve****
Request to the Board to approve transfer of assets from two former Airport Taxi Inc. DBA Desert City Cab franchise owners to the two remaining owners. (Pages 9-10)

- 12. Applications for Franchise Extension (Michael Jones) **Approve****
Request to the Board to approve Franchise Extensions for American Cab, Airport Taxi, Yellow Cab of the Desert. (Page 11)

- 13. FY 2014 Budget Amendment II (Michael Jones) **Approve****
Request to the Board to approve budget amendment to transfer \$29,000 from the SSG fund to SRA budget for use of technological improvements. (Page 12)

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

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

- a) SSG/SRA checks over \$1000 issued October, 2013 (Page 13)
- b) SSG/SRA Monthly Budget Reports, September, October, 2013.
(Pages 14-15)
- c) Taxi Vehicle/Rides Analysis for October, 2013. (Pages 16-17)

15. Next Meeting Date

January 22, 2014

12 o'clock Noon – Kelly Board Room

16. Adjourn

MINUTES
SunLine Services Group
Board of Directors Meeting
October 23, 2013

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, October 23, 2013 at 3:00pm 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 12:00p.m. by Chairman Glenn Miller.

2. **Flag Salute**

Councilmember Rick Hutcheson led all in a salute to our flag.

3. **Roll Call**

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio

Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City – participated via teleconference from Loma Linda University Health Services 1130 Anderson Suite 1800, Redlands, CA

Rick Hutcheson, Councilmember, City of Palm Springs

Yvonne Parks, Mayor, City of Desert Hot Springs

G. Dana Hobart, Councilmember, City of Rancho Mirage

Susan Marie Weber, Councilmember, City of Palm Desert

Douglas Hanson, Councilmember, City of Indian Wells

Don Adolph, Mayor, City of La Quinta

Eduardo Garcia, Mayor, City of Coachella

John J. Benoit, Supervisor, County of Riverside

Members Absent

None.

Guests:

Patricia Cooper, Office of Supervisor Benoit

Barrett Newkirk, The Desert Sun

Art Aguilar, ATU Local 1277

Lindsey Littlepage, American Cab

Mabu Hossein, Desert City Cab

Marc Triplett, Desert City Cab

KD Labana, Desert City Cab

Billy Meyer, Yellow Cab

Michel Brock, Yellow Cab

Paula Tapia, Pacific Western Bank

Alma Guajardo, Pacific Western Bank

Kimberley Webb, Public

Staff:

Roger Snoble, Interim General Manager
Bob Owen, Legal Counsel, Rutan & Tucker
Bill Shaeffer, Legal Counsel, Rutan & Tucker
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy Le Flore, General Manger's Management Analyst
Polo Del Toro, Director of Operations
Don Bradburn, Director of HR
Tommy Edwards, Advanced Technology Project Manager
Mike Morrow, Director of Maintenance
CJ Smith, Director of Finance
Michael Jones, Taxi Administrator
David Bristulf, Motor Coach Operator
Eamonn Pollard, Motor Coach Operator
Jose Cardenas, Motor Coach Operator
Anthony Garcia, Motor Coach Operator
Marie Campbell, Motor Coach Operator
Valeria Garcia, Motor Coach Operator
Esterio Gonzalez, Motor Coach Operator
Fransisca Garcia, Motor Coach Operator
James Amaral, Motor Coach Operator
Stephanie Buriel, Senior Administrative Assistant
Harmon Singh, Assistant Taxi Cab Administrator 1
Lee Greer, Assistant Taxi Cab Administrator
Karen Thomas, Administrative Assistant
David Manriquez, Facility Maintenance Assistant
Dave Robin, Risk Manager
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Francine DePalo, Administrative Assistant

4. Finalization of Agenda

No changes to agenda.

5. Presentations

Chairman Miller announced that the Board would like to recognize Interim General Manager, Roger Snoble, for giving the distinguished honor of coming into the Coachella Valley after 40 years of transit service, leaving L.A. Metro to come to SunLine when we were in need. Chairman Miller stated that Mr. Snoble did an outstanding job of working with the Board, staff and the community to lead the Agency in the right direction that will result in impressive accomplishments as years go on. Chairman Miller further stated that Mr. Snoble additionally assisted in finding the new General Manager, Lauren Skiver, who will lead us into the future. Chairman Miller stated that on behalf of the Board he would like to thank Mr. Snoble for his service. He presented Mr. Snoble with a crystal plaque that recognizes his leadership, guidance and contributions to the Agency. In addition, Mike Jones, Taxi Regulator, presented Mr. Snoble with a gift of taxi cab cuff links on behalf of the SRA and the three franchises.

Councilmember Hobart further echoed Chairman Miller's comments to Mr. Snoble. Councilmember Hobart further stated to Mr. Snoble that he came to SunLine during one of the most difficult times in SunLine history, taking over without any loss of speed for the organization continuing to move forward. Councilmember Hobart stated that Mr. Snoble's actions and reports to the Board during his time at SunLine have all been right on the money. Councilmember Hobart stated that he and Supervisor Benoit had encountered Mr. Snoble previously and he had left a lasting impression. He thanked Mr. Snoble for his service to SunLine.

Mayor Adolph thanked Mr. Snoble for the wonderful job as Interim General Manager and wished him the best in the future.

Mayor Parks stated that it was fortunate for SunLine that Mr. Snoble decided to move to the Valley so he would be available to the Agency during the trying time, doing a fantastic job with an amazing resume. Mayor Parks thanked Mr. Snoble.

Supervisor Benoit stated that he is very proud that Mr. Snoble was able to come on board quickly. He thanked Mr. Snoble for his tremendous service to SunLine.

Mr. Snoble stated that he truly appreciated the comments and the time spent with SunLine and the great staff. He stated that things are really coming together. Mr. Snoble states that as he was taught at a young age, he wanted to leave SunLine in a better place than when he found it. He stated that the momentum needs to keep going as the Valley needs transit. Mr. Snoble stated that in five to ten years, SunLine will make a much bigger difference in the Valley in providing transit. Mr. Snoble stated that he appreciated the confidence given him.

6. Correspondence

None.

7. Public Comments

NON - AGENDA ITEMS:

Kimberly Webb addressed the Board. She stated that at last month's meeting, she shared with the Board a situation regarding drivers within Airport Cab, now Desert City, who were instructed by management to drop their flags without a passenger on board to assist in satisfying SunLine's daily ride per vehicle requirements. She stated that at that meeting, Mr. Triplett, who spoke on behalf of Desert City, followed her comments denouncing her statements and stated 'I would like to refer to this lady as a liar'. Ms. Webb stated that for the record, in her presence at the GTC, a then Airport Cab driver informed SunLine's Assistant Taxi Administrator, Larry Priest, of this ongoing issue. She stated that the driver that had waited in line for over two hours informed Mr. Priest that they again received instructions from the office that requires them that where ever they were staging, drop their flag to initiate a false ride, drive around for five minutes and then clear the ride. The request for most drivers who were staging at the GTC –

which means that if they elected to return following their ride, they had to start at the end of the line. The drivers wasted over two hours without financial compensation from the franchise. Ms. Webb stated that Mike Jones was informed and can verify the incident. Ms. Webb wanted to preface her next statement by informing the Board that her brother was killed by a drunk driver at age 22. She then stated that on December 21, 2012, early morning, she was contacted by an American Cab driver and she later spoke to another driver for confirmation. Ms. Webb stated that at different times both drivers were in attendance at the holiday party held by Greg Klibanov and Harry Incs the night before – December 20th. The party was held at Mr. Klibanov's new place located in Palm Springs. She stated that the address was provided to the drivers over their in-cab monitors. Ms. Webb stated that according to the drivers, it appeared that a few attendees drove their personal cars, but the majority drove their leased American Cab Company vehicle. She stated that it was reported to her that there was no over sight or restriction of alcohol consumption by attendees. Ms. Webb stated that one driver shared that instead of chocolate flowing from a fountain, it was Tequila. Ms. Webb stated that a few drivers who consumed alcohol were waiting fares in the GTC at the P.S. Airport. She stated that that she personally contacted Mr. Oglesby with the information but she is not certain that the information was brought to the Board or if it was retained in house. Mrs. Webb asked how the Board, through recent revisions of the SSG Ordinance, could allow American Cab to extend their lease agreement for an additional four years. She ended by saying "So much for public safety."

Marc Triplett, Desert City Cab, stated that he is the individual that Ms. Webb referred to. He stated that he spoke with the owner of Desert City Cab who personally and professionally assured him that drivers have never been ordered or requested to drop their flags and initiate rides when there are not passengers in the vehicles. Mr. Triplett stated that if Ms. Webb has a name of the driver involved and the timeframe, he will look into the situation. He stated that it could be an issue of a disgruntled driver.

AGENDA ITEMS:

Kimberly Webb – Item #10 – SSG Budget Amendment. Ms. Webb asked that the Board table any expenditures concerning the \$35,000 originally budgeted for the taxi study until after the new General Manager has settled in. She stated that after lots of promises to the drivers, the budgeted taxi study would allow them to have a voice with an unbiased advocate. She stated that the drivers have little or no faith in the system in place. She stated that the lock out that the drivers organized last November was alleviated when they were reassured that they only had to be patient. Ms. Webb stated that while it was good that Mr. Snoble had connections with the original consultant, but enabled him to reach out without a true understanding of what has been going on – manipulation of the truth, outright lies, etc. Ms. Webb stated that we should not scrap the taxi study as a result of a discussion with an individual who was directing to back away from a request to once again consult. She suggests that we stay the course outlined. Ms. Webb further stated that one minute a Board member states the Board

needs to stay out of a franchise's opportunity to operate and months later, during discussions to extend the franchise agreements to four years, a Board member comments about being thoughtful and considerate to the franchises as there are lease agreements to take into consideration and the Board does not want them left out in the cold of sorts. Ms. Webb asked whose problem is it... not the Board's. Ms. Webb asked why a decision wasn't made after the new Taxi Administrator was available to share the truth within taxi. She stated that after speaking with Mr. Oglesby at the end of the year, he was the only one dictating the course. Ms. Webb stated that Mike Jones has always had his finger on the pulse, but has always been restricted. She stated that while other issues have been put on hold until the new General Manager was on board, why is this issue moving forward without input from the one person who lives and breathes taxi? Ms. Webb asked that why it is when it comes to the drivers, the Board takes a hands off approach, but when it comes to the franchises... Ms. Webb stated: "it's getting a little warm and cozy for me." She stated that she would hate to think that it commands attention only when it generates revenue into SunLine.

Kimberly Webb, item #12c, addressed the Board. She stated that she stood before the Board many times requesting the establishment of caps on franchise leases. Ms. Webb stated that the ongoing financial abuses of the drivers compromises passengers' safety daily due to the long hours and driver exhaustion because financially, the drivers have no choice. Ms. Webb stated that to validate the situation is getting worse rather than improving, she referred the Board to the Trip vs. Vehicle analysis in the Board packet. She stated the following: "When you compare July, 2012 to July, 2013, you see a drop of 14 trips per vehicles; August was down by 11 trips per vehicles, with 20 more cars on the road; September, 2013, suffered with a drop of 49 trips per vehicle. True averages for drivers who covered the entire Coachella Valley, taking from three American Cab drivers, were down \$8.80 per ride this last July, which averaged \$23 per ride, compared to \$31.80 for July of 2012; a \$23 per ride in August, 2013 and a loss of \$3.60 per ride, to \$26.60 for a ride in 2012. In September, at \$25 per ride, the loss was \$4.50, which compared to September, 2012, each ride averaged \$29.50." Ms. Webb stated that 2013 was a miserable year for a driver and she has the actual numbers to prove it. She further stated: "Let's just throw those numbers out since you have many drivers who have forgotten there is anything beyond 92262. So if you take a very, very conservative average here, \$15 per ride across the board – keep it simple, numbers play out to \$210 loss per vehicle in July, 2013, compared to 2012; a loss of \$165 in August, 2013 and a whopping \$585 in September, 2013." Ms. Webb stated that she is confident that the numbers are below the average when using \$15 per ride when you factor in the increase of \$200 per week that American Cab charged their drivers this summer over last summer. The drivers lost a solid \$800 in just their lease payment per month. Ms. Webb stated that from July through September, American Cab drivers lost an unbelievable \$3,345 compared to the same time in 2012. Ms. Webb stated that SunLine and the franchises are making more money each time the Board authorizes more permits –whether it is temporary or non-temporary. Ms. Webb stated to the Board that if they continue to ignore the need

to cap the lease rates, they are personally responsible for financially devastating these drivers.

8. **Board Member Comments**

Councilmember Hobart stated that during the Taxi Committee meeting, public comments, one of the taxicab representatives – he believes it was Mr. Triplett, raised an issue that he feels is troubling. Mr. Triplett stated that his Desert City Cab is spelled 'City'. There is a website 'desertcitycab.com' – when you call them on the phone number that comes up on the google page, or if you go to their website, it refers and connects to American Cab. Councilmember Hobart stated that Mike Jones informed the Taxi Committee that he would make an effort to get more information about the issue. He stated that people tried to contact Google without success, and continues to be an issue. Councilmember Hobart stated that the American Cab representative said that they had no way of identifying any phone calls that were transferred in that manner. Councilmember Hobart stated this issue needs full attention.

Chairman Miller stated that the Committee directed staff to work with Legal Counsel on the issue so it is being addressed.

Councilmember Hobart asked if the Board could change the time of the Board and Committee meetings to either the afternoon or early morning, rather than the timeframe now that goes from morning, through lunch and into the afternoon. He suggested we change the meetings to begin at 8:00am. The item will be placed on the December agenda for discussion and approval if changes are to be made.

Mayor Garcia asked Mr. Snoble for an update on the SunLine route in the North Shore area, and a status on the C.O.D. conversations and efforts that are taking place. He stated that it is important in the transition to the new General Manager to continue moving forward in improving transportation for college students. Mr. Snoble will respond in the General Manager report in the STA meeting.

9. **Approval of Minutes**

Mayor Adolph moved to approve the minutes of the September 25, 2013 Board meeting. The motion was seconded by Councilmember Hobart and approved unanimously with the abstention of the City of Palm Springs and Coachella.

10. **SunLine Services Group Budget Amendment**

Mike Jones, Taxi Administrator, addressed the Board stating that staff recommends that the Board of Directors authorize a SunLine Services Group budget amendment to reprogram the \$35,000 for a taxi study to be used for the purchase of a new CNG vehicle. With the increase in ridership, the size of special events and festivals, and oversight requirements in the Coachella Valley, SRA is in need of an additional vehicle to conduct its regulatory activities. Mr. Jones stated that during the budget approval process, staff asked for a taxi study and the \$35,000 for the study was allocated from a separate pot of money - \$194,000 that has been disclosed to the Board. The \$35,000 would not be

transferred unless the Board approved the taxi study. The study was not completed; however the line item remained in the budget. He stated that the Board did approve a part time taxi administrator and an additional vehicle is necessary.

Mayor Garcia stated that the Board had previously concluded after many discussions that a lot of the information that the study would provide was information that could be obtained internally based on data that is collected from the franchises.

Mayor Garcia moved to approve staff recommendation. The motion was seconded by Councilmember Hobart and approved unanimously.

11. Change in Taxi Regulations R.10.1

Taxi Regulator Mike Jones addressed the Board requesting approval of the amendment to Taxi Regulation R.10.1 pertaining to change of the operation of the Taxicab Top Light in the Coachella Valley. The current function of the Top Light can be confusing to Coachella Valley visitors. The universal practice in the taxicab industry is to illuminate the Top Light when the taxicab is available for hire and to turn off the Top Light when the taxicab is occupied. Current regulations do not allow franchises to adopt the universal system. To simplify the operation of the Top Light and reduce passenger confusion, SunLine Regulatory Administration, on behalf of the three taxi franchises in the Coachella Valley - American Cab, Desert City Cab, and Yellow Cab of the Desert, is asking for the Board of Directors approval for the requested regulatory change to adopt the universal Top Light practices of the taxi cab industry. The Franchise Fleet Managers would coordinate the conversion over a period of two weeks, making the change fully implemented by November 11, 2013. The franchise owners were in agreement with this change.

Mayor Garcia moved to approve staff recommendation. The motion was seconded by Councilmember Hobart and approved unanimously.

12. Consent Calendar

- a) SSG/SRA checks over \$1000 issued September, 2013
- b) SSG/SRA Monthly Budget Reports July, August, 2013.
- c) Taxi Vehicle/Rides Analysis, September, 2013.

In response to public comments by Kimberly Webb, Mayor Parks stated that the fact that the drivers are not getting paid properly, the Board cannot get involved in the finances between the franchise and the drivers. She stated that regardless of how inequitable the Board members believe it is, the Board does not have the authority to intervene. Mayor Parks stated that bringing this issue to the Board time and time again about how drivers are not getting paid, it is time for the drivers to take it up with their bosses rather than to the Board. The Board cannot take action.

Mayor Adolph moved for approval of the consent calendar. Councilmember Hanson seconded the motion and was approved unanimously.

13. Request by American Cab for New Taxi Commission

Taxi Administrator, Mike Jones, addressed the Board. On September 25, 2013 during the Taxi Committee meeting and in the SSG Board of Directors meeting, American Cab Attorney Scott Russo asked that a discussion for the formation of a taxicab commission be placed on the October, 2013 agenda. Staff and American Cab is jointly requesting that the discussion be withdrawn. Councilmember Hobart moved to remove the item from the agenda. Mayor Adolph seconded the motion and was approved unanimously.

14. Request by American Cab for Taxi Franchises to Provide Paratransit Service

Taxi Administrator, Mike Jones, addressed the Board. At the September, 2013 SunLine Taxi Committee and SunLine Services Group Board Meeting, correspondence was tabled from American Cab which included a suggestion that SunLine explore the use of taxis in the provision of SunLine Americans with Disabilities Act (ADA) paratransit service in the Coachella Valley. This issue will be referred to SunLine Transit Agency (STA), which is responsible for the provision of the SunDial ADA paratransit service in the Coachella Valley, for consideration at a subsequent SunLine Transit Board meeting.

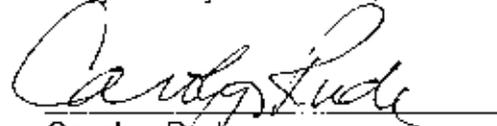
15. Next Meeting Date

Chairman Miller announced that the next regular meeting of the Board of Directors will be held December 4, 2013 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

16. Adjourn

Chairman Miller adjourned the meeting at 12:38p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Services Group

DATE: December 4, 2013 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Desert City Cab Transfer of Assets

Recommendation

Recommend that the Board of Directors approve the transfer of assets from two former Airport Taxi Inc. DBA Desert City Cab franchise owners (Sohan Singh & Jose Arturo Diaz) to the two remaining franchise owners (Mohammad Mahboob Hossain & Kanwardrip Labana).

Background

SunLine Services Group Ordinance 2012-01, Section 1.090.5 entitled "Sale or Transfer of Assets, Interest or Membership in Franchisee or Transfer of Control of Franchisee" requires that the Board approve any transfer of an ownership interest in a franchisee. In the event of a proposed transfer, the transferees are to submit to SSG an application "containing all information required of an applicant seeking the initial awards of a Franchise. [SSG] shall review the application under the same procedures used for initial issuance of a Franchise. Approval of the transfer will not be arbitrarily denied."

Airport Taxi Inc. DBA Desert City Cab notified SunLine Regulatory Administration (SRA) in writing that Sohan Singh, one of the partners died on an airplane and his wife decided that she did not want to participate in the business. Jose Arturo Diaz, was diagnosed with a life threatening illness and due to ongoing health concerns, Mr Diaz opted to sell his portion of the business. The transfer SSG is requested to approve involves the purchase by two existing members (Mohammad Mahboob Hossain & Kanwardrip Labana) of the interests of Diaz and Singh.

This is the first request that SSG approve a transfer since the Board adopted Section 1.090.5. After meeting with the interested parties, their attorney, SSG staff and SSG General Counsel, it was agreed that the appropriate manner to implement section 1.090.5 was to have the transferees submit what amounted to a new franchise

application. That application was then to be reviewed under the same standards as was used to review the initial franchise application in 2009. Following the prior procedure, a review panel was established consisting of Don Bradburn, STA/SSG Human Resources Director; Rudy LeFlore, STA/SSG General Manager Management Analyst; Mike Jones, SSG Taxi Administrator (the "Panel"). The Panel reviewed the request using the same scoring system applied to the initial franchise award.

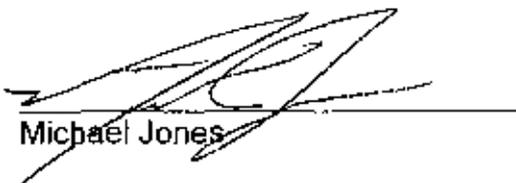
Based on the forgoing, the Panel reviewed the following information:

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

Upon review of the above information, the Panel concluded that the transferees scored enough points to have been awarded a franchise and, on that basis, recommends that the Board approve the transfer.

Fiscal Impact

None.



Michael Jones

SunLine Services Group

DATE: December 4, 2013 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Applications for Franchise Extension

Recommendation

Recommend that the Board of Directors approve three individual five-year franchise extensions beginning October 1, 2014 for: a) American Cab, b) Airport Taxi, and c) Yellow Cab of the Desert.

Background

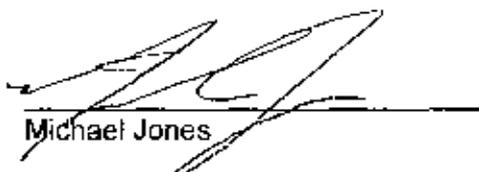
SSG Board of Directors on September 25, 2013 approved the amendment of the franchise agreement from a yearly renewal application to a five-year extension beginning October 1, 2014. The Board also agreed to an option exercise period that allowed the franchises sufficient time to make capital expenditures to continue operations in the case of an option award by the SSG Board.

SSG Ordinance § 1.040 States in relevant part that,..."the Board shall consider: the franchisee's history of operations, the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley."

All three franchises submitted applications for optional extension of their franchise agreement. The evaluation criteria established in the SSG Ordinance was used to perform the evaluation of their applications and arrive at Staff's recommendation for approval. A Staff Panel of four evaluated all three applications and unanimously agreed to recommend Board approval of the three applications.

Fiscal Impact

None.


Michael Jones

SunLine Services Group

DATE: December 4, 2013 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: SSG Budget Amendment II

Recommendation

Recommend that the Board of Directors approve the transfer of \$29,000.00 from the SSG fund to the SRA budget to initiate the search for improved technology solutions gaered towards more efficient data collection and regulatory oversight.

Background

SRA continues to look for operation efficiencies. Electronic data gathering allows additional focus on public safety throughout the taxi industry. This type of technology upgrade will allow SRA to access franchise data which will improve customer service, safety, and reliability.

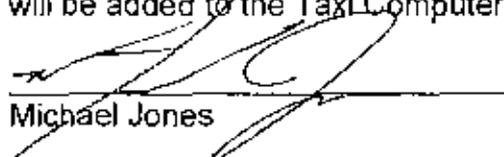
Original Account Balance	194,663.20
Vehicle Purchase (Approved Oct 2013)	(35,000.00)
Proposed Technology Upgrade	(29,000.00)
Remaining Balance	<u>130,663.20</u>

Based on market research staff has determined that this type of technology would require an investment not to exceed \$29,000.00.

If approved, the remaining balance in the SSG account will be \$130,633.20. Staff plans to use this money to offset increases to the per ride surcharge to each passenger for FY 14/15.

Fiscal Impact

The fiscal impact will be an increase of \$29,000.00 to the FY 13/14 budget. This amount will be added to the Taxi Computer and Network Support general ledger code.


Michael Jones

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Operating Expense Allocation (Mar-Jun 2013)	89767	10/17/2013	\$15,842.81	Y	N		Operating
SUNLINE TRANSIT AGENCY	Operating Expense Allocation (FY 2012 Adjustments)	89769	10/17/2013	\$14,123.73	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements (10/11/2013)	89773	10/22/2013	\$10,023.54	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements (10/25/2013)	89778	10/25/2013	\$9,886.93	Y	N		Operating
SUNLINE TRANSIT AGENCY	Operating Expense Allocation (July 2013)	89768	10/17/2013	\$3,312.45	Y	N		Operating
	Subtotal			\$53,189.46				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER	Legal fees (August 2013)	89771	10/22/2013	\$1,122.50	Y	Y	N/A	Operating
	Subtotal			\$1,122.50				
	Total Checks Over \$1,000			\$54,311.96				
Summary								
Total of Checks Over \$1,000				\$54,311.96				
Total of Checks Under \$1,000				\$1,422.46				
Total of All Checks for the Month				\$55,734.42				
Total Amount of Checks Prior Year - Same Month				\$82,346.97				

SunLine Regulatory Agency
Budget Variance Report
September 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,042	21,442	24,420	(2,978)	61,969	73,261	(11,292)
Revenue Fines	5,000	250	417	(167)	1,000	1,250	(250)
Vehicle Inspection Revenue	17,000	1,500	1,417	83	2,750	4,250	(1,500)
Vehicle Reinspection Revenue	500	0	42	(42)	0	125	(125)
New Driver Permit Revenue	5,500	825	458	367	2,630	1,375	1,255
Driver Transfer Revenue	1,980	165	165	0	605	495	110
Driver Renewal Revenue	12,100	1,430	1,008	422	2,365	3,025	(660)
Driver Permit Reinstatement/Replacement	90	0	8	(8)	10	23	(13)
Vehicle Transfer Revenue	65	0	5	(5)	390	16	374
Vehicle Permit Revenue	102,000	2,200	8,500	(6,300)	6,100	25,500	(19,400)
Other Revenue	85,357	0	7,113	(7,113)	0	21,339	(21,339)
Interest Revenue	120	3	10	(7)	11	30	(19)
Total revenue	522,754	27,815	43,563	(15,748)	77,829	130,689	(52,859)
Expenses:							
Salaries and Wages	237,766	15,869	19,814	3,945	42,952	59,442	16,490
Fringe Benefits	120,549	9,190	10,046	856	23,449	30,137	6,688
Services	118,400	2,994	9,867	6,873	9,434	29,600	20,166
Supplies and Materials	3,800	453	317	(137)	1,295	950	(345)
Miscellaneous	27,475	1,379	2,290	911	5,722	6,869	1,147
Total Expenses	507,990	29,885	42,333	12,448	82,852	126,998	44,146
Total Operating Surplus (Deficit)				\$ (2,069.49)			\$ (5,022.47)

SunLine Regulatory Agency
Budget Variance Report
October 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,042	25,389	24,420	969	87,358	97,681	(10,323)
Revenue Fines	5,000	100	417	(317)	1,100	1,667	(567)
Vehicle Inspection Revenue	17,000	1,950	1,417	533	4,700	5,667	(967)
Vehicle Reinspection Revenue	500	0	42	(42)	0	167	(167)
New Driver Permit Revenue	5,500	715	458	257	3,345	1,833	1,512
Driver Transfer Revenue	1,980	330	165	165	935	660	275
Driver Renewal Revenue	12,100	1,430	1,008	422	3,795	4,033	(238)
Driver Permit Reinstatement/Replacement	90	20	8	13	30	30	0
Vehicle Transfer Revenue	65	520	5	515	910	22	888
Vehicle Permit Revenue	102,000	15,250	8,500	6,750	21,350	34,000	(12,650)
Other Revenue	85,357	6,000	7,113	(1,113)	6,000	28,452	(22,452)
Interest Revenue	120	3	10	(7)	14	40	(26)
Total revenue	522,754	51,707	43,563	8,144	129,536	174,251	(44,715)
Expenses:							
Salaries and Wages	237,766	18,260	19,814	1,554	61,211	79,255	18,044
Fringe Benefits	120,549	10,658	10,046	(612)	34,107	40,183	6,076
Services	118,400	5,163	9,867	4,704	14,596	39,467	24,870
Supplies and Materials	3,800	297	317	20	1,592	1,267	(325)
Miscellaneous	27,475	1,016	2,290	1,274	6,738	9,158	2,421
Total Expenses	507,990	35,392	42,333	6,940	118,244	169,330	51,086
Total Operating Surplus (Deficit)		\$ 16,315.06			\$ 11,292.59		

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	25,881	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	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			#DIV/0!
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			#DIV/0!
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			#DIV/0!
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			#DIV/0!
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	634	164,593	260

	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	APR	77,798	JUL	38,550
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	OCT	49,781
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	OCT	172
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423	OCT	289
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236



**AGENDA
TAXI COMMITTEE MEETING**

**December 4, 2013
11:00am – 12:00pm**

**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. **Desert City Cab Transfer of Assets (Michael Jones)**

Approve

Request to the Board to approve transfer of assets from two former Airport Taxi Inc. DBA Desert City Cab franchise owners to the two remaining owners. (Pages 1-2)

6. **Applications for Franchise Extension (Michael Jones)**

Approve

Request to the Board to approve Franchise Extensions for American Cab, Airport Taxi and Yellow Cab of the Desert. (Page 3)

7. **FY 2014 Budget Amendment (Michael Jones)**

Approve

Request to the Board to approve budget amendment to transfer \$29,000 from the SSG fund to SRA budget for use of technological improvements. (Page 4)

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

8. Consent Calendar

Receive and File

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

- a) SSG/SRA checks over \$1000 issued October, 2013 (Page 5)
- b) SSG/SRA Monthly Budget Reports September, October, 2013. (Pages 6-7)
- c) Taxi Vehicle/Rides Analysis October, 2013. (Pages 8-9)

9. Adjourn

SunLine Services Group

DATE: December 4, 2013 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Desert City Cab Transfer of Assets

Recommendation

Recommend that the Board of Directors approve the transfer of assets from two former Airport Taxi Inc. DBA Desert City Cab franchise owners (Sohan Singh & Jose Arturo Diaz) to the two remaining franchise owners (Mohammad Mahboob Hossain & Kanwardrip Labana).

Background

SunLine Services Group Ordinance 2012-01, Section 1.090.5 entitled "Sale or Transfer of Assets, Interest or Membership in Franchisee or Transfer of Control of Franchisee" requires that the Board approve any transfer of an ownership interest in a franchisee. In the event of a proposed transfer, the transferees are to submit to SSG an application "containing all information required of an applicant seeking the initial awards of a Franchise. [SSG] shall review the application under the same procedures used for initial issuance of a Franchise. Approval of the transfer will not be arbitrarily denied."

Airport Taxi Inc. DBA Desert City Cab notified SunLine Regulatory Administration (SRA) in writing that Sohan Singh, one of the partners died on an airplane and his wife decided that she did not want to participate in the business. Jose Arturo Diaz, was diagnosed with a life threatening illness and due to ongoing health concerns, Mr Diaz opted to sell his portion of the business. The transfer SSG is requested to approve involves the purchase by two existing members (Mohammad Mahboob Hossain & Kanwardrip Labana) of the interests of Diaz and Singh.

This is the first request that SSG approve a transfer since the Board adopted Section 1.090.5. After meeting with the interested parties, their attorney, SSG staff and SSG General Counsel, it was agreed that the appropriate manner to implement section 1.090.5 was to have the transferees submit what amounted to a new franchise

application. That application was then to be reviewed under the same standards as was used to review the initial franchise application in 2009. Following the prior procedure, a review panel was established consisting of Don Bradburn, STA/SSG Human Resources Director; Rudy LeFlore, STA/SSG General Manager Management Analyst; Mike Jones, SSG Taxi Administrator (the "Panel"). The Panel reviewed the request using the same scoring system applied to the initial franchise award.

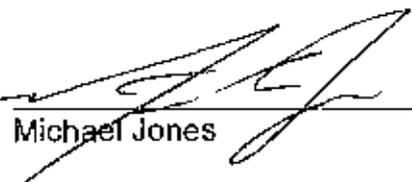
Based on the forgoing, the Panel reviewed the following information:

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

Upon review of the above information, the Panel concluded that the transferees scored enough points to have been awarded a franchise and, on that basis, recommends that the Board approve the transfer.

Fiscal Impact

None.



Michael Jones

SunLine Services Group

DATE: December 4, 2013 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Applications for Franchise Extension

Recommendation

Recommend that the Board of Directors approve three individual five-year franchise extensions beginning October 1, 2014 for: a) American Cab, b) Airport Taxi, and c) Yellow Cab of the Desert.

Background

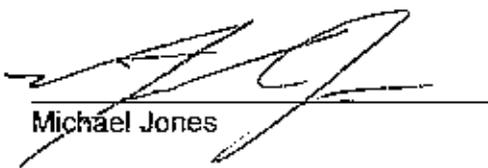
SSG Board of Directors on September 25, 2013 approved the amendment of the franchise agreement from a yearly renewal application to a five-year extension beginning October 1, 2014. The Board also agreed to an option exercise period that allowed the franchisees sufficient time to make capital expenditures to continue operations in the case of an option award by the SSG Board.

SSG Ordinance § 1.040 States in relevant part that,...."the Board shall consider: the franchisee's history of operations, the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley."

All three franchises submitted applications for optional extension of their franchise agreement. The evaluation criteria established in the SSG Ordinance was used to perform the evaluation of their applications and arrive at Staff's recommendation for approval. A Staff Panel of four evaluated all three applications and unanimously agreed to recommend Board approval of the three applications.

Fiscal Impact

None.


Michael Jones

SunLine Services Group

DATE: December 4, 2013 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: SSG Budget Amendment II

Recommendation

Recommend that the Board of Directors approve the transfer of \$29,000.00 from the SSG fund to the SRA budget to initiate the search for improved technology solutions geared towards more efficient data collection and regulatory oversight.

Background

SRA continues to look for operation efficiencies. Electronic data gathering allows additional focus on public safety throughout the taxi industry. This type of technology upgrade will allow SRA to access franchise data which will improve customer service, safety, and reliability.

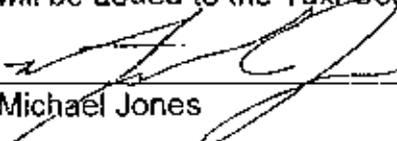
Original Account Balance	194,663.20
Vehicle Purchase (Approved Oct 2013)	(35,000.00)
Proposed Technology Upgrade	<u>(29,000.00)</u>
Remaining Balance	<u><u>130,663.20</u></u>

Based on market research staff has determined that this type of technology would require an investment not to exceed \$29,000.00.

If approved, the remaining balance in the SSG account will be \$130,633.20. Staff plans to use this money to offset increases to the per ride surcharge to each passenger for FY 14/15.

Fiscal Impact

The fiscal impact will be an increase of \$29,000.00 to the FY 13/14 budget. This amount will be added to the Taxi Computer and Network Support general ledger code.



Michael Jones

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Operating Expense Allocation (Mar-Jun 2013)	89767	10/17/2013	\$15,842.81	Y	N		Operating
SUNLINE TRANSIT AGENCY	Operating Expense Allocation (FY 2012 Adjustments)	89769	10/17/2013	\$14,123.73	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements (10/11/2013)	89773	10/22/2013	\$10,023.54	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements (10/25/2013)	89778	10/25/2013	\$9,886.93	Y	N		Operating
SUNLINE TRANSIT AGENCY	Operating Expense Allocation (July 2013)	89768	10/17/2013	\$3,312.45	Y	N		Operating
	Subtotal			\$53,189.46				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER	Legal fees (August 2013)	89771	10/22/2013	\$1,122.50	Y	Y	N/A	Operating
	Subtotal			\$1,122.50				
	Total Checks Over \$1,000			\$54,311.96				
Summary								
Total of Checks Over \$1,000				\$54,311.96				
Total of Checks Under \$1,000				\$1,422.46				
Total of All Checks for the Month				\$55,734.42				
Total Amount of Checks Prior Year - Same Month				\$82,346.97				

SunLine Regulatory Agency
Budget Variance Report
September 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,042	21,442	24,420	(2,978)	61,969	73,261	(11,292)
Revenue Fines	5,000	250	417	(167)	1,000	1,250	(250)
Vehicle Inspection Revenue	17,000	1,500	1,417	83	2,750	4,250	(1,500)
Vehicle Reinspection Revenue	500	0	42	(42)	0	125	(125)
New Driver Permit Revenue	5,500	825	458	367	2,630	1,375	1,255
Driver Transfer Revenue	1,980	165	165	0	605	495	110
Driver Renewal Revenue	12,100	1,430	1,008	422	2,365	3,025	(660)
Driver Permit Reinstatement/Replacement	90	0	8	(8)	10	23	(13)
Vehicle Transfer Revenue	65	0	5	(5)	390	16	374
Vehicle Permit Revenue	102,000	2,200	8,500	(6,300)	6,100	25,500	(19,400)
Other Revenue	85,357	0	7,113	(7,113)	0	21,339	(21,339)
Interest Revenue	120	3	10	(7)	11	30	(19)
Total revenue	522,754	27,815	43,563	(15,748)	77,829	130,689	(52,859)
Expenses:							
Salaries and Wages	237,766	15,869	19,814	3,945	42,952	59,442	16,490
Fringe Benefits	120,549	9,190	10,046	856	23,449	30,137	6,688
Services	118,400	2,994	9,867	6,873	9,434	29,600	20,166
Supplies and Materials	3,800	453	317	(137)	1,295	950	(345)
Miscellaneous	27,475	1,379	2,290	911	5,722	6,869	1,147
Total Expenses	507,990	29,885	42,333	12,448	82,852	126,998	44,146
Total Operating Surplus (Deficit)		\$ (2,069.49)			\$ (5,022.47)		

SunLine Regulatory Agency
Budget Variance Report
October 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,042	25,389	24,420	969	87,358	97,681	(10,323)
Revenue Fines	5,000	100	417	(317)	1,100	1,667	(567)
Vehicle Inspection Revenue	17,000	1,950	1,417	533	4,700	5,667	(967)
Vehicle Reinspection Revenue	500	0	42	(42)	0	167	(167)
New Driver Permit Revenue	5,500	715	458	257	3,345	1,833	1,512
Driver Transfer Revenue	1,980	330	165	165	935	660	275
Driver Renewal Revenue	12,100	1,430	1,008	422	3,795	4,033	(238)
Driver Permit Reinstatement/Replacement	90	20	8	13	30	30	0
Vehicle Transfer Revenue	65	520	5	515	910	22	888
Vehicle Permit Revenue	102,000	15,250	8,500	6,750	21,350	34,000	(12,650)
Other Revenue	85,357	6,000	7,113	(1,113)	6,000	28,452	(22,452)
Interest Revenue	120	3	10	(7)	14	40	(26)
Total revenue	522,754	51,707	43,563	8,144	129,536	174,251	(44,715)
Expenses:							
Salaries and Wages	237,766	18,260	19,814	1,554	61,211	79,255	18,044
Fringe Benefits	120,549	10,658	10,046	(612)	34,107	40,183	6,076
Services	118,400	5,163	9,867	4,704	14,596	39,467	24,870
Supplies and Materials	3,800	297	317	20	1,592	1,267	(325)
Miscellaneous	27,475	1,016	2,290	1,274	6,738	9,158	2,421
Total Expenses	507,990	35,392	42,333	6,940	118,244	169,330	51,086
Total Operating Surplus (Deficit)		\$ 16,315.06			\$ 11,292.59		

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	185	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	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			#DIV/0!
DEC	160	32,084	201	128	36,226	283	143	39,150	274	168	46,431	276			#DIV/0!
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			#DIV/0!
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			#DIV/0!
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	155	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	634	164,593	260

	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	APR	77,798	JUL	38,550
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	OCT	49,781
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	OCT	172
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423	OCT	289
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236