



**Wednesday, February 26, 2014  
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**  
a) Performance Management (Lauren Skiver)

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.

**7. Closed Session**

- a) Closed Session – Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: Jason Stoker & FPD Services In., claimed against: SunLine Transit Agency.
- b) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shaeffer 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).

**----- DISCUSSION -----****8. FY 13 Audit Report (CJ Smith)****Discussion**

Discuss progress of the FY 2013 Agency audit report. (Pages 1-2)

**9. Dedication of SunLine Property (Donald Bradburn)****Discussion**

As an update requested by the Board on recognition of SunLine Driver Michael Cohen, a report on dedication of SunLine property. (Pages 3-4)

**----- ACTION -----****10. Approval of Minutes****Approve**

Minutes of the January 22, 2014 Board of Directors Meeting.  
(Pages 5-19)

**11. Employee Expenses (CJ Smith)****Approve**

Request to the Board to approve employee expenses for the upcoming travel to transit conferences. (Pages 20-21)

**12. Administrative Staffing (Lauren Skiver) Approve**

Request to the Board to approve new the addition of two positions to the Number of FY 14 budgeted positions. (Pages 22-23)

**13. Adoption of Resolution Supporting the Coachella Valley Approve****Rail Program (Joe Forgiarini)**

Request to the Board to adopt Resolution supporting the Coachella Valley Rail Program. (Pages 24-27)

**14. Revision of Disposal of Surplus Property Policy Approve  
**(Rudy Le Flore)****

Recommend that the Board of Directors approve the changes in the policy on Disposal of Surplus Property - Policy # B-190591. (Pages 28-30)

----- **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 January, 2014 (Pages 31-33)
- b) Credit card statement for January, 2014 (Pages 34-36)
- c) Monthly Budget Report for December, 2013 (Pages 37-38)
- d) Funding Summary – quarter ending 12/31/2013 (Page 39)
- e) Contracts Over \$25,000 – February, 2014 (Page 40)
- f) Ridership Report for December, 2013, January, 2014 (Pages 41-44)
- g) SunDial Operational Notes for January, 2014 (Page 45)

**16. Federal Transit Administration Triennial Review Receive and File  
**(Lauren Skiver)****

Receive and File the Federal Transit Administration's Triennial Review of the Agency. (Pages 46-62)

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

**17. Social Media (Donald Bradburn) Information**

Report to the Board on the Agency moving forward with social media. (Pages 63-64)

**18. Update on the Purchase of Telephone System Information  
**(CJ Smith)****

Report to the Board on the progress of moving forward with purchasing a new Agency telephone system. (Page 65)

**19. Administration Building Change Notification****Information****(Rudy Le Flore)**

Update to the Board on the Administration Building Project Change Orders. (Pages 66-70)

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**20. Legal Counsel's Report****21. General Manager's Report****22. Next Meeting Date**

March 26, 2014

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**23. Adjourn**

SunLine Transit Agency

DATE: February 26, 2014  
TO: Finance Committee  
Board of Directors  
FROM: Director of Finance  
RE: FY 13 Audit Discussion

DISCUSSION

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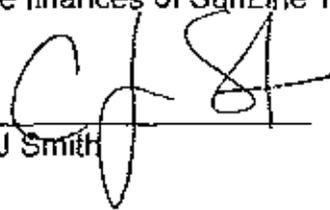
**Background**

At the January Finance Committee meeting, staff provided a Fiscal Year 13 Audit update summarizing the events of the audit that began August 26, 2013. Due to unforeseen challenges, SunLine was granted an extension by Riverside County Transportation Commission (RCTC) extending the audit deadline to March 31, 2014.

During the Audit process, the SunLine Finance Team questioned prior year's auditor-proposed entries and carry-forward balances from FY 10, FY 11, and FY 12. This event prompted Linda Hurley, Partner at MGO, to conduct a more thorough analysis of all major transactions. Although an extension became necessary, this discovery and review of the prior year's auditor-proposed entries will create a more accurate set of financial statements for past and future years. It is important to note that these challenges did not have an impact on cash flow or cash balances. They are transactional in nature and are directly related to the booking of receivables and the timing of revenue recognition.

The Finance Team has been working diligently to ensure that former and future audit periods reflect accurate data by implementing new policies and procedures, including an extensive three-tier review & approval process, and fifteen (15) monthly reconciliations. Furthermore, in an effort to continually improve and evolve finance policies and procedures, a solicitation has been initiated with support from the General Manager to contract an external auditing firm for a mid-year performance review.

These efforts, combined with increased exposure to other governmental and public transit agencies, will equip our staff with the tools and knowledge needed to properly support and maintain the agency's financial data. Ultimately, it is our goal to reassure the Board and our customers that we are fiscally responsible and proficient in managing the finances of SunLine Transit Agency.

  
CJ Smith

## FY 13 Audit Timeline

Date	Description
8/26 – 8/30/2013	Site Visit & Field Testing
9/23 – 10/4/2013	Site Visit & Field Testing
10/25/2013	Sent Financial Statements to Auditors
11/8/2013	Sent Prior Period Adjustments and General Adjusting entries to Auditors
11/13/2013	SSG Financial Statements and Notes sent to the Auditors
11/22/2013	STA Financial Statements and Notes sent to the Auditors
12/8/2013	Sent updated list of Adjusting Entries
12/20/2013	Requested status update on SSG and STA Audit Reports
1/8/2014	Additional field-work on-site
1/22/2014	Audit update to Finance Committee
1/27/2014	Additional field-work on-site
1/31/2014	Issue audit report
2/26/2014	Provide audit update on 2/26
3/26/2014	Board to Receive and File STA and SSG audit reports

\*Correspondence and questions occurred during the audit process not specifically identified above. The audit timeline represents a high-level snapshot of significant correspondence throughout the process.

## SunLine Transit Agency

**DATE:** February 26, 2014 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** Director of Human Resources  
**RE:** Dedication of SunLine Property

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### Background

There is currently no policy which establishes parameters on the dedication (or naming) of SunLine property. As a public agency, SunLine's properties have been purchased with taxpayer money and dedicating or naming a public property should receive rigorous consideration.

In October 2002, the Board dedicated this Board Room as the Richard S. Kelly Board Room for his 20 years of community leadership and his commitment to SunLine and the environment.

In October 2012, the Board dedicated the SunLine Learning Center and didn't name it in honor of any person.

Other SunLine buildings that are named include the Schatz Hydrogen Generation Center and the Palm Desert Vehicle Complex. The Board did not take any action to name these buildings; however, they were not named for any individual. The Schatz Hydrogen Generation Center is named because the Schatz Energy Research Center was a partner in bringing alternative fuels to SunLine. The Palm Desert Vehicle Complex houses the SunBug, the first hydrogen vehicle in California which was possible in partnership with the City of Palm Desert.

Staff have placed plaques in bus stops honoring past employees or Board Members, which were closest to their homes. These plaques have been placed in the following shelters (shelter, location, city, in honor of):

- Shelter #043 – Date Palm/35<sup>th</sup> Ave – Cathedral City – Dennis Gilman
- Shelter #045 – Date Palm/Perez Rd – Cathedral City – Sarah Di Grande
- Shelter #082 – Highway 111/Washington – La Quinta – John Pena
- Shelter #300 – Towne St./Civic Center – Indio – Mike Wilson
- Shelter #542 – Highway 111/Rancho Palmaras – Indian Wells – Percy Byrd
- Shelter #789 – West St/Mission Lakes Blvd – Desert Hot Springs – Michael Cohen
- Shelter #067 – Town Center Way/Hahn – Palm Desert – Richard S. Kelly

SunLine is in the midst of redeveloping our facilities and installing new shelters. This Board Room, which has honored Richard S. Kelly's community service, will not have the same significance once the new administration building is complete. At that time, the Board may wish to dedicate another facility in his honor.

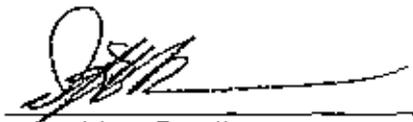
The discussion for the Board may include:

- Should SunLine have a formal policy or method to name its public property?
- Who should have the authority to dedicate or name such property?
- What criteria should be considered in selecting the honoree?

SunLine's facilities are made possible by the taxpayers, making them the people's property, and as such, any naming or dedication should not be arbitrary, but the result of great deliberation.

### **Fiscal Implications**

There is no financial impact for this item.



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Donald A. Bradburn

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**January 22, 2014**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:09pm on Wednesday, January 22, 2014 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 12:09 p.m. by Vice Chairman Greg Pettis.

2. **Roll Call**

Completed.

**Members Present**

Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City  
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs  
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs  
G. Dana Hobart, Councilmember, City of Rancho Mirage  
Robert Spiegel, 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**

Glenn Miller, Chairman, Councilmember, City of Indio

**Guests:**

Barrett Newkirk, The Desert Sun

**Staff:**

Lauren Skiver, General Manager  
Jeff Goldfarb, Legal Counsel, Rutan & Tucker  
Bill Schaeffer, Legal Counsel, Rutan & Tucker, via phone for Closed Session  
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board  
Rudy Le Flore, Chief Performance Officer  
Apolonio 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  
Richard Samuels, Motor Coach Operator  
Anthony Garcia, Motor Coach Operator  
Asterio Gonzales, Motor Coach Operator  
Amy Heilman, Coin Counter  
Gerald Hebb, Stops & Zones Supervisor  
Karen Thomas, Senior Administrative Assistant  
Robert Beigie, Lead Maintenance Supervisor  
Dave Robin, Risk Manager  
Phenvana Panpradith, Grants Analyst  
Vanessa Mora, Desktop Support Technician  
Norma Stevens, Community Outreach Specialist  
Mannie Thomas, Manager of Operations & Safety Training  
Dale Mead, Facility Maintenance Supervisor  
Fran DePalo, Administrative Assistant

### 3. Presentations

Director of Human Resources, Don Bradburn introduced Mike Morrow, Director of Maintenance to make a presentation to SunLine employee General Hebb who is celebrating his 30 year anniversary with the Agency. Mr. Morrow stated that when you have an employee that has given thirty years of service to the Agency, that needs to be acknowledged. He stated that Mr. Hebb is currently a Supervisor of Stops and Zones and has been in that position for approximately 15 years. Stops and Zones handles about 1,120 square miles of service, with 556 bus stops throughout the Valley. The stops are more high tech, which requires Mr. Hebb to keep employees trained on the new technology. Mr. Morrow thanked Mr. Hebb for his service and presented him with a plaque/clock. General Manager, Lauren Skiver further stated that Mr. Hebb's commitment and dedication to SunLine is something to be replicated across the organization. Ms. Skiver thanked Mr. Hebb and stated that his service to the customers and employees at the Agency is appreciated.

Mr. Bradburn then asked Director of Operations, Apolonio Del Toro and Richard Samuels, Motor Coach Operator, to come forward. Mr. Del Toro presented Mr. Samuels with a gift of appreciation as he enters into retirement after 34 years of services. He stated that when Mr. Samuels began at the Agency, there were only eight traffic lights, no air conditioning on the bus – there were swamp coolers. Technology has advanced from swamp coolers to fuel cell buses. Mr. Samuels has been number one in seniority for the past eight years. He served at Union Steward for ten years, mostly recently for two years. Mr. Samuels' favorite Line is the Line 19 – Desert Hot Springs to Coachella. He has been in the Valley for 35 years, married for 45 years. His favorite bus is FC3. In addition to operating a bus for SunLine, Mr. Samuels demonstrates his artistic ability during the holidays painting festive images on windows around the Agency. During his spare time, he volunteers in the community with his dog. Mr. Del Toro presented a plaque to Mr. Samuels, honoring his service to SunLine and the community. Ms. Skiver further stated to Mr. Samuels that she sees that he

cares about the riders, as well as the employees and he will be missed. Ms. Skiver further stated that there is a desire to replicate his service ethics. Mr. Samuels thanked staff and the Board. He stated that SunLine has been a great means to raise his children. Due to the involvement of the Agency with the Foundation of the Retarded, the Special Olympics, it led him to be a hospice person, performing volunteer work. He stated that SunLine gave him the opportunity to coach for 17 years, making it possible to do many things. He thanked everyone for the opportunity.

4. **Finalization of Agenda**

No changes to the agenda.

5. **Public Comments**

**NON AGENDA ITEMS:**

Anthony Garcia, Motor Coach Operator, addressed the Board asking for the status of the Park and Ride being named in honor of Michael Cohen. He stated that this was mentioned in a couple of Board meetings and he wanted an update from the Board of the progress.

Rudy Le Flore, Project Manager, stated to the Board that staff has incorporated into the design of the new Administration building, a memorial plaque to recognize people that have made contributions to the Agency or have passed on.

Tommy Edwards, Advanced Technology Project Manager, also working on the project, stated that in the design of the flag pole – there is an opportunity to create a nice memorial. Mr. Garcia stated that the Board had stated that when the project was close to completion, there would be a vote on it. He stated that he wanted to follow up.

Vice Chairman Pettis asked that the issue be placed on the agenda for the February meeting so more information can be provided.

Asterio Gonzales, Motor Coach Operator, addressed the Board. He stated that he also is following up on the memorial for Michael Cohen. He stated that this would be a morale booster. There is a lack of unity. He stated that rather than someone making a decision for a flag pool or a garden, it would be wise to bring it up to all employees for suggestions. Mr. Gonzales stated that we could pick the three top suggestions of how to move forward. Past employees who have passed on have dedicated a tremendous amount time and years of service to SunLine and the community. Mr. Gonzales stated it would nice to have the employees have a voice.

Vice Chairman Pettis asked that the General Manager bring the issue back next month at the February meeting.

**6. Board Member Comments**

None.

**7. Approval of Minutes**

Mayor Adolph moved to approve the minutes of the December 4, 2013 Board meeting. The motion was seconded by Councilmember Hutcheson. Vice Chairman Pettis asked if there was opposition or abstention. There was no opposition. The City of Coachella, Mayor Eduardo Garcia, and the City of Desert Hot Springs, Russell Betts abstained. The motion carried.

**8. Telephone System Update and Budget Adjustment**

Director of Finance, CJ Smith, addressed the Board recommending approval to move \$35,000 from the Information Technology Systems line item in the FY 14 budget, to the New Phone System line item. At the September, 2013 Board Meeting, staff presented an agenda item for approval by the Board of Directors for the selection of a new phone system. The Board asked questions and requested that staff examine the process with a focus on addressing the methodology of selection. After a review of the entire process, it was determined that the best way to quantify this value was to conduct a more rigorous solicitation process. SunLine issued an RFP on December 9, 2013 and proposals are due by January 24, 2014. Staff plans to complete evaluations and negotiations in time to bring this item before the Board in the first quarter of 2014. Although the project will require additional funds, the new phone system is sustainable, expandable to accommodate future growth, and will be moved to the new administration building.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Adolph. Vice Chairman Pettis asked if there was opposition. Given none, the motion approved by a unanimous vote.

**9. Approval of Updated Union and Non-Union Pension Plans**

Director of Human Resources, Donald Bradburn, addressed the Board of Directors recommending that the Board adopt attached Resolutions amending and approving each of the restated plan documents for the SunLine Transit Restated Retirement Income Plan for Bargaining and Non-Union Personnel Pension plans. Every five years the Internal Revenue Service (IRS) requires that the employer submit a Restated Plan Document and Favorable Determination Letter filings. SunLine's pension plans are considered government pension plans, which are to be restated in the IRS Cycle C. The deadline for IRS Cycle C filings is January 31, 2014. The Restated Plan documents presented today incorporate all of the amendments which have been adopted since the previous IRS Favorable Determination Letters.

Mayor Adolph moved to approve staff recommendation. The motion was seconded by Supervisor Benoit. Vice Chairman Pettis asked if there was opposition. Given none, the motion was approved by a unanimous vote.

**10. Administration Building Change Orders**

Rudy Le Flore, Project Manager of the Administration Building, addressed the Board of Directors recommending that they delegate authority to the General Manager to negotiate and execute Change Orders with The IBI Group (Architect of Record) in an amount Not To Exceed \$54,847 for design work associated with the Administration Building Project. Mr. Le Flore stated that this item brings forth the first stage in implementing the changes presented to the Board December 4, 2013. The SunLine Board of Directors approved several owner improvement changes to the Administration Building Project. These changes for the most part are for the design work associated with those changes. The breakout of these changes are as follows: Operations Modular Bldg. – Utilities Infrastructure Phase I \$10,369.00; Board Room and Related Spaces – Redesign Phase II \$9,489.00; Emergency Power Generator – Diesel – Fueled \$20,742.00; Revise Asphalt Paved Road to Concrete Road – \$6,542.30; Assistance to Owner in preparing the Owner's Project Requirements (OPR) for LEED Commissioning Requirement –\$3,025.60; Harry Oliver Trail – Modified Curb Inlet/Catch Basin and Existing Verizon Line Support – \$4,678.60. The costs of these changes were included to the estimates provided to the Board. The remaining budget, or unallocated amount on the Admin. Building Project is still approximately \$1.4 million. Mr. Le Flore stated that these amounts were including in the estimates. This items requests contracting authority from the Board to approve the change orders for the Architect.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Supervisor Benoit. Vice Chairman Pettis asked if there was opposition. Given none, the motion was approved by a unanimous vote.

**11. Consent Calendar**

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

Mayor Adolph moved to receive and file the consent calendar. The motion was seconded by Supervisor Benoit. Vice Chairman Pettis asked if there was opposition. Given none, the consent calendar was approved by a unanimous vote.

**12. Revision of Budget Policy #B-020704**

Director of Finance, CJ Smith, addressed the Board. She stated that before the Board is a revision of the Budget Policy #B-020704. She stated that the Finance Committee and the Bylaws, Policy & Procedures Committee discussed the changes. A decision by the Committees is to have the Policy evaluated by a technical expert in the field to get guidance and then bring it back to the Board the following month. Ms. Smith stated that the goal of the Policy is to be consistent with the current budget planning process and to further define how the Agency does business, to further clarify the flow of budget information during the internal planning and approval process and to clarify the

equal importance of, and partnership between, the budget and the Short Range Transit Plan.

Councilmember Hanson asked General Manager, Lauren Skiver, if she was going to discuss in her comments, the issues with this year's audit. He asked at what point would that come forth. Ms. Skiver stated that at the February meeting, staff will bring the report to the Board. Councilmember Hanson asked Ms. Skiver if she thought she should advise the Board today of the current issues and make them aware of what was discovered in the Finance Committee. Ms. Skiver stated that staff can move forward with that as an update. She asked Ms. Smith to go through the report on unanticipated issues and the report that the auditor provided today at the Finance Committee. Councilmember Hanson asked if the full Board is aware that we did not meet the audit deadline of December 31<sup>st</sup>. Ms. Skiver stated, no. Councilmember Hanson stated that the Board should be aware of that and also informed that there is anticipation of having the audit by the end of the month and that RCTC has granted an extension until the end of March so that the Board is fully aware.

Director of Finance, CJ Smith, informed the Board an update that was provided to the Finance Committee regarding the fiscal year 13 audit. SunLine Transit Agency started its fiscal audit on August 26, 2013. During that week, staff worked with auditors to begin field-testing, finish year-end entries and provide required documents. A second on-site visit occurred September 23 – October 4, 2013. The estimated issue date for financial statements was originally November 8, 2013. At the onset of the fiscal year, staff anticipated certain issues, but during the process, additional challenges were presented that caused some unexpected delay. Staff requested and was granted an extension from RCTC extending the deadline to March 31, 2014, but staff is working diligently to have audit reports issued by January 31, 2014. As mentioned by Roger Snoble, Interim General Manager, at the September Board meeting, it has been a difficult time for the Finance Department and there were a number of transactional accounting errors that needed to be corrected. The FY 13 audit was a big undertaking considering the anticipated challenges, but during the process there were a number of issues that arose that were unforeseen. Some of the more challenging items that had to be corrected and/or completed prior to preparing financial statements included a number of bank reconciliations for the entire fiscal year 13. Staff needs to do reconciliation regarding revenue recognition and timing. Staff also needs to do a number of corrections related to receivables and accrual accounting. The audit reports are currently under review by the auditing firm. Staff is anticipating follow-up questions from the auditors and is committed to a quick turnaround time. At the Finance Committee meeting, the auditor was available for questions, as well as Theresia Trevino from RCTC. Ms. Smith stated she would answer any questions.

Councilmember Hobart asked Ms. Smith to inform the Board of the issues. Ms. Smith stated that the primary issue is a potential carry forward finding related to the last two years regarding revenue recognition and timing. This relates to booking receivables and recognizing the revenue in the correct period. It was a finding last year and will likely be a finding this year. Some of the work what was completed this year based on the reconciliations – it may result in a prior period adjustment. At this time, staff is unable to provide the exact amount of the prior period. It is certain that it will result in

restating last year's numbers and a prior period adjustment. Vice Chairman Pettis asked Councilmember Hanson if he had any further questions. Councilmember Hanson stated that Ms. Smith answered his questions. He stated that our new General Manager is taking control of the situation and she is going to see to it that everything is corrected. Ms. Skiver stated that yes, she will. She further stated that this has been discussed in the Finance Committee meeting - audits look behind you, not forward. As can be expected, there are sometimes carry overs from a past period that do continue on. Ms. Skiver stated with that being said, transactional errors and accounting errors, and how we are delivering the business and accounting for it financially, will be corrected. The pledge from Ms. Skiver is that those transactional operations will be corrected and historically memorialized for the organization which tends to be part of the issue – memorializing how we are going to create process and then continue to do it in that fashion. Ms. Skiver stated that audits – when you go through a period of difficulty, do reflect back for several years to come. As long as you can demonstrate that you have corrected those transactional issues, you will get better with each one.

Councilmember Hobart asked what kind of numbers, with respect to transaction issues, are we dealing with. Ms. Skiver stated that at this time, we do not have a concrete number, or it would be reported to the Finance Committee and the full Board. She stated that we do not have that number currently; what we have is that revenues did out-pace the expenditures, so a budget deficit is not what is expected.

Councilmember Hanson stated that as was reported, there is not a cash problem, there is an accounting, administrative problem as it relates to reconciliation. An adjustment, as stated, will be required. Councilmember Hanson stated that it will be a sizeable adjustment, in his opinion. It could be \$1 million, plus; the auditor does not know. He stated that the good news is that Theresia Trevino from RCTC is very much involved, as is the auditor, and will work through it. Councilmember Hanson stated that the encouraging news is that we have Lauren Skiver and he is confident that she is going to resolve any issues that are there and correct them in the future. Once we get through this phase, it will be behind us. Ms. Skiver stated that is what the Board hired her to do.

Supervisor Benoit stated that the Board made changes last year because they didn't have confidence and there were issues. He asked the question, generally, if there is any reason to believe that this is going to affect future ability to be competitive in grants or that the Agency would suffer financially, or other penalties, as a result of what is being uncovered.

Ms. Skiver stated that to the contrary, she believes that we are building stronger confidence in our partners from the state level and one of the items she will be providing in her G.M. report is the federal review that was just completed. Ms. Skiver stated that she believes the transparency and the transactional protocol that is being created is doing a lot to instill confidence back into our funding partners. She stated that this was demonstrated at the Finance Committee meeting held earlier. There are strong efforts in place and practices that are going to make these historical changes

needed for the finances of SunLine – not just for today, but for the future of the organization.

Mayor Adolph stated that the Bylaws, Policy & Procedure Committee did not have a quorum, so no action was taken.

**13. Construction Schedule**

Rudy Le Flore, Administration Building Project Manager, addressed the Board providing an update on the construction schedule. As presented at the December, 2013 Board meeting, there was an initial construction schedule of substantial completion in August, 2014, final completion in October, 2014. Mr. Le Flore stated that he wanted to bring the Board's attention, a substantiated request by the contractor for 28 days of delay. The 28 days was associated with an issue that we are familiar with, which is obtaining the title on the property. That was unforeseen and the contractor is exercising his right to request the 28 days. The request is made to avoid liquidated damages at the end of the job; however, the contractor is prosecuting the work and is intending to meet the original dates presented to the Board. Mr. Le Flore stated that if there is any change, he will bring it back to the Board as way of information. Even though the contractor is entitled to those days, the project is still forward with the schedule that has been advertised to the Board and on the sign on the construction site.

**14. Line 30 Ridership Report**

Director of Planning, Joe Forgiarini, addressed the Board stating that this item responds to a question from Board Vice Chairman Greg Pettis regarding ridership declines on Line 30. Line 30 travels between Cathedral City and Palm Springs. The Line 30 carried a total of 773,473 rides in FY 2012-13, a slight decrease (-14,701 or -1.9%) over FY 2011/12. However, since the beginning of this fiscal year FY 2013-14, Line 30 ridership has declined just over 9%, or 29,258 less rides for the first five months (July through November). This decline in Line 30 ridership can largely be attributed to the Ramon Road repaving project in Cathedral City, between Date Palm Drive and Landau Blvd (one mile segment). This is a key section of route 30 accounting for 23% of all boardings in FY 2012/13. The Ramon Road repaving project commenced in June, 2013 and immediately resulted in severe challenges for buses not being able to consistently access up to four bus stop locations in each direction, as well as delays to traffic flow in both directions (lanes reduced three to one). This was despite the best efforts of SunLine, Cathedral City, and contractor staff to provide safe access for buses. Line 30 was subsequently diverted between June, 28 and October 12, 2013, to travel 0.5 miles west of the project site via Date Palm Drive, McCallum Way, and Landau Blvd to allow access to temporary stops and avoid the traffic disruption. Ridership remained down over 9% in November, 2013 after the repaving was completed and the route was returned to normal. Commencing January 6, 2014, SunLine increased service on Line 30 from every 30 minutes to every 20 minutes daytime weekdays to help rebuild and increase ridership on Line 30. Ridership will continue to be monitored.

Vice Chairman Pettis asked how we monitor the improvements to the service. Mr. Forgiarini stated that there are a number of steps. First, through media channels.

There is a press release system utilize. The Desert Sun is actively involved in carrying stories in the paper related to the improvements. In addition, there is a system of advertising in the buses – posters in the buses. There are also flyers in the bus that passengers can take that provides information, and posters in our shelters that advertise the new frequency on that route and the Desert Hot Springs route as well.

Vice Chairman Pettis further asked if we have engaged twitter, or any other social media. He stated that along the Ramon corridor, there is a young population. Mr. Forgiarini stated that currently we are not active in twitter, but is a project that is actively being pursued. Ms. Skiver further stated that there is a desire to engage in social media. She stated that moving in that direction requires the ability to respond. To move forward with a social media program, you do not want to move forward without have the ability to have regular response. That is the point of social media. Ms. Skiver stated that currently staff is looking at how we can become more active and a part of that discussion, but also have the ability to deliver what is required from social media types of conversations. Staff is currently working on that and we can bring some updates to the next Board meeting.

Vice Chairman Pettis asked if we have begun discussion with Palm Springs and Cathedral City on how we are going to adjust when the Ramon Road Bridge goes under construction probably next year. Mr. Forgiarini stated that he is not directly aware of any conversations, so he will look into it.

**15. Bus Stop Improvements-Shelter List-Phase 5**

Director of Planning, Joe Forgiarini addressed the Board. During mid-2013, SunLine installed 70 new bus shelters throughout its service area in the Coachella Valley. This item provides the Board with a draft list locations for new shelter installations during the first half of 2014. SunLine is proposing to install shelters at 39 locations that currently do not have that facility. Thirty five sites will be new shelters that we will be procuring, while the four for Palm Desert are relocations of out of service bus shelters. Selection was based on highest average daily ridership and physical suitability of sites to accommodate the shelters and concrete pads. In addition, the site has to be suitable for receiving a shelter; it has to be physically large enough. The contracts for shelters and concrete pads will be brought to the Board for approval later in 2014.



**SUNLINE BUS STOP IMPROVEMENT PROGRAM - PHASE 5  
BUS STOP RIDERSHIP FOR PROPOSED NEW BUS SHELTERS**

Updated: 1/17/13

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Vehicle Served by	Existing Amenities	Shelter Color	Per Day Average Boardings
<b>Cathedral City</b>									
162	Avn. Maravilla	Risueno Rd	Nearside	Northwest	Southbound	32	Signage/Pole	Blue	10.99
216	Avn. Maravilla	Espada Rd.	Nearside	Northwest	Southbound	32	Signage/Pole	Blue	9.30
522	Dale Palm Dr.	Converse Rd.	Nearside	Northwest	Southbound	30	Bench & Waste Ctr	Blue	12.70
639	E. Palm Cyn Cr	Perez Rd.	Farside	Southeast	Eastbound	111	Bench & Waste Ctr	Blue	6.62
598	Ramon Rd.	Crosby Rd.	Farside	Northwest	Westbound	30	Bench & Waste Ctr.	Blue	7.36
684	35th Ave	Avn. Xinino	Nearside	Southwest	Eastbound	32	Signage/Pole	Blue	4.00
875	Avn. Maravilla	Tachewah Dr.	Nearside	Southeast	Northbound	32	Signage/Pole	Blue	4.85

Total Number of Bus Stops: 7

<b>Coachella</b>									
219	Harrison St.	5th St	Farside	Southwest	Southbound	81	Signage/Pole	Blue	5.03

Total Number of Bus Stops: 1

<b>Desert Hot Springs</b>									
617	Palm Dr.	Camino Companero	Farside	Northeast	Northbound	14	Bench & Waste Ctr.	Brown	4.32
823	Palm Dr.	4th St	Farside	Northeast	Northbound	14	Bench & Waste Ctr.	Brown	5.79
806	Mission Lakes Blvd.	El Mirador Blvd.	Farside	Northwest	Westbound	14	Bench & Waste Ctr.	Brown	18.12
830	Hacienda Ave.	Tamar Dr.	Farside	Southeast	Eastbound	15	Shelter Seal	Brown	6.39

Total Number of Bus Stops: 4

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Vehicle Served by	Existing Amenities	Shelter Color	Per Day Average Boardings
<b>INDIO</b>									
221	Calhoun St	Ave. 48	Farside	Northeast	Northbound	90	Shelter Seal	Brown	6.13
336	Dr. Carreon Blvd.	Sanla Rosa V.Las	Farside	Southeast	Eastbound	81	Bench & Waste Ctr.	Brown	4.34
368	Dr. Carreon Blvd.	Van Buren St	Farside	Northwest	Westbound	80	Bench & Waste Ctr.	Brown	52.92
381	Monroe St	Sanla Rosa St.	Nearside	Southeast	Northbound	80	Bench & Waste Ctr.	Brown	35.96
502	Calhoun St	Wexford Ave	Farside	Southwest	Southbound	90	Bench & Waste Ctr.	Brown	5.16
549	Hey. 111	Shields Rd	Farside	Southeast	Eastbound	111	Bench & Waste Ctr.	Brown	6.49
856	Dr. Carreon Blvd.	Bristol St	Farside	Northwest	Westbound	80 & 90	Shelter Seal	Brown	5.01

Total Number of Bus Stops: 7

**La Quinta**

706	Calle Simola	Avn. Herrera	Nearside	Southwest	Eastbound	70	Signage/Pole	Brown	16.07
705	Calle Simola	Avn. Mercedes	Farside	Southeast	Eastbound	70	Signage/Pole	Brown	5.52

Total Number of Bus Stops: 2

**Palm Desert**

198	Monterey Ave.	Fred Waring Dr.	Farside	Northeast	Northbound	32	Bench & Waste Cntr.	Brown	52.1
272	Fred Waring Dr.	Town Center Wy.	Farside	Southeast	Eastbound	32, 53 & 111	Signage/Pole	Brown	3.69
715	Washington St.	Worley Ln. E.	Farside	Southwest	Southbound	70	Bench & Waste Cntr.	Brown	40.52
982	Cook St.	Country Club Dr.	Farside	Northeast	Northbound	53	Bench & Waste Cntr.	Brown	2.33

Total Number of Bus Stops: 4

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Lines Served	Existing Amenities	Shelter Color	Per Day Average Boardings
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**PALM SPRINGS**

131	Ramon Rd.	Camino Real	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	Brown	5.91
144	Ramon Rd.	Paseo Derelea	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	Brown	19.22
187	Ramon Rd.	Memora Dr.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	Brown	4.49
142	Ramon Rd.	Desert Wy	Nearside	Southwest	Eastbound	30	Bench & Waste Cntr.	Brown	20.28
143	Ramon Rd.	El Placer Rd	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	Brown	9.77
145	Ramon Rd.	Vella Rd.	Nearside	Southwest	Eastbound	30	Bench & Waste Cntr.	Brown	6.72
179	Ramon Rd.	Paseo Derelea	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	Brown	17.44
180	Ramon Rd.	El Placer Rd.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	Brown	9.56
211	Gateway Dr	N. Palm Cyn. Dr	Farside	Southeast	Eastbound	24	Bench & Waste Cntr.	Brown	5.85
631	S. Palm Cyn. Dr.	Mesquite Ave	Nearside	Northwest	Southbound	111	Bench & Waste Cntr.	Brown	8.24
625	Palm Cyn. Dr.	Mesquite Ave.	Nearside	Southeast	Northbound	111	Bench & Waste Cntr.	Brown	7.52
733	Sunrise Wy.	Tahquitz Cyn. Wy.	Farside	Northeast	Northbound	24	Bench & Waste Cntr.	Brown	20.45

Total Number of Bus Stops: 12

**Rancho Mirage**

61	Ramon Rd	Rafter Rd	Farside	Southeast	Eastbound	32	Signage/Pole	Brown	20.0
660	Hwy. 111	Indian Trail Rd	Farside	Northwest	Westbound	111	Bench & Waste Cntr.	Brown	6.09

Total Number of Bus Stops: 2

**16. Job Access Reverse Commute (JARC) Funding Update**

Director of Planning, Joe Forgiarini addressed with Board providing an update on the JARC funding. In early-2013, SunLine Transit Agency and Coachella Valley Association of Governments (CVAG) competed successfully for Federal Transit Administration FY 11 and FY 12 Job Access Reverse Commute (JARC) funding in a

coordinated Transportation Call for Projects conducted by Riverside County Transportation Commission (RCTC) in early 2013: SunLine North Shore Bus Route: \$217,270; SunLine Additional Commuter Link 220 Funding: \$65,856; CVAG Roy's Center Transportation Program: \$110,000. However, as a result of a dispute during 2013 between transit unions and the California state government over terms imposed through the Public Employee Pension Reform Act (PEPRA), these funding awards were not certified in a timely manner by the Federal Department of Labor (DOL) as part of a grant award process. SunLine is the direct recipient for the funds going to both SunLine and CVAG, so the issue impacted both agencies, though SunLine was involved in imposing any pension changes on its staff. As a result of the delay to November, 2013 of the DOL certification of the SunLine JARC grant, the FY 11 portion of the JARC funds lapsed on September 30, 2013, as recently confirmed by FTA. This means the FY 11 funds (SunLine \$141,563 and CVAG \$54,065) could not be placed in a grant and were lost to the agencies. The FY 12 JARC funds are being successfully placed in an FTA grant, which is now under final FTA review. The financial impact of these lapsed funds may be the need to replace them with local funding in the SunLine FY 2014-15 operating budget and Short Range Transit Plan to complete the projects as planned. However, RCTC is exploring legal options to recover the FY 11 funds given they were lost due to circumstances not relevant to either agency. SunLine will keep the Board advised of progress in regard to this matter.

**17. Legal Counsel's Report**

Legal Counsel, Jeff Goldfarb, stated that report will be provided to the Board during Closed Session.

**18. General Manager's Report**

General Manager, Lauren Skiver, provided the Board with the following report. She stated that January has been another busy month for the organization. SunLine completed its required Triennial review on Friday, January 17<sup>th</sup>, 2014. She stated that she is very pleased to inform the Board that of the 156 areas of review including Service Operations, Maintenance, Title 6, ADA Compliance, Grant Management and Procurement, that SunLine has been advised of one review area to address. We are awaiting the draft report for comment and will provide greater detail at the February Board meeting. SunLine also hosted the Annual Leadership Circle meeting for CalStart. This event brought individuals from across the Country and Canada to discuss alternative fuel expansion through partnerships, education and coalition building. The group also was able to discuss the most recent announcement of funding recently appropriated from the Federal Transit Administration. SunLine continues to reinforce its position as a leader in alternative fuel technology and strengthen its interaction with decision makers and industry partners in this arena. We are the flag ship for alternative fuel and we want to continue that. There has been some significant appropriations made for expansion of alternative fuel and buses and we are sitting at the table on all of those discussions. Staff met with Lideres Campesinas, Coachella Valley Leadership Counsel for Justice and Accountability, CalVans and with Board Member Mayor Eduardo Garcia to discuss the creation of a joint partnership to create a Vanpool program for the Coachella Valley. This program may include a variety of users that spans between Agricultural workers to commuters

heading to points West, like Riverside, for employment. Those entities of nonprofit and SunLine would be a strong partnership in creating a vanpool program here in the Valley. SunLine wants to be a part of everything that is transit. Vanpool is considered transit – another mode of getting people to where they want to be. Ms. Skiver stated that we appreciate the leadership of Mayor Garcia to assist in getting these partners together. Staff has agreed to work on a grant application for CMAC funding for this project. Further updates on progress will be provided as we move through the steps of this projects. The SunLine team was very busy since our last Board meeting in December. We also held a Holiday Breakfast for all employees providing a variety of breakfast fare including pancakes, eggs, sausage and bacon expertly prepared by the Directors! You know the event is successful when people come to eat and socialize. That is the test of being genuine and well received by the workforce. We will continue to hold these kinds of events. We held the first ever Holiday Decorating Contest for each building with our Finance team winning for their very creative and comprehensive "Santa's Workshop" themed entry. HR was a close second with their "Winter Wonderland" submission. We want to thank Glenn Miller, SunLine Board Chairman for his judging and participation. This event was created to help celebrate the holidays and unity. This is what we are working towards as an agency. The leadership team also conducted Town Hall style meetings for all employees on January 9, 2014. The purpose of these meetings was to continue to enhance communication between all areas of the organization and to allow all employees to ask questions of the leadership team. SunLine will be hosting these types of meetings quarterly. We received good feedback from employees as far as more communication. Ms. Skiver stated that as SunLine has some employees out on the road without computers, staff is looking at new forms of communication to let all employees know what is going on. The FTA Regional Administrator has approved the grant for SunLine's Solar Panel Project, which was delayed. This means that all funding is in place to complete this project. Ms. Skiver also mentioned that the state of the pavement has very much improved. The pavement project is complete. She thanked staff, all involved, for the good job in communicating what was happening during the project; employees were informed where to park, and the timeframe. It helped through the discomfort. Ms. Skiver stated that the contractor was excellent, delivering under budget and on time. They respected what SunLine needs to do in delivering transit service. In closing, Ms. Skiver updated the Board on events the SunLine team is planning for the next several months. The first is a poster contest for area elementary and middle school students. The purpose of this event is to challenge area students to design and create a poster describing how transit is important to the environment. A winner will be selected from all elementary school entries and a second from all middle school entries. The winning posters will be converted into bus wraps to cover the two new hydrogen fuel cell buses scheduled to come online in March and May. Ms. Skiver stated that this project has brought community unity. Community Outreach Specialist, Norma Stevens, has been instrumental in getting this project up and running in a very short time and was able to get a partnership for this contest with Desert Regional Medical Center who is generously co-sponsoring the event and contributing to the cost of the bus wraps. The schools have received information through Norma, and we have created the rules of engagement so that the teachers would know what we are looking for in submission. Norma has also contacted the school districts to get the information out to them. In addition, the information is on the SunLine website. Ms. Stevens stated

that she has been in contact with the superintendents of all three school districts and has engaged private schools as well. Ms. Skiver stated that this is private/public partnership. She stated that we want to be visible in the community and this event provides an opportunity to the kids in the Valley to depict prominent landmarks, along with how transit is so important to the environment. We will take that poster and wrap the bus. We encourage our Board Members to participate in this very important event by signing up to judge the entries and participating in a ceremony to recognize the winners. Ms. Skiver stated that if anyone is interested, let us know. This is the first of many community events SunLine will be spearheading in 2014, to focus on being more visible in the community – specifically young riders, teaching them about transit. Lastly, SunLine is planning a second "fill the bus" event to be held at the end of season. As you know, this event helps local Coachella Valley citizens by collecting food, personal hygiene items and baby supplies for families in need. The team here at SunLine knows that hunger happens 365 days, not just at the holidays. We also know that many people leaving the area have supplies that they don't take back to the summer homes, so this event just makes sense. That event will take place sometime in April. SunLine has engaged several Rotary Clubs in the area for support through volunteers and we will share more news on the dates as the planning process progresses. That concludes my report.

19. **Next Meeting Date**

February 26, 2014

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

At 12:55pm Vice Chairman Pettis moved into Closed Session. Legal Counsel, Jeff Goldfarb, announced the closed session items below.

20. **Closed Session**

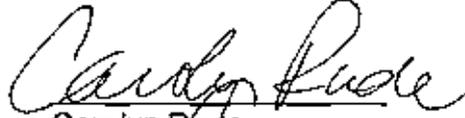
- a) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shafer of Rutan & Tucker, LLP, as Chief Negotiator; SunLine Director of Human Resources; Director of Operations; Director of Maintenance; Director of Finance (as needed); Director 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) PEOPLE OF THE STATE OF CALIFORNIA ex rel MAHMOUD ALZAYAT, V. GERALD HEBB, SUNLINE TRANSIT AGENCY CASE NO. INC1204627.

AT 1:22pm, the Board returned to Open Session. There was no reportable action.

21. Adjourn

Vice Chairman Pettis adjourned the meeting at 1:22p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board



Date 2/18/14  
Lauren Skiver  
General Manager

**SunLine Transit Agency**

**DATE: February 26, 2014**

**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**

Below are expenses for upcoming travel. Expenses include meals, registration and transportation expenses.

<b>Department</b>	<b>Description</b>	<b>Employee</b>	<b>Date(s)</b>	<b>Est. Amt</b>	<b>Budgeted</b>
Administration	APTA Legislative Conference Washington, DC	Lauren Skiver	3/8/2014 – 3/12/2014	1,800.00	Y
Administration	APTA Conference & Bus Rodeo – Kansas City, MO	Lauren Skiver	5/3/2014 – 5/6/2014	3,000.00	Y
Operations	APTA Conference & Bus Rodeo – Kansas City, MO	Polo Del Toro	5/2/2014 – 5/6/2014	2,453.95	Y
Operations	APTA Conference & Bus Rodeo – Kansas City, MO	Mannie Thomas	5/1/2014 – 5/6/2014	2,689.74	Y
Operations	APTA Conference & Bus Rodeo – Kansas City, MO	Driver (Rodeo Winner)	5/1/2014 – 5/6/2014	2,519.74	Y

The APTA Legislative Conference directs the industry's advocacy effort and legislative strategy to the U.S. Congress and Administration. This year sessions will offer the opportunity to communicate to and network with members of Congress, Hill Staff, Administration officials and Washington opinion makers. The General Manager will take this opportunity to support rail service for the Coachella Valley and the Banning Pass area.

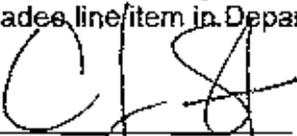
The APTA International Bus Rodeo is a unique learning opportunity for operators and maintenance teams to engage with other transit agencies. The Rodeo is more than a competition of driving skills and maintenance disciplines; it is a training and networking opportunity for all attendees. This conference also includes multiple training sessions for operators, maintenance teams and supervisors.

The APTA Bus and Paratransit Conference coincides with the International Bus Rodeo. In addition to attending the Rodeo to support our SunLine driver, the General Manager

will attend the Conference that focuses on all bus transportation issues. It is an opportunity to learn from experts in the industry as they share effective strategies, experience and solutions, and to network with colleagues.

**Fiscal Impact**

The expenses being presented today for approval are in the FY 14 operating budget in the Travel Meetings/Seminars line item in Department 40 (Administration) and the Bus Roadies line/item in Department 11 (Operations). There is no additional fiscal impact.

  
\_\_\_\_\_  
CJ Smith

**SunLine Transit Agency**

**DATE:** February 26, 2014 **ACTION**  
**TO:** Finance Committee  
Board of Directors  
**FROM:** The General Manager  
**RE:** Administrative Staffing

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**Recommendation**

Recommend that the Board of Directors approve the addition of two positions to the number of FY 14 budgeted positions.

**Background**

The FTA notified SunLine that utilizing the Director of Human Resources to perform the duties of an Equal Employment Opportunity (EEO) Officer presents a conflict of interest. The Compliance Officer will solve this issue and perform those duties as well as manage other compliance-oriented programs. Savings from capitalizing a portion of the Interim Chief Performance Officer as well as the Advance Technology Project Manager's salaries will fund this position in FY14.

As SunLine is awarded discretionary grants, The Agency must put in place the resources to manage these projects. The funding for these resources is included in the Capital Project Budgets. This position will be funded by capital funds included in project budgets. The funding of these resources is an allowable cost in Capital Project Budgets. Staff is currently managing a \$29 million Capital Budget with limited staff. Next fiscal years Capital Budget is estimated to be approximately \$22 million. A Project Assistant is needed to help monitor these projects and manage the numerous reports and files as well as help satisfy the requirements of the different funding partners.

Staff has included project management dollars in many of the Capital budgets, which if not spent, must be either reprogrammed or returned to the funder. This would not be prudent when SunLine is responsible for putting the resources in place to successfully execute these projects.

**Title**

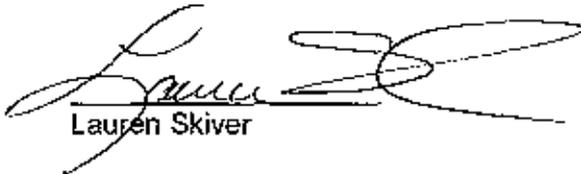
**Justification**

- |                       |  |
|-----------------------|--|
| 1. Compliance Officer | 1. EEO/DBE/ADA Compliance responsibility |
| 2. Project Assistant  | 2. Assist in Managing Capital Projects   |

## Financial Impact

The costs of these positions will be funded in the Operating Budget by capitalizing expenses allocable to capital projects and will not result in any increase to the FY 14 Operating Budget.

There is \$150,000 included for project management in the Battery Dominant Fuel Cell bus project awarded to SunLine recently by the FTA. There is \$150,000 for SunLine project management in the approved American Fuel Cell Bus Warranty Extension Program. The ongoing TIGGER III Program for two new Fuel Cell Buses contains \$100,000 in project management dollars. The Solar Panel Project recently approved by the FTA contains \$70,000 of project management dollars. Many other projects contain project management and/or project administration dollars that provide opportunity for continued capital funding.



Lauren Skiver

**SunLine Transit Agency**

**DATE:** February 26, 2014 **ACTION**  
**TO:** Board of Directors  
**FROM:** Director of Transit Planning  
**RE:** Resolution Supporting Coachella Valley Rail Program

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**Recommendation**

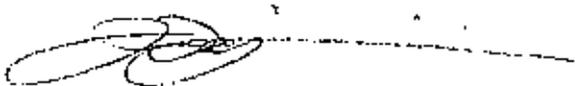
Recommend that the Board of Directors approve the attached Resolution in support of the Coachella Valley Rail Program. This Resolution is an important part of demonstrating agency and community support for and commitment to the Coachella Valley Rail Program.

**Background**

The Coachella Valley Rail Program is taking a significant step forward this month through Riverside County Transportation Commission issuing a request for proposals for a market demand analysis study, which will lead to a feasibility study. Based upon the results of the feasibility study, a recommendation would be made on the need (or not) to move forward into an environmental document and a full service development plan consistent with the requirements of the FRA and CalTrans Division of Rail for a new rail initiative.

**Fiscal Implications**

The Resolution has no direct fiscal impact. The Board may recall that funding is being allocated annually (commencing Fiscal Year 2014-15) from Coachella Valley state transit funds towards the Coachella Valley Rail Program. This action was recently approved by Coachella Valley Association of Governments and Riverside County Transportation Commission.



Joseph Forgiarini  
Director of Transit Planning

## **SunLine Transit Agency**

**RESOLUTION No. \_\_\_\_**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY RESOLUTION OF SUPPORT FOR CALIFORNIA'S INTERCITY PASSENGER RAIL PROGRAM AND CONTINUED EXPANSION OF INTERCITY RAIL SERVICE TO THE BANNING PASS - COACHELLA VALLEY REGION**

**WHEREAS**, California's intercity passenger rail program has three existing rail routes that serve more than 5.5 million riders a year, these services generate good jobs, save time for passenger and motorists, reduce emissions, and promote private investment in sustainable communities; and

**WHEREAS**, new regional intercity passenger rail service from Los Angeles to the Coachella Valley will ease congestion on local roads and freeways, providing new economic opportunity, improving mobility, and the quality of life in the Inland Empire; and

**WHEREAS**, Amtrak currently runs the Sunset Limited train three days a week with service between Los Angeles and Coachella Valley in Riverside County at inconvenient schedules; and

**WHEREAS**, there are limited public transit options exist between Coachella Valley, Los Angeles, and other locations in the Inland Empire; and

**WHEREAS**, all local cities would benefit from the expanded travel options that would come from this new passenger rail service; and

**WHEREAS**, the need for daily convenient intercity passenger rail service is growing as an environmental friendly alternate to the Interstate 10 and other congested corridors; and

**WHEREAS**, the Inland Empire, Coachella Valley, and the Banning Pass Area are experiencing rapid population growth and demand on this route will continue to increase; and

**WHEREAS**, there is strong local support to establish new intercity rail passenger service in the Coachella Valley and the Banning Pass Area; and

**WHEREAS**, Riverside County Transportation Commission and the Coachella Valley Association of Governments have initiated project development and planning for this new corridor; and

**NOW, THEREFORE BE IT RESOLVED** that the SunLine Board of Directors does hereby support the California Intercity Rail Program and continued expansion of Intercity Rail Service from Los Angeles to the Banning Pass-Coachella Valley region.

ATTEST:

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Carolyn Rude  
CLERK OF THE BOARD  
SunLine Transit Agency

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Glenn Miller  
CHAIRMAN of the Board  
SunLine Transit Agency



**'SunLine Transit Agency**

**DATE:** February 26, 2014 **ACTION**

**TO:** Bylaws, Policy and Procedures Committee  
Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Policy for Disposal of Surplus Property Revision

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**Recommendation**

Recommend that the Board of Directors approve the changes in the policy on Disposal of Surplus Property, Policy # B-190591.

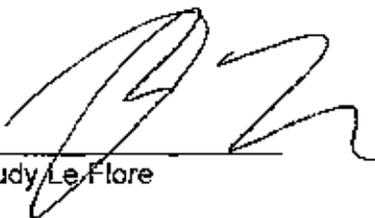
**Background**

The Federal Transportation Administration (FTA) identified a weakness in the Disposal of Surplus Property Policy during its recent Triennial Review of SunLine Transit Agency. Staff is recommending the attached changes to address the weakness identified by the FTA reviewers.

The specific change adds the requirement to notify the FTA prior to the disposal of certain items that exceed the \$5,000 threshold set in the FTA Circular 5010.D.

**Financial Impact**

There is no financial impact associated with this item.

  
Rudy Le Flore

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**SUNLINE TRANSIT AGENCY  
POLICY  
ON THE DISPOSAL OF SURPLUS PROPERTY**

**INTENT OF THE POLICY**

The intent of this policy is to allow SunLine Transit Agency to dispose of personal property of de minimus value at the lowest cost and highest return to the Agency, and to accomplish this task in a timely manner. In all cases, the Agency will dispose of such property in a manner that is consistent with the law and is in the common benefit of the citizens of the Coachella Valley.

**DETERMINATION OF SURPLUS PROPERTY**

Department Heads should advise the General Manager of any property that is deemed surplus.

The General Manager will concur with the department head that the property is surplus, at least within that department, and then determine if there is any use for the property in any other department within the agency. If no other use is evident, the General Manager may declare the property to be surplus.

The General Manager will inquire of the Finance Department if there were any restrictions or limitations on the property by way of its funding source.

**MANDATED CHECK WITH THE FINANCE DEPARTMENT**

The Finance Department will advise the General Manager if the property was purchased with funds that may have restrictions or limitations.

If there are no restrictions or limitations on the property, the Finance Department will advise the General Manager that no restrictions apply, and that the property may be sold.

If there are funding source or other restrictions or limitations on the property, the Finance Department will advise the General Manager of the nature of the restrictions or limitations.

### **FTA FUNDED ITEMS**

After the service life of project property is reached, rolling stock and equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000 may be retained or sold by SunLine. Reimbursement to the FTA shall be an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA's participation in the original grant. SunLine's Finance Department shall send a letter or email to the FTA notifying them of the sale, retention, or proposed sale, once the market value of covered items is known to exceed the \$5,000 threshold. SunLine's transmittal to the FTA should state whether the equipment will be retained or sold. A record of the transmittal to the FTA shall be retained by the Finance Department.

### **FINAL DECISION**

The General Manager shall then determine the most advantageous method of disposal so that the property can be sold, discarded, or given to another governmental unit or not-for-profit group for the common benefit.

### **METHOD OF DISPOSAL**

In most cases, with the value of any item that is deemed to exceed one thousand dollars (\$1,000.00), and in the case of the sale of vehicles, the General Manager will call for the sale by a Sealed Bid method as experience has shown that this method brings the highest return to the Agency. However, if the General Manager determines that a direct sale or transfer of the property has the potential for creating a favorable atmosphere for past or future relationships with another governmental unit or not-for-profit group, then the General Manager is empowered to determine the method of disposal.

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month-January 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
<b>Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations &amp; Maintenance)</b>								
SO CAL GAS CO.	CNG-Div 1 & 2 and Hydrogen	660300	01/23/14	\$26,776.85	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	660176	01/17/14	\$22,015.66	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660135	01/09/14	\$18,595.73	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1 & 2 Electricity-Div 1 & 2	660182	01/17/14	\$16,456.81	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660250	01/23/14	\$6,058.60	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660286	01/23/14	\$5,368.61	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660156	01/17/14	\$4,860.64	Y	Y	\$73,250.00	Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	660209	01/17/14	\$4,376.40	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	660338	01/31/14	\$4,131.99	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	660261	01/23/14	\$3,607.01	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660221	01/17/14	\$3,277.60	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	660205	01/17/14	\$2,640.00	Y	Y	\$158,599.00	Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	660277	01/23/14	\$2,597.42	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	660296	01/23/14	\$2,344.39	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	660225	01/17/14	\$2,153.95	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	660248	01/23/14	\$2,024.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660195	01/17/14	\$1,962.47	Y	N		Operating
PLAZA TOWING	Towing Service	660290	01/23/14	\$1,775.00	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660101	01/03/14	\$1,621.04	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660113	01/03/14	\$1,401.03	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	660259	1/23/2014	\$1,298.56	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	660154	01/09/14	\$1,240.00	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	660119	01/03/14	\$1,197.51	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	660104	01/03/14	\$1,169.18	Y	N		Operating
SUN CHEMICAL	Cost of cleaning supplies for facility	660222	01/17/14	\$1,126.44	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	660139	01/09/14	\$1,101.70	Y	N		Operating
HI-TECH MACHINING ANALYSTS	Cost to purchase vehicle parts	660269	01/23/14	\$1,028.15	Y	N		Operating
	Cost for sampling oil jars	660239	01/23/14	\$1,015.90	Y	N		Operating
	<b>Subtotal</b>			<b>\$143,242.64</b>				
<b>Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)</b>								
ST BOARD OF EQUALIZATION	Fuel taxes	660303	01/23/14	\$37,243.00	Y	N		Operating
ST BOARD OF EQUALIZATION	Fuel taxes	660302	01/23/14	\$15,142.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	660211	01/17/14	\$7,249.93	Y	Y	\$132,329.00	Operating
ST BOARD OF EQUALIZATION	Self assessed taxes	660347	01/31/14	\$5,325.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	660198	01/17/14	\$3,888.73	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones and iPads	660232	01/17/14	\$3,465.33	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service	660349	01/31/14	\$3,434.18	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660330	01/31/14	\$3,069.71	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2	660241	01/23/14	\$2,505.31	Y	N		Operating
UNITED STATES TREASURY	Fees Pension Plan-Union	660308	01/23/14	\$2,500.00	Y	N		Operating
UNITED STATES TREASURY	Fees Pension Plan-Non Union	660309	01/23/14	\$2,500.00	Y	N		Operating
TIME WARNER CABLE	Communication between Div 1 & 2 (T1&T2)	660305	01/23/14	\$2,200.00	Y	N		Operating
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom/Agency Supplies	660243	01/23/14	\$2,166.40	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660187	01/17/14	\$2,036.80	Y	N		Operating

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month-January 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
ANGELICA WHEALEN AND D.L.C	Insurance Claims	660123	01/09/14	\$2,000.00	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	660201	01/17/14	\$1,984.64	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660110	01/03/14	\$1,864.18	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System	660140	01/09/14	\$1,660.00	Y	N		Operating
CAL-TEST, INC	D&A Onsite Testing	660128	01/09/14	\$1,739.45	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	660310	01/23/14	\$1,737.38	Y	N		Operating
DESERT RADIO GROUP	Advertising for Commuter 220	660167	01/17/14	\$1,520.00	Y	N		Operating
SGD'SAN DIEGO	Insurance Claims	660215	01/17/14	\$1,375.47	Y	N		Operating
TRIBRIDGE HOLDINGS	Cost for Contracted Services	660350	01/31/14	\$1,365.00	Y	N		Operating
ORROCK, POPKA, FORTINO, TUCKER &	Cost for insurance claim loss	660202	01/17/14	\$1,300.36	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660152	01/09/14	\$1,124.17	Y	N		Operating
MACIAS GINI & O'CONNELL LLP	Audit Services (SLT)	660332	01/31/14	\$1,000.00	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	660300	01/23/14	\$1,000.00	Y	N		Operating
	<b>Subtotal</b>			<b>\$112,597.04</b>				

Note: 1)  
Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"

DOUG WALL CONSTRUCTION	Fees for Admin Building	660168	01/17/14	\$528,525.72	Y	Y	\$8,836,016.00	Capital
COOLEY CONSTRUCTION	Yard Repavement Project	660236	01/22/14	\$286,529.56	Y	Y	\$226,911.00	Capital
APOELO VIDEO TECHNOLOGY	Bus Camera Project	660235	01/22/14	\$236,689.40	Y	Y	\$54,784.00	Capital
SOFTCHOICE	Cost for Computer Equipment	660218	01/17/14	\$39,552.33	Y	N		Capital
ARCADIS	Construction Managing - Admin building	660159	01/17/14	\$34,269.01	Y	Y	\$309,328.00	Capital
ARCADIS	Construction Managing - Admin building	660158	01/17/14	\$34,185.09	Y	Y	\$343,597.00	Capital
IBI GROUP	Fees for Admin Building	660180	01/17/14	\$20,181.18	Y	Y	\$89,821.00	Capital
IBI GROUP	Fees for Admin Building	660326	01/31/14	\$11,566.24	Y	Y	\$78,235.00	Capital
GEOCON WEST	Fees for Admin Building	660325	01/31/14	\$11,462.50	Y	Y	\$79,930.00	Capital
GEOCON WEST	Fees for Admin Building	660143	01/09/14	\$11,435.00	Y	Y	\$91,392.00	Capital
RBF / MICHAEL BAKER CORP	Yard Repavement Project	660293	01/23/14	\$10,186.24	Y	Y	\$9,125.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	660314	01/31/14	\$8,927.12	Y	N		Capital
IMPERIAL IRRIGATION DISTRICT	Fees for Admin Building	660179	01/17/14	\$6,160.30	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	660353	01/31/14	\$4,228.60	Y	N		Capital
R & C SERVICES	Fees for Admin Building	660114	01/03/14	\$2,860.00	Y	Y	\$3,698.00	Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	660183	01/17/14	\$2,493.42	Y	N		Capital
SAFEWAY SIGN COMPANY	WIP-Bus Stop Shelters	660298	01/23/14	\$2,383.57	Y	N		Capital
PSOMAS	Bus Stop Improvement	660291	01/23/14	\$2,315.30	Y	Y	\$12,154.00	Capital
DESERT CITY CAB	Taxi voucher program - federal grant	660320	01/31/14	\$1,350.84	Y	N		Capital
DESERT ALARM	Security monitoring services	660251	01/23/14	\$1,120.00	Y	Y	\$7,440.00	Operating
DROPBOX, INC.	Fees for Admin Building	660102	01/03/14	\$1,045.00	Y	N		Capital
	<b>Subtotal</b>			<b>\$1,255,466.42</b>				

Note: 2)  
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities

HEALTH NET	Group Health insurance premium	660107	01/03/14	\$250,419.35	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	660341	01/31/14	\$67,146.09	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	660351	01/31/14	\$73,505.60	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	660120	01/03/14	\$73,352.73	Y	N		Operating

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month January 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
U.S. BANK INSTITUTIONAL TRUST-METLIFE SBC	Pension deposits (paid per payroll)	660229	01/17/14	\$73,012.31	Y	N		Operating
	Employee benefits	660192	01/17/14	\$26,056.28	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	660131	01/09/14	\$6,129.45	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	660097	01/03/14	\$5,006.98	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	660157	01/17/14	\$4,823.86	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	660181	01/17/14	\$2,670.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	660099	01/03/14	\$2,670.92	Y	N		Operating
EYE MED	Employee benefits	660172	01/17/14	\$2,513.48	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	660316	01/31/14	\$2,412.42	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	660190	01/17/14	\$2,307.36	Y	N		Operating
	<b>Subtotal</b>			<b>\$612,027.75</b>				

*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**

**\$2,123,333.85**

**Summary**

Total of Checks Over \$1,000	\$2,123,333.85
Total of Checks Under \$1,000	\$38,914.25
Total of All Checks for the Month	\$2,162,248.10
Total Amount of Checks Prior Year - Same Month	\$1,574,099.98

January 2014 Statement

Page 1 of 3



Open Date: 12/20/2013 Closing Date: 01/21/2014

Account#

Visa® Business Card  
SUNLINE TRANSIT  
CAROLYN RUDE

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

New Balance	\$1,171.00
Minimum Payment Due	\$12.00
Payment Due Date	02/17/2014
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	+	\$1,249.57
Payments	-	\$1,249.57
Other Credits		\$0.00
Purchases	+	\$1,171.00
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$1,171.00</b>
Past Due		\$0.00
Minimum Payment Due		\$12.00
Credit Line		\$40,000.00
Available Credit		\$38,829.00
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 000648533

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

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

Account Number	
Payment Due Date	2/17/2014
New Balance	\$1,171.00
Minimum Payment Due	\$12.00

Amount Enclosed \$ \_\_\_\_\_

Cardmember Service

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

SUNLINE TRANSIT  
CAROLYN RUDE  
32505 HARRY OLIVER TR  
THOUSAND OAKS CA 92276 3500





SUNLINE TRANSIT  
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855

**Transactions**

**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/16	01/16		PAYMENT THANK YOU	\$1,249.57CR	
<b>TOTAL THIS PERIOD</b>				<b>\$1,249.57CR</b>	

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/20	12/19	8818	AMERICAN PUBLIC TRANS 202-4964800 DC	\$745.00	
01/09	01/07	6929	UNITED 01673/2490505 800-932-2732 TX SKIVER/LAURA L 02/06/14 PALMSPRINGS TO DENVER DENVER TO NEW ORLEANS NEW ORLEANS TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$426.00	
<b>TOTAL THIS PERIOD</b>				<b>\$1,171.00</b>	

2014 Totals Year-to-Date	
Total Fees Charged in 2014	\$0.00
Total Interest Charged in 2014	\$0.00

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

Signature/Approval: \_\_\_\_\_

Accounting Code: \_\_\_\_\_

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$1,171.00	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Pacific Western Bank  
SunLine Transit Agency Visa Credit Card Statement  
Closing Date: January 21, 2014

Payments and other credits:

Detail:

12/20/13	American Public Trans.	APTA Registration-CEO Seminar-General Manager, Lauren Skiver	\$ 745.00
01/09/14	United Airlines	Airfare Charges for General Manager, Lauren Skiver, APTA CEO Seminar	\$ 426.00

\*All charges approved in the FY 14 budget and at December Board meeting.

Credit:

1/16/14	Payment	Credit card payment	\$1249.57 CR
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DISPUTED LATE FEES AND INTEREST CHARGES:

\*\*On the October, 2013 credit card statement, there were charges for an interest payment of \$48.61 and a late fee of \$39.00. On the November statement, there was an interest charge of \$44.31. We disputed these charges and the bank has agreed to reverse the late fees of \$39.00 and interest fees, total charges of \$92.92. A total credit in the amount of \$131.92 will appear within the next two billing cycles.

SunLine Transit Agency

DATE: February 26, 2014  
TO: Finance Committee  
Board of Directors  
FROM: Director of Finance  
RE: Budget Variance Report

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RECEIVE AND FILE

The Budget Variance Report presented reflects two primary changes:

1. The New Initiatives budgeted at \$824,921 are distributed over the appropriate cost centers (Divisions 12, 21, and 22).
2. Divisions that were previously combined are now presented individually.

The goal of these changes are to increase transparency and streamline the presentation of this report to be consistent with accounting practices. The changes do not impact the budget bottom-line.

Consistent with the Agency's effort to be more transparent and engaged, we have implemented monthly one-on-one meetings with each Department Director to review department budgets. Together, we make sure that costs are being accounted for correctly and being coded to the correct general ledger account. Not only are we working to improve accuracy in reporting, but we are constantly looking at ways to cut costs in our day-to-day operations.

Staff is committed to streamlining and refining the financial accounting process and to provide periodic updates on our progress in this area.

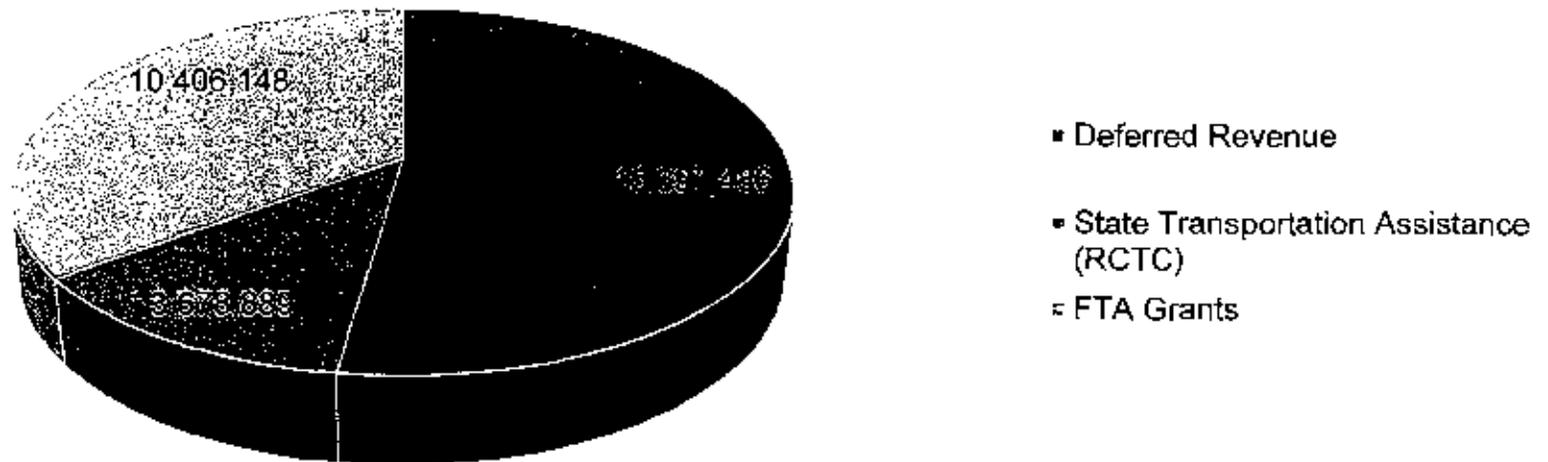
  
CJ Smith

SunLine Transit Agency  
Budget Variance Report  
December 2013

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Local Transportation Funds (LTF)	11,768,614	891,562	980,718	(89,155)	6,419,242	5,894,307	534,935
Measure A	5,217,000	434,750	434,750	0	2,508,500	2,608,500	0
FTA Section 5307	2,802,258	233,522	233,522	0	1,401,134	1,401,134	0
FTA Section 5311	420,188	35,016	35,316	0	210,094	210,094	0
FTA Section 5316	208,585	0	17,389	(17,389)	0	104,333	(104,333)
FTA Section 5317	46,000	0	3,833	(3,833)	0	23,000	(23,000)
Sunfuels - Outside Sales Revenue	600,200	81,644	50,017	31,628	436,942	300,100	136,842
CNG Rebate	300,000	0	25,000	(25,000)	235,216	150,000	85,216
Fare Box Revenue - Fixed Route	3,230,000	243,878	269,167	(25,189)	1,445,338	1,615,000	(169,662)
Fare Box Revenue - Paratransit	320,000	20,535	26,667	(6,132)	126,647	180,000	(33,353)
Taxi Vouchers	18,089	8,051	1,507	6,543	46,503	9,045	37,458
Interest and Other Revenue	195,000	7,545	16,250	(9,605)	17,463	97,500	(80,037)
<b>Total Operating Revenue</b>	<b>25,126,024</b>	<b>1,956,763</b>	<b>2,093,835</b>	<b>(137,132)</b>	<b>12,947,078</b>	<b>12,563,012</b>	<b>384,066</b>
<b>Expenses:</b>							
SunFuels - Outside (9)	322,203	29,109	26,850	(2,259)	184,409	161,102	(23,308)
SunFuels (10)	1,118,989	106,863	93,247	(13,615)	661,769	559,485	(102,285)
Fixed Route Operations - Admin (11)	2,085,832	130,831	174,553	43,822	832,463	1,047,916	215,433
Fixed Route Operations - Union (12)	7,598,787	608,640	633,232	24,592	3,618,644	3,799,394	180,750
Paratransit Operations (13)	533,374	46,131	44,448	(1,683)	284,425	266,687	(17,738)
Paratransit Operations - Maintenance (13)	87,900	5,479	7,325	1,846	52,367	43,950	(8,417)
Paratransit Operations - Union (14)	2,056,111	171,248	171,343	95	1,009,562	1,028,056	18,493
Risk Management (15)	374,826	25,434	31,235	5,801	187,033	187,413	380
Maintenance - Admin (21)	1,114,367	88,810	92,864	4,054	606,638	557,184	(49,454)
Maintenance - Mechanics (22)	3,152,504	223,172	262,709	39,537	1,397,868	1,576,252	178,383
Facility Maintenance-T.P. (23)	660,729	48,816	55,061	6,245	256,241	330,365	74,123
Facility Maintenance-Indio (24)	72,354	5,257	6,030	772	33,383	36,177	2,794
Stops & Zones Maintenance (25)	589,284	39,492	49,107	9,615	224,325	294,642	70,317
Marketing (31)	364,402	34,809	33,367	(4,442)	157,375	182,201	24,826
Human Resources (32)	471,331	29,434	39,278	10,844	261,980	235,666	(26,314)
General Administration (40)	1,105,912	39,432	92,243	52,811	478,066	550,456	75,390
Finance (41)	1,127,039	84,425	93,920	9,495	534,832	563,520	28,687
Information Technology (42)	389,134	23,351	32,428	9,077	150,042	194,567	44,525
Agency-wide (43)	1,325,852	112,282	110,488	(1,794)	683,145	662,926	(20,219)
Planning & Agency Development (49)	564,114	35,170	47,010	10,839	249,843	282,057	32,214
<b>Total Expenses</b>	<b>25,126,024</b>	<b>1,888,183</b>	<b>2,093,835</b>	<b>205,652</b>	<b>11,864,431</b>	<b>12,563,012</b>	<b>698,581</b>
<b>Total Operating Surplus(Deficit)</b>		<b>\$ 68,519.98</b>			<b>\$ 1,082,647.62</b>		

Note: The approved New Initiatives budgeted at \$824,921 are distributed over the appropriate cost centers (Divisions 12, 21 and 22) and cost centers that were previously combined are now presented individually. The bottom-line of the approved FY 14 budget has not changed.

### Capital Funding Detail



- SunLine has approximately 15.3 million dollars available in deferred revenue, 10.4 million dollars available in Federal grants, and 3.6 million of STA available.
- The FTA grant balance includes balances from 14 federal grants and consists of 5307, 5308, 5309, 5316 and 5317 funding types.
- State Transportation Assistance (STA) are monies held by RCTC allocated as match to SunLine's Federal grants and are reimbursement based.
- Deferred Revenue includes Prop 1 B, on-hand LTF, STA and Other.

**Contracts/Purchase Orders Executed in Excess of \$25,000  
February-14**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Contract Type</b>
GFI Genfare	New Fareboxes for Fuel Cell buses and spare parts.	Needed for fixed route operations of new buses.	Approved as part of FY14 Capital Budget in the New fareboxes line item.	\$60,000	\$56,297.36	Purchase Order



## SunLine Transit Agency Monthly Ridership Report December 2013

FY  
2013 & 2014

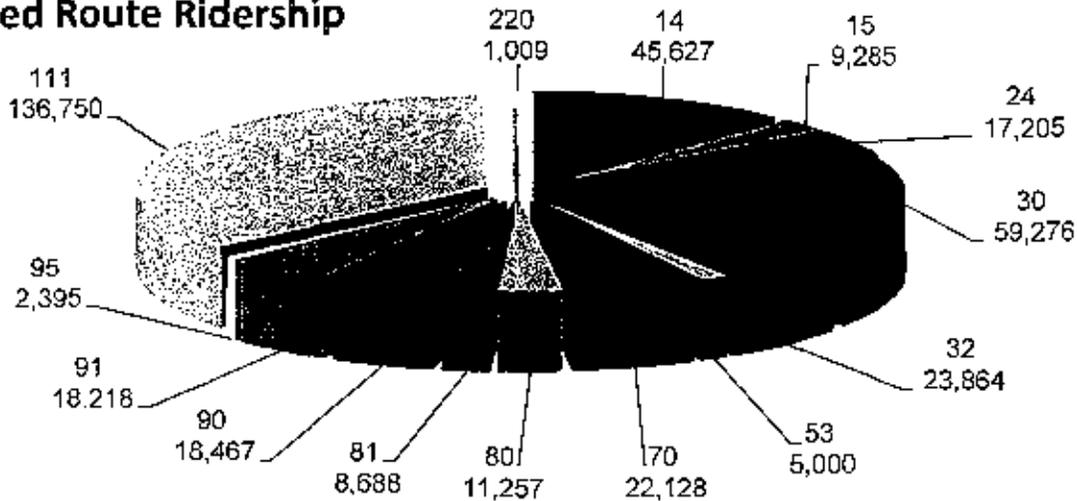
Fixed Route Line	Description	Dec 2013	Dec 2012	Nov 2013	Month Var.	% Var.	FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	45,627	43,840	47,996	1,787	4.1%	274,223	265,915	8,308	3.1%	1,211	8,260	366	2,160
15	DHS	9,285	8,939	9,204	346	3.9%	54,046	50,808	3,238	6.4%	137	725	23	323
24	PS/CC	17,205	15,803	17,531	1,402	8.9%	99,090	95,639	3,451	3.6%	359	2,201	235	1,126
30	CC/PS	59,276	63,525	61,071	(4,249)	-6.7%	347,662	381,169	(33,507)	-8.8%	1,479	10,326	352	2,900
32	PD/RM/TP/PS	23,864	22,770	24,707	1,094	4.8%	141,552	132,332	9,220	7.0%	715	5,982	117	848
53	PD/IW	5,000	5,075	5,306	(75)	-1.5%	30,043	29,436	607	2.1%	203	1,224	16	06
70	LQ/BD	22,128	20,588	23,450	1,540	7.5%	121,265	119,744	1,521	1.3%	683	3,884	62	385
80	Indio	11,257	11,036	12,171	221	2.0%	69,854	72,315	(2,461)	-3.4%	113	753	66	539
81	Indio	8,888	8,575	9,101	113	1.3%	52,506	51,414	1,092	2.1%	113	670	75	580
90	Coachella/Indio	18,467	20,059	19,210	(1,592)	-7.9%	113,676	115,870	(2,194)	-1.9%	302	2,217	134	913
91	I/Cch/Th/Mecca	18,218	17,499	19,240	719	4.1%	110,167	105,643	4,524	4.3%	373	2,617	73	454
95	I/Cch/Th/Mecca	2,395	-	2,336	2,395	0.0%	9,645	-	9,645	0.0%	38	266	3	19
111	PS/Indio	136,750	139,968	138,588	(3,218)	-2.3%	799,348	812,383	(13,035)	-1.6%	4,253	27,497	1,043	5,987
220	PD to Riverside	1,009	1,028	1,136	(19)	-1.8%	7,357	4,687	2,670	57.0%	24	229	6	46
<b>Fixed route total</b>		<b>379,169</b>	<b>378,705</b>	<b>391,047</b>	<b>464</b>	<b>0.1%</b>	<b>2,230,434</b>	<b>2,237,355</b>	<b>(6,921)</b>	<b>-0.3%</b>	<b>10,003</b>	<b>66,851</b>	<b>2,571</b>	<b>16,326</b>
<b>Demand Response</b>														
SunDial		10,426	10,088	10,765	338	3.4%	68,228	66,391	1,837	2.8%				
<b>System total</b>		<b>389,595</b>	<b>388,793</b>	<b>401,812</b>	<b>802</b>	<b>0.2%</b>	<b>2,298,662</b>	<b>2,303,746</b>	<b>(5,084)</b>	<b>-0.2%</b>				
		<b>Dec-13</b>	<b>Dec-12</b>	<b>Nov-13</b>										
Weekdays:		21	20	20										
Saturdays:		4	5	5										
Sundays:		5	5	4										
<b>Total Days:</b>		<b>30</b>	<b>30</b>	<b>29</b>										

**Please note:**

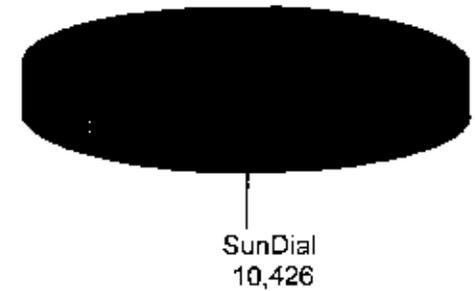
No transit service on Wednesday, December 25, 2013 due to Christmas Day Holiday.  
Line 95 implemented on September 1, 2013 - Weekday service only.

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

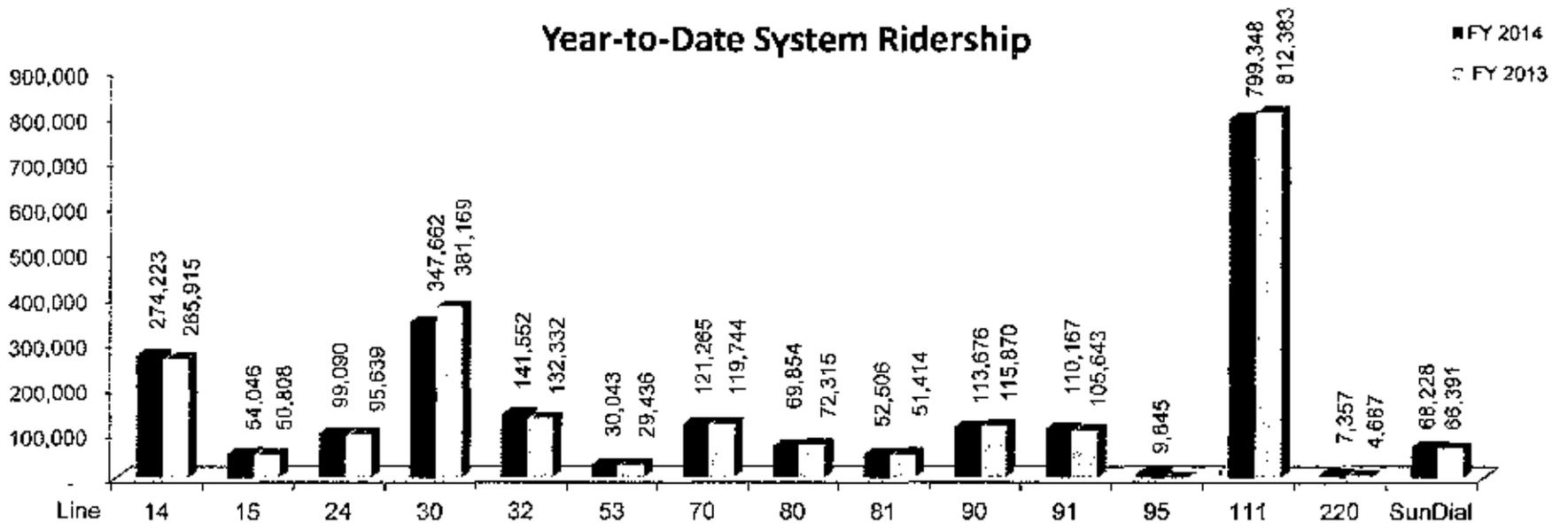
**Fixed Route Ridership**



**Demand Response Ridership**



**Year-to-Date System Ridership**



Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



## SunLine Transit Agency Monthly Ridership Report January 2014

FY  
2013 & 2014

Fixed Route Line	Description	Jan 2014	Jan 2013	Dec 2013	FY 2013 & 2014		FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	54,270	45,690	45,627	8,580	18.8%	328,493	311,605	16,888	5.4%	1,575	9,835	376	2,536
15	DHS	10,129	9,027	9,285	1,102	12.2%	64,175	59,835	4,340	7.3%	161	886	38	361
24	PS/CC	18,057	16,897	17,205	1,160	6.9%	117,147	112,536	4,611	4.1%	349	2,550	225	1,351
30	CC/PS	68,579	66,496	59,276	2,083	3.1%	416,241	447,665	(31,424)	-7.0%	1,835	12,161	318	3,218
32	PD/RM/TP/PS	26,752	23,397	23,864	3,355	14.3%	168,304	155,729	12,575	8.1%	959	6,941	132	980
53	PD/IW	5,090	5,630	5,000	(540)	-9.6%	35,133	35,068	67	0.2%	160	1,384	11	77
54	Indio/PD	3,590	-	-	3,590	0.0%	3,590	-	3,590	0.0%	146	146	24	24
70	LQ/BD	24,121	22,661	22,128	1,460	6.4%	145,386	142,405	2,981	2.1%	594	4,478	65	450
80	Indio	11,029	10,733	11,257	296	2.8%	80,883	83,048	(2,165)	-2.6%	101	854	76	615
81	Indio	8,719	8,890	8,688	(171)	-1.9%	61,225	60,304	921	1.5%	152	822	73	633
90	Coachella/Indio	20,437	20,814	18,467	(377)	-1.8%	134,113	136,684	(2,571)	-1.9%	355	2,572	138	1,051
91	I/Cch/Th/Mecca	18,874	18,843	18,218	31	0.2%	129,041	124,486	4,555	3.7%	498	3,115	98	552
95	I/Cch/Th/Mecca	2,796	-	2,395	2,796	0.0%	12,441	-	12,441	0.0%	74	340	8	27
111	PS/Indio	141,272	139,920	136,750	1,352	1.0%	940,620	952,303	(11,683)	-1.2%	4,252	31,749	948	6,935
220	PD to Riverside	1,180	1,132	1,009	48	4.2%	8,537	5,819	2,718	46.7%	29	258	13	59
<b>Fixed route total</b>		<b>414,895</b>	<b>390,130</b>	<b>379,169</b>	<b>24,765</b>	<b>6.3%</b>	<b>2,645,329</b>	<b>2,627,485</b>	<b>17,844</b>	<b>0.7%</b>	<b>11,240</b>	<b>78,091</b>	<b>2,543</b>	<b>18,869</b>
<b>Demand Response</b>														
SunDial		11,739	11,537	10,426	202	1.8%	79,967	77,928	2,039	2.6%				
<b>System total</b>		<b>426,634</b>	<b>401,667</b>	<b>389,595</b>	<b>24,967</b>	<b>6.2%</b>	<b>2,725,296</b>	<b>2,705,413</b>	<b>19,883</b>	<b>0.7%</b>				
		<b>Jan-14</b>	<b>Jan-13</b>	<b>Dec-13</b>										
Weekdays:		23	23	21										
Saturdays:		4	4	4										
Sundays:		4	4	5										
Total Days:		31	31	30										

Please note:

Line 54 implemented on January 6, 2014 - Weekday service only.

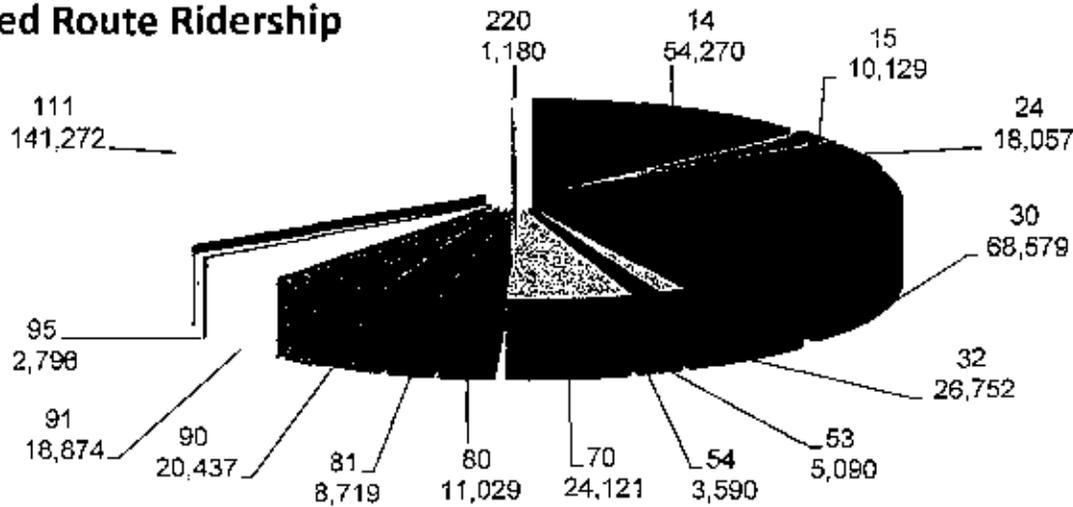
Line 95 implemented on September 1, 2013 - Weekday service only.

Issued: 2/18/2014

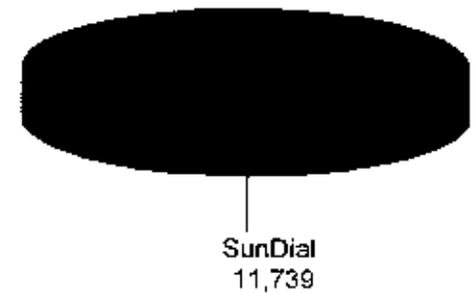
☺

**SunLine Transit Agency  
Monthly Ridership Report  
January - 2014**

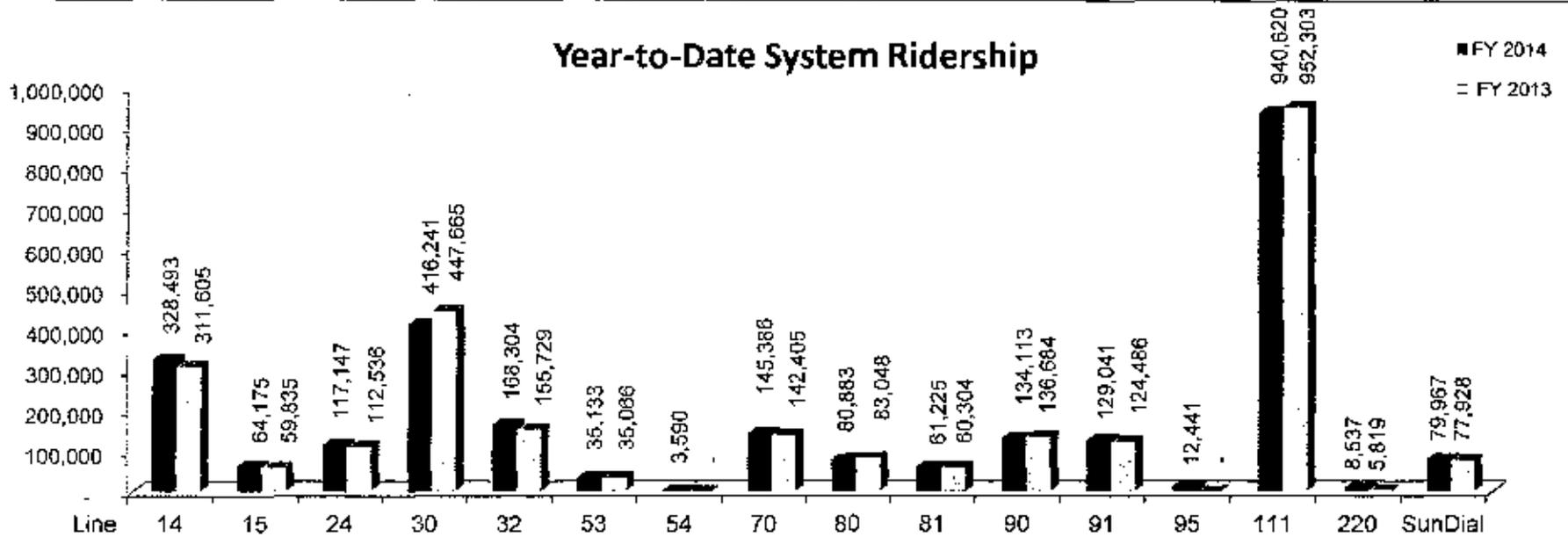
**Fixed Route Ridership**



**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**  
**January 2014**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.8%	91.0%	Total trips carried in the on-time window
1,046	1,029	Total trips late during the month
11,382	11,542	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,537	11,739	Total passengers for the month
97,032	104,308	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
1	2	Total Ride-a-Long Evaluations
8	2	Total Onboard Inspections
1	0	Total safety evaluations

5. DENIALS

<u>Last Year</u>	<u>This Year</u>	
1	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,634	1,592	Total Mobility Device Boarding's

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

## SunLine Transit Agency

**DATE:** February 26, 2014 **RECEIVE AND FILE**

**TO:** The Finance Committee  
The Board of Directors

**FROM:** The General Manager

**RE:** 2013 Triennial Review

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### Recommendation

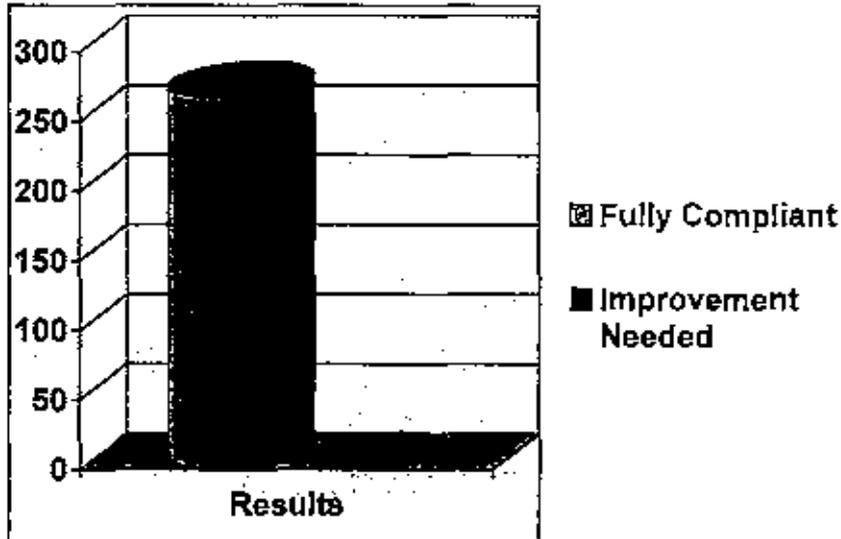
Recommend that the Board of Directors Receive and File the Federal Transit Administration's Final Report, FY2013 Triennial Review of SunLine Transit Agency.

### Background

Under 49 USC 5307 the Federal Transit Administration (FTA) is required to conduct a review of all recipients receiving federal funding every three years. A Triennial Review is not an audit but an operational review categorized in 18 different focus areas. The review starts with a desk review of requested documentation provided by SunLine months before the review and culminates with a site review at SunLine's facilities.

The areas reviewed were Legal; Financial Management and Financial Capacity; Technical; Satisfactory Continuing Control; Maintenance; Procurement; Disadvantaged Business Enterprises; Planning/Program of Projects; Title VI; Public Comment on Fare and Service Changes; Half Fare; Americans With Disabilities Act (ADA); Charter Bus; School Bus; National Transit Database; Safety and Security; Drug Free Workplace and Drug & Alcohol Program; and Equal Employment Opportunity.

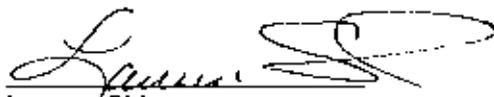
In all, SunLine was required to demonstrate compliance to 268 test areas by the FTA. For instance, in the largest review area, which is Procurement, there was the possibility of 27 separate findings of deficiency. There were no findings in Procurement. SunLine received one minor finding out of these 268 test areas.



This would make SunLine more than 99 percent compliant with all 268-test areas.

The one finding related to a 1991 Policy for disposal of surplus property. This policy has been revised and will be presented to the Board at this meeting to approve the changes. SunLine staff would like to present this policy far in advance of the required deadline of April 22, 2014.

An appreciation event was held with Staff to let them know how important this achievement was to SunLine and how their efforts to help preserve the Agency's reputation with one of its more important funding partners. It was also an appreciation lunch that recognizes that prevention is much more affordable than correction.

  
 Lauren Skiver



U.S. Department  
of Transportation  
Federal Transit  
Administration

REGION IX  
Arizona, California,  
Hawaii, Nevada, Guam,  
American Samoa,  
Northern Mariana Islands

201 Mission Street  
Suite 1650  
San Francisco, CA 94105-1839  
415-744-3133  
415-744-2726 (fax)

Councilmember Glenn Miller  
Chairman of the Board  
Sunline Transit Agency  
32-505 Harry Oliver Trail  
Thousand Palms, California 92276

FEB 04 2014

RE: FY 2013 Triennial Review Final Report

Dear Councilmember Miller:

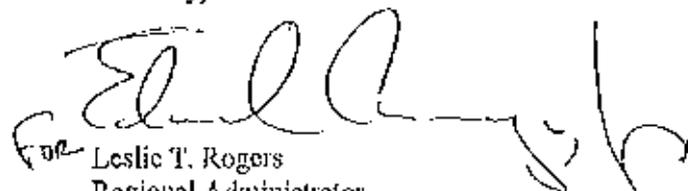
The enclosed Final Report documents the Federal Transit Administration's (FTA) Triennial Review of the Sunline Transit Agency in Thousand Palms, California. This review is required by Chapter 53 of Title 49, United States Code; Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of Sunline's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute a comprehensive and final review of compliance with grant requirements.

No deficiencies were found with the FTA requirements in 17 of the 18 areas. A deficiency was found in one area: Satisfactory Continuing Control. There were no repeat findings from the 2010 review. The deficiency and corrective action that needs to be taken to attain full compliance are described in the report.

Please convey our appreciation to the Sunline Transit Agency staff for their assistance and cooperation with the FTA review team.

If you have any questions or comments, please do not hesitate to contact FTA Program Manager, Susan Chu, at (415) 744-2738 or [susan.chu@dot.gov](mailto:susan.chu@dot.gov).

Sincerely,

  
For Leslie T. Rogers  
Regional Administrator

Enclosure

cc: Lauren Stiver, General Manager, Sunline Transit  
Rudy L. Flore, General Manager's Management Analyst, Sunline Transit

**FINAL REPORT**

**FY2013 TRIENNIAL REVIEW**

of the

**Sunline Transit Agency  
Thousand Palms, California  
Recipient ID: 5057**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

*Prepared by:*

**Interactive Elements, Inc.**

**Desk Review Date: December 5, 2013**

**Site Visit Dates: January 15-16, 2014**

**Final Report Date: February 4, 2014**

**FINAL REPORT**  
**FY2013 TRIENNIAL REVIEW**

of the

**Sunline Transit Agency**  
**Thousand Palms, California**  
**Recipient ID: 5057**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL TRANSIT ADMINISTRATION**  
**REGION IX**

*Prepared by:*

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## I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Sunline Transit Agency. The review was performed by Interactive Elements, Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Sunline's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Sunline Transit Agency's compliance in 18 areas. A deficiency was found with the FTA's requirements in one area, Satisfactory Continuing Control.

Review Area	Deficiency/Advisory Comment
Satisfactory Continuing Control	D07: Failure to comply with property disposal requirements  Sunline disposed of fully depreciated federally-funded vehicles in April 2013 by auction. Several of the vehicles netted an amount in excess of \$5,000. FTA was not notified of the disposition and proceeds.

## II. Review Background and Process

### 1. Background

The United States Code, Chapter 53 of Title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(j). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 18 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of Sunline Transit Agency, Thousand Palms, California. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. Additionally, the review looked forward at upcoming projects. The specific documents reviewed are referenced in this report and are available at FTA's Regional Office or at the grantee's office.

### 2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region IX Office on December 5, 2013. Necessary files retained by the regional office were sent to the reviewer electronically. A review package was sent to Sunline Transit Agency advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Sunline Transit Agency occurred on January 15-16, 2014.

The onsite portion of the review began with an entrance conference, in which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. A tour of Sunline's transit facilities was conducted to provide an overview of activities related to FTA-funded projects. A sample of maintenance records for FTA-funded vehicles was also examined during the site visit. Upon completion of the review, a "Summary of Preliminary Findings" was provided to Sunline Transit Agency at an exit conference. The individuals participating in the review are listed in Section VI of this report.

### 3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are: *not deficient*, *deficient*, *advisory comment*, and *not applicable*.

- *Not Deficient:* An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient:* An area is considered deficient if all of the requirements within the area reviewed were not met.
- *Advisory Comment:* An advisory comment is only made in the area of safety and security.
- *Not Applicable:* An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

### III. Grantee Description

Sunline Transit provides transit service in the Coachella Valley in Riverside County, California. Sunline Transit is an agency formed under the State of California's Joint Powers Authority in 1977 and serves the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, LaQuinta, Indio, Coachella, and the unincorporated communities of Thelma, Mecca, Oasis, Bermuda Dunes, Thousand Palms and, as of 2013, North Shore.

The service area covers 1,120 square miles of Riverside County, with a population of approximately 416,000 people. Sunline Transit has four subrecipients receiving 5216 or 5317 funds: Coachella Valley Association of Governments, Riverside County Transportation Commission, the Independent Living Partnership, and Desert Samaritans.

Sunline Transit directly operates 13 fixed route services and 34 complementary paratransit and demand response services, known as SunDial. Service is provided weekdays from 4:45 a.m. to 11:21 p.m. Saturday and Sunday service is provided from approximately 5:00 a.m. to 10:30 p.m. SunDial operates during the same days and hours of service as the fixed routes. The fleet includes 69 motor buses, of which 46 were federally funded, and 33 paratransit vehicles, of which 29 were federally funded. Operations for fixed route and ADA paratransit service are based in two bus garages, in Thousand Palms and in Indio.

The basic adult fare for bus service is \$1.00. A reduced fare of \$0.50 is offered to seniors, 60 years or older, valid Medicare card holders, and persons with disabilities during all hours. The fare for ADA paratransit service is \$1.50 for same city and \$2.00 for city to city service.

## Grant Activity

Grant Number	Grant Amount	Year	Description
CA-04-0133	\$ 813,580	2009	Bus, Research, Transit Hub
CA-04-0176	750,000	2010	Paratransit vehicles
CA-04-0277	1,456,000	2013	Solar panel project
CA-37-X148	429,428	2009	JARC coordinated service of 3 agencies
CA-37-X193	210,104	2014	JARC coordinated service of 2 agencies
CA-57-X063	215,898	2009	Taxi voucher program
CA-57-X102	214,230	2011	New Freedom projects
CA-88-0013	4,917,876	2012	American Fuel Cell Bus
CA-90-Y706	7,206,091	2008	Capital formula funds
CA-90-Y876	2,164,804	2011	Capital formula funds
CA-90-Y964	5,388,902	2012	Capital formula funds
CA-90-Z036	4,244,804	2013	Urban formula funds
CA-95-X076	973,830	2008	CMAQ Operations and hub facility
CA-96-X008	4,714,391	2009	Shelters, equipment and maintenance facility

During the past three years, Sunline Transit installed 51 new bus shelters, and completed construction of a maintenance building extension. One new fuel cell bus and 13 replacement HI Dorado 32 foot paratransit vans were purchased. ITS equipment was installed, including automatic stop announcers, automatic passenger counters, and automatic vehicle locators for fixed route buses. Google Transit was implemented to assist passengers with on-line trip planning.

Projects underway include a new administration building and transit hub in Thousand Palms and repaving of the facility yard, purchase of two new fuel cell buses, and installation of 70 new bus shelters. Sixty-three additional bus shelters are planned for future years. Replacement of fixed route and paratransit vans are planned, as well as two vans for expansion of service to meet growing demand. In addition, a new bus rapid transit project is in planning.

## IV. Results of the Review

### 1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed.

Finding: No deficiencies were found with the requirements for Legal.

### 2. Financial Management and Financial Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, financially maintain and operate FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: No deficiencies were found with the requirements for Financial Management and Financial Capacity.

### 3. Technical

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: No deficiencies were found with the requirements for Technical.

### 4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities, and equipment and ensure that they are used in transit service.

Finding: A deficiency was found with the requirements for Satisfactory Continuing Control. Sunline disposed of fully depreciated federally-funded vehicles in April 2013 by auction. Several of the vehicles netted an amount in excess of \$5,000. FTA was not notified of the disposition and proceeds.

Corrective Action and Schedule: By April 22, 2014, Sunline needs to develop a written policy for disposal of equipment that includes notification to FTA Region IX should any of the vehicles or equipment exceed \$5,000 in market value. A copy of the policy, along with written assurances that the policy will be fully implemented, needs to be provided to FTA Region IX.

## 5. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded equipment and facilities in good operating order and maintain ADA accessibility features.

Finding: No deficiencies were found with the requirements for Maintenance.

## 6. Procurement

Basic Requirement: FTA grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, "Third Party Contracting Guidance."

Finding: No deficiencies were found with the requirements for Procurement.

## 7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: No deficiencies were found with the requirements for Disadvantaged Business Enterprise.

## B. Planning/ Program of Projects

Basic Requirement (Planning): The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the metropolitan and statewide planning regulations.

Basic Requirement (Human Services Transportation): Grantees must participate in a coordinated public transit-human services transportation planning process that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

Basic Requirement (Program of Projects (POP)): Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a POP.

Finding: No deficiencies were found with the requirements for Planning/Program of Projects.

## 9. Title VI

**Basic Requirement:** The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

**Note:** The 2013 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI that provided more information on how to comply and changed requirements for some grantees with populations over 200,000 persons. As of October 1, 2012, grantees must comply with the requirements of FTA C 4702.1B. The review will look at compliance with the requirement of FTA C 4702.1A for the period prior to October 1 and compliance with the revised circular for activities after this date.

**Finding:** No deficiencies were found with the requirements for Title VI.

## 10. Public Comment on Fare and Service Changes

**Basic Requirement:** Section 5307 grantees are expected to have a written locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

**Finding:** No deficiencies were found with the requirements for Public Comment on Fare and Service Changes.

## 11. Half Fare

**Basic Requirement:** For fixed route service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

**Finding:** No deficiencies were found with the requirements for Half Fare.

## 12. Americans with Disabilities Act (ADA)

**Basic Requirement:** Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

**Finding:** No deficiencies were found with the requirements for Americans with Disabilities Act.

### 13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: No deficiencies were found with the requirements for Charter Bus.

### 14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: No deficiencies were found with the requirements for School Bus.

### 15. National Transit Database (NTD)

Basic Requirement: Grantees that receive Section 5307 and 5311 grant funds must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual as required by 49 USC 5335(a).

Finding: No deficiencies were found with the requirements for National Transit Database.

### 16. Safety and Security

Basic Requirement: Under the safety authority provisions of the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard. As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security projects are not necessary.

Finding: No deficiencies were found with the requirements for Safety and Security.

### 17. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug free workplace for all employees and to have an ongoing drug free awareness program. Grantees receiving Section

5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: No deficiencies were found with the requirements for Drug Free Workplace and Drug and Alcohol Program.

### **18. Equal Employment Opportunities (EEO)**

Basic Requirement: The grantees must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: No deficiencies were found with the requirements for Equal Employment Opportunities.

## V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	D07	Failure to comply with property disposal requirements.	Develop a written policy for disposal of equipment that includes notification to FTA Region IX should any of the vehicles or equipment exceed \$5,000 in market value. A copy of the policy, along with written assurances that the policy will be fully implemented, needs to be provided to FTA Region IX.	4/22/14	
5. Maintenance	ND				
6. Procurement	ND				
7. Disadvantaged Business Enterprise (DBE)	ND				
8. Planning/ Program of Projects	ND				
9. Title VI	ND				
10. Public Comment on Fare and Service Changes	ND				
11. Half Fare	ND				
12. Americans with Disabilities Act (ADA)	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. National Transit Database (NTD)	ND				
16. Safety and Security	ND				
17. Drug Free Workplace and Drug and Alcohol Program	ND				
18. Equal Employment Opportunities	ND				

## VI. Attendees

Name	Title/Organization	Phone Number	E-mail Address
<i>Sunline Transit Agency</i>			
Lauren Skiver	General Manager	760 343 3456 x100	lskiver@sunline.org
Rudy LaFlore	Management Analyst	760 343 3456 x125	rleflore@sunline.org
Don Wilms	Paratransit Supervisor	760 343 3456 x469	dwilms@sunline.org
Joseph Forgiarini	Director, Transit Planning	760 343 3456 x119	jforgiarini@sunline.org
Tommy Edwards	Advanced Technology Project Manager	760 343 3456 x463	tedwards@sunline.org
Mannie Thomas	Manager, Operations and Safety	760 343 3456 x403	mthomas@sunline.org
CJ Smith	Director, Finance	760 343 3456 x111	cjsmith@sunline.org
Victor Duran	Dispatch Supervisor	760 343 3456 x400	vduran@sunline.org
David Robin	Risk Manager	760 343 3456 x167	wrobin@sunline.org
Rick Barone	Procurement/DBE Officer	760 343 3456 x334	rbarone@sunline.org
<i>Federal Transit Administration</i>			
Susan Chu	General Engineer	415 744 2738	Susan.chu@dot.gov
<i>Interactive Elements, Inc.</i>			
Maximo Finkelstein	Reviewer	212 490 9090	mxf@icitransit.com
Susan Gilbert	Reviewer	212 490 9090	sbg@icitransit.com

## SunLine Transit Agency

**DATE:** February 26, 2014 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** Director of Human Resources  
**RE:** Social Media

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### Background

Social media refers to interaction among people in which they create, share, and/or exchange information and ideas in a virtual environment or network. Social media are applications that allow the creation and exchange of user-generated content.

Facebook, Twitter, Tumblr, YouTube, Pinterest, Instagram, LinkedIn and blogs are examples of social media. Social media applications are dynamic both in content and usage. Just 10 years ago, MySpace was a popular site that has since seen participation drop with the launching of Facebook and today, more youth are opting for Tumblr.

SunLine joined Facebook on January 14, 2010. Since then, SunLine has had 627 hits and 414 "friends/likes." SunLine has only activated the features that allow for posting of information.

SunLine also has a channel on YouTube. Most recently, SunLine has posted an ITS video on November 21, 2014 and the "Fill the Bus 2013 PSA" on November 5, 2013.

Although SunLine has a small social media presence, it could expand on these and join other sites to engage the community and share information. However, there is a lot to consider before doing so. SunLine must be prepared to manage the content on each site and to respond to postings in a timely manner. SunLine must also be well versed about life in the virtual world and the threats that exist.

One threat that exists in the virtual world is that spam and social media sites have become a beacon for spammers and cybercriminals. According to the NexGate research group, social media spam is on the rise as a primary attack vector for cybercriminals. A NexGate study found that social spam grew by more than 355% between January and July of 2013. Another study by NexGate that evaluated 25 million user accounts and 60 million pieces of social content found the following: 1 in 21 social messages contain risky content such as adult language, hate speech or private data; 1 in 200 social messages contain spam, including text and links; 15% of all spam contains a URL to a risky source; 5% of social apps are spammy and combined with like-jacking, social bots and fake accounts.

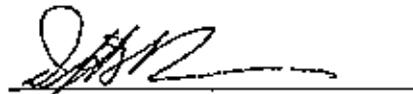
Social media can be a very effective way to engage stakeholders and disseminate user-generated information. It can be a very effective way to control messaging and share with literally millions of people with a click of a mouse, but it also comes with risks. The key to a successful social media presence is proper planning, allocation of resources and active management of all accounts.

Social media is a part of SunLine's overall marketing strategy. For any social media to be effective, it must be paired with the right customer segment and integrated with other forms of social media. For example, SunLine would like to inform residents about how to ride the bus. Creating and posting a video on YouTube, would reach a few people, but would rely on those YouTube viewers to share it. This is a passive approach to information sharing. An active and more effective approach would be to post the video on YouTube and then tweet or post a link to the video from other social media sites. Staff could then use the video in a presentation to the community as well to reach those residents that are not engaged in social media.

SunLine staff is reviewing the usage of our current social media accounts to determine ways to improve usage and increase visibility, such as posting press release information to Facebook and videotaping more events for posting to YouTube.

### **Fiscal Implications**

Any cost impact would be generated when any expansion of social media efforts occurs.



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Donald A. Bradburn

**SunLine Transit Agency**

**DATE:** February 26, 2014 **INFORMATION**  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Director of Finance  
**RE:** Telephone System Update

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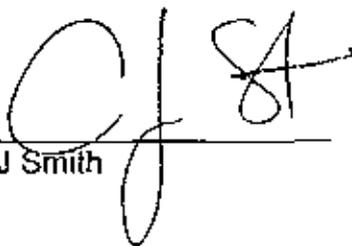
**Background**

At the January 2014 Board Meeting, the Board approved a budget amendment allowing staff to procure a new telephone system with an estimated cost of \$150,000. As planned, an RFP was issued on December 9, 2013 and proposals were received on January 24, 2014. SunLine received proposals from X-Act Technology Solutions, Packet Fusion and AMS Net.

Staff is currently utilizing Rick Kaczerowski, Director of Information Technologies at Riverside Transit Agency (RTA) to perform a Technical Evaluation of the three proposals received. Staff expects to receive evaluation results by the end of February. Evaluations and negotiations will be completed and presented at the March Board meeting.

**Fiscal Impact**

There is no additional fiscal impact.

  
CJ Smith

**SunLine Transit Agency**

**DATE:** February 26, 2014 **INFORMATION**

**TO:** The Finance Committee  
The Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Administration Building Change Negotiations

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**Background**

In December 2013, Staff provided a budget overview to the Board of Directors regarding the new Administration Building and Transit Hub Project. Staff reported to the Board of Directors that there were estimated pressures totaling \$900,000. These pressures were identified as change orders that had not been negotiated.

Staff is currently holding to its original change estimate based on the results of negotiations. Staff has successfully negotiated savings of \$141,835 of the \$639,938 that has been negotiated as of the writing of this report.

Attached is a presentation showing the total of proposed changes to date, the results of negotiations, and the outstanding balance of these changes.

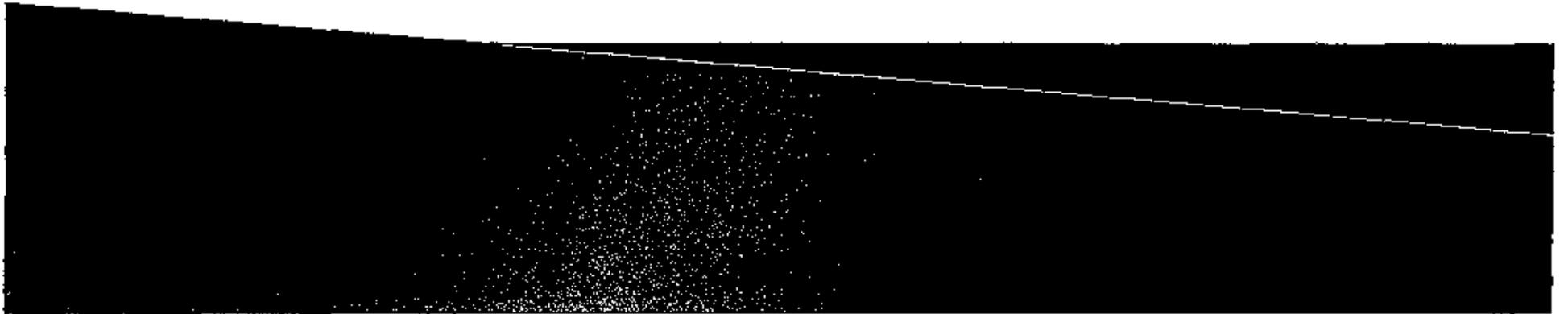


Rudy Le Flore

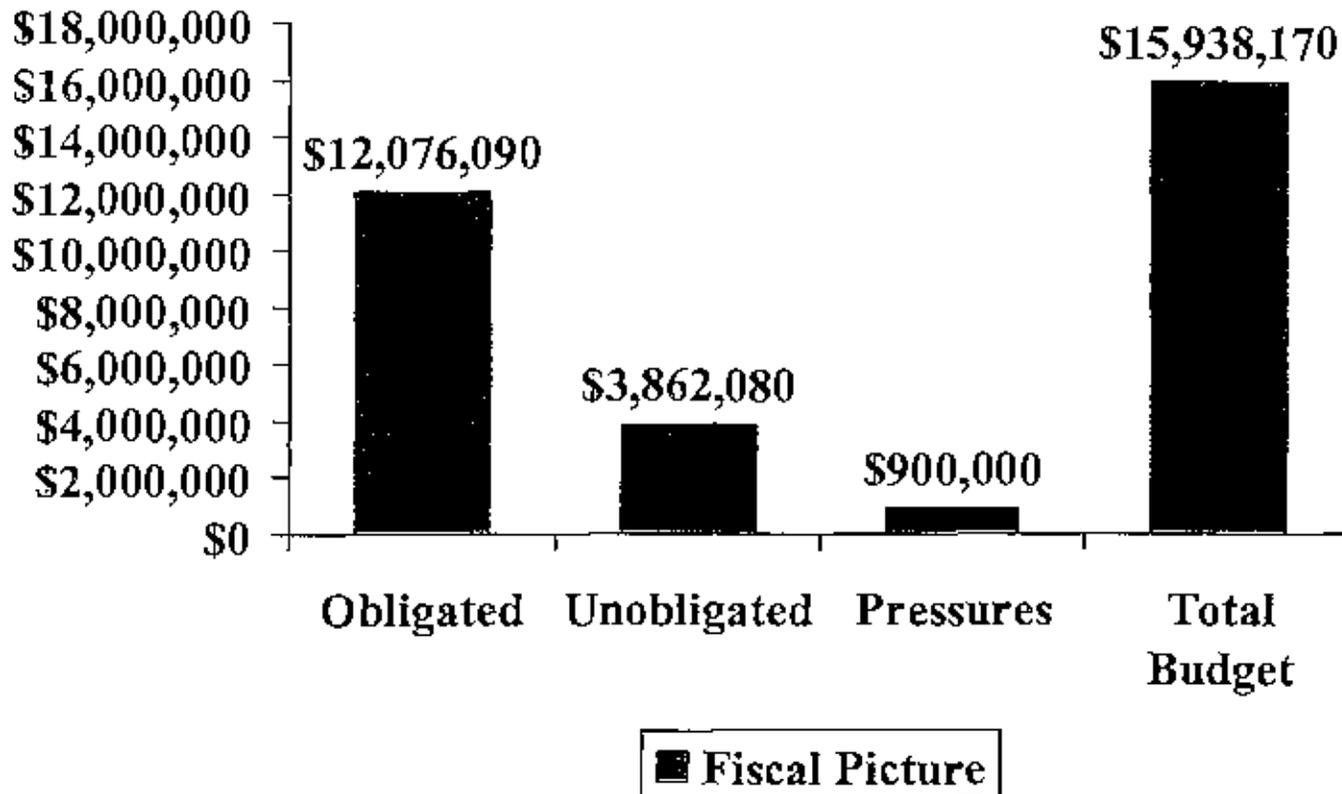
Attachment: Change Order Presentation

# Administration Building Project

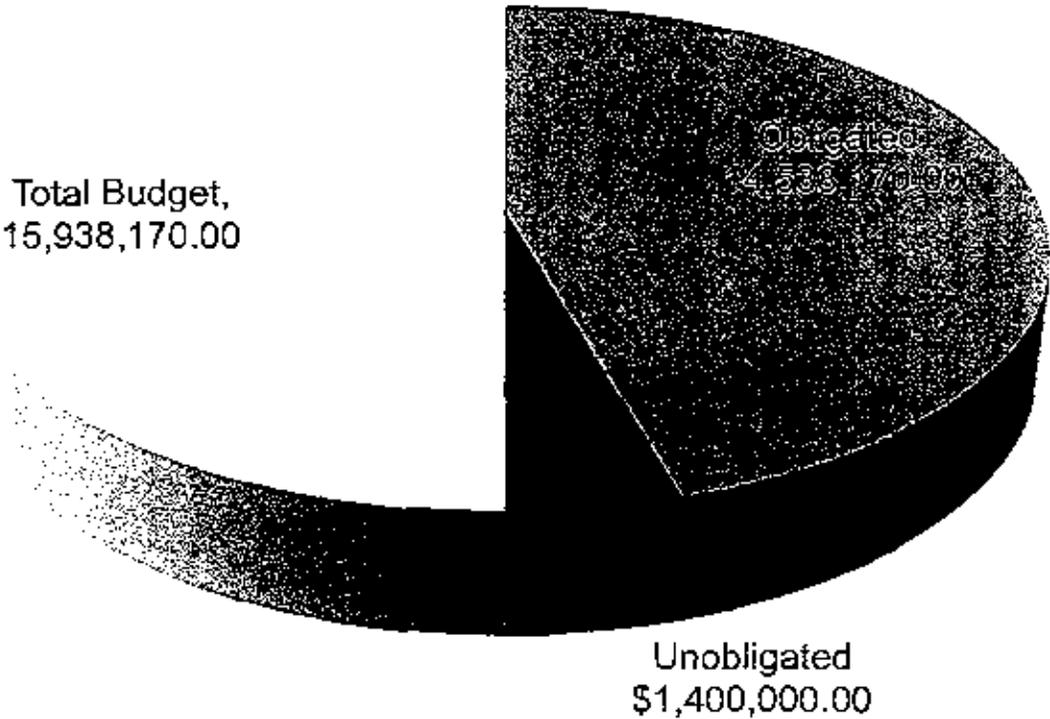
Change Order Update



# Financials December 2013

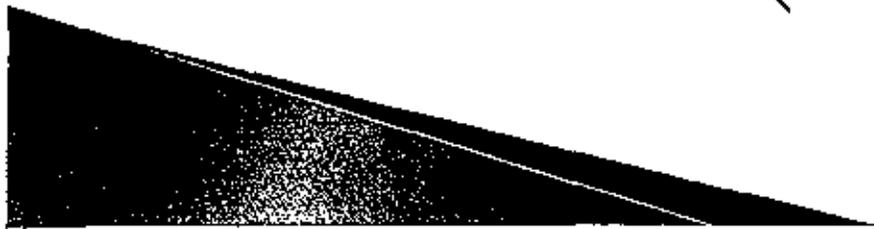
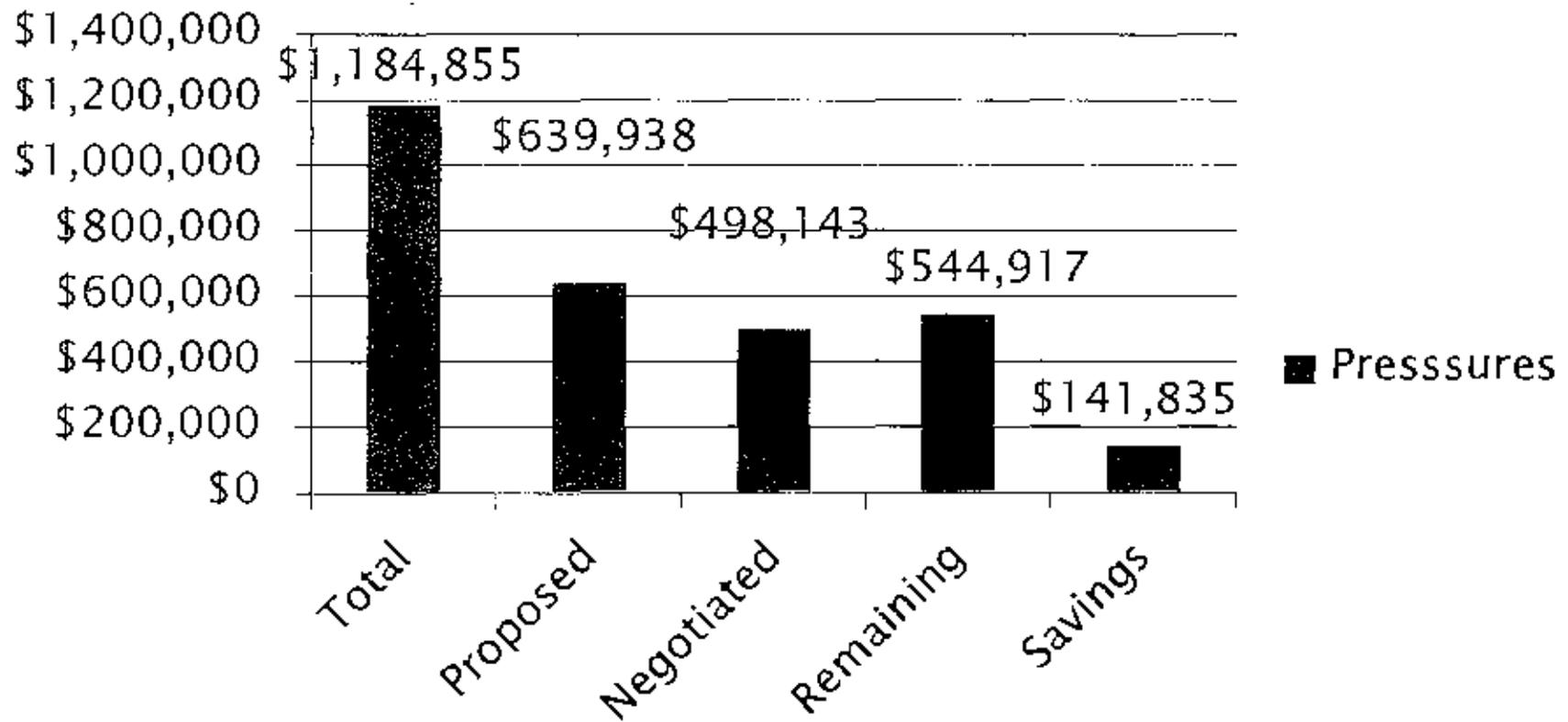


# Financial Information December 2013 (with owner improvements)



# Change Order Negotiations To Date

## Proposed Change Orders





**AGENDA  
FINANCE COMMITTEE**

**February 26, 2014  
9:30 a.m. – 11:30 a.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**

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

5. **FY 13 Audit Report Discussion (CJ Smith)** **Discussion**  
Discuss progress of the FY 13 Agency audit report. (Pages 1-2)
6. **Legal Expenses (CJ Smith)** **Discussion**  
Discussion with the Committee on Agency legal expenses. (Page 3)

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

7. **Employee Expenses (CJ Smith)** **Approve**  
Request to the Board to approve employee expenses for the upcoming travel to transit conferences. (Pages 4-5)
8. **Administrative Staffing (Lauren Skiver)** **Approve**  
Request to the Board to approve addition of two positions to the number of FY 14 budgeted positions. (Pages 6-7)

----- **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 January, 2014 (Pages 8-10)
- b) Credit card statement for January, 2014 (Pages 11-13)
- c) Monthly Budget Report for December, 2013 (Pages 14-15)
- d) Funding Summary – Quarter ending 12/31/13 (Page 16)
- e) Contracts Over \$25,000 – February, 2014 (Page 17)

- 10. Federal Transit Administration Triennial Review (Lauren Skiver)                      Receive and File**  
Receive and File the Federal Transit Administration’s Triennial Audit of the Agency. (Pages 18-34)

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

- 11. Update on the Purchase of Telephone System (CJ Smith)                      Information**  
Report to the Board on the progress of moving forward with purchasing a new Agency telephone system. (Page 35)

- 12. Administration Building Change Notification (Rudy Le Flore)                      Information**  
Update to the Board on the Administration Building Project Change Orders. (Pages 36-40)

- 13. Update on Bank Accounts (CJ Smith)                      Information**  
Report to the Committee on Agency bank accounts. (Page 41)

- 14. Adjourn**

**SunLine Transit Agency**

**DATE:** February 26, 2014  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Director of Finance  
**RE:** FY 13 Audit Discussion

**DISCUSSION**

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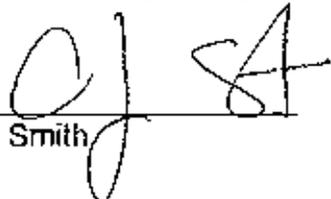
**Background**

At the January Finance Committee meeting, staff provided a Fiscal Year 13 Audit update summarizing the events of the audit that began August 26, 2013. Due to unforeseen challenges, SunLine was granted an extension by Riverside County Transportation Commission (RCTC) extending the audit deadline to March 31, 2014.

During the Audit process, the SunLine Finance Team questioned prior year's auditor-proposed entries and carry-forward balances from FY 10, FY 11, and FY 12. This event prompted Linda Hurley, Partner at MGO, to conduct a more thorough analysis of all major transactions. Although an extension became necessary, this discovery and review of the prior year's auditor-proposed entries will create a more accurate set of financial statements for past and future years. It is important to note that these challenges did not have an impact on cash flow or cash balances. They are transactional in nature and are directly related to the booking of receivables and the timing of revenue recognition.

The Finance Team has been working diligently to ensure that former and future audit periods reflect accurate data by implementing new policies and procedures, including an extensive three-tier review & approval process, and fifteen (15) monthly reconciliations. Furthermore, in an effort to continually improve and evolve finance policies and procedures, a solicitation has been initiated with support from the General Manager to contract an external auditing firm for a mid-year performance review.

These efforts, combined with increased exposure to other governmental and public transit agencies, will equip our staff with the tools and knowledge needed to properly support and maintain the agency's financial data. Ultimately, it is our goal to reassure the Board and our customers that we are fiscally responsible and proficient in managing the finances of SunLine Transit Agency.

  
CJ Smith

## FY 13 Audit Timeline

Date	Description
8/26 – 8/30/2013	Site Visit & Field Testing
9/23 – 10/4/2013	Site Visit & Field Testing
10/25/2013	Sent Financial Statements to Auditors
11/8/2013	Sent Prior Period Adjustments and General Adjusting entries to Auditors
11/13/2013	SSG Financial Statements and Notes sent to the Auditors
11/22/2013	STA Financial Statements and Notes sent to the Auditors
12/8/2013	Sent updated list of Adjusting Entries
12/20/2013	Requested status update on SSG and STA Audit Reports
1/8/2014	Additional field-work on-site
1/22/2014	Audit update to Finance Committee
1/27/2014	Additional field-work on-site
1/31/2014	Issue audit report
2/26/2014	Provide audit update on 2/26
3/26/2014	Board to Receive and File STA and SSG audit reports

\*Correspondence and questions occurred during the audit process not specifically identified above. The audit timeline represents a high-level snapshot of significant correspondence throughout the process.

SunLine Transit Agency

DATE: February 26, 2014  
TO: Finance Committee  
FROM: Director of Finance  
RE: Legal Expenses

DISCUSSION

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Background

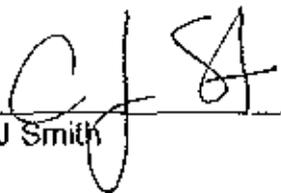
Per the direction of the Finance Committee, Staff is presenting an update on the legal services agreement with Rutan & Tucker.

In July 2013, Staff recommended that the Board of Directors authorize the Interim General Manager to exercise the first option year included in Rutan & Tucker's agreement. The option year beginning September 17, 2013 would be for the duration of one year and included a "not to exceed" amount of \$200,000.

The Board requested that Staff provide an update on the merits of the new structure opposed to the previous retainer-based agreement. Based on costs incurred between September 17, 2013 and December 31, 2013, legal expenses are projected to exceed the contract value by approximately \$40,000.

Although total costs are projected to be slightly over the contract amount, the current agreement appears to be the most cost-effective structure. At this time, Staff is tracking legal activity to determine if the cost-savings is a result of Agency activity or the new contract structure. It was determined that analysis has been slightly restricted by the current billing format, so Staff requested more detailed billing to assist in the analysis and management of legal costs.

Going forward, Staff will continue to closely manage this process and provide the Board with regular updates. Staff also plans to bring forward a contract change for Board approval in future months.

  
CJ Smith

## SunLine Transit Agency

**DATE:** February 26, 2014

**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

Below are expenses for upcoming travel. Expenses include meals, registration and transportation expenses.

Department	Description	Employee	Date(s)	Est. Amt	Budgeted
Administration	APTA Legislative Conference Washington, DC	Lauren Skiver	3/8/2014 – 3/12/2014	1,800.00	Y
Administration	APTA Conference & Bus Rodeo – Kansas City, MO	Lauren Skiver	5/3/2014 – 5/8/2014	3,000.00	Y
Operations	APTA Conference & Bus Rodeo – Kansas City, MO	Polo Del Toro	5/2/2014 – 5/6/2014	2,453.95	Y
Operations	APTA Conference & Bus Rodeo – Kansas City, MO	Mannie Thomas	5/1/2014 – 5/6/2014	2,689.74	Y
Operations	APTA Conference & Bus Rodeo – Kansas City, MO	Driver (Rodeo Winner)	5/1/2014 – 5/6/2014	2,519.74	Y

The APTA Legislative Conference directs the industry's advocacy effort and legislative strategy to the U.S. Congress and Administration. This year sessions will offer the opportunity to communicate to and network with members of Congress, Hill Staff, Administration officials and Washington opinion makers. The General Manager will take this opportunity to support rail service for the Coachella Valley and the Banning Pass area.

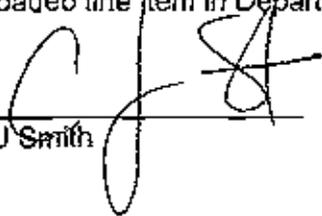
The APTA International Bus Rodeo is a unique learning opportunity for operators and maintenance teams to engage with other transit agencies. The Rodeo is more than a competition of driving skills and maintenance disciplines; it is a training and networking opportunity for all attendees. This conference also includes multiple training sessions for operators, maintenance teams and supervisors.

The APTA Bus and Paratransit Conference coincides with the International Bus Rodeo. In addition to attending the Rodeo to support our SunLine driver, the General Manager

will attend the Conference that focuses on all bus transportation issues. It is an opportunity to learn from experts in the industry as they share effective strategies, experience and solutions, and to network with colleagues.

**Fiscal Impact**

The expenses being presented today for approval are in the FY 14 operating budget in the Travel Meetings/Seminars line item in Department 40 (Administration) and the Bus Roadeo line item in Department 11 (Operations). There is no additional fiscal impact.

  
CJ Smith

**SunLine Transit Agency**

**DATE:** February 26, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** The General Manager

**RE:** Administrative Staffing

---

**Recommendation**

Recommend that the Board of Directors approve the addition of two positions to the number of FY 14 budgeted positions.

**Background**

The FTA notified SunLine that utilizing the Director of Human Resources to perform the duties of an Equal Employment Opportunity (EEO) Officer presents a conflict of interest. The Compliance Officer will solve this issue and perform those duties as well as manage other compliance-oriented programs. Savings from capitalizing a portion of the Interim Chief Performance Officer as well as the Advance Technology Project Manager's salaries will fund this position in FY14.

As SunLine is awarded discretionary grants, The Agency must put in place the resources to manage these projects. The funding for these resources is included in the Capital Project Budgets. This position will be funded by capital funds included in project budgets. The funding of these resources is an allowable cost in Capital Project Budgets. Staff is currently managing a \$29 million Capital Budget with limited staff. Next fiscal years Capital Budget is estimated to be approximately \$22 million. A Project Assistant is needed to help monitor these projects and manage the numerous reports and files as well as help satisfy the requirements of the different funding partners.

Staff has included project management dollars in many of the Capital budgets, which if not spent, must be either reprogrammed or returned to the funder. This would not be prudent when SunLine is responsible for putting the resources in place to successfully execute these projects.

**Title**

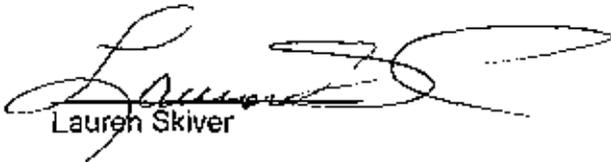
**Justification**

- |                       |  |
|-----------------------|--|
| 1. Compliance Officer | 1. EEO/DBE/ADA Compliance responsibility |
| 2. Project Assistant  | 2. Assist in Managing Capital Projects   |

**Financial Impact**

The costs of these positions will be funded in the Operating Budget by capitalizing expenses allocable to capital projects and will not result in any increase to the FY 14 Operating Budget.

There is \$150,000 included for project management in the Battery Dominant Fuel Cell bus project awarded to SunLine recently by the FTA. There is \$150,000 for SunLine project management in the approved American Fuel Cell Bus Warranty Extension Program. The ongoing TIGGER III Program for two new Fuel Cell Buses contains \$100,000 in project management dollars. The Solar Panel Project recently approved by the FTA contains \$70,000 of project management dollars. Many other projects contain project management and/or project administration dollars that provide opportunity for continued capital funding.



Lauren Skiver

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month-January 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
<b>Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations &amp; Maintenance)</b>								
SOPCAL GAS CO.	CNG-Div 1 & 2 and Hydrogen	660300	01/23/14	\$26,776.65	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	660176	01/17/14	\$22,015.66	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660135	01/09/14	\$18,595.73	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1 & 2 Electricity-Div 1 & 2	660182	01/17/14	\$16,456.81	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660250	01/23/14	\$6,058.60	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660286	01/23/14	\$5,368.61	Y	N		Operating
ALIBEDBARTON SECURITY SERVICES	Onsite security services for facilities	660156	01/17/14	\$4,880.64	Y	Y	\$73,250.00	Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	660209	01/17/14	\$4,376.40	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	660338	01/31/14	\$4,131.99	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	660261	01/23/14	\$3,607.01	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660221	01/17/14	\$3,277.60	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	660205	01/17/14	\$2,640.00	Y	Y	\$158,599.00	Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	660277	01/23/14	\$2,597.42	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	660296	01/23/14	\$2,344.39	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	660225	01/17/14	\$2,153.95	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	660246	01/23/14	\$2,024.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660195	01/17/14	\$1,962.47	Y	N		Operating
PLAZA TOWING	Towing Service	660290	01/23/14	\$1,775.00	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660101	01/03/14	\$1,621.04	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660113	01/03/14	\$1,401.03	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	660259	1/23/2014	\$1,298.56	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	660154	01/09/14	\$1,240.00	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	660119	01/03/14	\$1,197.51	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	660104	01/03/14	\$1,169.18	Y	N		Operating
SUN CHEMICAL	Cost of cleaning supplies for facility	660222	01/17/14	\$1,126.44	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	660139	01/09/14	\$1,101.70	Y	N		Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	660269	01/23/14	\$1,028.15	Y	N		Operating
ANALYSTS	Cost for sampling oil jars	660239	01/23/14	\$1,015.90	Y	N		Operating
	Subtotal			\$143,242.64				
<b>Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)</b>								
ST BOARD OF EQUALIZATION	Fuel taxes	660303	01/23/14	\$37,243.00	Y	N		Operating
ST BOARD OF EQUALIZATION	Fuel taxes	660302	01/23/14	\$15,142.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services	660211	01/17/14	\$7,249.93	Y	Y	\$132,329.00	Operating
ST BOARD OF EQUALIZATION	Self assessed taxes	660347	01/31/14	\$5,325.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	660198	01/17/14	\$3,888.73	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones and iPads	660232	01/17/14	\$3,465.33	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service	660349	01/31/14	\$3,434.18	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660330	01/31/14	\$3,069.71	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2	660241	01/23/14	\$2,505.31	Y	N		Operating
UNITED STATES TREASURY	Fees Pension Plan-Union	660308	01/23/14	\$2,500.00	Y	N		Operating
UNITED STATES TREASURY	Fees Pension Plan-Non Union	660309	01/23/14	\$2,500.00	Y	N		Operating
TIME WARNER CABLE	Communication between Div 1 & 2 (T1&T2)	660305	01/23/14	\$2,200.00	Y	N		Operating
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom/Agency Supplies	660243	01/23/14	\$2,166.40	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660187	01/17/14	\$2,036.80	Y	N		Operating

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month-January 2014**

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
ANGELICA WHEALEN AND D.L.C	Insurance Claims	660123	01/09/14	\$2,000.00	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	660201	01/17/14	\$1,984.64	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660110	01/03/14	\$1,864.18	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System	660140	01/09/14	\$1,860.00	Y	N		Operating
CAL-TEST, INC	D&A Onsite Testing	660128	01/09/14	\$1,739.45	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	660310	01/23/14	\$1,737.38	Y	N		Operating
DESERT RADIO GROUP	Advertising for Commuter 220	660167	01/17/14	\$1,520.00	Y	N		Operating
SGD SAN DIEGO	Insurance Claims	660215	01/17/14	\$1,375.47	Y	N		Operating
TRIBRIDGE HOLDINGS	Cost for Contracted Services	660350	01/31/14	\$1,365.00	Y	N		Operating
ORROCK, POPKA, FORTINO, TUCKER &	Cost for insurance claim loss	660202	01/17/14	\$1,300.36	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	660152	01/09/14	\$1,124.17	Y	N		Operating
MACIAS GINI & O'CONNELL LLP	Audit Services (SLT)	660332	01/31/14	\$1,000.00	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	660306	01/23/14	\$1,000.00	Y	N		Operating
	<b>Subtotal</b>			<b>\$112,597.04</b>				

Note: 1)

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

DOUG WALL CONSTRUCTION	Fees for Admin Building	660168	01/17/14	\$526,525.72	Y	Y	\$8,836,016.00	Capital
COOLEY CONSTRUCTION	Yard Repavement Project	660236	01/22/14	\$286,529.56	Y	Y	\$226,911.00	Capital
APOLLO VIDEO TECHNOLOGY	Bus Camera Project	660235	01/22/14	\$236,889.40	Y	Y	\$54,764.00	Capital
SOFTCHOICE	Cost for Computer Equipment	660218	01/17/14	\$39,552.33	Y	N		Capital
ARCADIS	Construction Managing - Admin building	660159	01/17/14	\$34,269.01	Y	Y	\$309,328.00	Capital
ARCADIS	Construction Managing - Admin building	660156	01/17/14	\$34,185.09	Y	Y	\$343,597.00	Capital
IBI GROUP	Fees for Admin Building	660180	01/17/14	\$20,181.18	Y	Y	\$69,821.00	Capital
IBI GROUP	Fees for Admin Building	660326	01/31/14	\$11,566.24	Y	Y	\$78,235.00	Capital
GEOCON WEST	Fees for Admin Building	660325	01/31/14	\$11,462.50	Y	Y	\$79,930.00	Capital
GEOCON WEST	Fees for Admin Building	660143	01/09/14	\$11,435.00	Y	Y	\$91,392.00	Capital
RBF / MICHAEL BAKER CORP	Yard Repavement Project	660293	01/23/14	\$10,186.24	Y	Y	\$9,125.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	660314	01/31/14	\$6,927.12	Y	N		Capital
IMPERIAL IRRIGATION DISTRICT	Fees for Admin Building	660179	01/17/14	\$6,160.30	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	660353	01/31/14	\$4,228.60	Y	N		Capital
R & O SERVICES	Fees for Admin Building	660114	01/03/14	\$2,860.00	Y	Y	\$3,698.00	Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	660183	01/17/14	\$2,493.42	Y	N		Capital
SAFEWAY SIGN COMPANY	WIP-Bus Stop Shelters	660298	01/23/14	\$2,383.57	Y	N		Capital
PSOMAS	Bus Stop Improvement	660291	01/23/14	\$2,315.30	Y	Y	\$12,154.00	Capital
DESERT CITY CAB	Taxi voucher program - federal grant	660320	01/31/14	\$1,350.84	Y	N		Capital
DESERT ALARM	Security monitoring services	660251	01/23/14	\$1,120.00	Y	Y	\$7,440.00	Operating
DROPOX, INC.	Fees for Admin Building	660102	01/03/14	\$1,045.00	Y	N		Capital
	<b>Subtotal</b>			<b>\$1,255,466.42</b>				

Note: 2)

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

HEALTH NET	Group Health insurance premium	660107	01/03/14	\$250,419.35	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	660341	01/31/14	\$87,146.09	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	660351	01/31/14	\$73,505.60	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	660120	01/03/14	\$73,352.73	Y	N		Operating

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month-January 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
U.S. BANK INSTITUTIONAL TRUST-METLIFE SBC	Pension deposits (paid per payroll)	660229	01/17/14	\$73,012.31	Y	N		Operating
	Employee benefits	660192	01/17/14	\$26,056.28	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	660131	01/09/14	\$6,129.45	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	660097	01/03/14	\$5,006.98	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	660157	01/17/14	\$4,823.86	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	660161	01/17/14	\$2,670.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	660099	01/03/14	\$2,670.92	Y	N		Operating
EYE MED	Employee benefits	660172	01/17/14	\$2,513.48	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	660316	01/31/14	\$2,412.42	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	660190	01/17/14	\$2,307.36	Y	N		Operating
	<b>Subtotal</b>			<b>\$612,027.75</b>				

*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** **\$2,123,333.85**

**Summary**

Total of Checks Over \$1,000	\$2,123,333.85
Total of Checks Under \$1,000	\$38,914.25
Total of All Checks for the Month	<b>\$2,162,248.10</b>
Total Amount of Checks Prior Year - Same Month	<b>\$1,574,099.98</b>





SUNLINE TRANSIT  
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855

**Transactions**

**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/16	01/16		PAYMENT THANK YOU	\$1,249.57CR	
<b>TOTAL THIS PERIOD</b>				<b>\$1,249.57CR</b>	

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/20	12/19	8818	AMERICAN PUBLIC TRANS 202-4964800 DC	\$745.00	
01/09	01/07	6929	UNITED 0167372490505 800-932-2732 TX SKIVERLAURA L 02/06/14 PALMSPRINGS TO DENVER DENVER TO NEW ORLEANS NEW ORLEANS TO LOS ANGLLES LOS ANGELES TO PALMSPRINGS	\$426.00	
<b>TOTAL THIS PERIOD</b>				<b>\$1,171.00</b>	

2014 Totals Year-to-Date	
Total Fees Charged in 2014	\$0.00
Total Interest Charged in 2014	\$0.00

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

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

**Interest Charge Calculation**

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

\*\* APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$1,171.00	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Pacific Western Bank  
SunLine Transit Agency Visa Credit Card Statement  
Closing Date: January 21, 2014

Payments and other credits:

Detail:

12/20/13	American Public Trans.	APTA Registration-CEO Seminar-General Manager, Lauren Skiver	\$ 745.00
01/09/14	United Airlines	Airfare Charges for General Manager, Lauren Skiver, APTA CEO Seminar	\$ 426.00

\*All charges approved in the FY 14 budget and at December Board meeting.

Credit:

1/16/14	Payment	Credit card payment	\$1249.57 CR
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DISPUTED LATE FEES AND INTEREST CHARGES:

\*\*On the October, 2013 credit card statement, there were charges for an interest payment of \$48.61 and a late fee of \$39.00. On the November statement, there was an interest charge of \$44.31. We disputed these charges and the bank has agreed to reverse the late fees of \$39.00 and interest fees, total charges of \$92.92. A total credit in the amount of \$131.92 will appear within the next two billing cycles.

**SunLine Transit Agency**

**DATE:** February 26, 2014  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Director of Finance  
**RE:** Budget Variance Report

---

**RECEIVE AND FILE**

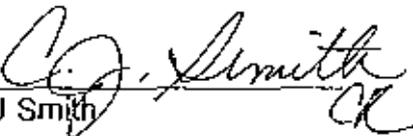
The Budget Variance Report presented reflects two primary changes:

1. The New Initiatives budgeted at \$824,921 are distributed over the appropriate cost centers (Divisions 12, 21, and 22).
2. Divisions that were previously combined are now presented individually.

The goal of these changes are to increase transparency and streamline the presentation of this report to be consistent with accounting practices. The changes do not impact the budget bottom-line.

Consistent with the Agency's effort to be more transparent and engaged, we have implemented monthly one-on-one meetings with each Department Director to review department budgets. Together, we make sure that costs are being accounted for correctly and being coded to the correct general ledger account. Not only are we working to improve accuracy in reporting, but we are constantly looking at ways to cut costs in our day-to-day operations.

Staff is committed to streamlining and refining the financial accounting process and to provide periodic updates on our progress in this area.

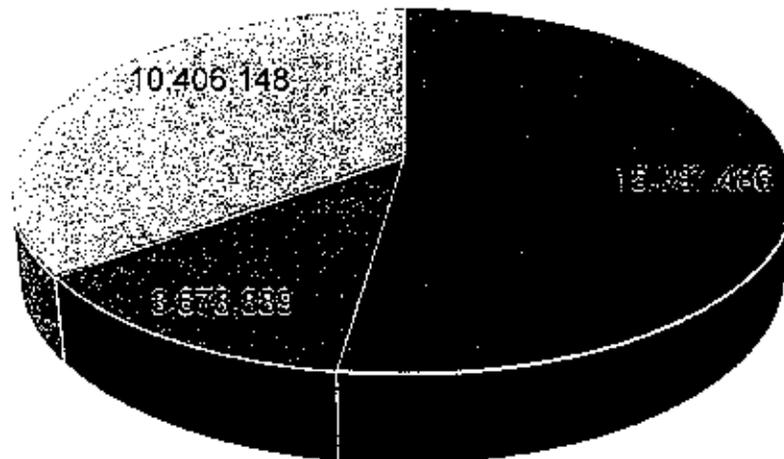
  
CJ Smith

SunLine Transit Agency  
Budget Variance Report  
December 2013

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Local Transportation Funds (LTF)	11,768,614	891,562	980,718	(89,156)	6,419,242	6,884,307	534,935
Measure A	5,217,000	434,750	434,750	0	2,608,500	2,608,500	0
FTA Section 5307	2,802,268	233,522	233,522	0	1,401,134	1,401,134	0
FTA Section 5311	420,188	35,016	35,016	0	210,094	210,094	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	104,333	(104,333)
FTA Section 5317	46,000	0	3,833	(3,833)	0	23,000	(23,000)
Sunfuels - Outside Sales Revenue	600,200	81,544	50,017	31,528	436,942	300,100	136,842
CNG Rebate	300,000	0	25,000	(25,000)	235,216	150,000	85,216
Fare Box Revenue - Fixed Route	3,230,000	243,978	269,167	(25,189)	1,445,308	1,615,000	(169,662)
Fare Box Revenue - Paratransit	320,000	20,535	26,667	(6,132)	126,647	160,000	(33,353)
Taxi Vouchers	18,089	8,051	1,507	6,543	46,503	9,045	37,458
Interest and Other Revenue	195,000	7,645	16,250	(8,605)	17,463	97,500	(80,037)
<b>Total Operating Revenue</b>	<b>25,126,024</b>	<b>1,956,703</b>	<b>2,093,835</b>	<b>(137,132)</b>	<b>12,947,076</b>	<b>12,563,012</b>	<b>384,066</b>
<b>Expenses:</b>							
SunFuels - Outside (9)	122,203	29,109	26,850	(2,259)	184,409	161,102	(23,308)
SunFuels (10)	1,118,969	106,863	53,247	(13,615)	661,769	559,495	(102,285)
Fixed Route Operations - Admin (11)	2,095,832	130,831	174,653	43,822	832,483	1,047,916	215,433
Fixed Route Operations - Union (12)	7,596,787	608,640	633,232	24,592	3,618,644	3,799,394	180,750
Paratransit Operations (13)	533,374	46,131	44,448	(1,683)	284,425	266,687	(17,738)
Paratransit Operations - Maintenance (13)	87,900	5,479	7,325	1,846	52,367	43,950	(8,417)
Paratransit Operations - Union (14)	2,056,111	171,248	171,343	95	1,009,562	1,028,056	18,493
Risk Management (15)	374,828	25,434	31,236	5,801	187,033	187,413	380
Maintenance - Admin (21)	1,114,367	88,810	52,864	4,054	606,638	657,184	(49,454)
Maintenance - Mechanics (22)	3,152,504	223,172	262,709	39,537	1,397,868	1,576,252	178,383
Facility Maintenance-T.P. (23)	660,729	48,816	55,061	6,245	259,241	330,365	74,123
Facility Maintenance-Indip (24)	72,354	5,257	6,030	772	33,383	36,177	2,794
Stops & Zones Maintenance (25)	589,284	39,492	49,107	9,615	224,325	294,642	70,317
Marketing (31)	364,402	34,803	30,367	(4,442)	157,375	182,201	24,826
Human Resources (32)	471,331	28,434	33,278	10,844	261,880	235,656	(26,314)
General Administration (40)	1,106,912	39,432	92,243	52,811	478,066	653,456	75,390
Finance (41)	1,127,039	84,425	93,920	9,495	534,832	563,520	28,687
Information Technology (42)	389,134	23,351	32,428	9,077	150,042	194,567	44,525
Agency-wide (43)	1,125,852	112,282	110,488	(1,794)	683,145	662,926	(20,219)
Planning & Agency Development (49)	564,114	36,170	47,010	10,839	249,843	282,057	32,214
<b>Total Expenses</b>	<b>25,126,024</b>	<b>1,888,183</b>	<b>2,093,835</b>	<b>205,652</b>	<b>11,864,431</b>	<b>12,563,012</b>	<b>698,581</b>
<b>Total Operating Surplus(Deficit)</b>		<b>\$ 68,519.98</b>			<b>\$ 1,082,647.62</b>		

Note: The approved New Initiatives budgeted at \$624,921 are distributed over the appropriate cost centers (Divisions 12, 21 and 22) and cost centers that were previously combined are now presented individually. The bottom-line of the approved FY 14 budget has not changed.

### Capital Funding Detail



- Deferred Revenue
- State Transportation Assistance (RCTC)
- FTA Grants

- SunLine has approximately 15.3 million dollars available in deferred revenue, 10.4 million dollars available in Federal grants, and 3.6 million of STA available.
- The FTA grant balance includes balances from 14 federal grants and consists of 5307, 5308, 5309, 5316 and 5317 funding types.
- State Transportation Assistance (STA) are monies held by RCTC allocated as match to SunLine's Federal grants and are reimbursement based.
- Deferred Revenue includes Prop 1 B, on-hand LTF, STA and Other.

**Contracts/Purchase Orders Executed in Excess of \$25,000  
February-14**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Contract Type</b>
GFI Genfare	New Fareboxes for Fuel Cell buses and spare parts.	Needed for fixed route operations of new buses.	Approved as part of FY14 Capital Budget in the New fareboxes line item.	\$60,000	\$56,297.36	Purchase Order

## SunLine Transit Agency

**DATE:** February 26, 2014 **RECEIVE AND FILE**  
**TO:** The Finance Committee  
The Board of Directors  
**FROM:** The General Manager  
**RE:** FTA 2013 Triennial Review

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### **Recommendation**

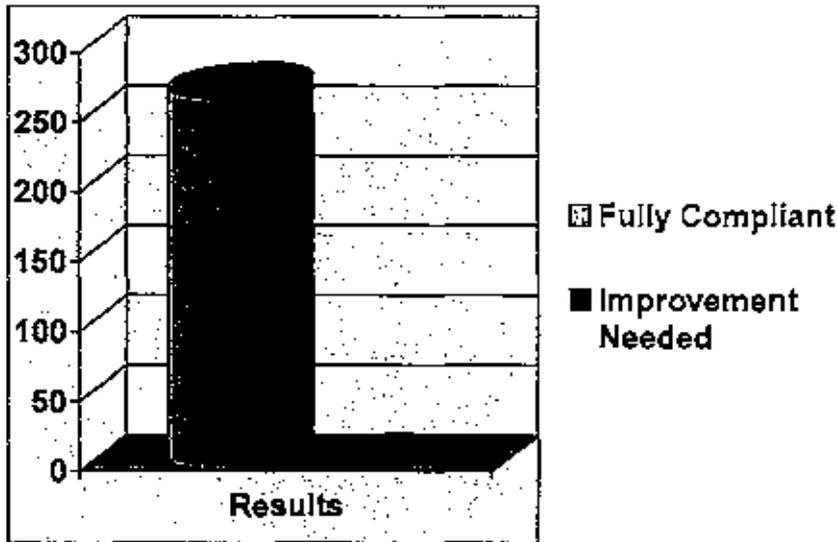
Recommend that the Board of Directors Receive and File the Federal Transit Administration's Final Report, FY2013 Triennial Review of SunLine Transit Agency.

### **Background**

Under 49 USC 5307 the Federal Transit Administration (FTA) is required to conduct a review of all recipients receiving federal funding every three years. A Triennial Review is not an audit but an operational review categorized in 18 different focus areas. The review starts with a desk review of requested documentation provided by SunLine months before the review and culminates with a site review at SunLine's facilities.

The areas reviewed were Legal; Financial Management and Financial Capacity; Technical; Satisfactory Continuing Control; Maintenance; Procurement; Disadvantaged Business Enterprises; Planning/Program of Projects; Title VI; Public Comment on Fare and Service Changes; Half Fare; Americans With Disabilities Act (ADA); Charter Bus; School Bus; National Transit Database; Safety and Security; Drug Free Workplace and Drug & Alcohol Program; and Equal Employment Opportunity.

In all, SunLine was required to demonstrate compliance to 268 test areas by the FTA. For instance, in the largest review area, which is Procurement, there was the possibility of 27 separate findings of deficiency. There were no findings in Procurement. SunLine received one minor finding out of these 268 test areas.



This would make SunLine more than 99 percent compliant with all 268-test areas.

The one finding related to a 1991 Policy for disposal of surplus property. This policy has been revised and will be presented to the Board at this meeting to approve the changes. SunLine staff would like to present this policy far in advance of the required deadline of April 22, 2014.

An appreciation event was held with Staff to let them know how important this achievement was to SunLine and how their efforts to help preserve the Agency's reputation with one of its more important funding partners. It was also an appreciation lunch that recognizes that prevention is much more affordable than correction.

Lauren Skiver



U.S. Department  
of Transportation  
Federal Transit  
Administration

REGION IX  
Arizona, California,  
Hawaii, Nevada, Guam  
American Samoa,  
Northern Mariana Islands

201 Mission Street  
Suite 1650  
San Francisco, CA 94105-1839  
415-744-3133  
415-744-2726 (fax)

Councilmember Glenn Miller  
Chairman of the Board  
Sunline Transit Agency  
32-505 Harry Oliver Trail  
Thousand Palms, California 92276

FEB 04 2014

RE: FY 2013 Triennial Review Final Report

Dear Councilmember Miller:

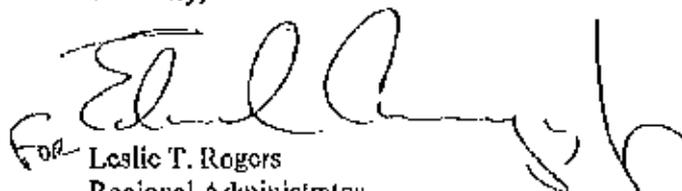
The enclosed Final Report documents the Federal Transit Administration's (FTA) Triennial Review of the Sunline Transit Agency in Thousand Palms, California. This review is required by Chapter 53 of Title 49, United States Code; Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of Sunline's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute a comprehensive and final review of compliance with grant requirements.

No deficiencies were found with the FTA requirements in 17 of the 18 areas. A deficiency was found in one area: Satisfactory Continuing Control. There were no repeat findings from the 2010 review. The deficiency and corrective action that needs to be taken to attain full compliance are described in the report.

Please convey our appreciation to the Sunline Transit Agency staff for their assistance and cooperation with the FTA review team.

If you have any questions or comments, please do not hesitate to contact FTA Program Manager, Susan Chu, at (415) 744-2738 or [susan.chu@dot.gov](mailto:susan.chu@dot.gov).

Sincerely,

  
For Leslie T. Rogers  
Regional Administrator

Enclosure

cc: Lauren Skiver, General Manager, Sunline Transit  
Rudy Le Flore, General Manager's Management Analyst, Sunline Transit

**FINAL REPORT**

**FY2013 TRIENNIAL REVIEW**

of the

**Sunline Transit Agency  
Thousand Palms, California  
Recipient ID: 5057**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

*Prepared by:*

**Interactive Elements, Inc.**

**Desk Review Date: December 5, 2013**

**Site Visit Dates: January 15-16, 2014**

**Final Report Date: February 4, 2014**

**FINAL REPORT**

**FY2013 TRIENNIAL REVIEW**

of the

**Sunline Transit Agency  
Thousand Palms, California  
Recipient ID: 5057**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

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**Desk Review Date: December 5, 2013**

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## I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Sunline Transit Agency. The review was performed by Interactive Elements, Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. Sunline's transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on Sunline Transit Agency's compliance in 18 areas. A deficiency was found with the FTA's requirements in one area, Satisfactory Continuing Control.

Review Area	Deficiency/Advisory Comment
Satisfactory Continuing Control	D07: Failure to comply with property disposal requirements  Sunline disposed of fully depreciated federally-funded vehicles in April 2013 by auction. Several of the vehicles netted an amount in excess of \$5,000. FTA was not notified of the disposition and proceeds.

## II. Review Background and Process

### 1. Background

The United States Code, Chapter 53 of Title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements

The Triennial Review includes a review of the grantee's compliance in 18 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of Sunline Transit Agency, Thousand Palms, California. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. Additionally, the review looked forward at upcoming projects. The specific documents reviewed are referenced in this report and are available at FTA's Regional Office or at the grantee's office.

### 2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region LX Office on December 5, 2013. Necessary files retained by the regional office were sent to the reviewer electronically. A review package was sent to Sunline Transit Agency advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to Sunline Transit Agency occurred on January 15-16, 2014.

The onsite portion of the review began with an entrance conference, in which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. A tour of Sunline's transit facilities was conducted to provide an overview of activities related to FTA-funded projects. A sample of maintenance records for FTA-funded vehicles was also examined during the site visit. Upon completion of the review, a "Summary of Preliminary Findings" was provided to Sunline Transit Agency at an exit conference. The individuals participating in the review are listed in Section VI of this report.

### 3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are: *not deficient, deficient, advisory comment, and not applicable.*

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if all of the requirements within the area reviewed were not met.
- *Advisory Comment*: An advisory comment is only made in the area of safety and security.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

### III. Grantee Description

Sunline Transit provides transit service in the Coachella Valley in Riverside County, California. Sunline Transit is an agency formed under the State of California's Joint Powers Authority in 1977 and serves the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, LaQuinta, Indio, Coachella, and the unincorporated communities of Thelma, Mecca, Oasis, Bermuda Dunes, Thousand Palms and, as of 2013, North Shore.

The service area covers 1,120 square miles of Riverside County, with a population of approximately 416,000 people. Sunline Transit has four subrecipients receiving 5216 or 5317 funds: Coachella Valley Association of Governments, Riverside County Transportation Commission, the Independent Living Partnership, and Desert Samaritans.

Sunline Transit directly operates 13 fixed route services and 34 complementary paratransit and demand response services, known as SunDial. Service is provided weekdays from 4:45 a.m. to 11:21 p.m. Saturday and Sunday service is provided from approximately 5:00 a.m. to 10:30 p.m. SunDial operates during the same days and hours of service as the fixed routes. The fleet includes 69 motor buses, of which 46 were federally funded, and 33 paratransit vehicles, of which 29 were federally funded. Operations for fixed route and ADA paratransit service are based in two bus garages, in Thousand Palms and in Indio.

The basic adult fare for bus service is \$1.00. A reduced fare of \$0.50 is offered to seniors, 60 years or older, valid Medicare card holders, and persons with disabilities during all hours. The fare for ADA paratransit service is \$1.50 for same city and \$2.00 for city to city service.

## Grant Activity

Grant Number	Grant Amount	Year	Description
CA-04-0133	\$ 813,580	2009	Bus, Research, Transit Hub
CA-04-0176	750,000	2010	Paratransit vehicles
CA-04-0277	1,456,000	2013	Solar panel project
CA-37-X148	429,428	2009	JARC coordinated service of 3 agencies
CA-37-X193	210,104	2014	JARC coordinated service of 2 agencies
CA-57-X063	215,898	2009	Taxi voucher program
CA-57-X102	214,230	2011	New Freedom projects
CA-88-0013	4,917,876	2012	American Fuel Cell Bus
CA-90-Y706	7,206,091	2008	Capital formula funds
CA-90-Y876	2,164,804	2011	Capital formula funds
CA-90-Y964	5,388,902	2012	Capital formula funds
CA-90-Z036	4,244,804	2013	Urban formula funds
CA-95-X076	973,830	2008	CMAQ Operations and hub facility
CA-96-X008	4,714,391	2009	Shelters, equipment and maintenance facility

During the past three years, Sunline Transit installed 51 new bus shelters, and completed construction of a maintenance building extension. One new fuel cell bus and 13 replacement El Dorado 32 foot paratransit vans were purchased. ITS equipment was installed, including automatic stop announcers, automatic passenger counters, and automatic vehicle locators for fixed route buses. Google Transit was implemented to assist passengers with on-line trip planning.

Projects underway include a new administration building and transit hub in Thousand Palms and repaving of the facility yard, purchase of two new fuel cell buses, and installation of 70 new bus shelters. Sixty-three additional bus shelters are planned for future years. Replacement of fixed route and paratransit vans are planned, as well as two vans for expansion of service to meet growing demand. In addition, a new bus rapid transit project is in planning.

## **IV. Results of the Review**

### **1. Legal**

**Basic Requirement:** The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed.

**Finding:** No deficiencies were found with the requirements for Legal.

### **2. Financial Management and Financial Capacity**

**Basic Requirement:** The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, financially maintain and operate FTA funded facilities and equipment, and conduct and respond to applicable audits.

**Finding:** No deficiencies were found with the requirements for Financial Management and Financial Capacity.

### **3. Technical**

**Basic Requirement:** The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

**Finding:** No deficiencies were found with the requirements for Technical.

### **4. Satisfactory Continuing Control**

**Basic Requirement:** The grantee must maintain control over real property, facilities, and equipment and ensure that they are used in transit service.

**Finding:** A deficiency was found with the requirements for Satisfactory Continuing Control. Sunline disposed of fully depreciated federally-funded vehicles in April 2013 by auction. Several of the vehicles netted an amount in excess of \$5,000. FTA was not notified of the disposition and proceeds.

**Corrective Action and Schedule:** By April 22, 2014, Sunline needs to develop a written policy for disposal of equipment that includes notification to FTA Region IX should any of the vehicles or equipment exceed \$5,000 in market value. A copy of the policy, along with written assurances that the policy will be fully implemented, needs to be provided to FTA Region IX.

## 5. Maintenance

**Basic Requirement:** Grantees and subrecipients must keep federally funded equipment and facilities in good operating order and maintain ADA accessibility features.

**Finding:** No deficiencies were found with the requirements for Maintenance.

## 6. Procurement

**Basic Requirement:** FTA grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, "Third Party Contracting Guidance."

**Finding:** No deficiencies were found with the requirements for Procurement.

## 7. Disadvantaged Business Enterprise (DBE)

**Basic Requirement:** The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

**Finding:** No deficiencies were found with the requirements for Disadvantaged Business Enterprise.

## 8. Planning/ Program of Projects

**Basic Requirement (Planning):** The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the metropolitan and statewide planning regulations.

**Basic Requirement (Human Services Transportation):** Grantees must participate in a coordinated public transit-human services transportation planning process that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

**Basic Requirement (Program of Projects (POP)):** Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a POP.

**Finding:** No deficiencies were found with the requirements for Planning/Program of Projects.

## 9. Title VI

**Basic Requirement:** The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

**Note:** The 2013 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI that provided more information on how to comply and changed requirements for some grantees with populations over 200,000 persons. As of October 1, 2012, grantees must comply with the requirements of FTA C 4702.1B. The review will look at compliance with the requirement of FTA C 4702.1A for the period prior to October 1 and compliance with the revised circular for activities after this date.

**Finding:** No deficiencies were found with the requirements for Title VI.

## 10. Public Comment on Fare and Service Changes

**Basic Requirement:** Section 5307 grantees are expected to have a written locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

**Finding:** No deficiencies were found with the requirements for Public Comment on Fare and Service Changes.

## 11. Half Fare

**Basic Requirement:** For fixed route service supported with Section 5307 assistance, fares charged elderly persons, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

**Finding:** No deficiencies were found with the requirements for Half Fare.

## 12. Americans with Disabilities Act (ADA)

**Basic Requirement:** Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

**Finding:** No deficiencies were found with the requirements for Americans with Disabilities Act.

### 13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: No deficiencies were found with the requirements for Charter Bus.

### 14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: No deficiencies were found with the requirements for School Bus.

### 15. National Transit Database (NTD)

Basic Requirement: Grantees that receive Section 5307 and 5311 grant funds must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual as required by 49 USC 5335(a).

Finding: No deficiencies were found with the requirements for National Transit Database.

### 16. Safety and Security

Basic Requirement: Under the safety authority provisions of the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard. As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security projects are not necessary.

Finding: No deficiencies were found with the requirements for Safety and Security.

### 17. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug free workplace for all employees and to have an ongoing drug free awareness program. Grantees receiving Section

5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: No deficiencies were found with the requirements for Drug Free Workplace and Drug and Alcohol Program.

#### **10. Equal Employment Opportunities (EEO)**

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: No deficiencies were found with the requirements for Equal Employment Opportunities.

## V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	D07	Failure to comply with property disposal requirements.	Develop a written policy for disposal of equipment that includes notification to FTA Region IX should any of the vehicles or equipment exceed \$5,000 in market value. A copy of the policy, along with written assurances that the policy will be fully implemented, needs to be provided to FTA Region IX.	4/22/14	
5. Maintenance	ND				
6. Procurement	ND				
7. Disadvantaged Business Enterprise (DBE)	ND				
8. Planning/ Program of Projects	ND				
9. Title VI	ND				
10. Public Comment on Fare and Service Changes	ND				
11. Half Fare	ND				
12. Americans with Disabilities Act (ADA)	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. National Transit Database (NTD)	ND				
16. Safety and Security	ND				
17. Drug Free Workplace and Drug and Alcohol Program	ND				
18. Equal Employment Opportunities	ND				

## VI. Attendees

Name	Title/Organization	Phone Number	E-mail Address
<i>Sunline Transit Agency</i>			
Lauren Skiver	General Manager	760 343 3456 x100	lskiver@sunline.org
Rudy LeFlore	Management Analyst	760 343 3456 x125	rleflore@sunline.org
Don Wilms	Paratransit Supervisor	760 343 3456 x469	dwilms@sunline.org
Joseph Forgiarini	Director, Transit Planning	760 343 3456 x119	jforgiarini@sunline.org
Tommy Edwards	Advanced Technology Project Manager	760 343 3456 x463	tedwards@sunline.org
Mannio Thomas	Manager, Operations and Safety	760 343 3456 x403	mthomas@sunline.org
CJ Smith	Director, Finance	760 343 3456 x111	cjsmith@sunline.org
Victor Duran	Dispatch Supervisor	760 343 3456 x400	vduran@sunline.org
David Robin	Risk Manager	760 343 3456 x167	wrobin@sunline.org
Rick Barone	Procurement/DBE Officer	760 343 3456 x334	rbarone@sunline.org
<i>Federal Transit Administration</i>			
Susan Chu	General Engineer	415 744 2738	Susan.chu@dot.gov
<i>Interactive Elements, Inc.</i>			
Maxine Finkelstein	Reviewer	212 490 9090	mxf@ieitransit.com
Susan Gilbert	Reviewer	212 490 9090	sbg@ieitransit.com

**SunLine Transit Agency**

**DATE:** February 26, 2014  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Director of Finance  
**RE:** Telephone System Update

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**INFORMATION**

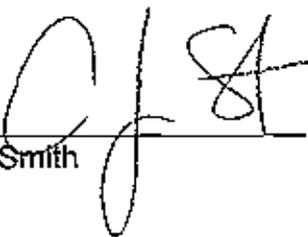
**Background**

At the January 2014 Board Meeting, the Board approved a budget amendment allowing staff to procure a new telephone system with an estimated cost of \$150,000. As planned, an RFP was issued on December 9, 2013 and proposals were received on January 24, 2014. SunLine received proposals from X-Act Technology Solutions, Packet Fusion and AMS Net.

Staff is currently utilizing Rick Kaczerowski, Director of Information Technologies at Riverside Transit Agency (RTA) to perform a Technical Evaluation of the three proposals received. Staff expects to receive evaluation results by the end of February. Evaluations and negotiations will be completed and presented at the March Board meeting.

**Fiscal Impact**

There is no additional fiscal impact.

  
CJ Smith

SunLine Transit Agency

**DATE:** February 26, 2014 **INFORMATION**  
**TO:** The Finance Committee  
The Board of Directors  
**FROM:** The Chief Performance Officer  
**RE:** Administration Building Change Negotiations

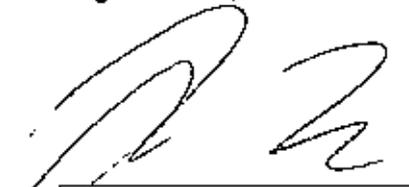
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**Background**

In December 2013, Staff provided a budget overview to the Board of Directors regarding the new Administration Building and Transit Hub Project. Staff reported to the Board of Directors that there were estimated pressures totaling \$900,000. These pressures were identified as change orders that had not been negotiated.

Staff is currently holding to its original change estimate based on the results of negotiations. Staff has successfully negotiated savings of \$141,835 of the \$639,938 that has been negotiated as of the writing of this report.

Attached is a presentation showing the total of proposed changes to date, the results of negotiations, and the outstanding balance of these changes.

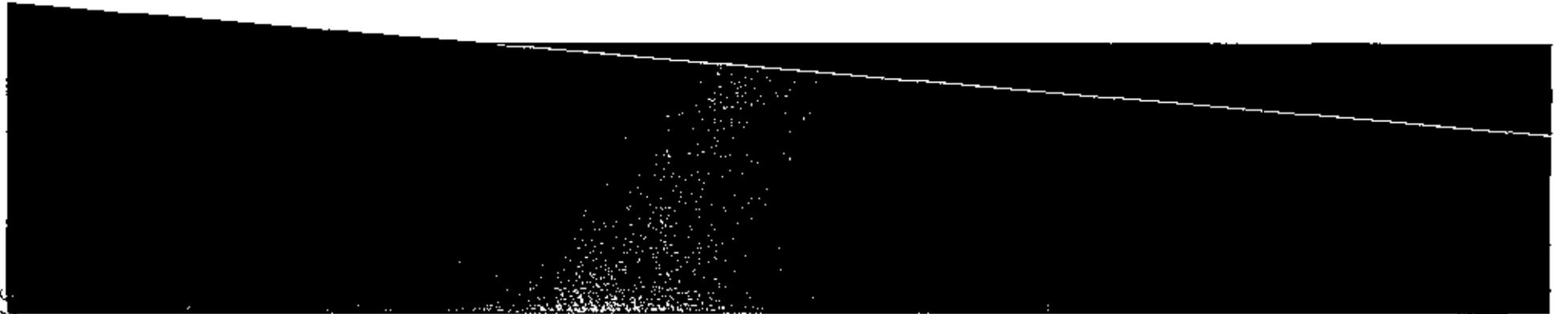


Rudy Le Flore

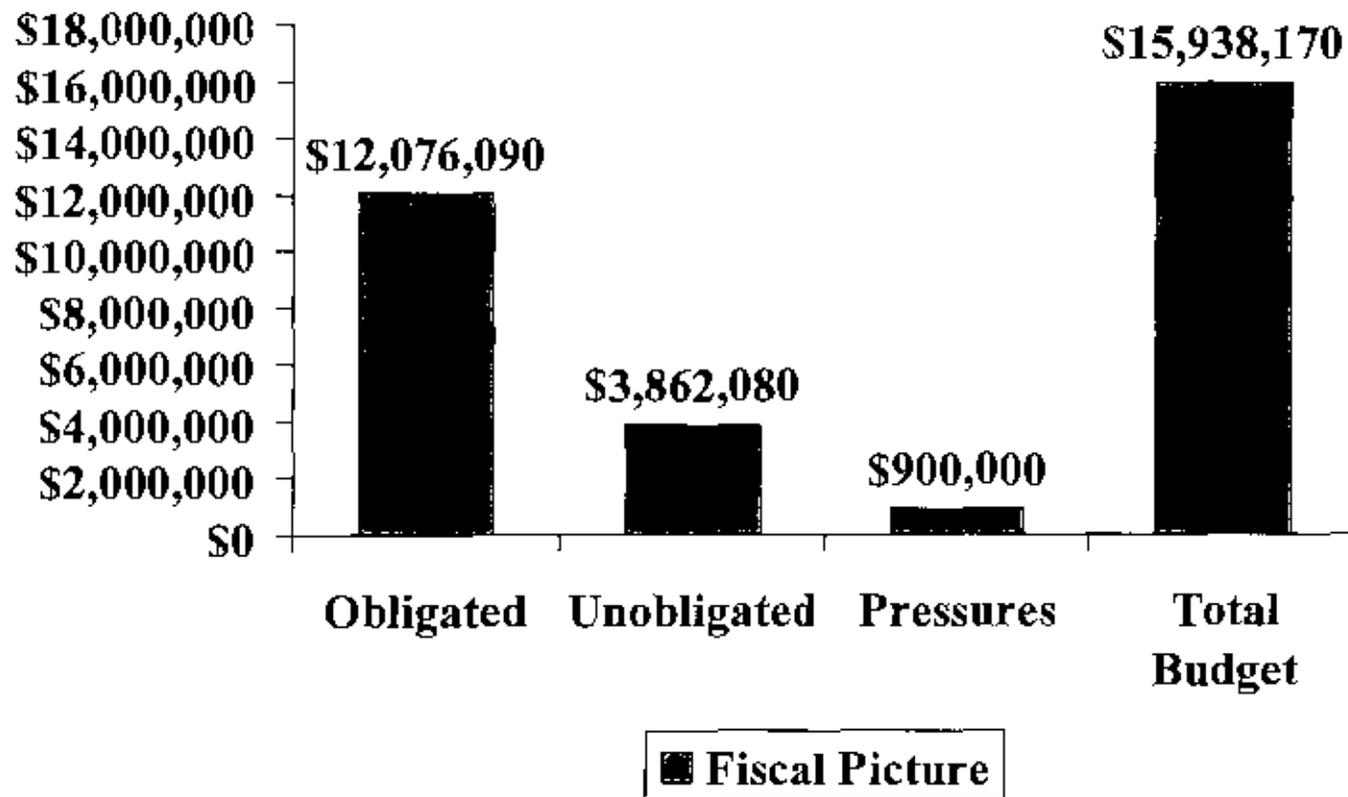
Attachment: Change Order Presentation

# Administration Building Project

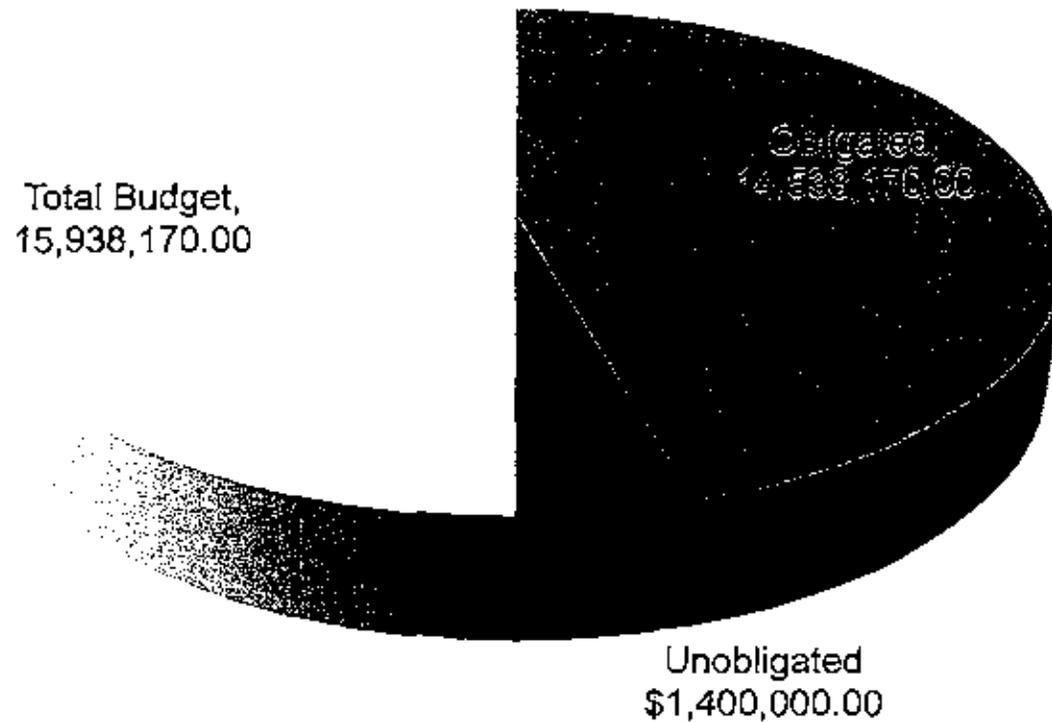
Change Order Update



# Financials December 2013

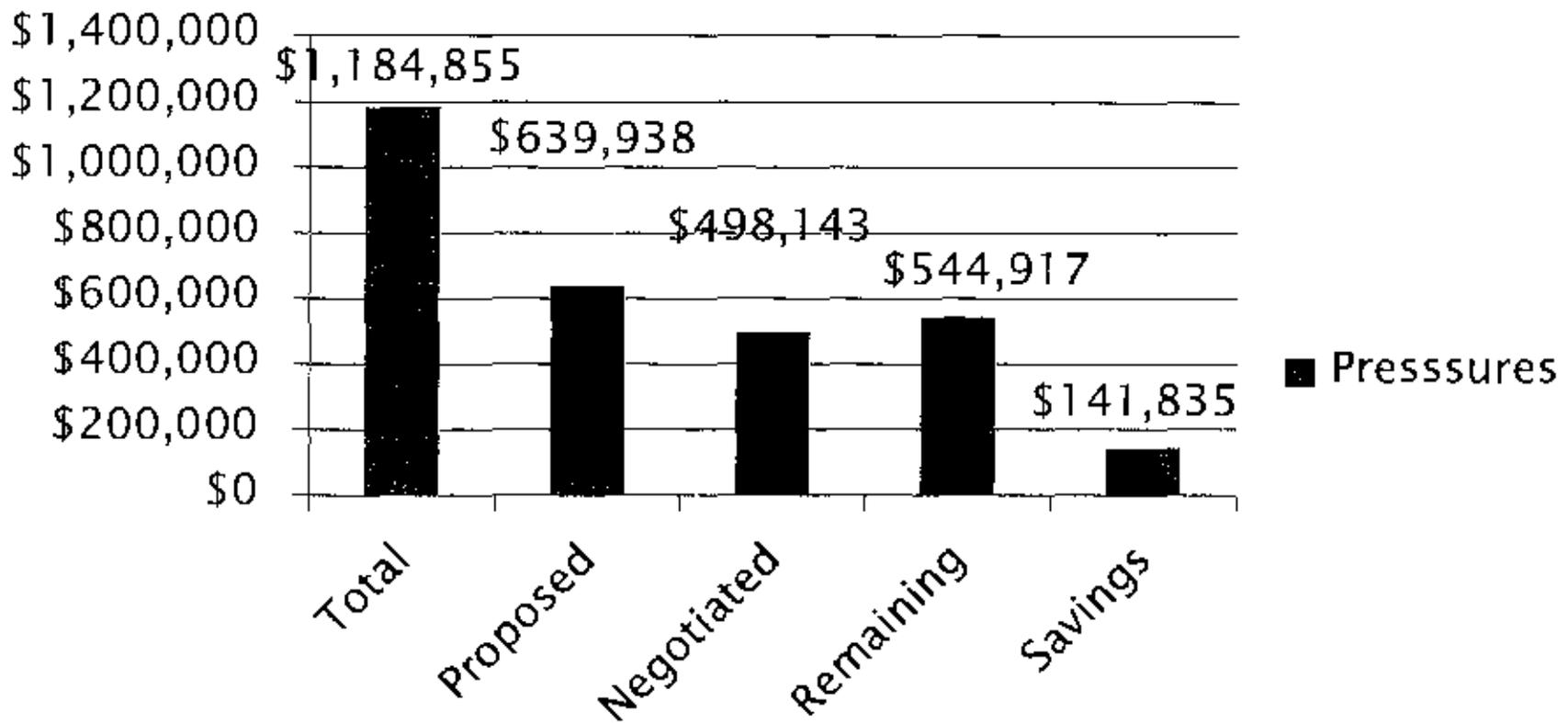


# Financial Information December 2013 (with owner improvements)



# Change Order Negotiations To Date

## Proposed Change Orders



## SunLine Transit Agency

**DATE:** February 26, 2014  
**TO:** Finance Committee  
**FROM:** Director of Finance  
**RE:** Bank Account Update

**INFORMATION**

### Recommendation

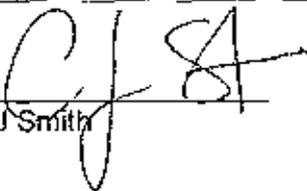
Information item only.

### Background

As a follow-up to a request from Board Member Hanson, staff wanted to provide a list of bank accounts, account description and use. During the Finance Performance Audit, staff has requested that the external auditor examine the number of bank accounts and account use, and will provide an update after the completion of the Performance Audit.

**Bank Account Summary**

	Account Numbers	Account Name	Description/Use
1	xxxx-xxx-2	Operating Account	SunLine's operating funds (LTF, Measure A, pass sales, etc.).
2	xxxx-xxx-4	Flexible Spending Account	Flexible Spending Account (FSA) that is no longer used.
3	xxxx-xxx-443	Payroll Account	Payroll Account (pass-through zero balance account).
4	xxxx-xxx-460	Internet Sales	Pass sales from internet.
5	xxxx-xxx-496	Employee Relief Fund	Employee Relief Fund.
6	xxxx-xxx-850	TVM Receipts	Credit cards sales at TVM machine in Indio.
7	xxxx-xxx-864	Grants Receipts	Federal Funds drawn down through the Echo system.
8	xxxx-xxx-872	Fuel Sales	Fuel sales from Fueling Station.
9	xxxx-xxx-934	Prop 1 B Funds	Prop 1 B Public Transportation Modernization, Improvement & Services Enhancement Account (PTMISEA) and Transit Security funds.
10	xxxx-xxx-468	SunLine Regulatory Agency	SRA's operating funds (holds reserve balance)
11	xxxx-xxx-450	SunLine Services Group	SSG's operating funds

  
 CJ Smith



**AGENDA  
BYLAWS, POLICY AND PROCEDURES COMMITTEE**

**February 26, 2014  
11:30 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. **Revision of Disposal of Surplus Property Policy** **Approve**  
**(Rudy Le Flore)**  
Recommend that the Board of Directors approve the changes to the Disposal of Surplus Property Policy # B-190591. (Pages 1-3)

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

6. **Policy Processing Recommendation** **Discussion**  
**(Rudy Le Flore)**  
Discuss staff recommendation that the Board of Directors adopt a process of streamlining policy approval. (Pages 4-5)
7. **Adjourn**

**'SunLine Transit Agency**

**DATE:** February 26, 2014 **ACTION**  
**TO:** Bylaws, Policy and Procedures Committee  
Board of Directors  
**FROM:** The Chief Performance Officer  
**RE:** Policy for Disposal of Surplus Property Revision

---

**Recommendation**

Recommend that the Board of Directors approve the changes in the policy on Disposal of Surplus Property, Policy # B-190591.

**Background**

The Federal Transportation Administration (FTA) identified a weakness in the Disposal of Surplus Property Policy during its recent Triennial Review of SunLine Transit Agency. Staff is recommending the attached changes to address the weakness identified by the FTA reviewers.

The specific change adds the requirement to notify the FTA prior to the disposal of certain items that exceed the \$5,000 threshold set in the FTA Circular 5010.D.

**Financial Impact**

There is no financial impact associated with this item.

  
\_\_\_\_\_  
Rudy Le Flore

---

**SUNLINE TRANSIT AGENCY  
POLICY  
ON THE DISPOSAL OF SURPLUS PROPERTY**

**INTENT OF THE POLICY**

The intent of this policy is to allow SunLine Transit Agency to dispose of personal property of de minimus value at the lowest cost and highest return to the Agency, and to accomplish this task in a timely manner. In all cases, the Agency will dispose of such property in a manner that is consistent with the law and is in the common benefit of the citizens of the Coachella Valley.

**DETERMINATION OF SURPLUS PROPERTY**

Department Heads should advise the General Manager of any property that is deemed surplus.

The General Manager will concur with the department head that the property is surplus, at least within that department, and then determine if there is any use for the property in any other department within the agency. If no other use is evident, the General Manager may declare the property to be surplus.

The General Manager will inquire of the Finance Department if there were any restrictions or limitations on the property by way of its funding source.

**MANDATED CHECK WITH THE FINANCE DEPARTMENT**

The Finance Department will advise the General Manager if the property was purchased with funds that may have restrictions or limitations.

If there are no restrictions or limitations on the property, the Finance Department will advise the General Manager that no restrictions apply, and that the property may be sold.

If there are funding source or other restrictions or limitations on the property, the Finance Department will advise the General Manager of the nature of the restrictions or limitations.

### **FTA FUNDED ITEMS**

After the service life of project property is reached, rolling stock and equipment with a current market value exceeding \$5,000 per unit, or unused supplies with a total aggregate fair market value of more than \$5,000 may be retained or sold by SunLine. Reimbursement to the FTA shall be an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA's participation in the original grant. SunLine's Finance Department shall send a letter or email to the FTA notifying them of the sale, retention, or proposed sale, once the market value of covered items is known to exceed the \$5,000 threshold. SunLine's transmittal to the FTA should state whether the equipment will be retained or sold. A record of the transmittal to the FTA shall be retained by the Finance Department.

### **FINAL DECISION**

The General Manager shall then determine the most advantageous method of disposal so that the property can be sold, discarded, or given to another governmental unit or not-for-profit group for the common benefit.

### **METHOD OF DISPOSAL**

In most cases, with the value of any item that is deemed to exceed one thousand dollars (\$1,000.00), and in the case of the sale of vehicles, the General Manager will call for the sale by a Sealed Bid method as experience has shown that this method brings the highest return to the Agency. However, if the General Manager determines that a direct sale or transfer of the property has the potential for creating a favorable atmosphere for past or future relationships with another governmental unit or not-for-profit group, then the General Manager is empowered to determine the method of disposal.

## SunLine Transit Agency

**DATE:** February 26, 2014 **DISCUSSION**  
**TO:** Bylaws, Policy and Procedures Committee  
**FROM:** The Chief Performance Officer  
**RE:** Policy Processing Recommendation

---

### Recommendation

Discuss staff recommendation that the Board of Directors adopt process of streamlining policy approval detailed in this staff report.

### Background

At its January 2014 meeting, the Committee members instructed staff to come back with a recommended process for streamlining the policy review process in order to ensure that the process supports the operational needs of the Agency. Currently there are at least four policies awaiting Board approval. These are the EEO Policy, IT Policy, Budget Policy, and the Sale of Surplus Equipment submitted at the current session.

Staff recommends that the Board adopt the following definition of policy change in order to ensure that the Board is not overburdened with changes that can be truly characterized as procedural changes.

For purposes of Board approval, a policy change is a change including, but not limited to the following areas:

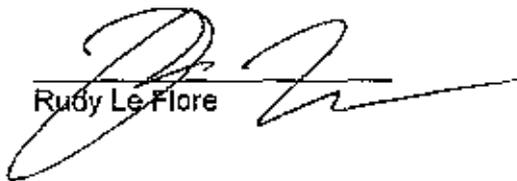
- Any changing of authority delegated from or to the Board of Directors from or to the General Manager.
- Any change in policy affecting fares, marketing, regulations, or ordinances.
- Any change in SunLine's short or long range transit plans.
- Any change to budget approval process or to an approved budget.
- Any change to the fiscal audit approval process.
- Any change to the Personnel Rules.
- Any change affecting the Agency's Pensions.
- Any change involving an interagency transaction between SunLine and another legal entity.
- Any change decided between the General Manager and the Board Chairman that should be the subject of Board review and/or approval.

Changes that do not require Board approval and are not considered Policy Changes are:

- Transactional changes involving the internal processes and operations of the Agency.
- Any change required by law or regulation.

**Financial Impact**

There may be some improved efficiencies associated with approval of this item, which cannot be currently quantified.

  
Rudy Le Flore