



**Wednesday, May 28, 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**  
Update on the Administration Building (Rudy Le Flore)

4. **Finalization of Agenda**

5. **Public Comments**

**Receive Comments**

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

**NON AGENDA ITEMS**

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

**AGENDA ITEMS**

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

**6. Board Member Comments****Receive Comments**

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

**----- RECEIVE & FILE -----****7. 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 April, 2014 (Pages 1-3)
- b) Credit card statement for April, 2014 (Pages 4-8)
- c) Monthly Budget Report for March, 2014 (Page 9)
- d) Ridership Report for April, 2014 (Pages 10-11)
- e) SunDial Operational Notes for April, 2014 (Page 12)

**----- ACTION -----****8. Approval of Minutes****Approve**

Request to the Board to approve the Minutes of the April 23, 2014 Board of Directors Meeting. (Pages 13-26)

**9. Amendment to the General Manager Contract (Robert Owen)****Approve**

Request to the Board to approve the amendment to the contract of the SunLine General Manager. (Pages 27-30)

**10. Change Order Approval – Geocon West (Rudy Le Flore)****Approve**

Continued from the April Board meeting. Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a change order with Geocon West. (Pages 31-34)

**11. Change Order Approval – IBI Group (Rudy Le Flore)****Approve**

Continued from the April Board meeting. Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a change order with IBI. (Pages 35-36)

**12. Change Order Approval - Arcadis (Rudy Le Flore)****Approve**

Continued from the April Board meeting. Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a change order with Arcadis. (Pages 37-39)

- 13. Purchase and Installation of New Bus Shelters** **Approve**  
**(Joseph Forgiarini)**  
Request to the Board to grant authorization to the General Manager to Award contract for the purchase and installation of 35 new bus shelters throughout SunLine's service area. (Pages 40-45)
- 14. Ratification of Advertising Revenue Agreement** **Approve**  
**(Rudy Le Flore)**  
Request to the Board to ratify the advertising revenue agreement with Truly Nolen of American. (Page 46)
- 15. Approval of ACCESS Advisory Committee Member** **Approve**  
**(Apolonio Del Toro)**  
Continued from April Board meeting. Board of Directors approve new member of the ACCESS Advisory Committee as approved and presented by the current members. (Pages 47-48)
- 16. Suspension of Personnel Policy (Rudy Le Flore)** **Approve**  
Request to the Board to suspend the current Personnel Policy adopted October, 2013, to address inconsistencies with organizational direction. (Page 49)

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

- 17. Selling Fueling Credits (Tommy Edwards)** **Discussion**  
Discuss the consideration of an arrangement that allows the Agency to receive revenue for the sale of its fueling costs. (Pages 50-51)
- 18. Agency Reorganization (Lauren Skiver)** **Discussion**  
Discuss the Agency reorganization. (Page 52-54)

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- 19. General Manager's Report**
- 20. Next Meeting Date**  
June 25, 2014  
12 o'clock Noon – Kelly Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276
- 21. Adjourn**

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - April 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	661161	04/21/14	\$143,534.70	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	661135	04/21/14	\$23,563.31	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661196	04/24/14	\$19,205.98	Y	N		Operating
BATTERY SYSTEMS	Cost to purchase vehicle parts	660977	04/04/14	\$18,188.71	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1 & Electricity-Div 2 and Hydrogen (March)	661140	04/21/14	\$17,765.65	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660987	04/04/14	\$12,532.39	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661121	04/21/14	\$10,774.33	Y	N		Operating
ADVANCED WEB OFFSET, INC	Cost for printing Rider's Guide	661181	04/24/14	\$10,352.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661012	04/04/14	\$6,820.22	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 2 & Electricity-Div 1 & 2 (March)	661217	04/24/14	\$6,549.04	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661266	04/30/14	\$4,698.56	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661024	04/04/14	\$4,647.22	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 2 (February)	661002	04/04/14	\$4,486.17	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	661017	04/04/14	\$4,419.14	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	661080	04/14/14	\$4,373.21	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	661169	04/21/14	\$3,880.00	Y	N		Operating
GENFARE	Cost to purchase vehicle parts	660996	04/04/14	\$3,559.98	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	661154	04/21/14	\$3,360.00	Y	Y	\$145,845.00	Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	661027	04/04/14	\$2,997.35	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	661119	04/21/14	\$2,912.47	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661151	04/21/14	\$2,570.74	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (March)	661099	04/21/14	\$2,484.72	Y	Y	\$59,587.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (April)	661184	04/24/14	\$2,484.72	Y	Y	\$57,103.00	Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	661126	04/21/14	\$2,356.90	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	661050	04/14/14	\$2,339.12	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance (April)	661160	04/21/14	\$1,650.40	Y	N		Operating
HARBOR DIESEL & EQUIPMENT	Cost to purchase vehicle parts	661215	04/24/14	\$1,536.18	Y	N		Operating
LUMINATOR HOLDING	Cost to purchase vehicle decals	661221	04/24/14	\$1,519.24	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	661162	04/21/14	\$1,514.22	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	661166	04/21/14	\$1,501.83	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	661116	04/21/14	\$1,395.00	Y	N		Operating
SMART CHEMISTRY CORPORATION	Cost of testing hydrogen samples	661159	04/21/14	\$1,250.00	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	661228	04/24/14	\$1,120.00	Y	Y	\$144,725.00	Operating
TURBO IMAGES	Cost to purchase vehicle parts	661031	04/04/14	\$1,051.71	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	661211	04/24/14	\$1,020.31	Y	N		Operating
	Sub-total			\$334,415.52				
<b>Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)</b>								
CPAC INC	Software Agreement	661254	04/30/14	\$32,092.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services (January/February)	661018	04/04/14	\$31,780.24	Y	Y	\$74,843.00	Operating
TRAPEZE SOFTWAREGROUP	Software Support - Operations System	661093	04/14/14	\$5,735.00	Y	N		Operating
G & K SERVICES	Cost to service uniforms (March)	660995	04/04/14	\$5,626.88	Y	Y	\$268,705.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (April)	661144	04/21/14	\$4,878.00	Y	Y	\$21,294.00	Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (April)	661239	04/24/14	\$3,615.43	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones (March)	661173	04/21/14	\$2,773.07	Y	N		Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2) (April)	661165	04/21/14	\$2,200.00	Y	N		Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant	661163	04/21/14	\$2,000.00	Y	Y	\$10,000.00	Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
FLEET-NET CORPORATION	Software Support - Accounting System (April)	661059	04/14/14	\$1,860.00	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	661172	04/21/14	\$1,849.47	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	661125	04/21/14	\$1,685.00	Y	N		Operating
UNIVERSITY OF PHOENIX, INC.	Union Negotiation Meetings	661247	04/24/14	\$1,575.00	Y	N		Operating
CAPITAL ONE COMMERCIAL (Costco)	Boardroom/Agency Supplies	661045	04/14/14	\$1,463.65	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2 (March)	661188	04/24/14	\$1,126.67	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	661153	04/21/14	\$1,081.15	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	661168	04/21/14	\$1,000.00	Y	N		Operating
	Sub-total			\$102,141.56				

Note: 1)

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

DOUG WALL CONSTRUCTION	Admin Building Project - Construction	661178	04/23/14	\$958,529.01	Y	Y	\$6,244,838.00	Capital
DOUG WALL CONSTRUCTION	Admin Building Project - Construction	661057	04/14/14	\$349,435.13	Y	Y	\$7,203,367.00	Capital
BAE SYSTEMS CONTROLS	Fuel Cell Bus Project (Tigger III)	660976	04/04/14	\$200,000.00	Y	Y	\$737,731.00	Capital
AVAIL TECHNOLOGIES	Software Support - Operations ITS System	661177	04/23/14	\$75,434.00	Y	N		Capital
IBI GROUP	Admin Building Project - Architect	661179	04/23/14	\$63,599.63	Y	Y	\$572,959.00	Capital
GEOCON WEST	Admin Building Project - Material Testing	661063	04/14/14	\$63,444.50	Y	Y	\$16,486.00	Capital
GENFARE	New Fareboxes	661134	04/21/14	\$56,292.30	Y	N		Capital
ARCADIS	Admin Building - Construction Management	661176	04/23/14	\$42,032.19	Y	Y	\$166,321.00	Capital
ARCADIS	Admin Building - Construction Management	661040	04/14/14	\$40,302.51	Y	Y	\$208,353.00	Capital
COOLEY CONSTRUCTION	Yard Repavement Project	660982	04/04/14	\$26,386.53	Y	Y	\$0.00	Capital
VICTORIOUS GOLD PARTNERS	Management Consulting - Finance	661266	04/30/14	\$12,600.00	Y	Y	\$6,200.00	Operating
AGREEMENT DYNAMICS, INC.	Cost for Labor Negotiations	661182	04/24/14	\$11,143.25	Y	Y	\$5,583.00	Operating
AMERICAN CAB	Taxi voucher program - federal program	661038	04/14/14	\$7,240.84	Y	N		Capital
TOPS N BARRICADES	Maintenance Equipment Project	661028	04/04/14	\$4,827.60	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	661096	04/14/14	\$4,773.18	Y	N		Capital
VICTORIOUS GOLD PARTNERS	Management Consulting-Finance	661249	04/24/14	\$4,200.00	Y	Y	\$18,800.00	Operating
SHI INTERNATIONAL	IT Equipment	661020	04/04/14	\$3,416.77	Y	N		Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	661068	04/14/14	\$2,918.94	Y	N		Capital
RIVERSIDE COUNTY - TLMA	Admin Building Project - Permit Fees	661251	04/28/14	\$2,234.77	Y	N		Capital
VICTORIOUS GOLD PARTNERS	Management Consulting - Maintenance	661033	04/04/14	\$2,000.00	Y	Y	\$2,300.00	Operating
NIS CORP	Maintenance Equipment Project	661149	04/21/14	\$1,952.90	Y	N		Capital
COUNTY OF RIVERSIDE	Admin Building Project - Permit Fees	661052	04/14/14	\$1,570.00	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal program	661054	04/14/14	\$1,539.34	Y	N		Capital
ADVOCATES FOR LABOR COMPLIANCE	Yard Repavement Project	661035	04/14/14	\$1,500.00	Y	Y	\$500.00	Capital
MSC INDUSTRIAL SUPPLY	Maintenance Equipment Project	661106	04/21/14	\$1,446.38	Y	N		Capital
	Sub-total			\$1,936,799.83				

Note: 2)

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

HEALTH NET	Group Health insurance premium (April)	661066	04/14/14	\$248,613.35	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (April)	661086	04/14/14	\$87,126.01	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661094	04/14/14	\$75,784.94	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661244	04/24/14	\$75,434.01	Y	N		Operating
METLIFE SBC	Employee benefits (April)	661073	04/14/14	\$27,134.55	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (March)	661082	04/14/14	\$13,060.73	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (January)	661013	04/04/14	\$7,398.86	Y	N		Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661037	04/14/14	\$5,179.15	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661185	04/24/14	\$5,179.15	Y	N		Operating
EYE MED	Employee benefits (April)	661203	04/24/14	\$2,602.16	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661042	04/14/14	\$2,578.62	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661190	04/24/14	\$2,578.62	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	661072	04/14/14	\$2,375.67	Y	N		Operating
	Sub-total			\$555,045.82				
<i>Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>								
Total Checks Over \$1000				\$2,930,402.73				
<b>Summary</b>								
Total of Checks Over \$1,000				\$2,930,402.73				
Total of Checks Under \$1,000				\$54,327.83				
Total of All Checks for the Month				\$2,984,730.56				
Total Amount of Checks Prior Year - Same Month				\$1,342,179.12				

ITEM #7



RECEIVED APR 28 2014

ITEM #7

April 2014 Statement

Page 1 of 4



Open Date: 03/21/2014 Closing Date: 04/18/2014

Account:

Visa® Business Card  
SUNLINE TRANSIT

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

New Balance	\$2,144.54
Minimum Payment Due	\$22.00
Payment Due Date	05/17/2014
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%.	

<b>Activity Summary</b>	
Previous Balance	+ \$4,950.34
Payments	- \$4,950.34cr
Other Credits	\$0.00
Purchases	+ \$2,144.54
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$2,144.54
Past Due	\$0.00
Minimum Payment Due	\$22.00
Credit Line	\$40,000.00
Available Credit	\$37,855.46
Days in Billing Period	29

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000618513

0047985100508939200000022000002144547



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

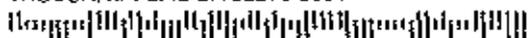
- ☎ to pay by phone
- ☎ to change your address

Automatic Payment

Account Number: 0

Your new full balance of \$2,144.54 will be automatically deducted from your account on 05/14/14.

SUNLINE TRANSIT  
CENTRAL BILL  
32505 HARRY OLIVER TRL  
THOUSAND OAKS CA 92276-3501





April 2014 Statement 03/21/2014 - 04/18/2014



SUNLINE TRANSIT (CPN )

Cardmember Service ( 1-866-552-8855

**Important Messages**

Your payment of \$2144.54 will be automatically deducted from your bank account on 05/14/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

**Transactions RUDE, CAROLYN Credit Limit \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/25	03/24	1956	TRAVEL INSURANCE POLIC 800-729-6021 VA	\$22.11	_____
03/25	03/24	2084	TRAVEL INSURANCE POLIC 800-729-6021 VA	\$22.14	_____
03/25	03/24	1719	APTA HOUSING OFFICE FALLS CHURCH VA	\$102.42	_____
03/25	03/24	6848	OWW*ORBITZ.COM 888-656-4546 IL	\$6.99	_____
03/26	03/24	2393	USAIRWAYS0377336974761 CHICAGO IL THOMAS/MANNIE 05/01/14 ONTARIO CAL TO PHOENIX ARIZ PHOENIX ARIZ TO KANSAS CTY M KANSAS CTY M TO DALLAS DALLAS TO ONTARIO CAL	\$361.50	_____
03/26	03/24	3557	USAIRWAYS0377336980063 CHICAGO IL DURAN/VICTOR 05/01/14 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO KANSAS CTY M KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$382.00	_____
03/26	03/25	1165	OWW*ORBITZ.COM 888-656-4546 IL	\$6.99	_____
03/27	03/26	6071	GRILL CONCEPTS - P PALM DESERT CA	\$162.00	_____
04/03	04/01	1781	UNITED 0167337673645 800-932-2732 TX DELTORO/APOLON 05/02/14 PALMSPRINGS TO SAN FRANCISC SAN FRANCISC TO KANSAS CTY M KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$346.00	_____
04/10	04/09	3401	PAYPAL *SOUTHERNCAL 402-935-7733 CA	\$150.00	_____
<b>Total for Account</b>				<b>\$1,602.15</b>	

**Transactions SKIVER, LAURA L Credit Limit \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/31	03/28	9540	DOMINO'S 0140 THOUSAND PALM CA	\$46.39	_____
04/07	04/04	9926	UNITED 0167394957535 800-932-2732 TX SKIVER/LAURA L 05/02/14 PALMSPRINGS TO DENVER DENVER TO KANSAS CTY M KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$346.00	_____



April 2014 Statement 03/21/2014 - 04/18/2014

SUNLINE TRANSIT (GPN)

Cardmember Service ☎ 1-866-552-8855

**Transactions SKIVER, LAURA L Credit Limit \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/10	04/09	9549	PAYPAL *SOUTHERNCAL 402-935-7733 CA	\$150.00	_____
Total for Account 4798 5100 5089 1353				\$542.39	

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Payments and Other Credits		
04/14	04/14		PAYMENT THANK YOU	\$4,950.34cr	_____
Total for Account 4798 5100 5089 3920				\$4,950.34cr	

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

**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
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$2,144.54	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: April 18, 2014

Carolyn Rude

Detail:

03/24/14	Travel Insurance	Travel Flight Insurance for Mannie Thomas, Deputy Chief Operations Officer APTA International Roadeo	\$ 22.11
03/24/14	Travel Insurance	Travel Flight Insurance for Victor Duran, Driver, APTA International Roadeo	\$ 22.14
03/24/14	APTA	Housing Office, APTA Paratransit Conference; Hotel, 1 <sup>st</sup> night for Driver, Victor Duran, APTA International Roadeo	\$ 162.42
03/24/14	Orbitz	Surcharge Fee for Airfare; Mannie Thomas, APTA International Roadeo	\$ 6.99
03/24/14	U.S. Airways	Airfare, Mannie Thomas, Deputy Chief Operations Officer, APTA International Roadeo	\$ 361.50
03/24/14	U.S. Airways	Airfare, Victor Duran, Driver, APTA International Roadeo	\$ 362.00
03/25/14	Orbitz	Surcharge Fee for Airfare; Victor Duran, Driver, APTA International Roadeo	\$ 6.99
03/25/14	Grill Concepts	Lunch for Board Meeting on March 26, 2014	\$ 162.00
04/01/14	United Airlines	Apolonio Del Toro, Chief Operations Officer, APTA Paratransit Conference	\$ 346.00
04/09/14	PayPal	Joe Forgiarini, Director of Planning, SCAG Regional Conference	\$ 150.00
		<b>Total Amount</b>	<b>\$1602.15</b>

ITEM #7

Lauren Skiver

Detail:

03/28/14	Domino's	Dinner during Union Contract Negotiations	\$ 46.39
04/04/14	United Airlines	Airfare, General Manager Lauren Skiver, APTA Bus & Paratransit Conference	\$ 346.00
04/09/14	PayPal	General Manager, Lauren Skiver, SCAG Regional Conference	\$ 150.00

Total Amount \$ 542.39

Credit:

04/14/14	Payment		\$4,950.34CR
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ITEM #7

SunLine Transit Agency  
Budget Variance Report  
March 2014

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)	9,093,929	8,826,461	267,468
Measure A	5,217,000	434,750	434,750	0	3,912,750	3,912,750	0
FTA Section 5307	2,802,268	233,522	233,522	0	2,101,701	2,101,701	0
FTA Section 5311	420,188	35,016	35,016	0	315,141	315,141	0
FTA Section 5316	208,665	41,501	17,389	24,112	41,501	156,499	(114,998)
FTA Section 5317	46,000	30,738	3,833	26,905	30,738	34,500	(3,762)
Sunfuels - Outside Sales Revenue	600,200	71,113	50,017	21,096	639,404	450,150	189,254
CNG Rebate	300,000	0	25,000	(25,000)	462,509	225,000	237,509
RTA Funds (Commuter Link 220)	60,000	1,059	5,000	(3,941)	43,543	45,000	(1,457)
Fare Box Revenue - Fixed Route	3,230,000	273,760	269,167	4,594	2,293,419	2,422,500	(129,081)
Fare Box Revenue - Paratransit	320,000	23,390	26,667	(3,277)	191,293	240,000	(48,707)
Taxi Vouchers	18,089	7,680	1,507	6,172	71,460	13,567	57,893
Bus Stop Maintenance Fees	60,000	9,034	5,000	4,034	80,965	45,000	35,965
Advertising Revenue	75,000	1,725	6,250	(4,525)	21,790	56,250	(34,460)
Interest and Other Revenue	0	1,113	0	1,113	15,047	0	15,047
<b>Total Operating Revenue</b>	<b>25,126,024</b>	<b>2,055,962</b>	<b>2,093,835</b>	<b>(37,873)</b>	<b>19,315,188</b>	<b>18,844,518</b>	<b>470,670</b>
<b>Expenses:</b>							
SunFuels - Outside (9)	322,203	39,294	26,850	(12,444)	291,739	241,652	(50,087)
SunFuels (10)	1,118,969	146,495	93,247	(53,247)	1,057,548	839,227	(218,321)
Fixed Route Operations - Admin (11)	1,595,832	147,446	132,986	(14,460)	1,281,375	1,196,874	(84,501)
Fixed Route Operations - Union (12)	8,098,787	660,013	674,899	14,886	5,668,362	6,074,090	405,728
Paratransit Operations (13)	533,374	47,600	44,448	(3,153)	433,429	400,031	(33,399)
Paratransit Operations - Maintenance (13)	87,900	7,313	7,325	12	69,288	65,925	(3,363)
Paratransit Operations - Union (14)	2,056,111	191,675	171,343	(20,333)	1,541,008	1,542,083	1,076
Risk Management (15)	374,826	25,977	31,236	5,258	266,937	281,120	14,183
Maintenance - Admin (21)	1,114,367	121,788	92,864	(28,924)	1,023,847	835,775	(188,072)
Maintenance - Mechanics (22)	3,152,504	233,567	262,709	29,141	2,024,542	2,364,378	339,836
Facility Maintenance-T.P. (23)	660,729	42,175	55,081	12,886	362,733	495,547	112,814
Facility Maintenance-Indio (24)	72,354	2,548	6,030	3,483	45,079	54,266	9,186
Stops & Zones Maintenance (25)	589,284	44,351	49,107	4,756	360,697	441,963	81,266
Marketing (31)	364,402	23,132	30,367	7,235	236,715	273,302	36,587
Human Resources (32)	471,331	83,681	39,278	(44,404)	436,299	353,498	(82,801)
General Administration (40)	1,106,912	5,547	92,243	86,696	653,971	830,184	176,213
Finance (41)	1,127,039	64,749	93,920	9,171	806,478	845,279	38,802
Information Technology (42)	389,134	5,357	32,428	27,071	200,891	291,851	90,960
Agency-wide (43)	1,325,852	173,235	110,488	(62,747)	1,216,728	994,389	(222,339)
Planning & Agency Development (49)	564,114	64,312	47,010	(17,302)	429,745	423,086	(6,660)
<b>Total Expenses</b>	<b>25,126,024</b>	<b>2,150,254</b>	<b>2,093,835</b>	<b>(56,418)</b>	<b>18,427,412</b>	<b>18,844,518</b>	<b>417,106</b>
<b>Total Operating Surplus(Deficit)</b>		<b>\$ (94,291.19)</b>			<b>\$ 887,775.96</b>		

ITEM #7

Note: Although expenses for Division 8 are higher than budgeted, SunFuels revenue is also higher than projected due to increased fuel sales.



**SunLine Transit Agency  
Monthly Ridership Report  
April 2014**

Fixed Route Line Description	FY 2013 & 2014		FY 2014		FY 2013		YTD		%		Bikes		Wheelchairs	
	Apr 2014	Apr 2013	Mar 2014	Month Var.	% Var.	YTD	YTD	YTD Var.	% Var.	Monthly	YTD	Monthly	YTD	
14 DHS/PS	57,009	47,531	55,735	9,478	19.9%	495,053	452,564	42,489	9.4%	1,827	15,180	524	3,902	
15 DHS	10,296	9,729	10,016	567	5.8%	94,396	87,582	6,814	7.8%	382	1,718	19	434	
24 PS/CC	18,316	19,171	17,507	(855)	-4.5%	169,996	167,439	2,557	1.5%	364	3,590	217	1,948	
30 CC/PS	70,130	68,603	70,796	1,527	2.2%	624,088	649,442	(25,354)	-3.9%	2,399	18,811	444	4,400	
32 PD/RM/TPI/PS	27,435	24,710	27,286	2,725	11.0%	249,320	228,889	20,431	8.9%	1,091	10,029	151	1,375	
53 PD/W	4,850	5,647	5,072	(797)	-14.1%	49,947	52,072	(2,125)	-4.1%	126	1,840	10	114	
54 Indio/PD	7,785	-	6,738	7,785	0.0%	24,211	-	24,211	0.0%	367	1,025	24	81	
70 LO/BD	24,395	24,875	23,440	(480)	-1.9%	216,321	213,663	2,658	1.2%	771	6,501	49	605	
80 Indio	11,739	10,694	11,416	1,045	9.8%	114,702	115,239	(537)	-0.5%	160	1,278	80	855	
81 Indio	8,486	9,061	8,864	(575)	-6.3%	87,145	88,001	(856)	-1.0%	185	1,358	70	861	
90 Coachella/Indio	19,383	21,909	19,740	(2,526)	-11.5%	193,033	202,651	(9,618)	-4.7%	405	3,771	90	1,328	
91 WCh/Th/Mecca	21,833	23,226	21,379	(1,393)	-6.0%	192,768	191,391	1,377	0.7%	473	4,561	64	746	
95 WCh/Th/Mecca	2,974	-	2,907	2,974	0.0%	21,158	-	21,158	0.0%	138	659	6	44	
111 PS/Indio	139,323	143,191	145,807	(3,868)	-2.7%	1,385,904	1,385,069	(19,165)	-1.4%	4,779	45,699	994	9,588	
220 PD to Riverside	1,185	1,545	1,160	(360)	-23.3%	12,108	10,129	1,979	19.5%	69	400	10	83	
<b>Fixed route total</b>	<b>425,139</b>	<b>409,892</b>	<b>427,863</b>	<b>15,247</b>	<b>3.7%</b>	<b>3,910,150</b>	<b>3,844,131</b>	<b>66,019</b>	<b>1.7%</b>	<b>13,536</b>	<b>116,420</b>	<b>2,752</b>	<b>26,364</b>	
<b>Demand Response</b>														
SunDial	12,187	12,066	12,006	121	1.0%	115,267	112,665	2,602	2.3%					
<b>System total</b>	<b>437,326</b>	<b>421,958</b>	<b>439,869</b>	<b>15,368</b>	<b>3.6%</b>	<b>4,025,417</b>	<b>3,956,796</b>	<b>68,621</b>	<b>1.7%</b>					

	Apr-14	Apr-13	Mar-14
Weekdays:	22	22	21
Saturdays:	4	4	5
Sundays:	4	4	5
<b>Total Days:</b>	<b>30</b>	<b>30</b>	<b>31</b>

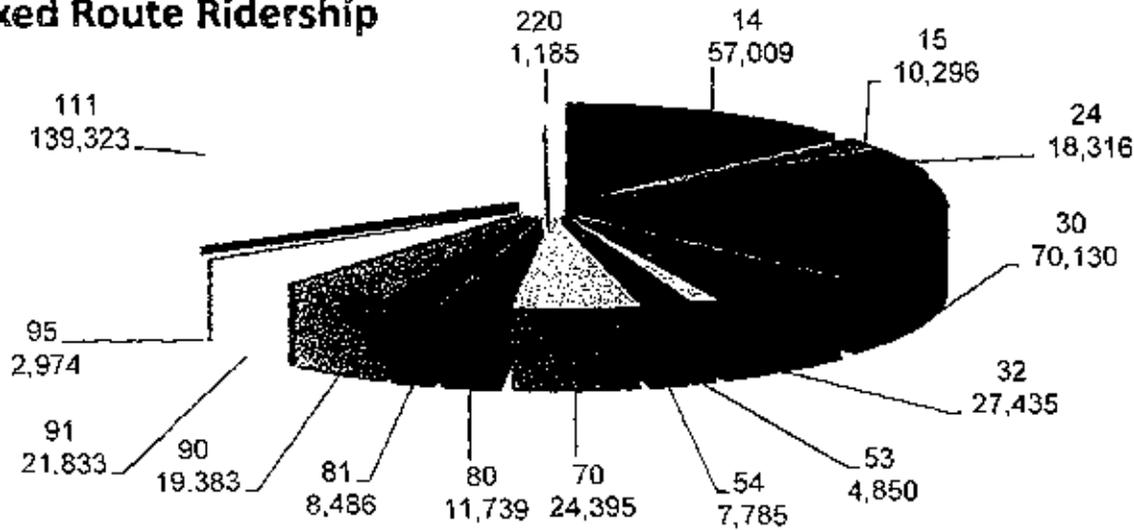
Please note:  
 Line 54 implemented on January 6, 2014 - Weekday service only.  
 Line 95 implemented on September 1, 2013 - Weekday service only.

Issued: 5/13/2014

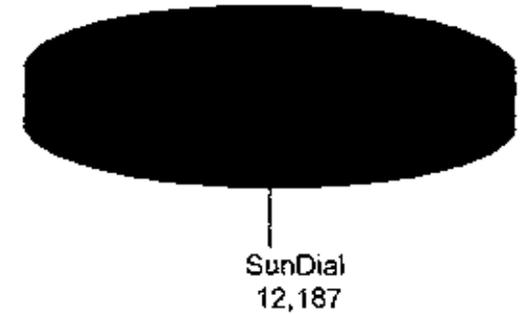
ITEM #7

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

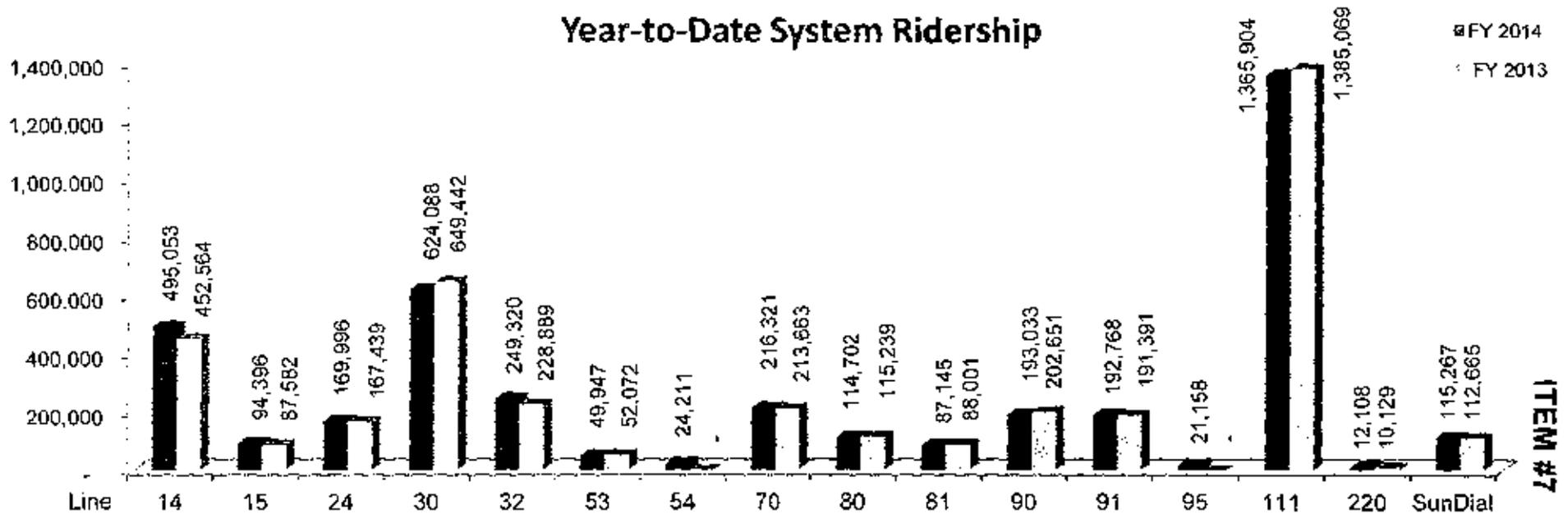
**Fixed Route Ridership**



**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*

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**SunDial Operational Notes**  
**April 2014**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.2	90.5	Total trips carried in the on-time window
1,138	1,125	Total trips late during the month
10,956	11,096	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,066	12,187	Total passengers for the month
101,169	105,813	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>	
2	0	Total Ride-a-Long Evaluations
16	10	Total Onboard Inspections
10	0	Total Safety Evaluations

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,670	1,937	Total Mobility Device Boarding's

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

MINUTES  
SunLine Transit Agency  
Board of Directors Meeting  
April 23, 2014

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:18 pm on Wednesday, April 23, 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 12:18 p.m. by Chairman Glenn Miller. He announced that Vice Chairman Greg Pettis is participating by via teleconferencing from the Palmer House Hotel, 17 East Monroe Street, Chicago, IL. 60603

2. **Roll Call**

Completed.

**Members Present**

Glenn Miller, Chairman, Councilmember, City of Indio  
Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City (Via Teleconference)  
Adam Sanchez, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs  
Robert Spiegel, Councilmember, City of Palm Desert  
Douglas Hanson, Councilmember, City of Indian Wells  
Don Adolph, Mayor, City of La Quinta  
Emmanuel Martinez, Mayor Pro Tem, City of Coachella

**Members Absent**

G. Dana Hobart, Councilmember, City of Rancho Mirage  
John J. Benoit, Supervisor, County of Riverside

3. **Presentations**

Rudy Morales from Morales & Galindo Marketing Group – California CareForce addressed the Board. He stated that this is the second year that Galindo has sponsored the Free Clinic that provides medical, dental and vision care to the Coachella Valley. This year, the clinic served 1,964 patients and provided over \$850,000 of free services to the Coachella Valley. The clinic provided extractions, free eye glasses and medical checkups. He thanked Norma Stevens and the General Manager for working with him to get publicity. Mr. Morales stated that he hopes to work with the Board of Directors next year to provide more services. He stated that the one issue is the lack of services in transportation from the west end. Fifty percent of the people that came to the clinic were from Desert Hot Springs, Sky Valley, Indio and Cathedral City. Mr. Morales stated that if the California CareForce can partner with SunLine, work together and provide the services, the Coachella Valley would do much better next year. Chairman Miller thanked Mr. Morales for honoring staff. Mr. Morales

stated thanked Mayor Eduardo Garcia for his support in connecting with staff to provide support he needed.

Director of Human Resources, Donald Bradburn addressed the Board. He presented a plaque to Mr. Rex Marlowe of Albertson's in Palm Desert in recognition of support provided to the Agency during the "Fill the Bus, Pantry to People" charity food drive. Mr. Bradburn stated that during the holiday season, there is a lot of support to local charities; however, there is a need all year round. In addition, Mr. Bradburn thanked the Palm Desert Rotary who partnered with SunLine.

Mr. Marlow addressed the Board stating that there is obviously different levels of income in the Valley and a clear need for assistance. He stated to the Board that these food drives are very beneficial, especially during the summer months. Mr. Marlow thanked the Board. Chairman Miller stated that one of the great things that SunLine does is continue to give back to the community. He thanked Mr. Marlow and all employees for making this happen.

Chairman Miller stated that the next presentation is to a dedicated member of our team that is leaving us - Mr. Jeff Goldfarb, Legal Counsel. He's leaving for an indefinite "sail into the sunset" - literally. Mr. Goldfarb came to the Agency in January, 2012 as our General Counsel to provide sound legal advice and services during a difficult time related to taxi regulation. He has been instrumental in helping the Agency settle and solve many contentious issues related to cabs and other issues. Chairman Miller stated that the Board and Staff appreciates his support and help, and thanked him for his dedication to the Agency. Chairman Miller welcomed Bob Owen from Rutan and Tucker who is taking over and holding down the fort in Jeff's absence.

Mr. Goldfarb addressed the Board. He stated that he and his wife had this dream of taking off on a boat and decided it's time to pursue it. Mr. Goldfarb stated that they are in the process of putting the boat together and will not be leaving until October. Chairman Miller thanked Mr. Goldfarb on behalf of the SunLine Board and the Agency for his dedicated services and congratulations on being able to follow his dream. Chairman Miller presented Mr. Goldfarb with a gift of appreciation.

General Manager Lauren Skiver stated to Mr. Goldfarb that he had us in such capable hands and he will be missed. She thanked Mr. Goldfarb for guiding this Agency so well.

Mayor Adolph stated that he is very close to Rutan and Tucker as the City Attorney with the City of La Quinta highly recommended Mr. Goldfarb to come to SunLine. Mayor Adolph stated to Mr. Goldfarb that he did a wonderful job and thanked him.

Chairman Miller stated that Councilmember Dana Hobart sends his regards.

4. **Finalization of Agenda**  
No changes to the agenda.

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

Bill Meyers of Yellow Cab of the Desert addressed the Board. He stated to Mr. Goldfarb that the experience that he has had with Mr. Goldfarb has been the most professional and ethical legal representation that has been at SunLine since his involvement in 1991. Mr. Meyers thanked Mr. Goldfarb for a job well done. Mr. Goldfarb stated that he appreciated Mr. Meyers' comments.

Angelica Chappell with the Community Access Center addressed the Board. She stated that she was the one doing promotional for the California CareForce. Ms. Chappell thanked SunLine for helping out the families. She stated that the issue encountered was with the people needing to get up very early in the morning to get to the location, and this includes people with disabilities and people with low vision who can't see, to have someplace to catch the bus and go and get free services.

Kathy Romero with Family Services of the Desert and Food Now, recipients of the "Fill the Bus, Pantry to People" food drive, addressed the Board. She stated that their clients in Desert Hot Springs and surrounding areas, including Thousand Palms, will benefit from the food drive. She stated that donations do slow down over the summer so it will definitely help. Ms. Romero stated that they supply sixty thousand pounds of food monthly that are distributed out of the Desert Hot Springs food pantry. She thanked Alberlson's and SunLine for participating in this program again.

Kathy Quirk addressed the Board. She stated that she lives in Palm Desert and is addressing the Line 53. She stated that it goes from Portola down San Pablo on Catalina Way, which is a residential street. As she understands it, beginning May 4th, the Line will get re-routed, taken off Catalina from Portola to San Pasqual, but still going on Catalina from San Pasqual to San Pablo. Ms. Quirk stated that this section in that area is filled with kids. There is apartment complexes on both sides of the street, there is parking on both sides of the street and there are seniors on scooters. Ms. Quirk stated that it is very narrow down there to have that large of a bus with all these kids in the area. She stated that recently the bus was coming one direction, the school bus was coming the other direction and it was chaos. Ms. Quirk stated that there are quite a few residents from the neighborhood and they are hoping that the Board might want to reconsider going back to the original bus stop that was on San Pablo. Ms. Quirk stated that she is not aware of what the ridership is since the change on January 5<sup>th</sup>, but she lives very close and monitors it quite a few times daily. She stated that the ridership is practically nil except for a few college students. Ms. Quirk stated that she would appreciate help from the Board. It's just too narrow of a street to be handling the bus.

Flora Wilhelmi addressed the Board stating that she too lives on Catalina Way. She stated that she is speaking as a grandmother raising a grandchild. From San Pasqual to Santa Rosa, they are a total of 30 kids. Ms. Wilhelmi stated that the bus has put a big damper on the children playing and has created a lot more traffic going through the area. These are all children from the ages 10 and under that have to be watched. Ms.

Wilhelmi stated that there is also a lot of vandalism taking place. She stated that her car has been ransacked twice in her own driveway. In addition, there have been bikes stolen. Ms. Wilhelmi stated that she believes there is a police report stating that someone was seen getting off the bus, got a bike and then dumped it at Circle K. Ms. Wilhelmi stated that she is here to defend the children from San Pasqual to Santa Rosa, and requests that the Agency re-route the bus another direction so that the children can be free to play.

Kammie Tavares addressed the Board re-iterating the issues of the Line 53. She thanked the Board as she is in the section of Catalina Way that is going to be removed from the route. Ms. Tavares stated that she is the first person that saw the bus bringing an undesirable type of element to the neighborhood. Ms. Tavares stated that she was surprised that the bus would allow a rider to bring a bicycle and contraptions onto the bus and then dump them when getting off the bus. She stated that she knew that the bus picked up bicycles, but didn't think that they would also allow contraptions trailing like a cart. Dumping them off of the bus stop, across the street from where the school bus is letting children off, has attracted a lot more undesirable people to the neighborhood. She stated that they come to their bushes and they sit in their front lawns waiting for the bus to come and pick them up and take them away. Ms. Tavares stated that she is not sure why the bus was brought to the neighborhood. She heard that there was a need to help patronage come to the Joslyn Center; the route does not seem to be doing that. She also heard that the route is to assist seniors in general. Ms. Tavares stated that there is not a lot of seniors in general riding the bus, just a few college students. She stated that most of the time the bus doesn't even stop, it just drives all the way down the street both directions. Ms. Tavares stated that she took a poll; she works with a bunch of senior ladies. She stated that she turned the list into Joe Forgiarini, who by the way, has been really nice. He's been flooded with a bunch of phone calls and complaints and he has always been a complete gentleman and listened to everything they had to say. Ms. Tavares thanked Mr. Forgiarini. Ms. Tavares stated that the seniors she spoke with say they would never ride the bus if they couldn't drive themselves there because it's just not something they would be interested in doing. If that is true and the clientele SunLine is trying to target is seniors, it is not working. Ms. Tavares further stated that there are some ladies that aren't in attendance, that were at a meeting held at the Joslyn Center that were surprised. She stated that they are actually bus riders and complained that they now have to walk down Catalina Way to get on the bus. Prior to that, they could catch it on San Pablo, She stated that apparently it is not a time assigned bus stop, and so now they have to get there twenty minutes early or twenty minutes late and they cannot take it any more back and forth to work.

Councilmember Spiegel moved to address item 16, which is the proposed bus route change, before going into closed session. Chairman Miller asked if that is a consensus. All Board members agreed. Chairman Miller stated that we will move Agenda item #16, "Line 53 – Proposed Bus Route Changes in Palm Desert, which is an informational item.

**16. Line 53 – Proposed Bus Route Changes in Palm Desert**

Joe Forgiarini, Director of Transit Planning addressed the Board. He stated that this item is to update the Board on our Line 53 service. This is the Palm Desert Line 53 that's been recently referenced in the public comments. In January of 2014, the Agency implemented a service change that brought the 53 line onto Catalina Way in order to service the Joslyn Center and other surrounding assisted living facilities. This is also one of our strategies for building ridership. So in January the service change was implemented and since then, we have reached eight to ten boardings and alightings per day at the bus stops on that street. To date we are about half way to the ridership that we were expecting to see at that stop. As mentioned in the public comments, it's a mixture of different uses, including students, regular workers and some people visiting Joslyn Center. The actual operation in the street has been monitored by the Agency. We have stopped out there to make sure that the buses have been appropriately driving for the conditions in that street. The street is a 40 foot wide carriage way, so it is not inherently unsafe. It is wide enough to operate there. The speed has been consistent with what we would expect with the posted speed, and the noise factors have also been quite low compared to larger vehicles. In terms of feedback, since the change, we have received two types of feedback; one was from the types of feedback that you've heard today from residents of the neighborhood objecting to the use of Catalina. At the time when the change was made, the concerns came from the second segment focused on Catalina to the east of San Pasqual. The second issue that was raised was in relation to servicing bus stops on Highway 111 that were no longer serviced as a result of the alignment to bring the bus towards the Joslyn Center. In response to those concerns while trying to preserve access to the Joslyn Center as we do to senior centers throughout the Valley, we adopted an alternative route and strategy as you'll see in your Board item at the bottom of the page. That will be implemented in May of 2014. That change was consistent with the both items and feedback that we received while preserving service to the Joslyn Center so that we can continue to build the ridership from the facilities in that area, including the Joslyn Center. This item was brought back to the Board following public meetings to present those options. We held them on March 27th of this year, and received feedback; a lot of the feedback was what you've heard today. The bus is not welcome on that street at all. I would say that that feedback was quite different to the feedback that I'd been dealing with prior to that meeting. The reason we brought the item back to the Board was to update you on the fact that we have been responsive to the original concerns and to provide you an opportunity to discuss the item.

Lauren Skiver, General Manager addressed the Board. She reiterated that there was feedback from the public about this alignment, has been presented to the Board and has since changed by the public, which can happen. Ms. Skiver stated that she believes it is important for this Board to know that the feedback from the residents on Catalina was taken into consideration in the alignment that's in front of them today. Ms. Skiver further reiterated that fifty percent of the ridership that we hope to gain from that stop happening in four months is very promising. It takes several months to build ridership on a line when you make an adjustment. Ms. Skiver stated that she is not saying that the Agency won't go back and look at the line again as that is part of our due process; however, SunLine was responsive to the concerns of the community and these have been taken into consideration in the two alignments. The last note is that

the constituents that came in front of the Board for several years asking for this service is why it is here. This was not a service alignment that was just made at pulling something out of the air. There were constituents and there were individuals in those locations that asked for that service, came in front of the Board many times asking for service. Ms. Skiver just wanted to make sure that's all part of the record today.

Councilmember Spiegel stated that he has had phone calls and he attended the meetings. He understands what they're talking about in that area. Councilmember Spiegel stated that in the meantime, there are a lot of seniors that live in that area and they don't have cars. They have to walk a long way to get to the bus stop, so it's a conundrum. Councilmember Spiegel stated that he can't give an answer.

Mayor Adolph asked how many times a day is the bus on Catalina. Ms. Skiver responded that there are twenty-six, for the record. Mr. Forgiarini stated that in each direction, this is a bi-directional operation, there are twenty-six – thirteen up and thirteen back.

Chairman Miller addressed the Board stating that this is something that we're taking into consideration and to remember as we do discuss these issues and directions, we start setting precedence when we start changing routes based on complaints. There will be a next time someone comes in that does not want another route change. These decisions need to be thought through from the sound advice we are getting from staff, from the residents and everyone at the same time, so that we can make an educated decision, and not a knee jerk reaction.

Councilmember Spiegel asked Mr. Forgiarini if there are other routes that go down residential streets that are the same width as Catalina. Mr. Forgiarini stated that there are streets of the same size in Mecca and Coachella; a lot of the routes through the downtown area of Coachella and some of streets are similar. In Cathedral City, we go down some residential streets. Virtually every city has residential streets included in the routes.

Mayor Adolph asked if there is an alternate route which would provide the facility the pickup and delivery of the seniors that were mentioned, in close proximity to where they are driving now. He reminded the Board that this agenda item is informational at this time. Ms. Skiver stated that this is an ongoing process. This alignment now has gone through the required public process. The two alignments before the Board is what we have to work with. As stated to the residents who have contacted us, there is always a refinement and will come up with the next service change. We will look at it again. We can bring information to the Board about the number of streets that we traverse on. Ms. Skiver stated that coming from another city, if you relegate transit to major thoroughfares, it is not accessible to many riders. She stated that part of what we are doing is building access to public transit. It does require the use of streets. The street is graded for a bus. It has trash trucks and schools buses going down that street. The comments and the good work with the community has been instrumental and will continue.

**6. Board Member Comments**

None.

At 12:16pm, Chairman Miller announced that the Board would be moving into Closed Session relating to items below.

**7. Closed Session**

- a) 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). Employee Organization: Amalgamated Transit Union (ATU).
- b) Closed Session - PUBLIC EMPLOYEE APPOINTMENT, Gov. Code Section 54957) General Counsel.

At 1:05pm, Chairman Miller announced the return to Open Session. Chairman Miller asked to reflect the record that Emmanuel Martinez, Mayor Pro Tem, City of Coachella has left the room for an emergency call. We do have a quorum.

Legal Counsel, Bob Owen, stated that the Board met in Closed Session under Government Section 54957.6 conference with labor negotiators. There is no reportable action taken. Board also met in Closed Session pursuant to Government Code Section 54957; appointment of General Counsel. The Board unanimously approved to appoint Robert Owen as General Counsel. Mr. Owen thanked the Board.

8. **Ratification of Memorandum of Understanding with Amalgamated Transit Union**  
Bill Shaeffer, Chief Negotiator for negotiations, addressed the Board. He stated that the recommendation to the Board is to approve the MOU between SunLine and ATU, Local 1277 for the time period of April 1, 2014 through March 31, 2016 and to authorize the General Manager to execute the MOU on behalf of SunLine.

Councilmember Spiegel moved for approval. Mayor Adolph seconded the motion. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

Chairman Miller thanked Staff and Mr. Shaeffer for the hard work, as well as the union partners for coming to an agreement so quickly.

Chairman Miller further stated that he would like to read into the record, a statement from Board Member Dana Hobart, City of Rancho Mirage, who is not in attendance, concerning the MOU with the Local 1277. The comments are as follows: "I would like to thank Lauren Skiver and the entire negotiating team for creating an agreement that both sides favor and from which both sides benefit. I can think of no objective more beneficial to the long-term stability of SunLine than to have labor and management

working together for the long-term benefit of the organization, the employees and the public at large. If I were able to be present, I would be proud to support the agreement."

Mayor Pro Tem Emmanuel Martinez returned to the meeting.

**9. Approval of Minutes**

Councilmember Spiegel moved to approve the minutes of the March 26, 2014 Board meeting. The motion was seconded by Mayor Adolph. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote, with two abstentions from the City of Desert Hot Springs and the City of Indio.

**10. Approval of the First Amendment to the SRTP**

Director of Transit Planning, Joe Forgiarini, addressed the Board requesting approval of the first amendment to the Short Range Transit Plan for FY 2014, which includes two items. The first item is to adjust our paratransit van replacement program. Two of the four vans that we were expecting to replace have not yet reached their mileage target. Rather than purchase four replacement vans, we would like to purchase two replacement vans and two expansion vans. This would expand our paratransit fleet to 33 vans from the current 31 in order to keep up with the market. The second item is a new batch of funding that was received for what is known as a Battery Dominant Fuel Cell Bus. This is money that the FTA and the California Energy Commission recently allocated for the construction of this bus. Battery dominant means that it is run from a battery that is charged overnight, rather than relying on the fuel cell. The bus has a smaller fuel cell and larger battery. There are two sources of energy rather than the one fuel cell. This is a new experimental bus. SunLine continues to be an active participant in developing these new technologies for the transit industry. This is fully funded for \$4,251,307 from the FTA, matched with \$900,000 from the California Energy Commission.

Councilmember Hanson stated that this item was discussed in the Finance Committee meeting and moved for approval. Mayor Adolph seconded the motion. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

**11. Change Order Approval**

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this item was presented as a recommended change order for the inspection and testing firm. At the Finance Committee meeting, there was a request made for additional information. We would therefore like to bring this item back at the May 28<sup>th</sup> Board meeting, with detailed information requested.

Councilmember Spiegel moved for approval. Mayor Pro Tem Hutcheson seconded the motion. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

**12. Approval of ACCESS Advisory Committee Member**

Director of Operations, Apolonio Del Toro, addressed the Board requesting approval of a new member of the ACCESS Advisory Committee as approved and presented by

the current members. On March 11, 2014, the ACCESS Advisory Committee met and unanimously approved Cheryl Scarlett, Development Manager for the Stroke Recovery Center. There are no known conflicts.

Councilmember Hanson asked Mr. Del Toro to take the Board through the process used to select the person to add to the committee and how this individual in particular was selected. He also asked if other people were considered in that process. Mr. Del Toro stated that there are representatives from different area throughout the Coachella Valley on the Committee. With those members, the Stroke Recovery Center had someone on the committee, but there currently is a vacancy. Staff looked to members who already have representation; however, there is an e-mail recommendation from these facilities, making recommendations for appointment. At that point, we go through a sub-committee. They would then bring it forward to the full Committee, who would then vote on that.

Councilmember Hanson stated that when there are committee and commission members in his city, they put out a public notice and give people time to respond and take applications. He believes all cities do this. He asked Mr. Del Toro if that process is followed. Mr. Del Toro replied no, that is not the process followed. It is not an open process with public notice. Councilmember Hanson asked if the Agency is required by law to open up to the public. Mr. Del Toro stated that he would need to look into that.

Ms. Skiver stated that the Transit ACCESS Committee falls under CFR49 and it is a little bit different process; however, transit routinely does do a public process, has riders and people who are working in the health field and people who work with people with disabilities. These are some of the professionals you want on the Committee as well. Ms. Skiver stated to Councilmember Hanson that he brings up a very good point on something that we are looking to do. Ms. Skiver stated that the process that Staff is following is the process that has been done throughout the past. It has been member agencies and that is the way the Committee was created. Ms. Skiver stated that we are looking to revamp to make it a more active group. This would include riders and others representing different segments of the community and folks that are utilizing the service.

Councilmember Hanson further stated that he understands, but the question is are we legally handling the appointments to this committee.

Jeff Goldfarb stated that this is a good question; he does not know the answer to that. The fact that it is a creation of Federal law as opposed to State law, suggests that it is treated differently. Mr. Goldfarb stated that he can get an answer to that question. Councilmember Hanson stated that he believes we need to get an answer and get the issue resolved so that in the future we know that we are following the law.

Ms. Skiver stated that we need to have an Advisory Committee. Councilmember Hanson stated that he is aware we need a committee, it is the process that we go through to appoint a member. Ms. Skiver stated that she and Mr. Del Toro discussed looking at this Committee and there could be some changes to be made.

After further discussion by the Board, and the fact that continuing this item will not have an impact on the next ACCESS Advisory Committee meeting, it was decided to continue this item to the May 28, 2014 meeting to provide information requested by Councilmember Hanson. Mayor Pro Tem Hutcheson moved for approval to continue this item to the May 28<sup>th</sup> meeting. Mayor Adolph seconded the motion. Chairman Miller asked if there was opposition. Given none, the motion to continue this item carried by a unanimous vote.

**13. Consent Calendar**

- a) Checks over \$1,000 for March, 2014
- b) Credit card statement for March, 2014
- c) Monthly Budget Reports for February, 2014
- d) Ridership Report for March, 2014
- e) SunDial Operational Notes for March, 2014

Mayor Adolph moved to receive and file the consent calendar. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the consent calendar was approved to Receive and File by a unanimous vote.

**14. 2014 Valuations of the Bargaining and Non-Bargaining Pension Plans**

Director of Human Resources, Donald Bradburn, addressed the Board. The request of the Board is to Receive and File the 2014 valuations for the Bargaining and Non-Bargaining Pension Plans for SunLine Transit Agency. Both plans are over 100% funded. The reason it is over 100% funded is partly because the valuation assumes a 6% rate of return on investments and salary increases of 4%, which is a conservative approach. The annual contribution rates for 2014 increased and results in a \$474,518 savings to the Agency.

Councilmember Spiegel moved to Receive and File. The motion was seconded by Councilmember Hanson. Chairman Miller asked if there was opposition. Given none, the 2014 valuations were approved to Receive and File by a unanimous vote.

**15. Board Approved Policy**

Chairman Miller addressed the Board asking to discuss Board approved policies after discussion with Ms. Skiver and staff. Chairman Miller stated that the Board has set policies and procedures in place. They were reviewed and approved. In moving forward and getting comments from the public or looking at things in committee meetings, Board members have asked Staff to come back and bring items that the policy already sets. An example is that Ms. Skiver is allowed to travel to a certain amount of money. We are asking her to bring all travel to us for approval. The policy that we approved gave her authority up to a certain dollar amount to approve travel. During a meeting, a Board member asked that all travel come back. Chairman Miller stated that we either need to change the policies that the Board approved, or make sure that when asking for items that meet the guidelines that we set, that we don't send a mixed message to our Staff. Chairman Miller stated that Staff wants to do everything on the side error or caution to let the Board know. When asked for items, please remember – as we recently had a discussion on the law when asking for public

records request, we all agreed that every member can ask for records, but we would like to have a consensus so that we are not asking Staff to do extra work that takes away from their main job; what a Board Member is asking for is very important, but do we all agree that it is something that needs to happen.

Ms. Skiver stated that she wanted to ensure that Staff gets good direction so that if we miss something, we can point to a policy and say this is what the policy dictates and misses getting to the Board when there has been a request to see something. Ms. Skiver further stated that it is her job to interpret the Board's direction and create policy, create change and create transparency. Sometimes it seems that there are, times, through discussion, where a Board member may have an idea, but it is not something that the entire Board gives direction to make sure that everything around that item gets changed. Ms. Skiver stated that we want to make sure of the direction that the Board gives to her and the team. There needs to be an agreement on what the Board would like to see and then Staff can change all related policies back for approval. Ms. Skiver stated that Staff is going through policies to ensure that Staff is trained to the policies and understands what they are. Ms. Skiver stated that she does not have an issue of bringing all travel to the Board, but it violates the current policy approved by the Board.

Mayor Pro Tem Hutcheson stated that it would be helpful if the General Manager, when the Board is off on a particular direction, provides information to the Board that there is policy on the issue. He asked that the General Manager highlight those examples when they happen, then the Board would be more mindful of the situations. Chairman Miller stated that he too, and Legal Counsel, needs to rein it in. He stated that when the Board is discussing something that should not be discussed, the attorney has to provide direction. Chairman Miller stated that the transparency and what we release needs to be discussed in an open forum where everyone has the opportunity to come in and discuss the item. Chairman Miller stated that when the Board is asking for an item, such as information on the Line 53, there needs to be a consensus that this is an item that we want to bring back. One person cannot bring back an item unless the rest of the Board agrees.

Councilmember Hanson stated that consensus and votes are different. He thinks it would be a good policy for Chairman Miller is to take a vote on issues rather than trying to reach consensus whereby you might not get the full participation of the Board by asking if there is a consensus. Councilmember Hanson stated that you take a vote and that vote is either unanimous or divided. It then is recorded and then there is no question as to the issue later. Chairman Miller asked if the issue should be brought back to the Board. He further stated that he wants Staff to get direction that we have told them and not tie their hands. The direction should be based on the policies and procedures that this body put in place.

16. Line 53 – Proposed Bus Route Changes in Palm Desert  
This item presented after agenda # 5.

**17. Line 54 – Summit High School, La Quinta**

Director of Transit Planning, Joe Forgiarini, addressed the Board. It is an update on the Line 54 in relation to access to the service for some of the high school students in La Quinta. Mr. Forgiarini stated that Staff has been able to install two bus stops that are closer than the previously existing stops. One is at the corner of Palm Royale Drive, the east bound direction, and one is about 600 feet east of Palm Royale on the west bound direction. Staff is continuing to work toward establishing one line at the intersection of Palm Royale on the near side, west bound direction. Thanks to the help from the City of La Quinta, there is a plan drawn and was delivered yesterday. Mr. Forgiarini stated that Staff will continue those efforts in the hope of installing that stop in May. Mayor Adolph stated that is where the stop should be so that the kids do not have to get off the sidewalk. Mayor Adolph stated that he looked at the west side, but that was going to be about \$70,000 and it was not advisable as it is due for development there and the city does not know where the driveways are going to go at the present time. Mayor Adolph stated that the best place is on the east side, as close to that intersection as possible.

Councilmember Hanson asked if SunLine is paying for this work. Mr. Forgiarini stated that SunLine is paying a small fee for the cost of the drawing, and then SunLine, with its own internal staff, will carry out the concrete work at the site. Councilmember Hanson asked why the City of La Quinta is not paying for the work on site. Mr. Forgiarini stated that we did the analysis, the cost of doing the more detailed analysis for turnout on the west bound side. Mayor Adolph stated, no, the City is not paying for it.

Chairman Miller recognized Angelica Chappell – Community Access Center. She stated that community members came to her group stating that they have children with disabilities that are trying to get from point A, to point B. There are limited number of seconds – 16 seconds to cross nine lanes of traffic. She stated that part of their job is not only to advocate for people with disabilities, but to also do systematic activism. Ms. Chappell made some phone calls. Her husband was instrumental in assisting to make changes for safer routes for kids to go to school. She said unfortunately there was a fatality on Palm Royale. At 7:30am, the City of Palm Desert was already out there. She spoke with Indian Wells as well, and La Quinta. She stated that all the officials came together and worked diligently, along with Mr. Forgiarini. She wanted to thank SunLine.

**18. General Manager's Report**

Lauren Skiver addressed the Board. She stated that her General Manager's report is brief as she is sending the Board a weekly update. She asked the Board to let her know if they have any comments concerning the updates. It is a work in progress and she would be happy to adjust. Ms. Skiver stated that we had a representative at the Regional Rodeo a couple of weeks ago. Victor Duran come in 4<sup>th</sup> in the driving and 2<sup>nd</sup> in the pre-trip inspection. Ms. Skiver stated that Staff is extremely proud of him. She was also proud of the Administration and Operations Staff that traveled to support Mr. Duran. She stated there were more SunLine employees than the host agency employees. Ms. Skiver was proud of the employees that took time out of their weekend and go to support Mr. Duran in the competition. Mr. Duran will be going to

Kansas City to compete in the International Rodeo next week. Ms. Skiver stated that we provided "Pantry to People" recipients four tons of food. We will make it better next year. One of the things Staff is working on is to ensure that our "Fill the Bus" events don't get too watered down. We are refining them so that we make sure that the second event helps more localized, smaller non-profits. Ms. Skiver thanked Norma Stevens, Jim Rayl and several others who did a great job putting together this food drive. Ms. Skiver asked Ms. Stevens to stand. She stated that the winner of the art contest have been selected. It has not been publicized yet, but she wanted to show the art that won. Ms. Stevens showed the elementary school and middle school entry that won. The two new hydrogen buses that are coming into service and we are now working with a graphic firm that will help us create wraps. One will represent elementary and one will represent middle school. Desert Regional Medical Center has been our sponsor and they will have a logo on the back of the bus. There will be a big event before school gets out. The two students will be honored and the buses will be unveiled with the posters. At the direction of the Board, Staff has become more involved in the community and to involve our youth in healthy lifestyles and provide information on why SunLine is here. Ms. Skiver stated that this has been a fantastic event. She let the Board know that they will be informed the date of the event. The posters will be on the buses for a year. We then hope to recreate this as an annual event, partnering with a sponsor and the local youth to raise awareness of transportation and environmental impact. The students included that aspect into their art. Ms. Skiver further stated that Ms. Stevens pulled this off with very little time, a little bit of direction and made it happen. Ms. Skiver stated that the two fuel cell buses are on the line now. She informed the Board that there is an event at El Dorado on Friday – a legislative event. Local legislators have been invited. It takes place between 10:00am and 2:00pm. Ms. Skiver invited to Board to attend to see our buses and take a tour of the plant. We can assist in travel. Ms. Skiver then stated that SunLine will hold its company picnic this upcoming Saturday at the Thousand Palms Community Park from 10:00am – 3:00pm.

Councilmember Spiegel asked if we will be providing the winners of the art contest with a prize. He stated that should get a trophy. Ms. Skiver stated that we are working with the sponsor on some kind of plaque, or something along those lines. She stated that the hospital is going to display some of the other art – the top ten for each group. The library has offered to display some of the art that did not get chosen as well. Ms. Skiver stated to the Board if they would like some of the art in their public facility, let us know. In addition, some of the pieces of art will be displayed in the shelters where we don't have advising.

Chairman Miller stated that we should bring the two winners to the meeting and give them an award – something more celebrated.

Mayor Pro Tem Martinez applauded Staff for engaging young students in the arts. Arts and culture is something big. He stated that the arts is something that the City of Coachella is very focused on. He remembered as a kid, the SunLine jingle and it stuck with him. He suggested that we have students in the music programs that exist create a new jingle for SunLine; raise the awareness, but also capitalize on the arts and culture of music.

**19. Next Meeting Date**

May 28, 2014

12 o'clock Noon – Kelly Board Room

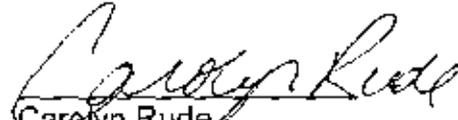
32-505 Harry Oliver Trail

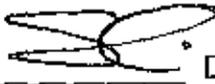
Thousand Palms, CA 92276

**20. Adjourn**

Chairman Miller adjourned the meeting at 1:42p.m.

Respectfully Submitted,

  
Carolyn Rude  
Clerk of the Board

  Date 5/21/14  
Lauren Skiver  
General Manager

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Board of Directors

**FROM:** General Counsel, Robert O. Owen

**RE:** Amendment of General Manager's Employment Agreement to Accurately Reflect Certain Terms Agreed Upon During Pre-employment Negotiations

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**RECOMMENDATION**

Approve the attached First Amendment to General Manager Employment Agreement, which (a) increases the base salary by \$220.06 per pay period; (b) clarifies a provision regarding accrual of vacation time; and (c) provides a lump sum payment of \$3,095.17 to cover retroactive pay not provided to the General Manager during the first seven months of her employment.

**DISCUSSION**

The existing General Manager Employment Agreement was effective as of October 28, 2013. During pre-employment negotiations between SunLine representatives and General Manager Lauren Skiver, it was agreed that the General Manager would not have to pay the 3% retirement contribution normally paid by SunLine employees. However, as the contract was originally written, the 3% was deducted from the General Manager's paycheck. We believe that the best course of action would be to amend the contract so that the 3% contribution continues to be deducted from her paycheck, but that she be monetarily reimbursed through a 3% increase in the base salary. This would result in an increase of \$220.06 per pay period. She would also be provided a lump sum payment of \$3,095.17 to retroactively cover this amount for the first seven months of her employment.

Additionally, the existing contract is slightly ambiguous concerning accumulation of vacation time. During negotiations, the parties specifically agreed that the General Manager would be entitled to initially "bank" two weeks of vacation time, and then accumulate three weeks of vacation time annually in the same manner as other SunLine employees. As the contract is written, it is ambiguous whether she is entitled to accumulate the normal three weeks' vacation during her first year. The proposed amendment clarifies that ambiguity and provides that the normal three weeks of vacation time does accrue during the first year of employment.

**FINANCIAL IMPACT**

The First Amendment to General Manager Employment Agreement would have a one-time financial impact of \$3,095.17, and an additional \$220.06 per pay period. However, it does reflect what was intended by the parties during negotiations, so in that respect it is revenue neutral.

  
Robert O. Owen  
General Counsel

**FIRST AMENDMENT TO  
GENERAL MANAGER EMPLOYMENT AGREEMENT**

**THIS FIRST AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT** ("First Amendment") is entered into as of the \_\_ day of \_\_\_\_\_, 2014, by and between SunLine Transit Agency, a California Joint Powers Authority ("STA") SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver ("Employee").

**RECITALS**

**WHEREAS** STA and SSG are each governed by a Board of Directors, which are individually and collectively referred to herein as the "Board"; and

**WHEREAS**, on October 28, 2013, SunLine and Employee entered into a General Manager Employment Agreement (the "Agreement"), by which SunLine obtained the services of Employee as General Manager; and

**WHEREAS**, certain terms of the Agreement did not accurately reflect what SunLine and Employee had agreed to prior to executing the Agreement; and

**WHEREAS**, SunLine and Employee desire to amend the Agreement to accurately reflect the terms agreed to by the parties.

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

**TERMS AND CONDITIONS**

**SECTION 1.**

Section 4 a. of the Agreement is hereby amended to read in its entirety as follows:

**Section 4. COMPENSATION.**

a. SunLine agrees to proportionally pay Employee, for her services rendered hereunder, a base salary of Seven Thousand Three Hundred Thirty-Five Dollars and Twenty-Six Cents (\$7,335.26) per two-week pay period as General Manager commencing on October 28, 2013. Employee's salary will be paid in installments in accordance with SunLine's normal procedures. During the term of this Agreement, Employee's compensation shall not be subject to any reduction as a result of any change to the composition of SunLine, including but not limited to the dissolution of SSG or SunLine Regulatory Agency.

**SECTION 2.**

Section 7 of the Agreement is hereby amended to read in its entirety as follows:

**Section 7. VACATION LEAVE BENEFITS.**

Employee shall be entitled to two (2) weeks of a vacation immediately upon commencement of employment. In addition, employee will accrue Earned Time Off and Personal Leave days in the same manner as all other Exempt employees, including during the first year of employment. Employee shall receive time off for holidays in the same manner as other SunLine employees.

**SECTION 3.**

In addition to the above, Employee shall receive a sum of Three Thousand Ninety-five Dollars and Seventeen Cents (\$3,095.17), payable on the effective date of this First Amendment.

**SECTION 4.**

All other terms and conditions of the Agreement shall remain in full force and effect.

Dated: \_\_\_\_\_, 2014

\_\_\_\_\_  
Lauren Skiver

Dated: \_\_\_\_\_, 2014

\_\_\_\_\_  
Glenn Miller  
Chairman of the Board  
SunLine Transit Agency/SunLine Services Group

Dated: \_\_\_\_\_, 2014

\_\_\_\_\_  
Robert O. Owen, Legal Counsel  
SunLine Transit Agency/SunLine Services Group

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Change Order Approval – Geocon West

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**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a change order with Geocon West Inc. in an amount Not to Exceed \$84,311.36 for Inspection and Testing Service for the SunLine Administration Building Project.

**Background**

On April 29, 2013, Geocon West, located in Thousand Palms, California was awarded a competitive contract for Inspection and Testing services. Inspection and Testing firms are hired by the owner to preserve their independence in the process.

These services are provided as required by the Project Manual and as requested by the General Contractor. The original contract was awarded at a value Not To Exceed \$148,791.39. The construction management firm performed an independent technical evaluation.

SunLine also independently verifies the rates against commercial pricing. This price analysis is required by the Federal Transit Administration and SunLine's purchasing policies.

SunLine's Administration Building Project experience revisions in the originally estimated scope based on the following factors:

**Earthwork:**

Continuous observation during rough grading – Geocon estimated 160 hours (20 days) to complete; to date 259 hours (32.4 days) have been required.

Observation of utility trench backfill – Geocon budgeted 160 hours; to date 275 have been required and it is estimated that the site utilities are 50% completed. Therefore, we have estimated an additional 200 hours to complete.

Observation and testing of **subgrade, base, paving** – Geocon budgeted 40 hours; to date we have spent 49 hours and the work is not complete. Therefore, we have included an additional 80 hours for this task to complete.

**Soils Laboratory testing:**

Geocon budgeted for 4 maximum density optimum moisture tests on base samples; to date we have run tests on 5 different samples and are not done with paving. Therefore, we have included an additional 4 tests in the budget.

Geocon budgeted expansion index and corrosion screening (pH, chloride, sulfate, resistivity) for 3 potential import samples. However, to date we have performed these tests on 4 import samples.

Sample pickup/delivery – To date, Geocon has spent 45 hours delivering material (mortar, grout, concrete) to the laboratory for testing. The project is 50% complete therefore, we have included an additional 45 hours in our budget for sample delivery.

**Concrete Inspection/Sampling/Testing:**

Geocon estimated 60 hours would be required for concrete sampling on site. To date 98.5 hours have been spent for concrete sampling and testing on site. The project still has light weight concrete for second floor of administration building, minor equipment pad foundations, and miscellaneous concrete, therefore we have also estimated an additional 60 hours will be required to perform the remaining inspection and sampling for the project.

**Re-inspection of Steel:**

Geocon performed re-inspection of steel after it was returned to the shop for Buy American verification; 28 hours was spent re-inspecting the replacement steel. This work is complete and no further charges should be incurred.

**Materials Laboratory Testing:**

Geocon budgeted compression testing of 50 concrete cylinders. To date, 85 samples have been tested and concrete placement is not yet complete. Therefore, we have included the 35 samples in excess of budgeted to date plus an additional 50 samples in this request.

Geocon budgeted for 6 tests on concrete masonry units. However, 4 masonry units were utilized in the project necessitating 24 tests. Therefore, an additional 18 tests need to be added to the budget. We have not included additional CMU testing as it is complete at this time.

## ITEM #10

We budgeted 15 compression tests on grout samples for the project. However, to date, 65 samples have been tested. Further, we anticipate additional samples requiring testing as the minor masonry structures are constructed at the site. Therefore, in addition to the 50 samples already tested, we have included a budget for 30 additional samples.

Geocon budgeted for compression testing of 15 mortar samples for the project. To date, we have tested 27 samples. Additionally, we estimate 20 samples for completion will be needed.

Geocon budgeted for bend and tensile testing of 6 rebar sizes. However, 12 tests were required.

Geocon did not budget for masonry prism testing for the project. However, 8 masonry prism samples were tested.

### **Professional Consultation:**

Geocon budgeted for 60 hours of **professional consultation, response to RFI, and meeting time** for the project. To date, more than 88 hours have been required, however, only 88 hours have been billed to the project. Therefore, this additional budget request includes the 28 hours currently over, plus an additional 40 hours estimated to complete the project.

### **Additional Reporting:**

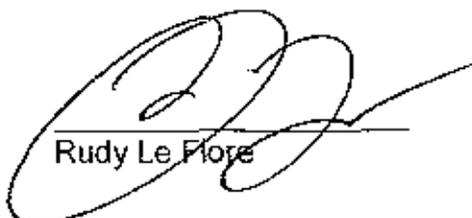
Geocon included one final report of rough grading and improvements in the budget. However, Riverside County required separate **pad certification reports** for the administration building and park and ride areas prior to construction. The cost to produce these reports was \$1,910.

These changes are necessary to complete the requirements of the project.

This is the only change order to this agreement and brings the total of this contract to \$233,102.75.

### **Financial Impact**

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170.



Rudy Le Flore

CHANGE ORDER LOG

April 16, 2014

Original Contract Value \$148,791.39

Change Order No.	Amount	Date	Revised Contract Value
1	\$84,311.36.		\$233,102.75

## SunLine Transit Agency

DATE: May 28, 2014 ACTION

TO: Finance Committee  
Board of Directors

FROM: The Chief Performance Officer

RE: Change Order Approval – IBI Group

---

Recommendation

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a change order with IBI Group for Architectural Design Work for the Administration Building and Transit Hub project in an amount Not to Exceed \$23,555.80.

Background

In December 2013, the Board approved changes to the Administration Building and Transit Hub Project. The changes being proposed by the Architect are to implement those changes. Making changes after the initiation of the project is a time sensitive matter. Therefore, much of the work has been completed by the Architect in order to preserve the schedule. The following is a delineation of the proposed changes and their general description:

- Maintenance & OPS Modular Bldg. Bus Wash Waste Water \$5,018.20
- Trash Enclosure Modification - \$3,810.80
- Field Verification of Existing Grades @ West Wall/Future Roadway/Drive Approach \$1,827.60
- Off-Site Water & Sewer Revisions \$12,899.20

These changes are necessary to complete the requirements of the project. With approval of this change, the contract value will be approximately \$1,019,643.60 depending on the results of negotiations.

Financial Impact

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170. Some facilities improvement items that fall out of the scope of the Administration Building and Transit Hub Project may be funded out of Board approved facilities improvement funds.



Rudy Le Flore

**CHANGE ORDER LOG**  
**May 2014**

Original  
Value

Contract

Modification No. 1: Expand IBI's services to assist SunLine Transit Agency with a Design/Bid/Build delivery system	\$272,000
Modification No. 2: Expand the Architects services to assist the Owner with Construction Administration and Support Services	\$244,000
Change Order No. 1: (2) Additional Renderings for Courtyard and Board Room	\$7,995.85
Change Order No. 2: Settle Claims relating to County of Riverside for Processing Fees	\$28,000
Change Order No. 3: Proposal for Commissioning Agent	\$25,300
Change Order No. 4: Board Room and Related Spaces Redesign - Phase I	\$4,413.40
Change Order No. 5: Extra Service Proposal: Maintenance & Ops Bldg.- Utilities Infrastructural Phase I	\$19,858
Change Order No. 6: Emergency Power Generator	\$20,742
Change Order No. 7: Revise Asphalt Paved Road to Concrete Road	\$6,542.30
Change Order No. 8: Assistance to Owner preparing the Owner's Project Requirements for LEED Commissioning Requirements	\$3,025.60
Change Order No. 9: Harry Oliver Trail - Modified Curb Inlet Catch Basin and Existing Verizon Line Support	\$4,678.60
<b>Total</b>	<b>\$636,555.80</b>

**\$359,532.00**

**SunLine Transit Agency**

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Change Order Approval – Arcadis

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a change order with Arcadis for Construction Management of the Administration Building and Transit Hub project in an amount Not to Exceed \$155,051.

**Background**

On March 28 2012, Arcadis was awarded a competitive contract for Construction Management Services. Construction Management Firms are hired by the owner to perform QA and Oversight of the project as required by the Federal Transit Administration.

The original contract was awarded at a value Not To Exceed \$624,876. A technical evaluation as well as a comparison to GSA Schedule prices was performed to ensure that prices being paid were fair and reasonable. This price analysis is required by the Federal Transit Administration and SunLine's purchasing policies.

SunLine's Administration Building Project experienced revisions in the originally estimated scope based on the following factors:

1. **Pre-Bid and Pre-Award Time Period**
  - o Extended nine (9) months from (April 2012 to December 2012).
  - o During this period, the project was advertised and bids were received and analyzed.
  - o Upon further bid evaluation, the contracts "Buy America" requirement could not be satisfied by the lowest bidder which resulted in SunLine having to enter into discussions with the next in-line lowest bidders. Ultimately, SunLine rendered a decision to enter into contract with the third lowest bidder.
  - o During this period, SunLine, AE and CM also continued their ongoing efforts with Riverside County Plan Review and Local Utility Companies/Agencies (IID and CVWD) to secure building and use permits for the project.
2. **Contract Award & Permit Issuance Delay Period**
  - o Extended six (6) more months from (January 2013 to June 2013).

## ITEM #12

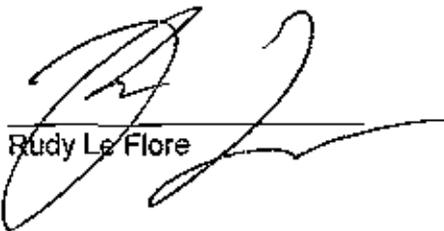
- o During this period, SunLine, AE, CM and Contractor continued with more ongoing efforts with Riverside County Plan Review and Local Utility Companies/Agencies (IID and CVWD) to secure building and use permits for the project.
  - o Numerous meetings, discussions and plan revisions/resubmittals took place during this time. The County finally agreed to issue the Grading Permit which allowed SunLine to issue a Notice to Proceed to the Contractor on 6/11/13 to commence with excavation and grading operations.
3. **Building Permit Issuance Delay Period**
- o Extended (28) more days in (August 2014) after the Notice to Proceed had been issued to the Contractor and construction had already commenced.
  - o After the Administration Building Pad had been certified and the Contractor stood ready to pick up the Building Permits, the project was halted by the County until easements could be recorded by SunLine Legal for the parcels at the Bus Transit Facility. Only after this matter was completed would the County issue the building permits to allow building construction to commence.

These changes are necessary to complete the requirements of the project.

This is the only change order to this agreement and brings the total of this contract to \$779,927.

### **Financial Impact**

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170.

  
Rudy Le Flore

CHANGE ORDER LOG

April 16, 2014

Original Contract Value \$624,876

Change Order No.	Amount	Date	Revised Contract Value
1	\$155,051		\$779,927

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Director of Transit Planning

**RE:** Award Contract for Purchase and Installation of New Bus Shelters

---

**Recommendation**

Recommend that the Board of Directors grant authorization to the General Manager to award contract to ND Electrical Construction, Inc. for the purchase and installation of thirty-five (35) new bus shelters throughout SunLine's service area. SunLine's General Manager will execute a contract upon approval as to form and legality by legal counsel.

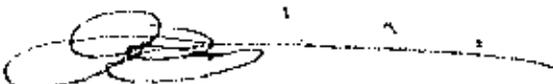
**Background**

SunLine staff issued an Invitation for Bid to purchase 35 bus shelters for installation in mid-2014. The IFB, which was advertised through The Desert Sun and SunLine.org, received two complete bids. ND Electrical Construction, Inc. was the lowest responsive and responsible bidder. Please refer to the bidder's list and bid opening records on pages 2 and 3. ND Electrical is the same vendor we used for shelter furnishing and installation in 2013.

This project is a result of recommendations from the Comprehensive Operational Analysis to improve and enhance bus stops located throughout the Valley. A rendering of the new shelter is included on page 4 of this item, and a list of sites for installation is included on pages 5 and 6.

**Fiscal Impact**

The cost for the 35 shelters of this project is \$322,928.00, based on the recommended bid. Funding is provided from already available Federal Section 5307 grant funds and matching local funds (State Transit Assistance and Proposition 1B Safety and Security funding) in the project budget of \$531,870.00. The remaining budget is for site improvements necessary at some locations to accommodate the new shelters.



\_\_\_\_\_  
Joe Forgiarini

14-109 BIDDERS LIST

NAME	EMAIL	COMPANY	ADDRESS	CITY	ZIP CODE	STATE	PHONE #
Nick Martin	<a href="mailto:nick@ndcompanies.com">nick@ndcompanies.com</a>	ND Electrical Construction Inc.	2201 E Winston Rd Suite M	Anaheim	92806	CA	949.498.1799
Joe Putrino	<a href="mailto:rig4mvp@roadrunner.com">rig4mvp@roadrunner.com</a>	Joe Putrino General Contractor	58940 Panchita Road	Yucca valley	92284	CA	760-228-2230
Patrick Merrick	<a href="mailto:pmerrick@tolar.com">pmerrick@tolar.com</a>	Tolar Manufacturing	258 Marh Cr	Corona	92879	CA	951-808-0081
Ekta Patel	<a href="mailto:sandieuo@isqft.com">sandieuo@isqft.com</a>	iSqFt	4460 Lake Forest Dr.	Blue Ash	45242	OH	800-364-2059
Mike Sullivan	<a href="mailto:mjsconst1@aol.com">mjsconst1@aol.com</a>	MJS Construction Inc.	38348 9th Street East	Palmdale	93550	CA	661-273-8565
Mike Honz	<a href="mailto:mikehonz@gmail.com">mikehonz@gmail.com</a>	Golden Valley Construction	2000 Executive Dr.	Palm Springs	92262	CA	760.322.0010
Misa Tang	<a href="mailto:mtang@tobocp.net">mtang@tobocp.net</a>	Tobo Construction	500 Shatto Place #320	Los Angeles	90020	CA	213.382.0213
Richard Humphrey	<a href="mailto:rich@hcon.us">rich@hcon.us</a>	Humphrey Construction	21314 Hideout Dr	Diamond Bar	91765	CA	909-635-5945







SUNLINE BUS STOP IMPROVEMENT PROGRAM - PHASE 5

Updated:  
3/27/14

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Lines Served by	Existing Amenities	Proposed Shelter Type/Size	Non-AD	Shelter Color	Comments
<b>Cathedral City</b>											
162	Avn. Maravilla	Risueno Rd.	Nearside	Northwest	Southbound	32	Signage/Pole	9ft	Non-AD	Blue	Concrete pad improvements needed to support shelter installation. (Risingade bus stop)
216	Avn. Maravilla	Espeña Rd.	Nearside	Northwest	Southbound	32	Signage/Pole	9ft	Non-AD	Blue	Concrete pad improvements needed to support shelter installation. (Risingade bus stop)
522	Dale Palm Dr.	Converse Rd.	Nearside	Northwest	Southbound	30	Bench & Waste Cntr.	9ft	Non-AD	Blue	Shelter installation only. (Use bus stop #530 on Bob Hope at Columbia as example for improvements)
639	E. Palm Cyn. Dr.	Poraz Rd.	Farside	Southeast	Eastbound	111	Bench & Waste Cntr.	9ft	AD	Blue	Concrete pad improvements needed to support shelter installation.
598	Ramon Rd.	Crossley Rd.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	9ft	Non-AD	Blue	Concrete pad improvements needed to support shelter installation.
864	30th Ave.	Avn. Jimino	Nearside	Southwest	Eastbound	32	Signage/Pole	9ft	Non-AD	Blue	Concrete pad improvements needed to support shelter installation.
875	Avn. Maravilla	Tachuevah Dr.	Nearside	Southeast	Northbound	32	Signage/Pole	9ft	Non-AD	Blue	Concrete pad improvements needed to support shelter installation.

Total Number of Bus Stop Recommended for New Shelters = 7

Shelter Sizes      QTY:  
 9FT AD              1  
 9FT Non-AD        6

<b>Cogehella</b>											
219	Harrison St.	6th St.	Farside	Southwest	Southbound	91 & 95	Signage/Pole	9ft	Non-AD	Blue	Concrete pad improvements

Total Number of Bus Stop Recommended for New Shelters = 1

Shelter Sizes      QTY:  
 9FT Non-AD        1

<b>Desert Hot Springs</b>											
617	Palm Dr.	Corrino Companero	Farside	Northeast	Northbound	14	Bench & Waste Cntr.	9ft	Non-AD	Brown	Concrete pad improvements to support shelter installation. (Address existing bus stop to benefit of Companero)
823	Palm Dr.	4th St.	Farside	Northeast	Northbound	14	Bench & Waste Cntr.	9ft	AD	Brown	Shelter installation only.
626	Mission Lakes Blvd.	El Mirador Blvd.	Farside	Northwest	Westbound	14	Bench & Waste Cntr.	9ft	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
830	Hacienda Avo.	Tamar Dr.	Farside	Southeast	Eastbound	15	Simms Seat	9ft	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.

Total Number of Bus Stop Recommended for New Shelters = 4

Shelter Sizes      QTY:  
 9FT AD              1  
 9FT Non-AD        3

**ITEM #13**

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s) Served by	Existing Amenities	Proposed Shelter Type/Size	NON-AD & AD	Shelter Color	Comments
<b>INDIO</b>											
221	Calhoun St.	Ava. 48	Farside	Northeast	Northbound	90	Skinnie Seat	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
335	Dr. Carreon Blvd.	Santa Rosa Villas	Farside	Southeast	Eastbound	81	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
368	Dr. Carreon Blvd.	Van Buren St.	Farside	Northwest	Westbound	80	Bench & Waste Cntr.	13ft	Non-AD	Brown	Shelter installation only.
364	Monroe St.	Santa Rosa St.	Nearside	Southeast	Northbound	80	Bench & Waste Cntr.	13ft	Non-AD	Brown	Shelter installation only.
502	Calhoun St.	Westford Ave.	Farside	Southwest	Southbound	90	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
549	Hwy. 111	Shields Rd.	Farside	Southeast	Eastbound	111	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
859	Dr. Carreon Blvd.	Bristol St.	Farside	Northwest	Westbound	80 & 90	Skinnie Seat	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
<b>Total Number of Bus Stop Recommended for New Shelters =</b>						<b>7</b>	<b>Shelter Sizes</b>		<b>QTY:</b>		
							<b>9FT Non-AD</b>		<b>6</b>		<b>13FT AD</b>
									<b>2</b>		

<b>LA QUINTA</b>											
706	Calle Sinaloa	Avn. Herrera	Nearside	Southwest	Eastbound	70	Signage/Pole	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
705	Calle Sinaloa	Avn. Mandoza	Farside	Southeast	Eastbound	70	Signage/Pole	9ft.	Non-AD	Brown	Shelter installation only.
<b>Total Number of Bus Stop Recommended for New Shelters =</b>						<b>2</b>	<b>Shelter Sizes</b>		<b>QTY:</b>		
							<b>9FT Non-AD</b>		<b>2</b>		

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s) Served by	Existing Amenities	Proposed Shelter Type/Size	NON-AD & AD	Shelter Color	Comments
<b>PALM SPRINGS</b>											
131	Ramon Rd.	Camino Real	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
144	Ramon Rd.	Paseo Dorotea	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	13'	Non-AD	Brown	Shelter installation only.
187	Ramon Rd.	Hermosa Dr.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
142	Ramon Rd.	Desert Wy.	Nearside	Southwest	Eastbound	30	Bench & Waste Cntr.	13'	Non-AD	Brown	Shelter installation only.
143	Ramon Rd.	El Placer Rd.	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
145	Ramon Rd.	Vella Rd.	Nearside	Southwest	Eastbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
179	Ramon Rd.	Paseo Dorotea	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	13'	Non-AD	Brown	Shelter installation only.
180	Ramon Rd.	El Placer Rd.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
211	Gateway Dr.	N. Palm Cyn. Dr.	Farside	Southeast	Eastbound	24	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
631	S. Palm Cyn. Dr.	Mesquite Ave.	Nearside	Northwest	Southbound	111	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
675	S. Palm Cyn. Dr.	Mesquite Ave.	Nearside	Southeast	Northbound	111	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
733	Sunrise Wy.	Tahquitz Cyn. Wy.	Farside	Northeast	Northbound	24	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
<b>Total Number of Bus Stop Recommended for New Shelters =</b>						<b>12</b>	<b>Shelter Sizes</b>		<b>QTY:</b>		
							<b>9FT Non-AD</b>		<b>9</b>		<b>13FT Non-AD</b>
									<b>3</b>		

<b>Rancho Mirage</b>											
61	Ramon Rd.	Rattler Rd.	Farside	Southeast	Eastbound	32	Signage/Pole	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
560	Hwy. 111	Indian Trail Rd.	Farside	Northwest	Westbound	111	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
<b>Total Number of Bus Stop Recommended for New Shelters =</b>						<b>2</b>	<b>Shelter Sizes</b>		<b>QTY:</b>		
							<b>9FT Non-AD</b>		<b>2</b>		
<b>Total Number of Recommended Locations:</b>						<b>35</b>					

**SunLine Transit Agency**

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Performance Officer

**RE:** Ratify Advertising Revenue Agreement

---

**Recommendation**

Recommend that the Board of Directors ratify the advertising revenue agreement with Truly Nolen of America for \$39,300.

**Background**

At the September 25, 2013, The Board of Directors approved Budget Amendment I to the Fiscal Year 2013-2014 Operating Budget. One of the changes in that amendment was the addition of \$75,000 in advertising revenue.

Marketing staff have been working on achieving the overall projected revenue through a variety of smaller contracts and have generated \$33,655 to date.

This advertising agreement with Truly Nolen of America will generate an additional \$39,300 through the sales of shelter advertising over the period of May 5, 2014 to October 27, 2014. Specifically, the agreement is for the 38 signs over a 6 month period.

**Fiscal Implications**

This action will generate \$39,300, of which \$13,100 will be recognized in FY 14 and the remaining \$26,200 will be recognized in FY 15.

  
Rudy Le Flore

**SunLine Transit Agency**

**DATE: May 28, 2014** **ACTION**

**TO: Board of Directors**

**FROM: Chief Operations Officer**

**RE: New ACCESS Advisory Committee Member Approval  
(Continued from April 23, 2014 Board Meeting)**

---

**Recommended Action**

Recommend that the Board of Directors approve new member of the ACCESS Advisory Committee as approved and presented by the current members.

**Background**

At the March 11, 2014 ACCESS Advisory Committee meeting, currently seated members unanimously approved one new member as presented to the Committee by the Membership Subcommittee.

The recommended member is:

Cheryl Scarlett, Development Manager, Stroke Recovery Center.

There are no known conflicts of interest. There are currently 6 members on the ACCESS Advisory Committee.

Staff reviewed the following; and found no mention of requirement for public postings related to Access Advisory Committee membership.

- Bylaws
- Title 49 CFR Part 37--Transportation Services for Individuals with Disabilities

The Access Advisory Meeting By-Laws adopted by the SunLine Board in June, 2001 were also reviewed and there is no mention of public postings. The selection process was carried out by using Article II - MEMBERSHIP AND TERM OF OFFICE of the Access Advisory Meeting bylaws.

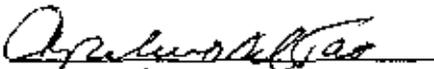
The purpose of the advisory committee is to solicit input from groups and individuals who have unique insight and perspective on certain disabilities that are accommodated using public transportation. These groups and individuals provide insight on the selection of equipment and training of SunLine Staff in the accommodation of disabled passengers.

**Summary**

Staff will continue to review the processes and plans for Access Advisory Committee and SunLine paratransit services. Staff will return to the Board with updates and recommendations on improvements to enhance overall efficiency of the service as part of the Performance Management Program.

**Fiscal Impact**

None.

  
Apolonio Del Toro

**SunLine Transit Agency**

**DATE:** May 28, 2014 **ACTION**  
**TO:** Board of Directors  
**FROM:** The Chief Performance Officer  
**RE:** Personnel Rules Policy

---

**Recommendation**

Recommend that the Board of Directors approve suspending the Personnel Rules Policy adopted in October, 2013 to allow a redraft by the General Manager to address inconsistencies with the organizational direction and potential inconsistencies with the Joint Powers Agreement.

**Background**

Staff produced the first Personnel Rules Policy one month prior to the start of SunLine's General Manager's employment. Staff has previously discussed concerns with the Personnel Rules adopted by the Board of Directors with the Chair of the Bylaws, Policies, and Procedures Committee. Staff recommends suspending this policy, subject to a re-draft. Implementation of the policy as written, provides inconsistent direction to Staff and delegates authority in a way that is incompatible with the day-to-day operations of the Agency.

**Financial Impact**

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

  
Rupy Le Flore

## SunLine Transit Agency

DATE: May 28, 2014 DISCUSSION

TO: Finance Committee  
Board of Directors

FROM: Deputy Chief Performance Officer/Capital Projects

RE: Selling Fueling Credits

---

**Background**

SunLine is considering an arrangement that allows the Agency to receive revenue for the sale of its fueling credits. SunLine earns fueling credits because it uses Compressed Natural Gas.

AB 32 is the cap-and-trade program that places a limit on various pollution Generator's but allows that cap to be exceeded through the purchase of credits from businesses that fall below their cap. The program requires California to reduce greenhouse gas emissions to 1990 levels by 2020. Under cap-and-trade, an overall limit on greenhouse gas emissions from capped sectors will be established by the cap-and-trade program and entities subject to the cap will be able to trade credits (allowances) to offset their greenhouse gas emissions ("deficits") over the established cap.

Included within AB 32 was the Low Carbon Fuel Standards (LCFS) program, which regulates the carbon content of transportation fuels through the designation of Regulated Parties for various types of fuels. CNG is considered a low carbon fuel and is exempt from all LCFS regulation unless the Regulated Party wishes to earn and trade their LCFS credits. Under California Air Resources Board (CARB) regulations, the Agency, as owner of two CNG fueling stations, can earn LCFS credits for CNG therm usage. Those credits may then be sold to other entities that have difficulty attaining the legislated standards for their carbon cap limits. These entities will be able to purchase carbon credits to offset their carbon deficits.

In order to participate in the CARB LCFS program, the Agency must opt-in as a Regulated Party or, alternatively, delegate its Regulated Party status to a third-party ESP. It was determined that at this early stage of the program, it would be beneficial to contract with an Electric Service Provider (ESP) to both purchase NG and register as the Regulated Party on behalf of the Agency. The Regulated Party assumes all responsibilities associated with LCFS program management as well as regulatory and compliance issues. By delegating its LCFS participation to a third-party ESP, the Staff concluded that the Agency will be able to realize the financial benefits of the LCFS program without the burden of additional costs of compliance issues.

Several of our sister transit agencies including Riverside and San Diego have done extensive research in this area and they shared this information with staff. They have both opted to contract with an ESP to supply their NG reducing their NG commodity costs by a fixed percentage and returns to the Agency revenues generated utilizing both the state's LCFS and the Federal Government's Federal Renewable Fuel Credits (RIN) programs. RIN is the federal version of California's LCFS program.

SunLine has reviewed several competitive processes conducted by other transit agencies. There are limited participants offering these credits and the competitors responding to the solicitation issued by Riverside Transit Agency have approached SunLine. We believe that a formal solicitation will not produce any differing results. Therefore, staff would like to discuss the solicitation process, the agreement and the obligations of SunLine with the Board to receive direction in these three areas.



Tommy D. Edwards

## SunLine Transit Agency

**DATE:** May 28, 2014 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** The General Manager  
**RE:** Reorganization

---

**Background**

Consistent with the General Manager's responsibility for the day-to-day management of the Agency, a new organization structure has been determined necessary to lead SunLine to higher levels of performance, accountability and thereby improving service to our customers. This new structure is included in the FY 15 draft budget that will be submitted to this Board for Approval.

This new organizational structure is geared towards performance management and represents a more precise approach to service delivery. The foundation of a performance-based organization consists of the following goals:

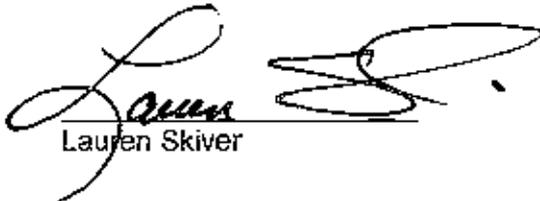
- Create accountability within departments and teams
- Identify antiquated systems and processes
- Investigate resources that are over or under utilized
- Anticipate growth and resource needs early
- Reinvest into employees and customers
- Create clear path of change when goals are not met
- Communicate budget, spending and company purpose to all levels of the corporation

There is a clear need to align certain functions and responsibilities within the organization that are currently fragmented. Many routine transactions must touch multiple departments for completion therefore creating bottlenecks in employee and system performance.

**ITEM #18**

The organization structure is the result of the General Manager's experience and knowledge of the industry. This new structure is also based on observations of the Agency and focus on optimizing what works and minimizing those things that take away from the core mission.

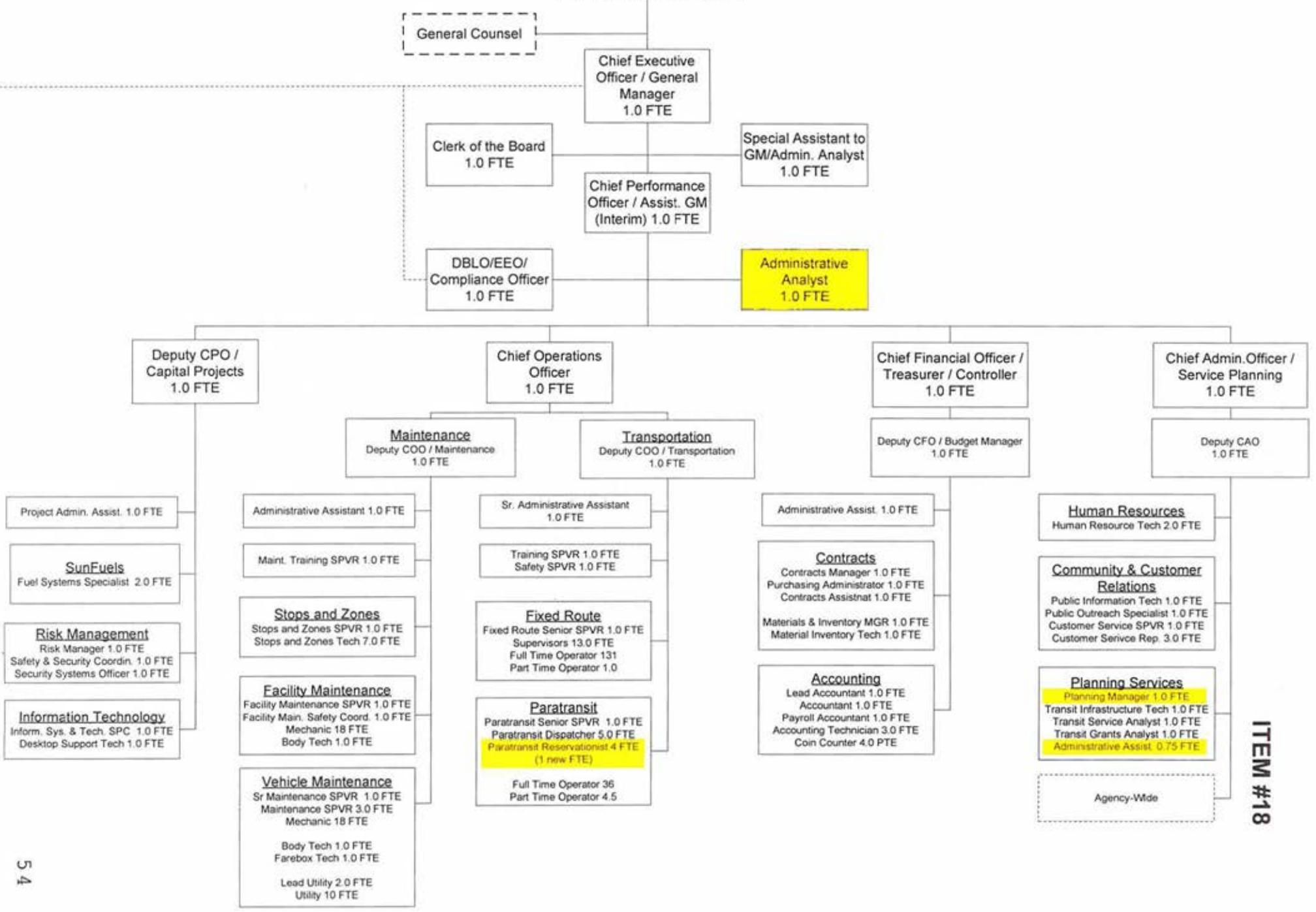
Staff is presenting this new organization structure to the Board for discussion.



Lauren Skiver

Attachment: New Organization Structure

# SunLine Transit Agency Board of Directors



ITEM #18



**AGENDA  
FINANCE COMMITTEE**

**May 28, 2014**

**11:00 a.m. – 12:00 p.m.**

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

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

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

5. **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 April, 2014 (Pages 1-3)
  - b) Credit card statement for April, 2014 (Pages 4-8)
  - c) Monthly Budget Report for March, 2014 (Page 9)
6. **Change Order Approval – Geocon West (Rudy Le Flore)** **Approve**

Continued from the April Board meeting. Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a change order with Geocon West. (Pages 10-13)
7. **Change Order Approval - IBI Group (Rudy Le Flore)** **Approve**

Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a change order with IBI Group. (Pages 14-15)
8. **Change Order Approval – Arcadis (Rudy Le Flore)** **Approve**

Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a change order with Arcadis. (Pages 16-18)

**9. Award Contract for Purchase and Installation of New Bus Shelters (Joseph Forgiarini) **Approve****  
Request to the Board to grant authorization to the General Manager to award contract for the purchase and installation of 35 new bus shelters throughout SunLine's service area upon review by Legal Counsel.  
(Pages 19-24)

**10. Ratification of Advertising Revenue Agreement (Rudy Le Flore) **Approve****  
Request to the Board to ratify the advertising revenue agreement with Truly Nolen of American. (Page 25)

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

**11. Selling Fueling Credits (Tommy Edwards) **Discussion****  
Discuss the consideration of an arrangement that allows the Agency to receive revenue for the sale of its fueling costs. (Pages 26-27)

**12. Adjourn**

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - April 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	661161	04/21/14	\$143,534.70	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	661135	04/21/14	\$23,563.31	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661196	04/24/14	\$19,205.98	Y	N		Operating
BATTERY SYSTEMS	Cost to purchase vehicle parts	660977	04/04/14	\$18,188.71	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1 & Electricity-Div 2 and Hydrogen (March)	661140	04/21/14	\$17,765.65	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660987	04/04/14	\$12,532.39	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661121	04/21/14	\$10,774.33	Y	N		Operating
ADVANCED WEB OFFSET, INC	Cost for printing Rider's Guide	661181	04/24/14	\$10,352.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661012	04/04/14	\$8,820.22	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 2 & Electricity-Div 1 & 2 (March)	661217	04/24/14	\$6,549.04	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661268	04/30/14	\$4,698.56	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661024	04/04/14	\$4,647.22	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 2 (February)	661002	04/04/14	\$4,486.17	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	661017	04/04/14	\$4,419.14	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	661080	04/14/14	\$4,373.21	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	661169	04/21/14	\$3,880.00	Y	N		Operating
GENFARE	Cost to purchase vehicle parts	660996	04/04/14	\$3,559.98	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	661154	04/21/14	\$3,360.00	Y	Y	\$145,845.00	Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	661027	04/04/14	\$2,997.35	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	661119	04/21/14	\$2,912.47	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661151	04/21/14	\$2,570.74	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (March)	661099	04/21/14	\$2,484.72	Y	Y	\$59,587.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (April)	661184	04/24/14	\$2,484.72	Y	Y	\$57,103.00	Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	661120	04/21/14	\$2,356.90	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	661050	04/14/14	\$2,339.12	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance (April)	661160	04/21/14	\$1,650.40	Y	N		Operating
HARBOR DIESEL & EQUIPMENT	Cost to purchase vehicle parts	661215	04/24/14	\$1,536.18	Y	N		Operating
LUMINATOR HOLDING	Cost to purchase vehicle decals	661221	04/24/14	\$1,519.24	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	661162	04/21/14	\$1,514.22	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	661166	04/21/14	\$1,501.83	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	661116	04/21/14	\$1,395.00	Y	N		Operating
SMART CHEMISTRY CORPORATION	Cost of testing hydrogen samples	661159	04/21/14	\$1,250.00	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	661228	04/24/14	\$1,120.00	Y	Y	\$144,725.00	Operating
TURBO IMAGES	Cost to purchase vehicle parts	661031	04/04/14	\$1,051.71	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	661211	04/24/14	\$1,020.31	Y	N		Operating
	Sub-total			\$334,415.52				
<b>Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)</b>								
CPAC INC	Software Agreement	661254	04/30/14	\$32,092.00	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services (January/February)	661018	04/04/14	\$31,780.24	Y	Y	\$74,643.00	Operating
TRAPEZE SOFTWAREGROUP	Software Support - Operations System	661093	04/14/14	\$5,735.00	Y	N		Operating
G & K SERVICES	Cost to service uniforms (March)	660995	04/04/14	\$5,626.88	Y	Y	\$268,705.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (April)	661144	04/21/14	\$4,878.00	Y	Y	\$21,294.00	Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (April)	661209	04/24/14	\$3,615.43	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones (March)	661173	04/21/14	\$2,773.07	Y	N		Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2) (April)	661165	04/21/14	\$2,200.00	Y	N		Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant	661163	04/21/14	\$2,000.00	Y	Y	\$10,000.00	Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
FLEET-NET CORPORATION	Software Support - Accounting System (April)	661059	04/14/14	\$1,860.00	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	661172	04/21/14	\$1,849.47	Y	N		Operating
EISENHOWER OCCUPATIONAL UNIVERSITY OF PHOENIX, INC.	Medical-Exams and Testing	661125	04/21/14	\$1,685.00	Y	N		Operating
CAPITAL ONE COMMERCIAL (Costco)	Union Negotiation Meetings	661247	04/24/14	\$1,575.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Boardroom/Agency Supplies	661045	04/14/14	\$1,463.65	Y	N		Operating
OFFICE DEPOT	Trash Pickup and Recycle for Div 1 & 2 (March)	661188	04/24/14	\$1,126.67	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for office supplies	661153	04/21/14	\$1,081.15	Y	N		Operating
	Cost for postage	661168	04/21/14	\$1,000.00	Y	N		Operating
	<b>Sub-total</b>			<b>\$102,141.56</b>				

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

DOUG WALL CONSTRUCTION	Admin Building Project - Construction	661178	04/23/14	\$958,529.01	Y	Y	\$6,244,838.00	Capital
DOUG WALL CONSTRUCTION	Admin Building Project - Construction	661057	04/14/14	\$349,435.13	Y	Y	\$7,203,367.00	Capital
BAE SYSTEMS CONTROLS	Fuel Cell Bus Project (Tigger III)	660976	04/04/14	\$200,000.00	Y	Y	\$737,731.00	Capital
AVAIL TECHNOLOGIES	Software Support - Operations ITS System	661177	04/23/14	\$75,434.00	Y	N		Capital
ISI GROUP	Admin Building Project - Architect	661179	04/23/14	\$63,599.63	Y	Y	\$572,959.00	Capital
GEOCON WEST	Admin Building Project - Material Testing	661063	04/14/14	\$63,444.50	Y	Y	\$16,486.00	Capital
GENFARE	New Fareboxes	661134	04/21/14	\$56,292.36	Y	N		Capital
ARCADIS	Admin Building - Construction Management	661176	04/23/14	\$42,032.19	Y	Y	\$166,321.00	Capital
ARCADIS	Admin Building - Construction Management	661040	04/14/14	\$40,302.51	Y	Y	\$208,353.00	Capital
COOLEY CONSTRUCTION	Yard Repavement Project	660982	04/04/14	\$26,366.53	Y	Y	\$0.03	Capital
VICTORIOUS GOLD PARTNERS	Management Consulting - Finance	661268	04/30/14	\$12,600.00	Y	Y	\$6,200.00	Operating
AGREEMENT DYNAMICS, INC.	Cost for Labor Negotiations	661182	04/24/14	\$11,143.25	Y	Y	\$5,583.00	Operating
AMERICAN CAB	Taxi voucher program - federal program	661038	04/14/14	\$7,240.84	Y	N		Capital
TOPS N BARRICADES	Maintenance Equipment Project	661028	04/04/14	\$4,827.60	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	661096	04/14/14	\$4,773.18	Y	N		Capital
VICTORIOUS GOLD PARTNERS	Management Consulting-Finance	661249	04/24/14	\$4,200.00	Y	Y	\$18,800.00	Operating
SHI INTERNATIONAL	IT Equipment	661020	04/04/14	\$3,416.77	Y	N		Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	661068	04/14/14	\$2,918.94	Y	N		Capital
RIVERSIDE COUNTY - TLMA	Admin Building Project - Permit Fees	661251	04/28/14	\$2,234.77	Y	N		Capital
VICTORIOUS GOLD PARTNERS	Management Consulting - Maintenance	661033	04/04/14	\$2,000.00	Y	Y	\$2,300.00	Operating
N/S CORP	Maintenance Equipment Project	661149	04/21/14	\$1,952.90	Y	N		Capital
COUNTY OF RIVERSIDE	Admin Building Project - Permit Fees	661052	04/14/14	\$1,570.00	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal program	661054	04/14/14	\$1,539.34	Y	N		Capital
ADVOCATES FOR LABOR COMPLIANCE	Yard Repavement Project	661035	04/14/14	\$1,500.00	Y	Y	\$500.00	Capital
MSC INDUSTRIAL SUPPLY	Maintenance Equipment Project	661106	04/21/14	\$1,446.38	Y	N		Capital
	<b>Sub-total</b>			<b>\$1,938,799.83</b>				

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

HEALTH NET	Group Health insurance premium (April)	661066	04/14/14	\$248,613.35	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (April)	661086	04/14/14	\$87,126.01	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661094	04/14/14	\$75,784.94	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661244	04/24/14	\$75,434.01	Y	N		Operating
METLIFE SBC	Employee benefits (April)	661073	04/14/14	\$27,134.55	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (March)	661082	04/14/14	\$13,060.73	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (January)	661013	04/04/14	\$7,398.86	Y	N		Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661037	04/14/14	\$5,179.15	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661185	04/24/14	\$5,179.15	Y	N		Operating
EYE MED	Employee benefits (April)	861203	04/24/14	\$2,602.16	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661042	04/14/14	\$2,578.62	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661190	04/24/14	\$2,578.62	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	661072	04/14/14	\$2,375.67	Y	N		Operating
	Sub-total			\$555,945.82				
<i>Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll</i>								
Total Checks Over \$1000				\$2,930,402.73				
<b>Summary</b>								
Total of Checks Over \$1,000				\$2,930,402.73				
Total of Checks Under \$1,000				\$54,327.83				
Total of All Checks for the Month				\$2,984,730.56				
Total Amount of Checks Prior Year - Same Month				\$1,342,179.12				

ITEM #5



RECEIVED APR 28 2014

ITEM #5

April 2014 Statement

Page 1 of 4



Open Date: 03/21/2014 Closing Date: 04/18/2014

Account\*

Visa® Business Card  
SUNLINE TRANSIT

Cardmember Service 1-866-552-8855  
BUS 13

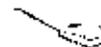
New Balance	\$2,144.54
Minimum Payment Due	\$22.00
Payment Due Date	05/17/2014
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APHs may be increased up to the Penalty APR of 28.99%.	

Activity Summary		
Previous Balance	+	\$4,950.34
Payments	-	\$4,950.34
Other Credits		\$0.00
Purchases	+	\$2,144.54
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,144.54
Past Due		\$0.00
Minimum Payment Due		\$22.00
Credit Line		\$40,000.00
Available Credit		\$37,855.46
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-3355

No payment is required.

CPN 000548533



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

- to pay by phone
- to change your address

### Automatic Payment

Account Number: 0

Your new full balance of \$2,144.54 will be automatically deducted from your account on 05/14/14.

SUNLINE TRANSIT  
CENTRAL BILL  
32505 HARRY OLIVER TRL  
THOUSAND OAKS CA 92276-3501





April 2014 Statement 03/21/2014 - 04/18/2014



SUNLINE TRANSIT (CPN )

Cardmember Service ☎ 1-866-552-8855

**Important Messages**

Your payment of \$2144.54 will be automatically deducted from your bank account on 05/14/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

**Transactions RUDE, CAROLYN Credit Limit: \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/25	03/24	1956	TRAVEL INSURANCE POLIC 800-729-6021 VA	\$22.11	_____
03/25	03/24	2084	TRAVEL INSURANCE POLIC 800-729-6021 VA	\$22.14	_____
03/25	03/24	1719	APTA HOUSING OFFICE FALLS CHURCH VA	\$162.42	_____
03/25	03/24	8848	OWW*ORBITZ.COM 888-656-4546 IL	\$6.99	_____
03/26	03/24	2393	USAIRWAYS0377336974761 CHICAGO IL THOMAS/MANNIE 05/01/14 ONTARIO CAL TO PHOENIX ARIZ PHOENIX ARIZ TO KANSAS CTY M KANSAS CTY M TO DALLAS DALLAS TO ONTARIO CAL	\$361.50	_____
03/26	03/24	3557	USAIRWAYS0377336990063 CHICAGO IL DURAN/VICTOR 05/01/14 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO KANSAS CTY M KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$352.00	_____
03/26	03/25	1165	OWW*ORBITZ.COM 888-656-4546 IL	\$6.99	_____
03/27	03/26	6071	GRILL CONCEPTS - P PALM DESERT CA	\$162.00	_____
04/03	04/01	1781	UNITED 0167337673645 800-932-2732 TX DELTORO/APOLON 05/02/14 PALMSPRINGS TO SAN FRANCISC SAN FRANCISC TO KANSAS CTY M KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$346.00	_____
04/10	04/09	3401	PAYPAL *SOUTHERNCAL 402-935-7733 CA	\$150.00	_____
<b>Total for Account</b>				<b>\$1,602.15</b>	

**Transactions SKIVER, LAURA L Credit Limit: \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/31	03/28	9840	DOMINO'S 8148 THOUSAND PALM CA	\$46.39	_____
04/07	04/04	9926	UNITED 0167394957535 800-932-2732 TX SKIVER/LAURA S 05/02/14 PALMSPRINGS TO DENVER DENVER TO KANSAS CTY M KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$346.00	_____



April 2014 Statement 03/21/2014 - 04/18/2014

SUNLINE TRANSIT (CPN

Cardmember Service ( 1-866-552-8855

Transactions SKIVER, LAURA L					Credit Limit	\$40000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
04/10	04/09	9549	PAYPAL *SOUTHERNCAL 402-935-7733 CA	\$150.00		
Total for Account 4798 5100 5089 1353				\$642.39		

Transactions BILLING ACCOUNT ACTIVITY					
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
04/14	04/14		PAYMENT THANK YOU	\$4,950.34CR	
Total for Account 4798 5100 5089 3920				\$4,950.34CR	

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

**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
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$2,144.54	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: April 18, 2014

Carolyn Rude

Detail:

03/24/14	Travel Insurance	Travel Flight Insurance for Mannie Thomas, Deputy Chief Operations Officer APTA International Roadeo	\$ 22.11
03/24/14	Travel Insurance	Travel Flight Insurance for Victor Duran, Driver, APTA International Roadeo	\$ 22.14
03/24/14	APTA	Housing Office, APTA Paratransit Conference; Hotel, 1 <sup>st</sup> night for Driver, Victor Duran, APTA International Roadeo	\$ 162.42
03/24/14	Orbitz	Surcharge Fee for Airfare; Mannie Thomas, APTA International Roadeo	\$ 6.99
03/24/14	U.S. Airways	Airfare, Mannie Thomas, Deputy Chief Operations Officer, APTA International Roadeo	\$ 361.50
03/24/14	U.S. Airways	Airfare, Victor Duran, Driver, APTA International Roadeo	\$ 362.00
03/25/14	Orbitz	Surcharge Fee for Airfare; Victor Duran, Driver, APTA International Roadeo	\$ 6.99
03/25/14	Grill Concepts	Lunch for Board Meeting on March 26, 2014	\$ 162.00
04/01/14	United Airlines	Apolonio Del Toro, Chief Operations Officer, APTA Paratransit Conference	\$ 346.00
04/09/14	PayPal	Joe Forgiarini, Director of Planning, SCAG Regional Conference	\$ 150.00
		<b>Total Amount</b>	<b>\$1602.15</b>

ITEM #5

Lauren Skiver

Detail:

03/28/14	Domino's	Dinner during Union Contract Negotiations	\$ 46.39
04/04/14	United Airlines	Airfare, General Manager Lauren Skiver, APTA Bus & Paratransit Conference	\$ 346.00
04/09/14	PayPal	General Manager, Lauren Skiver, SCAG Regional Conference	\$ 150.00
Total Amount			\$ 542.39

Credit:

04/14/14	Payment		\$4,950.34CR
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ITEM #5

SunLine Transit Agency  
Budget Variance Report  
March 2014

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)	9,093,928	8,826,461	267,468
Measure A	5,217,000	434,750	434,750	0	3,912,750	3,912,750	0
FTA Section 5307	2,802,268	233,522	233,522	0	2,101,701	2,101,701	0
FTA Section 5311	420,188	35,016	35,016	0	315,141	315,141	0
FTA Section 5316	208,665	41,501	17,389	24,112	41,501	156,499	(114,998)
FTA Section 5317	46,000	30,738	3,833	26,905	30,738	34,500	(3,762)
SunFuels - Outside Sales Revenue	600,200	71,113	50,017	21,096	639,404	450,150	189,254
CNG Rebate	300,000	0	25,000	(25,000)	482,509	225,000	237,509
RTA Funds (Commuter Link 220)	60,000	1,059	5,000	(3,941)	43,543	45,000	(1,457)
Fare Box Revenue - Fixed Route	3,230,000	273,760	269,167	4,594	2,293,419	2,422,500	(129,081)
Fare Box Revenue - Paratransit	320,000	23,390	26,667	(3,277)	191,293	240,000	(48,707)
Taxi Vouchers	18,089	7,680	1,507	6,172	71,460	13,567	57,893
Bus Stop Maintenance Fees	60,000	9,034	5,000	4,034	60,965	45,000	35,965
Advertising Revenue	75,000	1,725	6,250	(4,525)	21,790	56,250	(34,460)
Interest and Other Revenue	0	1,113	0	1,113	15,047	0	15,047
<b>Total Operating Revenue</b>	<b>25,126,024</b>	<b>2,055,962</b>	<b>2,093,835</b>	<b>(37,873)</b>	<b>19,315,188</b>	<b>18,844,518</b>	<b>470,670</b>
<b>Expenses:</b>							
SunFuels - Outside (9)	322,203	39,294	26,850	(12,444)	291,739	241,652	(50,087)
SunFuels (10)	1,118,969	146,495	93,247	(53,247)	1,057,548	839,227	(218,321)
Fixed Route Operations - Admin (11)	1,595,832	147,446	132,986	(14,460)	1,281,375	1,196,874	(84,501)
Fixed Route Operations - Union (12)	8,098,787	660,013	674,899	14,886	5,686,362	6,074,090	405,728
Paratransit Operations (13)	533,374	47,600	44,448	(3,153)	433,429	400,031	(33,399)
Paratransit Operations - Maintenance (13)	87,900	7,313	7,325	12	69,288	65,925	(3,363)
Paratransit Operations - Union (14)	2,056,111	191,675	171,343	(20,333)	1,541,008	1,542,083	1,076
Risk Management (15)	374,826	25,977	31,236	5,258	266,937	281,120	14,183
Maintenance - Admin (21)	1,114,367	121,788	92,864	(28,924)	1,023,847	835,775	(188,072)
Maintenance - Mechanics (22)	3,152,504	233,567	262,709	29,141	2,024,542	2,364,378	339,836
Facility Maintenance-T.P. (23)	660,729	42,175	55,061	12,886	382,733	495,547	112,814
Facility Maintenance-Indio (24)	72,354	2,546	6,030	3,483	45,079	54,266	9,186
Stops & Zones Maintenance (25)	589,284	44,351	49,107	4,756	360,697	441,963	81,266
Marketing (31)	364,402	23,132	30,367	7,235	236,715	273,302	36,587
Human Resources (32)	471,331	83,681	39,278	(44,404)	436,299	353,498	(82,801)
General Administration (40)	1,109,912	5,547	92,243	86,696	653,971	830,184	176,213
Finance (41)	1,127,039	84,749	93,920	9,171	806,478	845,279	38,802
Information Technology (42)	389,134	5,357	32,428	27,071	200,891	291,851	90,960
Agency-wide (43)	1,325,852	173,235	110,488	(62,747)	1,216,728	994,389	(222,339)
Planning & Agency Development (49)	584,114	64,312	47,010	(17,302)	429,745	423,086	(6,660)
<b>Total Expenses</b>	<b>25,126,024</b>	<b>2,150,254</b>	<b>2,093,835</b>	<b>(56,418)</b>	<b>18,427,412</b>	<b>18,844,518</b>	<b>417,106</b>
<b>Total Operating Surplus(Deficit)</b>		<b>\$ (94,291.19)</b>			<b>\$ 887,775.96</b>		

Note: Although expenses for Division 9 are higher than budgeted, SunFuels revenue is also higher than projected due to increased fuel sales.

ITEM #5

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Change Order Approval – Geocon West

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a change order with Geocon West Inc. in an amount Not to Exceed \$84,311.36 for Inspection and Testing Service for the SunLine Administration Building Project.

**Background**

On April 29, 2013, Geocon West, located in Thousand Palms, California was awarded a competitive contract for Inspection and Testing services. Inspection and Testing firms are hired by the owner to preserve their independence in the process.

These services are provided as required by the Project Manual and as requested by the General Contractor. The original contract was awarded at a value Not To Exceed \$148,791.39. The construction management firm performed an independent technical evaluation.

SunLine also independently verifies the rates against commercial pricing. This price analysis is required by the Federal Transit Administration and SunLine's purchasing policies.

SunLine's Administration Building Project experience revisions in the originally estimated scope based on the following factors:

**Earthwork:**

Continuous observation during rough grading – Geocon estimated 160 hours (20 days) to complete; to date 259 hours (32.4 days) have been required.

Observation of utility trench backfill – Geocon budgeted 160 hours; to date 275 have been required and it is estimated that the site utilities are 50% completed. Therefore, we have estimated an additional 200 hours to complete.

## ITEM #6

Observation and testing of **subgrade, base, paving** – Geocon budgeted 40 hours; to date we have spent 49 hours and the work is not complete. Therefore, we have included an additional 80 hours for this task to complete.

### **Soils Laboratory testing:**

Geocon budgeted for 4 maximum density optimum moisture tests on base samples; to date we have run tests on 5 different samples and are not done with paving. Therefore, we have included an additional 4 tests in the budget.

Geocon budgeted expansion index and corrosion screening (pH, chloride, sulfate, resistivity) for 3 potential import samples. However, to date we have performed these tests on 4 import samples.

Sample pickup/delivery – To date, Geocon has spent 45 hours delivering material (mortar, grout, concrete) to the laboratory for testing. The project is 50% complete therefore, we have included an additional 45 hours in our budget for sample delivery.

### **Concrete Inspection/Sampling/Testing:**

Geocon estimated 60 hours would be required for concrete sampling on site. To date 98.5 hours have been spent for concrete sampling and testing on site. The project still has light weight concrete for second floor of administration building, minor equipment pad foundations, and miscellaneous concrete, therefore we have also estimated an additional 60 hours will be required to perform the remaining inspection and sampling for the project.

### **Re-inspection of Steel:**

Geocon performed re-inspection of steel after it was returned to the shop for Buy American verification; 28 hours was spent re-inspecting the replacement steel. This work is complete and no further charges should be incurred.

### **Materials Laboratory Testing:**

Geocon budgeted compression testing of 50 concrete cylinders. To date, 85 samples have been tested and concrete placement is not yet complete. Therefore, we have included the 35 samples in excess of budgeted to date plus an additional 50 samples in this request.

Geocon budgeted for 6 tests on concrete masonry units. However, 4 masonry units were utilized in the project necessitating 24 tests. Therefore, an additional 18 tests need to be added to the budget. We have not included additional CMU testing as it is complete at this time.

## ITEM #6

We budgeted 15 compression tests on grout samples for the project. However, to date, 65 samples have been tested. Further, we anticipate additional samples requiring testing as the minor masonry structures are constructed at the site. Therefore, in addition to the 50 samples already tested, we have included a budget for 30 additional samples.

Geocon budgeted for compression testing of 15 mortar samples for the project. To date, we have tested 27 samples. Additionally, we estimate 20 samples for completion will be needed.

Geocon budgeted for bend and tensile testing of 6 rebar sizes. However, 12 tests were required.

Geocon did not budget for masonry prism testing for the project. However, 8 masonry prism samples were tested.

### **Professional Consultation:**

Geocon budgeted for 60 hours of **professional consultation, response to RFI, and meeting** time for the project. To date, more than 88 hours have been required, however, only 88 hours have been billed to the project. Therefore, this additional budget request includes the 28 hours currently over, plus an additional 40 hours estimated to complete the project.

### **Additional Reporting:**

Geocon included one final report of rough grading and improvements in the budget. However, Riverside County required separate **pad certification reports** for the administration building and park and ride areas prior to construction. The cost to produce these reports was \$1,910.

These changes are necessary to complete the requirements of the project.

This is the only change order to this agreement and brings the total of this contract to \$233,102.75.

### **Financial Impact**

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170.



Rudy Le Flore

CHANGE ORDER LOG

April 16, 2014

Original Contract Value \$148,791.39

Change Order No.	Amount	Date	Revised Contract Value
1	\$84,311.36.		\$233,102.75

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Change Order Approval – IBI Group

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a change order with IBI Group for Architectural Design Work for the Administration Building and Transit Hub project in an amount Not to Exceed \$23,555.80.

**Background**

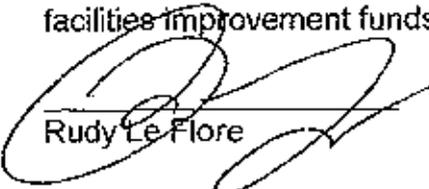
In December 2013, the Board approved changes to the Administration Building and Transit Hub Project. The changes being proposed by the Architect are to implement those changes. Making changes after the initiation of the project is a time sensitive matter. Therefore, much of the work has been completed by the Architect in order to preserve the schedule. The following is a delineation of the proposed changes and their general description:

- Maintenance & OPS Modular Bldg. Bus Wash Waste Water \$5,018.20
- Trash Enclosure Modification - \$3,810.80
- Field Verification of Existing Grades @ West Wall/Future Roadway/Drive Approach \$1,827.60
- Off-Site Water & Sewer Revisions \$12,899.20

These changes are necessary to complete the requirements of the project. With approval of this change, the contract value will be approximately \$1,019,643.60 depending on the results of negotiations.

**Financial Impact**

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170. Some facilities improvement items that fall out of the scope of the Administration Building and Transit Hub Project may be funded out of Board approved facilities improvement funds.



Rudy Le Flore

**CHANGE ORDER LOG**  
**May 2014**

Original  
Value

Contract

Modification No. 1: Expand IBI's services to assist SunLine Transit Agency with a Design/Bid/Build delivery system	\$272,000
Modification No. 2: Expand the Architects services to assist the Owner with Construction Administration and Support Services	\$244,000
Change Order No. 1: (2) Additional Renderings for Courtyard and Board Room	\$7,995.85
Change Order No. 2: Settle Claims relating to County of Riverside for Processing Fees	\$28,000
Change Order No. 3: Proposal for Commissioning Agent	\$25,300
Change Order No. 4: Board Room and Related Spaces Redesign - Phase I	\$4,413.40
Change Order No. 5: Extra Service Proposal: Maintenance & Ops Bldg.- Utilities Infrastructural Phase I	\$19,858
Change Order No. 6: Emergency Power Generator	\$20,742
Change Order No. 7: Revise Asphalt Paved Road to Concrete Road	\$6,542.30
Change Order No. 8: Assistance to Owner preparing the Owner's Project Requirements for LEED Commissioning Requirements	\$3,025.60
Change Order No. 9: Harry Oliver Trail - Modified Curb Inlet Catch Basin and Existing Verizon Line Support	\$4,678.60
<b>Total</b>	<b>\$636,555.80</b>

**\$359,532.00**

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** The Chief Performance Officer

**RE:** Change Order Approval – Arcadis

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a change order with Arcadis for Construction Management of the Administration Building and Transit Hub project in an amount Not to Exceed \$155,051.

**Background**

On March 28 2012, Arcadis was awarded a competitive contract for Construction Management Services. Construction Management Firms are hired by the owner to perform QA and Oversight of the project as required by the Federal Transit Administration.

The original contract was awarded at a value Not To Exceed \$624,876. A technical evaluation as well as a comparison to GSA Schedule prices was performed to ensure that prices being paid were fair and reasonable. This price analysis is required by the Federal Transit Administration and SunLine's purchasing policies.

SunLine's Administration Building Project experienced revisions in the originally estimated scope based on the following factors:

1. **Pre-Bid and Pre-Award Time Period**
  - o Extended nine (9) months from (April 2012 to December 2012).
  - o During this period, the project was advertised and bids were received and analyzed.
  - o Upon further bid evaluation, the contracts "Buy America" requirement could not be satisfied by the lowest bidder which resulted in SunLine having to enter into discussions with the next in-line lowest bidders. Ultimately, SunLine rendered a decision to enter into contract with the third lowest bidder.
  - o During this period, SunLine, AE and CM also continued their ongoing efforts with Riverside County Plan Review and Local Utility Companies/Agencies (IID and CVWD) to secure building and use permits for the project.
2. **Contract Award & Permit Issuance Delay Period**
  - o Extended six (6) more months from (January 2013 to June 2013).

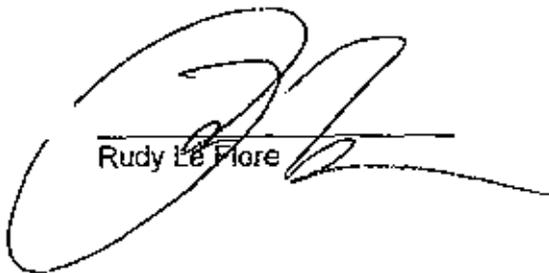
- During this period, SunLine, AE, CM and Contractor continued with more ongoing efforts with Riverside County Plan Review and Local Utility Companies/Agencies (IID and CVWD) to secure building and use permits for the project.
  - Numerous meetings, discussions and plan revisions/resubmittals took place during this time. The County finally agreed to issue the Grading Permit which allowed SunLine to issue a Notice to Proceed to the Contractor on 6/11/13 to commence with excavation and grading operations.
3. **Building Permit Issuance Delay Period**
- Extended (28) more days in (August 2014) after the Notice to Proceed had been issued to the Contractor and construction had already commenced.
  - After the Administration Building Pad had been certified and the Contractor stood ready to pick up the Building Permits, the project was halted by the County until easements could be recorded by SunLine Legal for the parcels at the Bus Transit Facility. Only after this matter was completed would the County issue the building permits to allow building construction to commence.

These changes are necessary to complete the requirements of the project.

This is the only change order to this agreement and brings the total of this contract to \$779,927.

**Financial Impact**

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170.



Rudy Le Flore

CHANGE ORDER LOG

April 16, 2014

Original Contract Value \$624,876

Change Order No.	Amount	Date	Revised Contract Value
1	\$155,051		\$779,927

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Director of Transit Planning

**RE:** Award Contract for Purchase and Installation of New Bus Shelters

**Recommendation**

Recommend that the Board of Directors grant authorization to the General Manager to award contract to ND Electrical Construction, Inc. for the purchase and installation of thirty-five (35) new bus shelters throughout SunLine's service area. SunLine's General Manager will execute a contract upon approval as to form and legality by legal counsel.

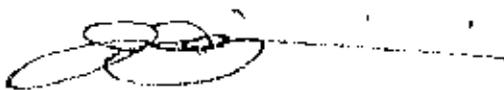
**Background**

SunLine staff issued an Invitation for Bid to purchase 35 bus shelters for installation in mid-2014. The IFB, which was advertised through The Desert Sun and SunLine.org, received two complete bids. ND Electrical Construction, Inc. was the lowest responsive and responsible bidder. Please refer to the bidder's list and bid opening records on pages 2 and 3. ND Electrical is the same vendor we used for shelter furnishing and installation in 2013.

This project is a result of recommendations from the Comprehensive Operational Analysis to improve and enhance bus stops located throughout the Valley. A rendering of the new shelter is included on page 4 of this item, and a list of sites for installation is included on pages 5 and 6.

**Fiscal Impact**

The cost for the 35 shelters of this project is \$322,928.00, based on the recommended bid. Funding is provided from already available Federal Section 5307 grant funds and matching local funds (State Transit Assistance and Proposition 1B Safety and Security funding) in the project budget of \$531,870.00 The remaining budget is for site improvements necessary at some locations to accommodate the new shelters.

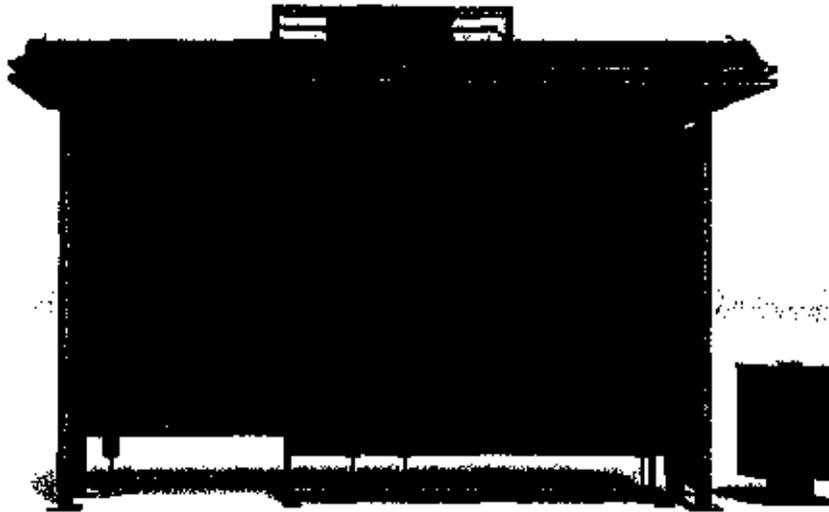


Joe Forgiarini

14-109 BIDDERS LIST

NAME	EMAIL	COMPANY	ADDRESS	CITY	ZIP CODE	STATE	PHONE #
Nick Martin	<a href="mailto:nick@ndcompanies.com">nick@ndcompanies.com</a>	ND Electrical Construction Inc.	2201 E Winston Rd Suite M	Anaheim	92806	CA	949-498-1799
Joe Putrino	<a href="mailto:jo4mvp@roadrunner.com">jo4mvp@roadrunner.com</a>	Joe Putrino General Contractor	56940 Panchila Road	Yucca valley	92284	CA	760-228-2230
Patrick Merrick	<a href="mailto:pmerrick@total.com">pmerrick@total.com</a>	Tolar Manufacturing	258 Marib Cr	Corona	92879	CA	951-808-0081
Ekta Patel	<a href="mailto:sandiego@isqft.com">sandiego@isqft.com</a>	iSqFt	4460 Lake Forest Dr.	Blue Ash	45242	OH	800-364-2059
Mike Sullivan	<a href="mailto:mjsconst1@aol.com">mjsconst1@aol.com</a>	MJS Construction Inc.	38348 9th Street East	Palmdale	93550	CA	661-273-8565
Mike Honz	<a href="mailto:mikehonz@gmail.com">mikehonz@gmail.com</a>	Golden Valley Construction	2000 Executive Dr.	Palm Springs	92262	CA	760.322.0010
Misa Tang	<a href="mailto:mtang@toboco.net">mtang@toboco.net</a>	Tobo Construction	500 Shatto Place #320	Los Angeles	90020	CA	213.382.0213
Richard Humphrey	<a href="mailto:rich@hcon.us">rich@hcon.us</a>	Humphrey Construction	21314 Hideout Dr	Diamond Bar	91765	CA	909-635-5945





**TOLAR**  
SUNSHINE PRODUCTS, INC.

**SunLine**  
TRANSIT SECTORS



SUNLINE BUS STOP IMPROVEMENT PROGRAM - PHASE 6

Updated:  
3/27/14

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s) Served by	Existing Amenities	Proposed Shelter Type/Size	Non-AD & AD	Shelter Color	Comments
<b>Cathedral City</b>											
162	Avn. Maravilla	Risueno Rd.	Nearside	Northwest	Southbound	32	Signage/Pole	9ft.	Non-AD	Blue	Concrete pad improvements needed to support shelter installation. (Please see map)
216	Avn. Maravilla	Espada Rd.	Nearside	Northwest	Southbound	32	Signage/Pole	9ft.	Non-AD	Blue	Concrete pad improvements needed to support shelter installation. (Please see map)
522	Date Palm Dr.	Converse Rd.	Nearside	Northwest	Southbound	30	Bench & Waste Cntr.	9ft.	Non-AD	Blue	Shelter installation only. (Use bus stop #530 on Bob Hope at Columbia as example for improvements)
639	E. Palm Cyn. Dr.	Paraz Rd.	Farside	Southeast	Eastbound	111	Bench & Waste Cntr.	9ft.	AD	Blue	Concrete pad improvements needed to support shelter installation.
598	Ramon Rd.	Crossley Rd.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	9ft.	Non-AD	Blue	Concrete pad improvements needed to support shelter installation.
864	30th Ave.	Avn. Ximino	Nearside	Southwest	Eastbound	32	Signage/Pole	9ft.	Non-AD	Blue	Concrete pad improvements needed to support shelter installation.
675	Avn. Maravilla	Tachevah Dr.	Nearside	Southeast	Northbound	32	Signage/Pole	9ft.	Non-AD	Blue	Concrete pad improvements needed to support shelter installation.

Total Number of Bus Stop Recommended for New Shelters = 7  
 Shelter Sizes: 9FT AD: 1, 9FT Non-AD: 6

<b>Coachella</b>											
219	Harrison St.	6th St.	Farside	Southwest	Southbound	91 & 95	Signage/Pole	9ft.	Non-AD	Blue	Concrete pad improvements

Total Number of Bus Stop Recommended for New Shelters = 1  
 Shelter Sizes: 9FT Non-AD: 1

<b>Desert Hot Springs</b>											
817	Palm Dr.	Camino Conjunero	Farside	Northeast	Northbound	14	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements to support shelter installation. (Please see existing bus stop at the site of Conjunero)
823	Palm Dr.	4th St.	Farside	Northeast	Northbound	14	Bench & Waste Cntr.	9ft.	AD	Brown	Shelter installation only.
826	Mission Lakes Blvd.	El Mirador Blvd.	Farside	Northwest	Westbound	14	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
830	Hackende Ave.	Tanner Dr.	Farside	Southeast	Eastbound	15	Shelter Seat	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.

Total Number of Bus Stop Recommended for New Shelters = 4  
 Shelter Sizes: 9FT AD: 1, 9FT Non-AD: 3

**ITEM #9**

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s) Served by	Existing Amenities	Proposed Shelter Type/Size	NON-AD & AD	Shelter Color	Comments
<b>INDIO</b>											
221	Calhoun St.	Ave 48	Farside	Northeast	Northbound	90	Seamless Seat	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
335	Dr. Carreon Blvd.	Santa Rosa Villas	Farside	Southeast	Eastbound	81	Bench & Waste Cntr.	9ft	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
358	Dr. Carreon Blvd.	Van Buren St.	Farside	Northwest	Westbound	80	Bench & Waste Cntr.	13ft	Non-AD	Brown	Shelter installation only.
381	Monroe St.	Santa Rosa St.	Nearside	Southeast	Northbound	80	Bench & Waste Cntr.	13ft	Non-AD	Brown	Shelter installation only.
502	Calhoun St.	Wakford Ave.	Farside	Southwest	Southbound	90	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
549	Hwy. 111	Shields Rd.	Farside	Southeast	Eastbound	111	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
856	Dr. Carreon Blvd.	Bristol St.	Farside	Northwest	Westbound	80 & 90	Seamless Seat	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
<b>Total Number of Bus Stop Recommended for New Shelters =</b>						<b>7</b>	<b>Shelter Sizes</b>		<b>QTY:</b>		
							<b>9FT Non-AD</b>		<b>5</b>		<b>13FT AD</b>
									<b>2</b>		

**LA QUINTA**

706	Calle Sinaloa	Ave Herrera	Nearside	Southwest	Eastbound	70	Signage/Pole	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
706	Calle Sinaloa	Ave. Mendoza	Farside	Southeast	Eastbound	70	Signage/Pole	9ft.	Non-AD	Brown	Shelter installation only.

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

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s) Served by	Existing Amenities	Proposed Shelter Type/Size	NON-AD & AD	Shelter Color	Comments
<b>PALM SPRINGS</b>											
131	Ramon Rd.	Camino Real	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
144	Ramon Rd.	Paseo Dorotea	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	13'	Non-AD	Brown	Shelter installation only.
187	Ramon Rd.	Hermosa Dr.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
142	Ramon Rd.	Dosert Wy.	Nearside	Southwest	Eastbound	30	Bench & Waste Cntr.	13'	Non-AD	Brown	Shelter installation only.
143	Ramon Rd.	El Placer Rd.	Farside	Southeast	Eastbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
145	Ramon Rd.	Valle Rd.	Nearside	Southwest	Eastbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
179	Ramon Rd.	Paseo Dorotea	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	13'	Non-AD	Brown	Shelter installation only.
180	Ramon Rd.	El Placer Rd.	Farside	Northwest	Westbound	30	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
211	Gateway Dr.	N. Palm Cyn. Dr.	Farside	Southeast	Eastbound	24	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
631	S. Palm Cyn. Dr.	Mesquite Ave.	Nearside	Northwest	Southbound	111	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
675	S. Palm Cyn. Dr.	Mesquite Ave.	Nearside	Southeast	Northbound	111	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
733	Sunrise Wy.	Tahquitz Cyn. Wy.	Farside	Northeast	Northbound	24	Bench & Waste Cntr.	9'	Non-AD	Brown	Shelter installation only.
<b>Total Number of Bus Stop Recommended for New Shelters =</b>						<b>12</b>	<b>Shelter Sizes</b>		<b>QTY:</b>		
							<b>9FT Non-AD</b>		<b>9</b>		<b>13FT Non-AD</b>
									<b>3</b>		

**Rancho Mirage**

61	Ramon Rd.	Ratliff Rd.	Farside	Southeast	Eastbound	32	Signage/Pole	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.
650	Hwy 111	Indian Trail Rd	Farside	Northwest	Westbound	111	Bench & Waste Cntr.	9ft.	Non-AD	Brown	Concrete pad improvements needed to support shelter installation.

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

**Total Number of Recommended Locations: 35**

## SunLine Transit Agency

**DATE:** May 28, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Performance Officer

**RE:** Ratify Advertising Revenue Agreement

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**Recommendation**

Recommend that the Board of Directors ratify the advertising revenue agreement with Truly Nolen of America for \$39,300.

**Background**

At the September 25, 2013, The Board of Directors approved Budget Amendment I to the Fiscal Year 2013-2014 Operating Budget. One of the changes in that amendment was the addition of \$75,000 in advertising revenue.

Marketing staff have been working on achieving the overall projected revenue through a variety of smaller contracts and have generated \$33,655 to date.

This advertising agreement with Truly Nolen of America will generate an additional \$39,300 through the sales of shelter advertising over the period of May 5, 2014 to October 27, 2014. Specifically, the agreement is for the 38 signs over a 6 month period.

**Fiscal Implications**

This action will generate \$39,300, of which \$13,100 will be recognized in FY 14 and the remaining \$26,200 will be recognized in FY 15.



Rudy Le Flore

## SunLine Transit Agency

**DATE:** May 28, 2014 **DISCUSSION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Deputy Chief Performance Officer/Capital Projects

**RE:** Selling Fueling Credits

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**Background**

SunLine is considering an arrangement that allows the Agency to receive revenue for the sale of its fueling credits. SunLine earns fueling credits because it uses Compressed Natural Gas.

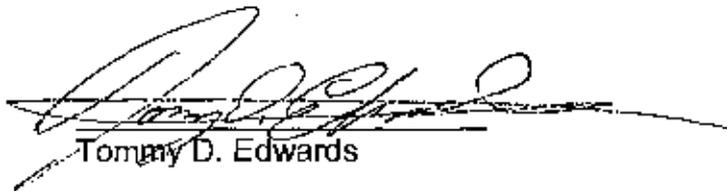
AB 32 is the cap-and-trade program that places a limit on various pollution Generator's but allows that cap to be exceeded through the purchase of credits from businesses that fall below their cap. The program requires California to reduce greenhouse gas emissions to 1990 levels by 2020. Under cap-and-trade, an overall limit on greenhouse gas emissions from capped sectors will be established by the cap-and-trade program and entities subject to the cap will be able to trade credits (allowances) to offset their greenhouse gas emissions ("deficits") over the established cap.

Included within AB 32 was the Low Carbon Fuel Standards (LCFS) program, which regulates the carbon content of transportation fuels through the designation of Regulated Parties for various types of fuels. CNG is considered a low carbon fuel and is exempt from all LCFS regulation unless the Regulated Party wishes to earn and trade their LCFS credits. Under California Air Resources Board (CARB) regulations, the Agency, as owner of two CNG fueling stations, can earn LCFS credits for CNG therm usage. Those credits may then be sold to other entities that have difficulty attaining the legislated standards for their carbon cap limits. These entities will be able to purchase carbon credits to offset their carbon deficits.

In order to participate in the CARB LCFS program, the Agency must opt-in as a Regulated Party or, alternatively, delegate its Regulated Party status to a third-party ESP. It was determined that at this early stage of the program, it would be beneficial to contract with an Electric Service Provider (ESP) to both purchase NG and register as the Regulated Party on behalf of the Agency. The Regulated Party assumes all responsibilities associated with LCFS program management as well as regulatory and compliance issues. By delegating its LCFS participation to a third-party ESP, the Staff concluded that the Agency will be able to realize the financial benefits of the LCFS program without the burden of additional costs of compliance issues.

Several of our sister transit agencies including Riverside and San Diego have done extensive research in this area and they shared this information with staff. They have both opted to contract with an ESP to supply their NG reducing their NG commodity costs by a fixed percentage and returns to the Agency revenues generated utilizing both the state's LCFS and the Federal Government's Federal Renewable Fuel Credits (RIN) programs. RIN is the federal version of California's LCFS program.

SunLine has reviewed several competitive processes conducted by other transit agencies. There are limited participants offering these credits and the competitors responding to the solicitation issued by Riverside Transit Agency have approached SunLine. We believe that a formal solicitation will not produce any differing results. Therefore, staff would like to discuss the solicitation process, the agreement and the obligations of SunLine with the Board to receive direction in these three areas.



Tommy D. Edwards

# SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, May 28, 2014

12:00 pm

Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

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

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

## **AGENDA TOPICS**

## **RECOMMENDATION**

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

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

6. **Correspondence**  
None.

7. **Public Comments**

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

**Receive Comments**

### **NON AGENDA ITEMS**

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

**AGENDA ITEMS**

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

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

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

----- **RECEIVE AND 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) SSG/SRA checks over \$1000 issued April, 2014. (Page 1)
- b) SSG/SRA Monthly Budget Reports March, 2014. (Page 2)
- c) Taxi Vehicle/Rides Analysis April, 2014. (Pages 3-4)

**10. SunLine Services Group Audit FY 2013  
(CJ Smith)****Receive and File**

Request to the Board of Directors to Receive & File the Financial Audits for fiscal year 2013. (Page 5) Financial Statements ([separate attachment](#)).

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

**11. Approval of Minutes****Approve**

Minutes of the April 23, 2014 Board of Directors Meeting. (Pages 6-10)

**12. Amendment to the General Manager Contract  
(Robert Owen)****Approve**

Request to the Board to approve the amendment to the contract of the SunLine General Manager. (Pages 11-14)

**13. Resolution Authorizing Access to State, Federal & Local Criminal History (Michael Jones)****Approve**

Request to the Board to approve the attached Resolution authorizing access to State, Federal & local criminal history of any taxi driver or new applicant. (Pages 15-18)

**14. Next Meeting Date**

June 25, 2014

12 o'clock Noon – Kelly Board Room

**15. Adjourn**

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - April 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
<b>Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency</b>								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 4/25/14	89878	04/30/14	\$11,944.48	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 4/11/14	89889	04/21/14	\$11,495.44	Y	N		Operating
	<b>Subtotal</b>			\$23,439.92				
<b>Section II - Legal Fees for litigation, Retainer &amp; Consultancy</b>								
RUTAN & TUCKER	Legal fees	89864	04/04/14	\$4,752.00	Y	Y	\$70,091.00	Operating
	<b>Subtotal</b>			\$4,752.00				
	<b>Total Checks Over \$1,000</b>			\$28,191.92				
<b>Summary</b>								
Total of Checks Over \$1,000				\$28,191.92				
Total of Checks Under \$1,000				\$1,291.00				
Total of All Checks for the Month				\$29,482.92				
Total Amount of Checks Prior Year - Same Month				\$14,450.99				

ITEM #9

SunLine Regulatory Agency  
Budget Variance Report  
March 2014

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>							
Meter Readings	332,346	34,202	27,696	6,507	231,106	249,260	(18,154)
Revenue Fines	5,000	100	417	(317)	2,400	3,750	(1,350)
Vehicle Inspection Revenue	17,000	2,600	1,417	1,183	12,850	12,750	100
Vehicle Reinspection Revenue	500	0	42	(42)	0	375	(375)
New Driver Permit Revenue	5,500	880	458	422	7,337	4,125	3,212
Driver Transfer Revenue	1,980	275	165	110	2,090	1,485	605
Driver Renewal Revenue	12,100	1,210	1,008	202	9,240	9,075	165
Driver Permit Reinstatement/Replacement	90	30	8	23	130	68	63
Vehicle Transfer Revenue	65	0	5	(5)	910	49	861
Vehicle Permit Revenue	102,000	19,500	8,500	11,000	117,950	76,500	41,450
Other Revenue	85,357	0	7,113	(7,113)	47,000	64,018	(17,018)
Interest Revenue	120	3	10	(7)	30	90	(60)
Other Income	29,000	0	2,417	(2,417)	29,000	21,750	7,250
<b>Total revenue</b>	<b>591,058</b>	<b>58,800</b>	<b>49,255</b>	<b>11,962</b>	<b>460,043</b>	<b>443,294</b>	<b>16,749</b>
<b>Expenses:</b>							
Salaries and Wages	237,766	20,167	19,814	(353)	150,560	178,325	27,765
Fringe Benefits	120,549	11,446	10,046	(1,401)	89,897	90,412	515
Services	118,400	6,014	9,867	3,852	64,964	88,800	23,836
Supplies and Materials	3,800	642	317	(325)	5,008	2,850	(2,158)
Miscellaneous	27,475	1,138	2,290	1,152	14,012	20,606	6,594
Technology Solutions	29,000	0	2,417	2,417	0	21,750	21,750
<b>Total Expenses</b>	<b>536,990</b>	<b>39,406</b>	<b>44,749</b>	<b>2,926</b>	<b>324,440</b>	<b>402,743</b>	<b>78,302</b>
<b>Total Operating Surplus (Deficit)</b>	<b>54,068</b>	<b>\$ 19,393.89</b>			<b>\$ 135,602.55</b>		

ITEM #9

**TRIP vs. VEHICLE ANALYSIS**  
**TRIP vs. VEHICLE ANALYSIS**

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	198	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
<b>TOTALS</b>	<b>2357</b>	<b>461,074</b>	<b>196</b>	<b>2752</b>	<b>463,967</b>	<b>169</b>	<b>3000</b>	<b>464,103</b>	<b>155</b>	<b>2627</b>	<b>436,589</b>	<b>166</b>	<b>2216</b>	<b>441,934</b>	<b>199</b>

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,278	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1919</b>	<b>600,349</b>	<b>313</b>	<b>1727</b>	<b>540,315</b>	<b>313</b>

ITEM #9

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148

	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	APR	85,522
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	APR	200
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	431	APR	421	APR	423	APR	428
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

ITEM #9

## SunLine Services Group

**DATE:** May 28, 2014  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** Director of Finance  
**RE:** FY 13 Audit Report

RECEIVE AND FILE

---

**Recommendation**

Recommend that the Board of Directors Receive and File the Annual fiscal year 2013 Audit for SunLine Services Group.

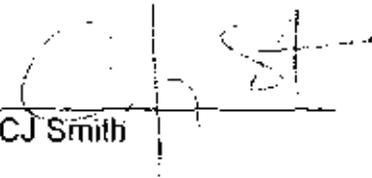
**Background**

SunLine Services Group is required by State Law and the Joint Powers Agreement to complete an Annual fiscal audit.

This year's audit resulted in the identification of what the auditor considered to be a "Significant Deficiency". Generally, a Significant Deficiency is defined as "...a deficiency in internal controls and is far less severe than a material weakness". The finding is specifically related to an administrative error that occurred when recording a \$1400 interagency transaction.

Although Staff does not agree that this transaction should have resulted in a finding due to its financial immateriality, immediate corrective action was taken to ensure that similar errors do not occur in the future. Internal process changes were implemented which require a three-step review and approval process and a thorough review of journal entries over \$1,000.

Management and Staff will continue to review and evaluate internal processes and implement additional checks and balances as required to ensure sufficient internal controls. It is our goal to continue to reassure the Board of Directors and our Customers that we are fiscally responsible through transparency and accuracy of information.

  
CJ Smith

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**April 23, 2014**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, April 23, 2014 at 12:04pm in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The meeting was called to order at 12:04 p.m. by Chairman Glenn Miller. He announced that Vice Chairman Greg Pettis is participating by via teleconferencing from the Palmer House Hotel, 17 East Monroe Street, Chicago, IL. Chairman Miller asked that all cell phones be turned off or on vibrate.

**2. Flag Salute**

Barrett Newkirk, reporter for the Desert Sun, led all in a salute to our flag.

**3. Roll Call**

Completed.

**Members Present**

Glenn Miller, Chairman, Councilmember, City of Indio

Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City (Via Teleconference)

Adam Sanchez, Mayor, City of Desert Hot Springs

Rick Hutcheson, Mayor Pro Tem, City of Palm Springs

Robert Spiegel, Councilmember, City of Palm Desert

Douglas Hanson, Councilmember, City of Indian Wells

Don Adolph, Mayor, City of La Quinta

Emmanuel Martinez, Mayor Pro Tem, City of Coachella

**Members Absent**

G. Dana Hobart, Councilmember, City of Rancho Mirage

John J. Benoit, Supervisor, County of Riverside

**4. Finalization of Agenda**

No changes to agenda.

**5. Presentations**

No presentations.

**6. Correspondence**

None.

**7. Public Comments**

**NON - AGENDA ITEMS:**

Bill Meyers addressed the Board; he stated that he wanted to talk a little bit about the Coachella festival and the impact that Uber had on everything. Mr. Meyers

stated he didn't know if there is anything we can ever do about Uber and the number of cars. With the Uber cars here, they cause traffic gridlock in and out of the facility, which hinders the ability to pick up people expeditiously and to make the money that is needed to survive for the summer. Mr. Meyers stated that this year they didn't make the money that they should have made, which could make for a difficult summer. Mr. Meyers further stated that Uber ripped passengers off, charging \$10, \$16 and \$24, charging people by credit card and then getting cash from the people at the end of the ride. Mr. Meyers stated that a rider shared with him that he paid \$100 each way, Uber charged \$50 cash, and charged his friend \$50 on his credit card and then charged him an additional \$23. Mr. Meyers stated that somehow as regulators, SunLine and those in the cab business, need to protect the industry and get Uber under some kind of constraint so there is a level playing field. Mr. Meyers stated he is not aware of Uber's goal. Mr. Meyers stated that he does not believe Uber is going to put the cab industry out of business, as it has never worked before. If you don't have the mindset and a business plan to put out a fantastic product, you're not going to be able to compete in the long run. Mr. Meyers stated he is hoping the Board can assist.

Councilmember Doug Hanson asked if the taxi industry in California had given any thought to appearing before the PUC with this issue as it is clearly a PUC issue. Councilmember Hanson stated it's not a SunLine issue or a Coachella Valley issue, it is a State of California issue. Councilmember Hanson strongly suggested all the taxi services have some kind of organization that lobbies in Sacramento. Councilmember Hanson stated that Sacramento is where the issue should be dealt with. Mr. Meyers stated that is possible to do that, but maybe the Board could be responsible for moving in that direction. Mr. Meyers stated that years ago, the taxi companies tried to get SunLine to take over the PUC because of the lack of regulation; they don't do anything. Mr. Meyers stated that they talked about six people coming down, but it ended there. Chairman Miller stated that there should not be a debate on this. There can be a request to agendaize. Councilmember Hanson stated that this is a suggestion and response to the issue.

Chairman Miller stated that staff will look into this. He stated that SunLine obviously knows there are some issues. Chairman Miller stated that after the concerts, we will sit down and discuss, but it is something that needs to be addressed at the proper time.

Councilmember Spiegel asked Mr. Newkirk from the Desert Sun to address what he discussed earlier about a cab ride from Palm Desert. Mr. Newkirk addressed the Board. He stated that his name is Barrett Newkirk and he is a reporter for the Desert Sun. He stated that before the Taxi Committee meeting earlier today just about an hour ago, he commented that he'd been talking to people who use Uber; one person responded through social media to say that he was charged \$84 to go from Palm Desert to the festival; this was the first weekend. Coming back it was \$550. Mr. Newkirk stated that he has no reason to doubt it.

Chairman Miller stated that this is something we will look into and will make sure we have addressed it at the proper time.

Mr. Marc Triplett from Desert City Cab addressed the members of the Board. Mr. Triplett wanted to go on record to thank the drivers of all three franchises for their hard work and effort these last two weekends and in advance of the upcoming weekend. Mr. Triplett stated that the drivers are dedicated, they work in a thankless environment, sometimes a dangerous environment; it was difficult and the traffic patterns were a little complicated. Mr. Triplett stated there was very long wait times to get into the festival; however, things improved. Mr. Triplett stated that the drivers were still able to service our downtown passengers, Palm Desert passengers, with the presence of Uber and the conditional use permits. He stated that it was somewhat demoralizing for many of the drivers, but they still forged on, extended their best foot forward.

Mr. Duncan MacLeod from Desert City Cab addressed the Board. Mr. MacLeod stated the he wanted to back up what Bill Meyers said. Mr. MacLeod stated that the problem is that Ubar is operating as taxis. They are sitting on stands and picking up people; they are not operating as a shuttle company. They are operating as a taxi company without the regulations that the taxi franchises have. Mr. MacLeod stated that he thinks it is extremely unfair and there should be a voice somewhere from the mayors to stop this and do something about it rather than say it's not my problem. Mr. MacLeod stated that SunLine has the hammer right on their heads if they do something wrong and then Uber comes in - they have no regulations, charging everybody all kinds of money. They are operating as taxis picking up flags. Mr. MacLeod stated that all the Uber cars prevented taxis from getting back to the venue to pick up customers; it made the taxi business look lousy and their business look good because they outnumbered us a hundred to one. Chairman Miller stated that staff will be looking into the issue after the concerts and sit down with the proper people that need to be addressed, whether that be at the local level or with Golden Voice. Chairman Miller stated that he will definitely make sure that we have our comments and those voiced today from the taxi industry, and then go back to figure out the best solution for the problem.

**AGENDA ITEMS:**

No public comments.

**8. Board Member Comments**

Councilmember Hanson stated that, as it relates to this issue of Uber, is this something that we are going to agendize in the future so that we can openly vet it and discuss it? Chairman Miller stated that we are; we've discussed it. Chairman Miller stated we really need to get Staff to talk with the powers of the people that are involved in Uber to get a handle on everything. We will then agendize it and bring it back to the Board so we can make a decision well into the future before next year's concerts or the next huge event. Chairman Miller stated that there are many other events coming up that could be affected as well. It will be addressed.

**9. Consent Calendar**

- a) SSG/SRA checks over \$1000 issued March 2014
- b) SSG/SRA Monthly Budget Reports March, 2014.

c) Taxi Vehicle/Rides Analysis, March 2014.

Councilmember Spiegel moved to receive and file the consent calendar. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the consent calendar was approved by a unanimous vote.

10. **Approval of Minutes**

Mayor Adolph moved to approve the minutes of March 26, 2014 Board Meeting. The motion was seconded by Councilmember Spiegel. Chairman Miller asked if there was opposition. Given none, the motion was carried by a unanimous vote with two abstentions from the Mayor Pro Tem Martinez from the City of Coachella and from Chairman Miller of the City of Indio.

11. **Adoption of Resolution Setting Taxicab Rates**

Taxi Administrator, Michael Jones, addressed the Board stating that staff recommends approval of the attached Resolution regarding maximum rate per mile and hourly wait times for taxicab operators. Upon review of the information and gas prices, there is no change in rates. Mr. Jones stated that SunLine Regulatory Administration looks at the rates posted through the U. S. Energy Transportation Administration. They are logged on a monthly basis, looking at them weekly to see what the rates are and how it is affected. Mr. Jones stated that the goal is to make sure that we are fairly compensating those who have to pay for the fuel, which in this case, are the taxicab drivers. Mr. Jones stated that as the review was completed last year, he wanted to step forward and take responsibility for the report coming to the Board late. Mr. Jones stated that he was waiting for the additional information for March; however, it is late. Every week was posted for the last twelve months and based on that, the recommendation is that there is no change to hourly or per mile rate.

Councilmember Spiegel stated that the Taxi Committee did take a look at this and unanimously agreed to this rate. Mr. Spiegel stated that we would look at this quarterly and if gas prices go up, we may have to raise prices.

Councilmember Spiegel moved to approve the recommendation. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the motion was carried by a unanimous vote.

12. **Franchise Advertising**

Taxi Administrator Michael Jones addressed the Board stating that in the last Taxi Committee meeting on March 26<sup>th</sup>, staff was directed to take a look at advertising for the local taxi industry. Mr. Jones stated that on April 2nd, a meeting was held with the franchises and one taxicab driver to discuss all issues that had been brought forward, this being one of them. Mr. Jones stated that all three franchises felt very strongly that they have differences in their business models. They have differences in how they want to provide advertising for their individual business models and have asked us not to be involved in that. Mr. Jones stated that they are supportive in us going forward with our anti-drunk driving campaigns and

hopefully each one of you on this Board have had an opportunity to see the signs "Think Before You Drink".

Chairman Miller asked that the record reflect the attendance of Adam Sanchez, Mayor, representing the City of Desert Hot Springs.

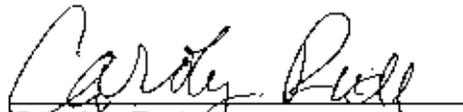
**13. Next Meeting Date**

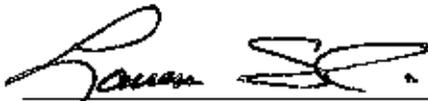
Chairman Miller announced that the next regular meeting of the Board of Directors will be held May 28, 2014 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

**14. Adjourn**

Chairman Miller adjourned the meeting at 12:17 p.m.

Respectfully Submitted,

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

  
\_\_\_\_\_  
Lauren Skiver  
General Manager

Date 5/21/14

## SunLine Services Group

DATE: May 28, 2014 ACTION

TO: Board of Directors

FROM: General Counsel, Robert O. Owen

RE: Amendment of General Manager's Employment Agreement to Accurately Reflect Certain Terms Agreed Upon During Pre-employment Negotiations

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**RECOMMENDATION**

Approve the attached First Amendment to General Manager Employment Agreement, which (a) increases the base salary by \$220.06 per pay period; (b) clarifies a provision regarding accrual of vacation time; and (c) provides a lump sum payment of \$3,095.17 to cover retroactive pay not provided to the General Manager during the first seven months of her employment.

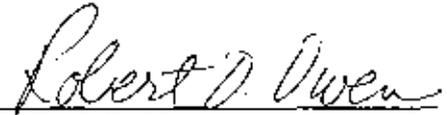
**DISCUSSION**

The existing General Manager Employment Agreement was effective as of October 28, 2013. During pre-employment negotiations between SunLine representatives and General Manager Lauren Skiver, it was agreed that the General Manager would not have to pay the 3% retirement contribution normally paid by SunLine employees. However, as the contract was originally written, the 3% was deducted from the General Manager's paycheck. We believe that the best course of action would be to amend the contract so that the 3% contribution continues to be deducted from her paycheck, but that she be monetarily reimbursed through a 3% increase in the base salary. This would result in an increase of \$220.06 per pay period. She would also be provided a lump sum payment of \$3,095.17 to retroactively cover this amount for the first seven months of her employment.

Additionally, the existing contract is slightly ambiguous concerning accumulation of vacation time. During negotiations, the parties specifically agreed that the General Manager would be entitled to initially "bank" two weeks of vacation time, and then accumulate three weeks of vacation time annually in the same manner as other SunLine employees. As the contract is written, it is ambiguous whether she is entitled to accumulate the normal three weeks' vacation during her first year. The proposed amendment clarifies that ambiguity and provides that the normal three weeks of vacation time does accrue during the first year of employment.

**FINANCIAL IMPACT**

The First Amendment to General Manager Employment Agreement would have a one-time financial impact of \$3,095.17, and an additional \$220.06 per pay period. However, it does reflect what was intended by the parties during negotiations, so in that respect it is revenue neutral.

  
Robert O. Owen  
General Counsel *RO*

**FIRST AMENDMENT TO  
GENERAL MANAGER EMPLOYMENT AGREEMENT'**

**THIS FIRST AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT'** ("First Amendment") is entered into as of the \_\_ day of \_\_\_\_\_, 2014, by and between SunLine Transit Agency, a California Joint Powers Authority ("STA") SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver ("Employee").

**RECITALS**

**WHEREAS** STA and SSG are each governed by a Board of Directors, which are individually and collectively referred to herein as the "Board"; and

**WHEREAS**, on October 28, 2013, SunLine and Employee entered into a General Manager Employment Agreement (the "Agreement"), by which SunLine obtained the services of Employee as General Manager; and

**WHEREAS**, certain terms of the Agreement did not accurately reflect what SunLine and Employee had agreed to prior to executing the Agreement; and

**WHEREAS**, SunLine and Employee desire to amend the Agreement to accurately reflect the terms agreed to by the parties.

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

**TERMS AND CONDITIONS**

**SECTION 1.**

Section 4 a. of the Agreement is hereby amended to read in its entirety as follows:

**Section 4.     **COMPENSATION.****

a.     SunLine agrees to proportionally pay Employee, for her services rendered hereunder, a base salary of Seven Thousand Three Hundred Thirty-Five Dollars and Twenty-Six Cents (\$7,335.26) per two-week pay period as General Manager commencing on October 28, 2013. Employee's salary will be paid in installments in accordance with SunLine's normal procedures. During the term of this Agreement, Employee's compensation shall not be subject to any reduction as a result of any change to the composition of SunLine, including but not limited to the dissolution of SSG or SunLine Regulatory Agency.

**SECTION 2.**

Section 7 of the Agreement is hereby amended to read in its entirety as follows:

**Section 7. VACATION LEAVE BENEFITS.**

Employee shall be entitled to two (2) weeks of a vacation immediately upon commencement of employment. In addition, employee will accrue Earned Time Off and Personal Leave days in the same manner as all other Exempt employees, including during the first year of employment. Employee shall receive time off for holidays in the same manner as other SunLine employees.

**SECTION 3.**

In addition to the above, Employee shall receive a sum of Three Thousand Ninety-five Dollars and Seventeen Cents (\$3,095.17), payable on the effective date of this First Amendment.

**SECTION 4.**

All other terms and conditions of the Agreement shall remain in full force and effect.

Dated: \_\_\_\_\_, 2014

\_\_\_\_\_  
Lauren Skiver

Dated: \_\_ \_\_ \_\_\_\_\_, 2014

\_\_\_\_\_  
Glenn Miller  
Chairman of the Board  
SunLine Transit Agency/SunLine Services Group

Dated: \_\_\_\_ ..\_\_\_\_\_, 2014

\_\_\_\_\_  
Robert O. Owen, Legal Counsel  
SunLine Transit Agency/SunLine Services Group

**SunLine Services Group**

**DATE:** May 28, 2014 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Taxi Administrator

**RE:** Approval of Resolution Authorizing Access to State, Federal, and Local Criminal History Information

---

**Recommendation**

Recommend that the Board of Directors approve the attached resolution authorizing access to State, Federal, and Local criminal history information.

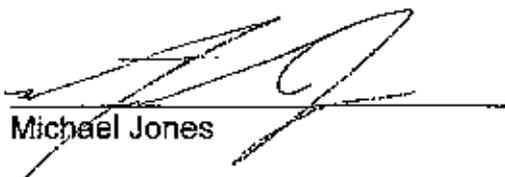
**Background**

SunLine Services Group (SSG) Ordinance Section 1.095 C.2.requires that all taxicab drivers submit fingerprints for background checks. At this time SSG receives a report from the Department of Justice indicating criminal history only in the State of California.

Recent legislative changes have made it possible for SSG to request background checks on any driver or new applicant convicted of a crime outside the State of California. Prior to the legislative changes SunLine Regulatory Administration did not have visibility to this information.

**Fiscal Impact**

None.

  
Michael Jones

**SunLine Services Group**

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

**RESOLUTION OF THE SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS AUTHORIZING ACCESS TO STATE, FEDERAL,  
AND LOCAL CRIMINAL HISTORY INFORMATION**

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 and SunLine Services Group Ordinance; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorizes cities, counties, districts, and districts to access state and local criminal history information for employment, licensing, or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) and authorizes cities, counties, districts, and districts to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county, district, or district to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group are hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees), licensing of (Taxicab Franchises Owners and Taxicab Drivers) permits and may not disseminate the information to a private entity.

BE IT FURTHER RESOLVED that SSG shall not consider a person who has been convicted of a felony or a misdemeanor involving moral turpitude, and other specific convictions, eligible for a taxicab permit, as outlined within the SSG Ordinance and regulations that have been adopted by the SSG Board of Directors.

BE IT FURTHER RESOLVED, that SSG Board of Directors designates the SunLine Regulatory Administration as the custodian of said summary criminal history information, and shall be responsible for the confidentiality of the records, and shall

establish procedures to prevent further dissemination of the records, unless such dissemination is specifically provided for by law or regulation.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 28<sup>th</sup> day of May, 2013, by the following vote:

ATTEST:

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

\_\_\_\_\_  
Glenn Miller  
CHAIRMAN of the Board  
SunLine Services Group

STATE OF CALIFORNIA     )  
   ) ss.  
 COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
 General Counsel  
 Robert Owen



**AGENDA  
TAXI COMMITTEE MEETING**

**May 28, 2014  
11:30am – 12:00pm**

**Board Room  
SunLine Transit Agency  
Thousand Palms, CA**

(Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Public Comments**

Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

**Receive Comments**

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

5. **Consent Calendar**

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

**Receive and File**

- a) SSG/SRA checks over \$1000 issued April, 2014. (Page 1)
- b) SSG/SRA Monthly Budget Reports March, 2014. (Page 2)
- c) Taxi Vehicle/Rides Analysis April, 2014. (Pages 3-4)

6. **SunLine Services Group Audit FY 2013**

Request to the Board of Directors to Receive & File the Financial Audits for Fiscal Year 2013. (Page 5) Financial Statements ([Separate attachments](#)).

**Receive and File**

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

**7. Resolution Authorizing Access to State, Federal & Local Criminal History (Michael Jones)**

**Approve**

Request to the Board to approve the attached Resolution authorizing access to State, Federal & local criminal history of any taxi driver or new applicant. (Pages 6-9)

**8. Adjourn**

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - April 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
<b>Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency</b>								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 4/25/14	89878	04/30/14	\$11,944.48	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 4/11/14	89869	04/21/14	\$11,495.44	Y	N		Operating
	<b>Sub-total</b>			\$23,439.92				
<b>Section II - Legal Fees for litigation, Retainer &amp; Consultancy</b>								
RUTAN & TUCKER	Legal fees (January - February)	89864	04/04/14	\$4,752.00	Y	Y	\$70,091.00	Operating
	<b>Sub-total</b>			\$4,752.00				
	<b>Total Checks Over \$1,000</b>			\$28,191.92				
<b>Summary</b>								
<b>Total of Checks Over \$1,000</b>				\$28,191.92				
<b>Total of Checks Under \$1,000</b>				\$1,291.00				
<b>Total of All Checks for the Month</b>				\$29,482.92				
<b>Total Amount of Checks Prior Year - Same Month</b>				\$14,450.99				

SunLine Regulatory Agency  
Budget Variance Report  
March 2014

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>							
Meter Readings	332,346	34,202	27,696	6,507	231,106	249,260	(18,154)
Revenue Fines	5,000	100	417	(317)	2,400	3,750	(1,350)
Vehicle Inspection Revenue	17,000	2,600	1,417	1,183	12,850	12,750	100
Vehicle Reinspection Revenue	500	0	42	(42)	0	375	(375)
New Driver Permit Revenue	5,500	880	458	422	7,337	4,125	3,212
Driver Transfer Revenue	1,980	275	165	110	2,090	1,485	605
Driver Renewal Revenue	12,100	1,210	1,008	202	9,240	9,075	165
Driver Permit Reinstatement/Replacement	90	30	8	23	130	68	63
Vehicle Transfer Revenue	65	0	5	(5)	910	49	861
Vehicle Permit Revenue	102,000	19,500	8,500	11,000	117,950	76,500	41,450
Other Revenue	85,357	0	7,113	(7,113)	47,000	64,018	(17,018)
Interest Revenue	120	3	10	(7)	30	90	(60)
Other Income	29,000	0	2,417	(2,417)	29,000	21,750	7,250
<b>Total revenue</b>	<b>591,058</b>	<b>58,800</b>	<b>49,255</b>	<b>11,962</b>	<b>460,043</b>	<b>443,294</b>	<b>16,749</b>
<b>Expenses:</b>							
Salaries and Wages	237,766	20,167	19,814	(353)	150,560	178,325	27,765
Fringe Benefits	120,549	11,446	10,046	(1,401)	89,897	90,412	515
Services	118,400	6,014	9,867	3,852	64,964	88,800	23,836
Supplies and Materials	3,800	642	317	(325)	5,008	2,850	(2,158)
Miscellaneous	27,475	1,138	2,290	1,152	14,012	20,606	6,594
Technology Solutions	29,000	0	2,417	2,417	0	21,750	21,750
<b>Total Expenses</b>	<b>536,990</b>	<b>39,406</b>	<b>44,749</b>	<b>2,926</b>	<b>324,440</b>	<b>402,743</b>	<b>78,302</b>
<b>Total Operating Surplus (Deficit)</b>	<b>54,068</b>	<b>\$ 19,393.89</b>			<b>\$ 135,602.55</b>		

**TRIP vs. VEHICLE ANALYSIS**  
**TRIP vs. VEHICLE ANALYSIS**

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

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	1727	540,315	313

	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09
HIGHEST TRIPS	Apr 53,980	Mar 51,373	Mar 54,598	Feb 50,594	APR 59,997
LOWEST TRIPS	Aug 25,911	Aug 24,445	Aug 24,010	Jul 25,681	DEC 26,942
MOST VEHICLES	Apr 206	Apr 269	May 271	Jul 269	M, A, M, 186
LEAST VEHICLES	Aug 185	Jul 205	Jul 240	Jun 183	JAN 183
MOST TRIPS/VEH	Apr 262	Mar 213	Mar 214	Feb 246	MAY 323
LEAST TRIPS/VEH	Aug 140	Aug 117	Aug 100	Jul 95	JULY 148
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
HIGHEST TRIPS	APR 57,645	APR 60,821	APR 71,576	APR 77,798	APR 85,522
LOWEST TRIPS	AUG 23,671	AUG 29,238	AUG 29,459	JUL 33,019	JUL 36,388
MOST VEHICLES	JUL 170	JUL 151	APR 170	APR 184	APR 200
LEAST VEHICLES	NOV 153	NOV 117	AUG 123	SEP 131	AUG 153
MOST TRIPS/VEH	APR 345	APR 431	APR 421	APR 423	APR 428
LEAST TRIPS/VEH	AUG 153	AUG 198	AUG 240	JUL 250	JUL 236

**SunLine Services Group**

**DATE:** May 28, 2014  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** Director of Finance  
**RE:** FY 13 Audit Report

**RECEIVE AND FILE**

---

**Recommendation**

Recommend that the Board of Directors Receive and File the Annual fiscal year 2013 Audit for SunLine Services Group.

**Background**

SunLine Services Group is required by State Law and the Joint Powers Agreement to complete an Annual fiscal audit.

This year's audit resulted in the identification of what the auditor considered to be a "Significant Deficiency". Generally, a Significant Deficiency is defined as "...a deficiency in internal controls and is far less severe than a material weakness". The finding is specifically related to an administrative error that occurred when recording a \$1400 interagency transaction.

Although Staff does not agree that this transaction should have resulted in a finding due to its financial immateriality, immediate corrective action was taken to ensure that similar errors do not occur in the future. Internal process changes were implemented which require a three-step review and approval process and a thorough review of journal entries over \$1,000.

Management and Staff will continue to review and evaluate internal processes and implement additional checks and balances as required to ensure sufficient internal controls. It is our goal to continue to reassure the Board of Directors and our Customers that we are fiscally responsible through transparency and accuracy of information.

  
CJ Smith

**SunLine Services Group**

**DATE:** May 28, 2014 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Taxi Administrator

**RE:** Approval of Resolution Authorizing Access to State, Federal, and  
Local Criminal History Information

---

**Recommendation**

Recommend that the Board of Directors approve the attached resolution authorizing access to State, Federal, and Local criminal history information.

**Background**

SunLine Services Group (SSG) Ordinance Section 1.095 C.2. requires that all taxicab drivers submit fingerprints for background checks. At this time SSG receives a report from the Department of Justice indicating criminal history only in the State of California.

Recent legislative changes have made it possible for SSG to request background checks on any driver or new applicant convicted of a crime outside the State of California. Prior to the legislative changes SunLine Regulatory Administration did not have visibility to this information.

**Fiscal Impact**

None.

  
\_\_\_\_\_  
Michael Jones

**SunLine Services Group**

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

**RESOLUTION OF THE SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS AUTHORIZING ACCESS TO STATE, FEDERAL,  
AND LOCAL CRIMINAL HISTORY INFORMATION**

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 and SunLine Services Group Ordinance; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorizes cities, counties, districts, and districts to access state and local criminal history information for employment, licensing, or certification purposes; and

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WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county, district, or district to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group are hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees), licensing of (Taxicab Franchises Owners and Taxicab Drivers) permits and may not disseminate the information to a private entity.

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BE IT FURTHER RESOLVED, that SSG Board of Directors designates the SunLine Regulatory Administration as the custodian of said summary criminal history information, and shall be responsible for the confidentiality of the records, and shall

establish procedures to prevent further dissemination of the records, unless such dissemination is specifically provided for by law or regulation.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 28<sup>th</sup> day of May, 2013, by the following vote:

ATTEST:

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

\_\_\_\_\_  
Glenn Miller  
CHAIRMAN of the Board  
SunLine Services Group

