AGENDA TOPICS

1. Call to Order
   Chairman Glenn Miller

2. Roll Call

3. Presentations

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

7. Closed Session
a) Closed Session -CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED
LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision
(d) of Section 54956.9: One (1) potential case.

8. 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.

   a) Checks over $1,000 for May, 2014 (Pages 1-3)
   b) Credit card statement for May, 2014 (Pages 4-8)
   c) Monthly Budget Report for April, 2014 (Page 9)
   d) Ridership Report for May, 2014 (Pages 10-11)
   e) SunDial Operational Notes for May, 2014 (Page 12)

9. Approval of Minutes
Request to the Board to approve the Minutes of the May 28, 2014
Board of Directors Meeting. (Pages 13-23)

10. Election of Officers (Chairman Miller)
Board to elect officers for FY 2015.

11. Second Amendment to the General Manager Contract
(Robert Owen)
Request to the Board to approve the second amendment to the contract
of the SunLine General Manager. (Pages 24-26)

12. Overview of the FY 2015 Budget
(Lauren Skiver)
Overview of the budget for fiscal year 2015.
13. **Public Hearing on the Budget**

Members of the public are encouraged to address the Board on issues concerning the budget. Each presentation is limited to 3 minutes.

a) Open the public hearing
b) Accept public comment
c) Close the public hearing

14. **Approval of FY 2015 Operating & Capital Budget**

(Lauren Skiver)

Request to the Board to approve operating and capital budget for fiscal year 2015. (Page 27) *(Draft budget is separate attachment.)*

15. **Approval of Short Range Transit Plan (SRTP) for FY 2015-2017**

(Rudy Le Flore)

Request to the Board to approve the final Short Range Transit Plan for FY 2015-2017 (Pages 28-30) *(Final SRTP is separate attachment.)*

16. **Approval of Change Order with Geocon West, Inc.**

(Rudy Le Flore)

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 $54,311.36** for Inspection and Testing Service for the SunLine Administration Building Project. (Pages 31-34)

17. **Renewal of Contract for Internet Service Provider (ISP)**

(Tommy Edwards)

Request to the Board to grant authorization to the General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel. (Page 35)

18. **Approval of Second Amendment to Cooperative Agreement with Riverside Transit Agency**

(Apolonio Del Toro)

Request to the Board to approve the General Manager to enter into Amendment No. 2 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency for continued operation of the Riverside Commuter Link 220. (Pages 36-37).

19. **Award Tire and Tire Service Leasing Agreement**

(Mike Morrow)

Request to the Board to grant authorization to the General Manager to negotiate and execute Agreement with Michelin North America, Inc. (Pages 38-39)
20. **Resolutions to Obtain Grant Funding**  
   *(Rudy Le Flore)*  
   Approve  
   Request to the Board to approve the attached Resolutions. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task. (Pages 40-46)  
   
   a) 5304 Funds, Federal Transit Administration  
   b) 5307 Funds, Federal Transit Administration  
   c) 5308 Funds, Federal Transit Administration  
   d) 5309 Funds, Federal Transit Administration  
   e) 5310 Funds, Federal Transit Administration  
   f) 5311 Funds, Federal Transit Administration  
   g) 5312 Funds, Federal Transit Administration  
   h) 5316 Funds, Federal Transit Administration  
   i) 5317 Funds, Federal Transit Administration  
   j) 5339 or CMAQ Funds

21. **Approval of Revised Personnel Rules** *(Lauren Skiver)*  
   Approve  
   Request to the Board to approve the attached revised Personnel Rules. *(Personnel Rules separate attachment)*. (Page 47)

--- DISCUSSION ---

22. **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 48-49)

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23. **General Manager’s Report**

24. **Next Meeting Date**  
   July 30, 2014  
   12 o’clock Noon – Kelly Board Room  
   32-505 Harry Oliver Trail  
   Thousand Palms, CA 92276

25. **Adjourn**
AGENDA
FINANCE COMMITTEE

June 25, 2014
10:30 a.m. – 11:30 a.m.

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

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

------------------- RECEIVE & 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.

   a) Checks over $1,000 for May, 2014 (Pages 1-3)
   b) Monthly Budget Report for April, 2014 (Page 4)
   c) Credit card statement for May, 2014 (Pages 5-9)

------------------- ACTION -------------------

6. Approval of FY 2015 Operating & Capital Budget
   (Lauren Skiver)
   Request to the Board to approve operating and capital budget for fiscal year 2015. (Page 10) (Draft budget is separate attachment.)

7. Approval of Short Range Transit Plan (SRTP) for FY 2015 -2017
   (Rudy Le Flore)
   Request to the Board to approve the Short Range Transit Plan for FY 2015 – 2017. (Pages 11-13) (Final SRTP is separate attachment.)
8. **Approval of Change Order with Geocon West, Inc.** (Rudy Le Flore) 
   Request to the Board to delegate authority to the General Manager to negotiate and execute a change order with Geocon West Inc. in an amount Not to Exceed $54,311.36 for Inspection and Testing Service for the SunLine Administration Building Project. (Pages 14-17)

9. **Renewal of Contract for Internet Service Provider (ISP)** (Tommy Edwards) 
   Request to the Board to grant authorization to the General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel. (Page 18)

10. **Approval of Second Amendment to Cooperative Agreement with Riverside Transit Agency** (Apolonio Del Toro) 
    Request to the Board to approve the General Manager to enter into Amendment No. 2 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency for continued operation of the Riverside Commuter Link 220. (Pages 19-20).

11. **Award Tire and Tire Service Leasing Agreement** (Mike Morrow) 
    Request to the Board to grant authorization to the General Manager to negotiate and execute Agreement with Michelin North America, Inc. (Pages 21-22)

12. **Selling Fueling Credits** (Tommy Edwards) 
    Discuss the consideration of an arrangement that allows the Agency to receive revenue for the sale of its fueling costs. (Pages 23-24)

13. **Adjourn**
AGENDA
BYLAWS, POLICY AND PROCEDURES COMMITTEE

June 25, 2014
11:30 a.m. – 12:00 p.m.

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

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

- - - - - - - - - - - - - - - - - - - - - - - - - - - - ACTION - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
5. Approval of Revised Personnel Rules (Lauren Skiver) Approve
   Request to the Board to approve the attached revised Personnel Rules.
   (Personnel Rules separate attachment). (Page 1)

6. Adjourn
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Item Description</th>
<th>Check No</th>
<th>Date</th>
<th>Amount</th>
<th>Budgeted (Y/N)</th>
<th>Contract (Y/N)</th>
<th>Remaining (estimated)</th>
<th>Funding Source</th>
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<td>SO CAL GAS CO.</td>
<td>CNG Div 1 &amp; 2 (April)</td>
<td>661347</td>
<td>05/14/14</td>
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<td>PATRICK M. BRASSIL</td>
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<td>FRANKLIN TRUCK PARTS</td>
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<td>ROYALI ELECTRIC CORP.</td>
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<td>OPW FUEL COMPONENTS</td>
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<td>TOXGUARD FLUID</td>
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<td>SMARTDRIVE SYSTEMS, INC.</td>
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<td>FESTA FORD</td>
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<td>ELLSWORTH TRUCK &amp; AUTO</td>
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<td>ANALYSTS</td>
<td>Cost for sampling oil jars</td>
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<td><strong>Sub-total</strong></td>
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Section 1c: Check payments issued against the Operating Fund - (Costs related to General Administration)

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<tr>
<th>Vendor Name</th>
<th>Item Description</th>
<th>Check No</th>
<th>Date</th>
<th>Amount</th>
<th>Budgeted (Y/N)</th>
<th>Contract (Y/N)</th>
<th>Remaining (estimated)</th>
<th>Funding Source</th>
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<tr>
<td>RUTAN &amp; TUCKER LLP</td>
<td>Cost for legal services (March)</td>
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<td>05/22/14</td>
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<td>TRAPEZE SOFTWARE GROUP</td>
<td>Software Support - Operations System</td>
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<td>G &amp; K SERVICES</td>
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<td>Cost for temporary help in IT</td>
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<td>$6,067.69</td>
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<td>K &amp; M MOORE MAINTENANCE</td>
<td>Cost for janitorial services (May)</td>
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<td>$4,079.09</td>
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<td>HOME DEPOT CED SRSVs</td>
<td>Cost to repair and service facility</td>
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<td>CRAC INC</td>
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<td>VERIZON WIRELESS</td>
<td>Agency Cell Phones (April)</td>
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<td>TELEPACIFIC COMMUNICATIONS</td>
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</table>
**Vendor Name**  | **Item Description**  | **Check No.**  | **Date**  | **Amount**  | **Budgeted Contract (Y/N)**  | **Remaining (Estimated)**  | **Funding Source**
--- | --- | --- | --- | --- | --- | --- | ---
BURTTEC WASTE & RECYCLING  | Trash Pickup and Recycle for Div 1 & 2 (April)  | 661239  | 05/14/14  | 2,344.14  | N  |  | Operating
TIME WARMER CABLE  | Wires less communication between Div 1 & 2 (T1&T2) (May)  | 561464  | 05/22/14  | 22,000.00  | N  |  | Operating
VALLEY OFFICE EQUIPMENT, INC.  | Cost for fax/copy supplies  | 661473  | 05/22/14  | 2,194.98  | Y  |  | Operating
STEPHEN A. CRANE (Crane Creek)  | Cost for Marketing Consultant  | 661460  | 05/22/14  | 2,000.00  | Y  |  | Operating
TOTAL FUNDS BY HASLER  | Cost for postage  | 661466  | 05/22/14  | 2,000.00  | Y  |  | Operating
FILENET CORPORATION  | Software Support - Accounting System (May)  | 661454  | 05/22/14  | 1,080.00  | Y  |  | Operating
HOMewood SUITES BY HILTON  | Staff Development (5)  | 661510  | 05/14/14  | 1,491.83  | Y  |  | Operating
CAPITAL ONE COMMERCIAL (Boston)  | Room/Office Supplies  | 661371  | 05/22/14  | 1,127.06  | Y  |  | Operating
HOME DEPOT CORD SRVS  | Cost to repair and service facility  | 661318  | 05/14/14  | 1,022.56  | Y  |  | Operating
DE LUXE FOR BUSINESS  | Coin Room Supplies  | 661389  | 05/22/14  | 1,017.02  | Y  |  | Operating

Sub-total  |  |  |  | $95,022.37  |  |  |  

**Note:** 1) Payments may be subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"}

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

| Vendor Name  | Item Description  | Check No.  | Date  | Amount  | Budgeted Contract (Y/N)  | Remaining (Estimated)  | Funding Source  |
--- | --- | --- | --- | --- | --- | --- | ---
DOUG WALL CONSTRUCTION  | Admin Building Project - Construction  | 661475  | 05/28/14  | 399,934.48  | Y  | 55,274.904.00  | Capital
ELDORADO NATIONAL (CALIFORNIA), UNICARS HONDA  | AFCB 4 & 5 - TIGER III  | 661385  | 05/22/14  | 312,733.75  | Y  | 53,026.00  | Capital
SHI INTERNATIONAL  | Cost of replacement of Support Vehicles (1 of 3)  | 561475  | 05/28/14  | 28,362.05  | Y  | 55,723.00  | Capital
AMERICAN CAB  | Taxi voucher program - federal program  | 661287  | 05/14/14  | 5,783.75  | Y  |  | Capital
PVC CONSULTING  | Fuel Cell Bus Project (Tiger III)  | 661337  | 05/14/14  | 4,900.00  | Y  | 6.00  | Capital
YELLOW CAB OF THE DESERT  | Taxi voucher program - federal program  | 661356  | 05/14/14  | 4,911.83  | Y  |  | Capital
INDEPENDENT LIVING PARTNERSHIP  | New Freedom Program  | 661324  | 05/14/14  | 3,491.54  | Y  |  | Capital
DESERT ALARM  | Coin Room Access Control Equipment  | 661380  | 05/22/14  | 3,400.00  | Y  | 50.00  | Capital
KIMCO STAFFING SERVICE, INC.  | Federal IARC Funding  | 661320  | 05/22/14  | 3,785.91  | Y  |  | Capital
ROTC  | Federal IARC Funding  | 661340  | 05/14/14  | 2,123.20  | Y  |  | Capital
DESERT CITY CAB  | Taxi voucher program - federal program  | 661302  | 05/14/14  | 2,614.06  | Y  |  | Capital
|  |  |  |  |  |  |  |  

Sub-total  |  |  |  | $91,788,23.48  |  |  |  

**Note:** 2) These payments are related to payroll deductions, employee benefits, and other employee-related liabilities.

| Vendor Name  | Item Description  | Check No.  | Date  | Amount  | Budgeted Contract (Y/N)  | Remaining (Estimated)  | Funding Source  |
--- | --- | --- | --- | --- | --- | --- | ---
HEALTH NET  | Group Health insurance premium (May)  | 661313  | 05/14/14  | 256,983.99  | Y  |  | Operating
PERSA - Insurance  | Workers comp & general liability (May)  | 661335  | 05/14/14  | 67,103.88  | Y  |  | Operating
U.S. BANK INSTITUTIONAL TRUST -  | Pension deposits (paid per payroll)  | 661470  | 05/22/14  | 77,163.24  | Y  |  | Operating
U.S. BANK INSTITUTIONAL TRUST -  | Pension deposits (paid per payroll)  | 661355  | 05/14/14  | 75,696.58  | Y  |  | Operating
METLIFE SBC  | Employee benefits (May)  | 661329  | 05/14/14  | 27,189.92  | Y  |  | Operating
HYNART COMPANY  | Cost for pension administrator (April)  | 661326  | 05/22/14  | 12,020.59  | Y  |  | Operating
AMALGAMATED TRANSIT UNION  | Union dues (paid per payroll)  | 661302  | 05/22/14  | 2,018.64  | Y  |  | Operating
AMALGAMATED TRANSIT UNION  | Union dues (paid per payroll)  | 661299  | 05/14/14  | 2,018.64  | Y  |  | Operating
CALIFORNIA STATE DISBURSEMENT  | Employee garnishment (paid per payroll)  | 661299  | 05/22/14  | 5,910.00  | Y  |  | Operating
CALIFORNIA STATE DISBURSEMENT  | Employee garnishment (paid per payroll)  | 661299  | 05/22/14  | 5,910.00  | Y  |  | Operating
SWEED  | Employee benefits (May)  | 661307  | 05/14/14  | 2,501.65  | Y  |  | Operating

Sub-total  |  |  |  | $550,084.43  |  |  |  

Note: If applicable, the checks are from SunLine Transit Agency.
SunLine Transit Agency
Checks $1,000 and Over
For the month - May 2014

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Item Description</th>
<th>Check No.</th>
<th>Date</th>
<th>Amount</th>
<th>Budgeted (Y/N)</th>
<th>Contract (Y/N)</th>
<th>Remaining (estimated)</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

| Total Checks Over $1000 | $2,111,084.91 |

**Summary**

- Total of Checks Over $1,000: $2,111,084.91
- Total of Checks Under $1,000: $51,567.48
- Total of All Checks for the Month: $2,162,652.39
May 2014 Statement  
Open Date: 04/19/2014  Closing Date: 05/21/2014

Visa® Business Card  
SUNLINE TRANSIT

<table>
<thead>
<tr>
<th>Activity Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td>$2,144.54</td>
</tr>
<tr>
<td>Payments</td>
<td>$2,144.54</td>
</tr>
<tr>
<td>Other Credits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>$2,938.53</td>
</tr>
<tr>
<td>Balance Transfers</td>
<td>$0.00</td>
</tr>
<tr>
<td>Advances</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Debits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fees Charged</td>
<td>$0.00</td>
</tr>
<tr>
<td>Interest Charged</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

New Balance: $2,938.53  
Minimum Payment Due: $30.00
Payment Due Date: 06/17/2014

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may be required to pay up to a $39.00 Late Fee and your APR or APY may be increased up to the Penalty APR or APY at 28.99%

Payment Options:  
- Mail payment coupon with a check  
- Pay online at myaccountaccess.com  
- Pay by phone 1-866-552-8855

24-Hour Cardmember Service: 1-866-552-8855
- to pay by phone  
- to change your address

Automatic Payment:

Account Number:  
Your new full balance of $2,938.53 will be automatically deducted from your account on 06/16/14.
Important Messages

Your payment of $2938.53 will be automatically deducted from your bank account on 06/16/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions: RUDE, CAROLYN
Credit Limit: $40000

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Ref #</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24</td>
<td>04/22</td>
<td>2911</td>
<td><a href="http://www.thingsremembered.com">www.thingsremembered.com</a> 800-274-7367 OH</td>
<td>$119.88</td>
<td></td>
</tr>
<tr>
<td>04/24</td>
<td>04/23</td>
<td>3860</td>
<td>GRILL CONCEPTS P &amp; PALM DESERT CA</td>
<td>$198.72</td>
<td></td>
</tr>
<tr>
<td>04/28</td>
<td>04/25</td>
<td>77/12</td>
<td>SOUTHWEST 5202410361962 800-495-9792 TX</td>
<td>$441.50</td>
<td></td>
</tr>
<tr>
<td>04/28</td>
<td>04/25</td>
<td>5100</td>
<td>E &amp; O OCEANSIDE AT THE PI 800-347-8182 CA</td>
<td>$354.57</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for Account</td>
<td>$1,114.57</td>
<td></td>
</tr>
</tbody>
</table>

Transactions: SKIVER, LAURA
Credit Limit: $40000

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Ref #</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/28</td>
<td>04/24</td>
<td>4523</td>
<td>UNITED 0167447710693 800-932-2732 TX</td>
<td>$416.00</td>
<td></td>
</tr>
<tr>
<td>04/28</td>
<td>04/25</td>
<td>54/75</td>
<td>HOTELS.COM 800-246-8357 WA</td>
<td>$175.95</td>
<td></td>
</tr>
<tr>
<td>04/23</td>
<td>04/25</td>
<td>6515</td>
<td>HOTELS.COM 800-246-8357 WA</td>
<td>$175.95</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>05/02</td>
<td>0843</td>
<td>UNITED 0162607306134 800-932-2732 TX</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>05/01</td>
<td>0826</td>
<td>LAX AIRPORT LOT 7 LOS ANGELES CA</td>
<td>$53.00</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>05/01</td>
<td>1644</td>
<td>UNITED 0162922687110 800-932-2732 TX</td>
<td>$59.00</td>
<td></td>
</tr>
<tr>
<td>05/09</td>
<td>05/07</td>
<td>6311</td>
<td>UNITED 016260750253 800-932-2732 TX</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>05/09</td>
<td>05/07</td>
<td>0761</td>
<td>PALM SPRINGS AIRPORT PALM SPRINGS CA</td>
<td>$72.66</td>
<td></td>
</tr>
<tr>
<td>05/09</td>
<td>05/05</td>
<td>6688</td>
<td>MARriott HOTELS KANSAS CITY MO</td>
<td>$751.96</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for Account</td>
<td>$1,823.85</td>
<td></td>
</tr>
</tbody>
</table>

Continued on Next Page
May 2014 Statement  04/19/2014 - 05/21/2014
SUNLINE TRANSIT

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Ref #</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/14</td>
<td>05/14</td>
<td></td>
<td>PAYMENT THANK YOU</td>
<td>$2,144.54CA</td>
<td></td>
</tr>
</tbody>
</table>

Total for Account 4798 5100 5080 5020 $2,144.54CA

**2014 Totals Year-to-Date**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fees Charged in 2014</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Interest Charged in 2014</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. **APR for current and future transactions.**

<table>
<thead>
<tr>
<th>Balance Type</th>
<th>Balance By Type</th>
<th>Balance Subject to Interest Rate</th>
<th>Variable</th>
<th>Interest Charge</th>
<th>Annual Percentage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALANCE TRANSFER</strong></td>
<td>$3.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>PURCHASES</strong></td>
<td>$2,938.53</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>0.69%</td>
</tr>
<tr>
<td><strong>ADVANCES</strong></td>
<td>$3.00</td>
<td>$0.00</td>
<td>YES</td>
<td>$0.00</td>
<td>20.99%</td>
</tr>
</tbody>
</table>

Contact Us

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

Cardmember Service  
P.O. Box 6353  
Fargo, ND 58101-6353
Cardmember Service  
P.O. Box 580406  
St. Louis, MO 63179-0406

Mail payment coupon with a check  
www.myaccountaccess.com

Receive Email Updates

Sign up for important updates and special offers for your credit card account to be delivered to your inbox.

Provide your email address at email.myaccountaccess.com.
# Pacific Western Bank

SunLine Transit Agency Visa Credit Card Statement

Closing Date: May 21, 2014

## Carolyn Rude

<table>
<thead>
<tr>
<th>Date</th>
<th>Merchant</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/22/14</td>
<td>Things Remembered</td>
<td>Gift for Legal Counsel; leaving Agency</td>
<td>$119.88</td>
</tr>
<tr>
<td>04/23/14</td>
<td>Grill Concepts, P.D.</td>
<td>Lunch for April Board Meeting</td>
<td>$198.72</td>
</tr>
<tr>
<td>04/25/14</td>
<td>Southwest Airlines</td>
<td>Airfare-Deputy Chief Performance Officer - trip to Sacramento, Legislative meetings</td>
<td>$441.50</td>
</tr>
<tr>
<td>04/25/14</td>
<td>EH Oceanside At the PL</td>
<td>Hotel charges for Chief Operations Officer to attend Quality Assurance NTI Training</td>
<td>$354.50</td>
</tr>
</tbody>
</table>

**Total Amount** $1114.67

## Lauren Skiver

<table>
<thead>
<tr>
<th>Date</th>
<th>Merchant</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/14</td>
<td>United Airlines</td>
<td>Airfare - General Manager, Lauren Skiver - trip to Sacramento, Legislative meetings</td>
<td>$416.00</td>
</tr>
<tr>
<td>04/25/14</td>
<td>Hotel.com</td>
<td>Hotel-General Manager Lauren Skiver - trip to Sacramento, Legislative mtgs.</td>
<td>$175.95</td>
</tr>
<tr>
<td>04/25/14</td>
<td>Hotel.com</td>
<td>Hotel-Deputy Chief Performance Officer - trip to Sacramento, Legislative meeting</td>
<td>$175.95</td>
</tr>
<tr>
<td>05/05/14</td>
<td>United Airlines</td>
<td>Airline Fee- General Manager, Lauren Skiver - trip to APTA Bus and Paratransit Conf.</td>
<td>$60.00</td>
</tr>
<tr>
<td>05/01/14</td>
<td>LAX Airport Lot</td>
<td>Airport parking-General Manager, Lauren Skiver - trip to Sacramento, Legislative Conference</td>
<td>$53.00</td>
</tr>
<tr>
<td>05/07/14</td>
<td>United Airlines</td>
<td>Airline Fee-General Manager, Lauren Skiver - trip to APTA Bus and Paratransit Conf.</td>
<td>$59.00</td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/07/14</td>
<td>United Airlines</td>
<td>Airline Fee- General Manager, Lauren Skiver – trip to APTA Bus and Paratransit Conf.</td>
<td>$60.00</td>
</tr>
<tr>
<td>05/07/14</td>
<td>Palm Springs Airport</td>
<td>Airport parking-General Manager, Lauren Skiver- trip to APTA Bus and Paratransit Conf.</td>
<td>$72.00</td>
</tr>
<tr>
<td>05/08/14</td>
<td>Marriott Hotel-Kansas City</td>
<td>Hotel- General Manager, Lauren Skiver – trip to APTA Bus and Paratransit Conf.</td>
<td>$751.96</td>
</tr>
</tbody>
</table>

**Total Amount**

$1823.86

**Credit:**

$2144.54 CR
### SunLine Transit Agency
Budget Variance Report
April 2014

#### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>FY14 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Transportation Funds (LTF)</td>
<td>11,768,014</td>
<td>89,162</td>
<td>940,718</td>
</tr>
<tr>
<td>Measure A</td>
<td>5,217,000</td>
<td>437,780</td>
<td>437,780</td>
</tr>
<tr>
<td>FTA Section 5307</td>
<td>2,892,268</td>
<td>227,067</td>
<td>233,522</td>
</tr>
<tr>
<td>FTA Section 5311</td>
<td>420,188</td>
<td>50,578</td>
<td>35,016</td>
</tr>
<tr>
<td>FTA Section 5316</td>
<td>308,665</td>
<td>15,817</td>
<td>17,399</td>
</tr>
<tr>
<td>FTA Section 5317</td>
<td>46,000</td>
<td>3,007</td>
<td>3,813</td>
</tr>
<tr>
<td>Sunfuels - Outside Sales Revenue</td>
<td>600,000</td>
<td>89,162</td>
<td>940,718</td>
</tr>
<tr>
<td>CNG Rebate</td>
<td>300,000</td>
<td>0</td>
<td>24,000</td>
</tr>
<tr>
<td>FTA Funds (Commuter Link 220)</td>
<td>1,892,000</td>
<td>4,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Fare Box Revenue - Fixed Route</td>
<td>3,300,000</td>
<td>217,739</td>
<td>285,160</td>
</tr>
<tr>
<td>Fare Box Revenue - Paratransit</td>
<td>320,000</td>
<td>21,779</td>
<td>26,887</td>
</tr>
<tr>
<td>Taxi Vouchers</td>
<td>10,000</td>
<td>8,081</td>
<td>8,081</td>
</tr>
<tr>
<td>Bus Stop Maintenance Fees</td>
<td>60,000</td>
<td>9,034</td>
<td>5,000</td>
</tr>
<tr>
<td>Advertising Revenue</td>
<td>75,000</td>
<td>1,150</td>
<td>6,250</td>
</tr>
<tr>
<td>Interest and Other Revenue</td>
<td>0</td>
<td>(3,045)</td>
<td>(3,045)</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>25,126,024</strong></td>
<td><strong>2,073,899</strong></td>
<td><strong>2,932,835</strong></td>
</tr>
</tbody>
</table>

#### Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>FY14 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunfuels - Outside (9)</td>
<td>322,203</td>
<td>51,645</td>
<td>28,680</td>
</tr>
<tr>
<td>Sunfuels (10)</td>
<td>1,148,969</td>
<td>110,363</td>
<td>82,427</td>
</tr>
<tr>
<td>Fixed Route Operations - Admin (11)</td>
<td>1,695,852</td>
<td>133,462</td>
<td>122,866</td>
</tr>
<tr>
<td>Fixed Route Operations - Union (12)</td>
<td>8,064,717</td>
<td>650,083</td>
<td>674,809</td>
</tr>
<tr>
<td>Paratransit Operations (13)</td>
<td>333,374</td>
<td>46,763</td>
<td>44,448</td>
</tr>
<tr>
<td>Paratransit Operations - Maintenance (13)</td>
<td>87,990</td>
<td>9,404</td>
<td>7,325</td>
</tr>
<tr>
<td>Paratransit Operations - Union (14)</td>
<td>2,056,171</td>
<td>1,239,897</td>
<td>1,721,343</td>
</tr>
<tr>
<td>Risk Management (15)</td>
<td>374,828</td>
<td>26,387</td>
<td>31,236</td>
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<tr>
<td>Maintenance - Admin (21)</td>
<td>1,114,557</td>
<td>104,523</td>
<td>92,808</td>
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<tr>
<td>Maintenance - Mechanics (22)</td>
<td>3,952,504</td>
<td>427,064</td>
<td>262,709</td>
</tr>
<tr>
<td>Facility Maintenance-T.P. (23)</td>
<td>660,729</td>
<td>45,301</td>
<td>55,061</td>
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<tr>
<td>Facility Maintenance-Indo (24)</td>
<td>72,364</td>
<td>4,839</td>
<td>6,000</td>
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<tr>
<td>Stop &amp; Zones Maintenance (25)</td>
<td>208,284</td>
<td>49,324</td>
<td>45,117</td>
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<tr>
<td>Marketing (31)</td>
<td>394,402</td>
<td>29,564</td>
<td>30,367</td>
</tr>
<tr>
<td>Human Resources (32)</td>
<td>471,331</td>
<td>44,200</td>
<td>36,258</td>
</tr>
<tr>
<td>Information Technology (42)</td>
<td>389,134</td>
<td>77,371</td>
<td>32,428</td>
</tr>
<tr>
<td>Agency Wide (43)</td>
<td>1,039,862</td>
<td>160,380</td>
<td>110,488</td>
</tr>
<tr>
<td>Planning &amp; Agency Development (49)</td>
<td>554,114</td>
<td>50,159</td>
<td>47,010</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>23,762,024</strong></td>
<td><strong>2,147,879</strong></td>
<td><strong>2,093,835</strong></td>
</tr>
</tbody>
</table>

#### Total Operating Surplus(Deficit)

<table>
<thead>
<tr>
<th>FY14</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ (74,772.58)</td>
<td>$ 1,000,302.66</td>
</tr>
</tbody>
</table>

Note: Although expenses for Division 9 are higher than budgeted, Sunfuels revenue is also higher than projected due to increased fuel sales.
### SunLine Transit Agency
#### Monthly Ridership Report
#### May 2014

**Fixed Route**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>DHS/PS</td>
</tr>
<tr>
<td>15</td>
<td>DHS</td>
</tr>
<tr>
<td>24</td>
<td>PS/CC</td>
</tr>
<tr>
<td>30</td>
<td>CC/PS</td>
</tr>
<tr>
<td>32</td>
<td>PD/RM/TP/PS</td>
</tr>
<tr>
<td>53</td>
<td>PD/IW</td>
</tr>
<tr>
<td>54</td>
<td>Indio/PS</td>
</tr>
<tr>
<td>70</td>
<td>LC/ED</td>
</tr>
<tr>
<td>80</td>
<td>Indio</td>
</tr>
<tr>
<td>81</td>
<td>Indio</td>
</tr>
<tr>
<td>90</td>
<td>Coachella/Indio</td>
</tr>
<tr>
<td>91</td>
<td>I/Cch/Th/Mecca</td>
</tr>
<tr>
<td>95</td>
<td>I/Cch/Th/Mecca</td>
</tr>
<tr>
<td>111</td>
<td>PS/Indio</td>
</tr>
<tr>
<td>220</td>
<td>PD to Riverside</td>
</tr>
</tbody>
</table>

**Monthly Ridership**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 14</td>
<td>58,945</td>
<td>48,945</td>
<td>57,009</td>
<td>10,000</td>
<td>20.4%</td>
<td>553,998</td>
<td>501,569</td>
<td>52,439</td>
<td>10.5%</td>
<td>1,789</td>
<td>16,969</td>
<td>632</td>
<td>4,534</td>
<td></td>
</tr>
<tr>
<td>Line 15</td>
<td>10,202</td>
<td>9,553</td>
<td>10,296</td>
<td>649</td>
<td>6.8%</td>
<td>104,598</td>
<td>97,135</td>
<td>7,463</td>
<td>7.7%</td>
<td>244</td>
<td>1,962</td>
<td>42</td>
<td>476</td>
<td></td>
</tr>
<tr>
<td>Line 24</td>
<td>18,172</td>
<td>18,743</td>
<td>19,316</td>
<td>(571)</td>
<td>-3.0%</td>
<td>168,106</td>
<td>150,162</td>
<td>1,944</td>
<td>1.1%</td>
<td>438</td>
<td>4,028</td>
<td>202</td>
<td>2,150</td>
<td></td>
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<tr>
<td>Line 30</td>
<td>69,605</td>
<td>67,963</td>
<td>70,130</td>
<td>1,642</td>
<td>2.4%</td>
<td>693,693</td>
<td>717,405</td>
<td>(23,712)</td>
<td>-3.3%</td>
<td>2,420</td>
<td>21,231</td>
<td>510</td>
<td>4,910</td>
<td></td>
</tr>
<tr>
<td>Line 32</td>
<td>26,178</td>
<td>24,209</td>
<td>27,435</td>
<td>1,969</td>
<td>8.1%</td>
<td>275,498</td>
<td>253,098</td>
<td>22,400</td>
<td>8.9%</td>
<td>1,120</td>
<td>11,149</td>
<td>179</td>
<td>1,554</td>
<td></td>
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<tr>
<td>Line 53</td>
<td>5,409</td>
<td>5,864</td>
<td>4,050</td>
<td>(465)</td>
<td>-6.2%</td>
<td>55,356</td>
<td>57,966</td>
<td>(2,610)</td>
<td>-4.5%</td>
<td>200</td>
<td>2,040</td>
<td>10</td>
<td>124</td>
<td></td>
</tr>
<tr>
<td>Line 54</td>
<td>6,758</td>
<td>-</td>
<td>7,785</td>
<td>6,785</td>
<td>0.0%</td>
<td>30,989</td>
<td>30,989</td>
<td>-</td>
<td>0.0%</td>
<td>397</td>
<td>1,422</td>
<td>17</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>Line 70</td>
<td>22,883</td>
<td>24,190</td>
<td>24,395</td>
<td>(2,230)</td>
<td>-10.5%</td>
<td>231,920</td>
<td>223,815</td>
<td>(8,105)</td>
<td>-3.6%</td>
<td>712</td>
<td>7,214</td>
<td>53</td>
<td>653</td>
<td></td>
</tr>
<tr>
<td>Line 81</td>
<td>8,728</td>
<td>8,921</td>
<td>8,486</td>
<td>(435)</td>
<td>-4.7%</td>
<td>95,879</td>
<td>96,922</td>
<td>(1,043)</td>
<td>-1.1%</td>
<td>198</td>
<td>1,585</td>
<td>57</td>
<td>915</td>
<td></td>
</tr>
<tr>
<td>Line 90</td>
<td>18,934</td>
<td>21,164</td>
<td>19,383</td>
<td>(2,230)</td>
<td>-10.5%</td>
<td>223,815</td>
<td>223,815</td>
<td>(0)</td>
<td>0.0%</td>
<td>517</td>
<td>4,208</td>
<td>93</td>
<td>1,421</td>
<td></td>
</tr>
<tr>
<td>Line 91</td>
<td>21,600</td>
<td>22,502</td>
<td>21,833</td>
<td>(902)</td>
<td>-4.0%</td>
<td>214,368</td>
<td>214,368</td>
<td>(0)</td>
<td>0.0%</td>
<td>475</td>
<td>5,027</td>
<td>58</td>
<td>804</td>
<td></td>
</tr>
<tr>
<td>Line 95</td>
<td>2,880</td>
<td>-</td>
<td>2,840</td>
<td>2,880</td>
<td>0.0%</td>
<td>24,036</td>
<td>24,036</td>
<td>-</td>
<td>0.0%</td>
<td>149</td>
<td>808</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>Line 111</td>
<td>133,547</td>
<td>136,199</td>
<td>139,323</td>
<td>(2,124)</td>
<td>-1.5%</td>
<td>1,499,451</td>
<td>1,521,286</td>
<td>(21,835)</td>
<td>-1.4%</td>
<td>4,958</td>
<td>50,657</td>
<td>825</td>
<td>10,143</td>
<td></td>
</tr>
<tr>
<td>Line 220</td>
<td>1,146</td>
<td>1,530</td>
<td>1,165</td>
<td>(384)</td>
<td>-25.1%</td>
<td>13,254</td>
<td>11,659</td>
<td>1,595</td>
<td>13.7%</td>
<td>58</td>
<td>458</td>
<td>12</td>
<td>95</td>
<td></td>
</tr>
</tbody>
</table>

**Demand Response**

<table>
<thead>
<tr>
<th></th>
<th>May 2014</th>
<th>May 2013</th>
<th>Apr 2014</th>
<th>% Var.</th>
<th>YTD</th>
<th>% Var.</th>
<th>YTD</th>
<th>% Var.</th>
<th>YTD</th>
<th>% Var.</th>
<th>Bikes Monthly</th>
<th>Bikes YTD</th>
<th>Wheelchairs Monthly</th>
<th>Wheelchairs YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SunDial</td>
<td>12,363</td>
<td>12,262</td>
<td>12,187</td>
<td>101</td>
<td>0.8%</td>
<td>127,630</td>
<td>124,927</td>
<td>2,703</td>
<td>2.2%</td>
<td>61</td>
<td>4,515</td>
<td>148</td>
<td>749</td>
<td></td>
</tr>
</tbody>
</table>

**System total**

<table>
<thead>
<tr>
<th></th>
<th>May 2014</th>
<th>May 2013</th>
<th>Apr 2014</th>
<th>% Var.</th>
<th>YTD</th>
<th>% Var.</th>
<th>YTD</th>
<th>% Var.</th>
<th>YTD</th>
<th>% Var.</th>
<th>Bikes Monthly</th>
<th>Bikes YTD</th>
<th>Wheelchairs Monthly</th>
<th>Wheelchairs YTD</th>
</tr>
</thead>
</table>

**Please note:**

*Running the Saturday/Sunday service on May 26, 2014, Memorial Day Holiday. Weekday and Sunday total days reflect the change.

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

Line 55 implemented on September 1, 2013 - Weekday service only.

Issued: 6/11/2014
### SunDial Operational Notes

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

**May 2014**

1. **ON-TIME PERFORMANCE**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.0</td>
<td>91.8</td>
<td>Total trips carried in the on-time window</td>
</tr>
<tr>
<td>1,208</td>
<td>811</td>
<td>Total trips late during the month</td>
</tr>
<tr>
<td>11,210</td>
<td>11,113</td>
<td>Total trips</td>
</tr>
</tbody>
</table>

2. **RIDERSHIP and MILEAGE**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,262</td>
<td>12,363</td>
<td>Total passengers for the month</td>
</tr>
<tr>
<td>101,685</td>
<td>108,358</td>
<td>Total miles traveled for the month</td>
</tr>
</tbody>
</table>

3. **SAFETY**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Total preventable accidents</td>
</tr>
</tbody>
</table>

4. **RIDE-A-LONG & ONBOARD EVALUATIONS**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2</td>
<td>Total Ride-a-Long Evaluations</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>Total Onboard Inspections</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>Total Safety Evaluations</td>
</tr>
</tbody>
</table>

5. **DENIALS**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>Total Denied Trips</td>
</tr>
</tbody>
</table>

6. **WHEELCHAIR BOARDINGS**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,715</td>
<td>1,890</td>
<td>Total Mobility Device Boarding's</td>
</tr>
</tbody>
</table>

cc: Lauren Skiver, Carolyn Rude, Polo Del Toro, Mannie Thomas, Diane Beebe
A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:47 pm on Wednesday, May 28, 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 12:47 p.m. by Chairman Glenn Miller.

2. Roll Call
   Completed.

Members Present
Glenn Miller, Chairman, Councilmember, City of Indio
Greg Pettis, Vice Chairman, Councilmember, City of Cathedral
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent
Douglas Hanson, Councilmember, City of Indian Wells

3. Presentations
   Rudy Le Flore provided an update on the Administration Building and Transit Hub construction.
Unobligated Costs

$432,469.00

$500,000.00

$100,000.00

$100,000.00

- Furniture, Fixtures, and Equipment
- Admin Cost
- Support Cost
- Remaining

CONSTRUCTION CONTRACT OVERVIEW

ITEMS AFFECTING THE BUDGET

- In December 2013, approximately $990,000 of Staff recommended and Board approved scope was added with no additional budget.

- The temporary Operations Facility is recommended to be purchased out of Board approved Facilities Improvement funds. This addition may fall out of the general scope of the Grant Applications and SRTP.

- The Furniture, Fixtures, and Equipment (FFE) is recommended to be purchased from Staff recommended and Board approved funds designated for that purpose.

- Board approved $222,393 will be added to FY 15 Administration Building budget.
4. **Finalization of Agenda**
   No changes to the agenda.
5. Public Comments
None.

6. Board Member Comments
None.

7. Consent Calendar
a) Checks over $1,000 for April, 2014
b) Credit card statement for April, 2014
c) Monthly Budget Reports for March, 2014
d) Ridership Report for April, 2014
e) SunDial Operational Notes for April, 2014

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

8. Approval of Minutes
Councilmember Spiegel moved to approve the minutes of the April 23, 2014 Board meeting. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Board Member Hobart from the City of Rancho Mirage.

9. Amendment to the General Manager's Contract
Legal Counsel, Bob Owen, stated that the amendment to the General Manager's contract was discussed in the SSG Board meeting. The amended Contract Amendment is as follows: Continue consideration of the portion of the contract where the Board is considering giving a 3% salary increase. The action to move forward with today is the vacation leave portion of the contract and the lump sum payment of $3100 to make up for what she has been paying. Vice Chairman Pettis moved to approve the motion. Councilmember Hobart seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

Chairman Miller moved Agenda item# 18.

*18. Agency Reorganization
General Manager, Lauren Skiver, addressed the Board. Ms. Skiver stated that the item before them is a discussion item regarding reorganization that has been put together and planned. Ms. Skiver stated that currently some of the transactional approaches in place circulate between multiple departments, multiple leadership and require an inordinate amount of discussion to get the basic business of the day completed. Ms. Skiver stated that the structure that is being put in place has been in place in other organizations where she has worked. The structure unifies Maintenance and Operations as they are symbiotic in the service being delivered. Ms. Skiver stated that this structure creates career ladders. Currently at this Agency there is a very flat organization in which growing employees into more significant management positions is limited. This is not typical in transit. Organizations find ways to grow employees from more entry level positions into senior management through time, offering mentorship.
She stated that the levels of some departments goes from clerk position to a director position. Ms. Skiver believes the reorganization improves the flow of both data and day to day operations. It also increases the ability for employees who are long term in looking for either new areas of the business to learn, or new responsibilities that they would like to gather for more opportunities. Ms. Skiver stated that we are not creating an abundance of new positions. We are reclassifying and reallocating positions currently in the Agency. The creation of the Performance Office is something that has been discussed with the Board in the past. Performance management is something that transit must get simulated to as it will be a part of future funding through the authorization – being able to demonstrate that you have a performance management plan and program in place to utilize assets and people to the best of your ability before you ask for more. This new reorganization chart shows the Performance Office on the organizational chart. Ms. Skiver assured the Board that her job is to create good communication internally and externally and to provide world class transit service to our customers. Ms. Skiver stated that she is also in charge of creating an environment within the organization where people feel they have a place to move and the opportunity to learn something new. In transit operations, it is important for employees to understand business from the customer perspective, the operator perspective, the taxi and technicians. Ms. Skiver stated that staff is working to ensure that this is the focus of the team. Ms. Skiver stated that she would be happy to answer any questions.

Chairman Miller asked Ms. Skiver to state the main differences in the new chart. Ms. Skiver stated that the main difference is creating four direct reports to the General Manager. Currently she has eight direct reports, including some contractual positions. She stated that there are deputy positions added, which utilizes current positions, but creates a depth within the different parts of the organizations. Instead of having Human Resources, Planning and Marketing operate as separate units, they are combined together. The planning of new service, the marketing of new service and the collection of community comment is all a ‘like’ function. Putting those in the same area creates synergy among those employees and the united voice internally and externally. Ms. Skiver stated that if a customer calls in with a comment about our service, the connection to those that plan and deliver is not the same. She stated that there are deputies under the Chiefs. In the Operations group, there are already employees in the position. It gives Maintenance and Operations a chance to learn from each other and on the same page for delivering the service. These are the major changes. There are four chiefs, with deputy chiefs. There is another person in a position allowed to step into a management role should someone have a career change, win the lottery, etc. Currently when there is a major change, there is not depth within the organization to pull from. Ms. Skiver stated that the reorganization is a way to create some career ladders. Overall in the budget, there will be 3.75 positions will be added. One of those is an operator position. There is .75 part timers where there is an increase of time. They are not full timers, but there is a change in the status and the number of hours. We are adding a Planning Manager and an Administrative Analyst. From prior presentations from Ms. Skiver, we are very much about data here to ensure the decisions brought before the Board are based on data and performance, not just decisions based on guess work. We need to equip ourselves with better information. Over the last seven months staff has determined what data is relevant.
When you collect a lot of data, sometimes it is not relevant data that is needed in the decision process. We are ready to put that data into a format that helps drive decision making going forward.

Mayor Pro Tem Betts stated that we have the number of employees, but asked about the financial impact. Is there an impact? Ms. Skiver introduced Cheryl Taylor. Ms. Skiver stated that Ms. Taylor worked together at the Maryland Transit Administration. She is local in the Desert and has been working with staff on a short term basis to help with budget planning. Ms. Taylor addressed Mayor Pro Tem Betts stated that the financial impact on salaries alone is minimal as there is also the equivalent of 3.3 positions that are being eliminated. So on a net basis, we are only adding less than a half of the full time person. When you take a look at the overall financial aspect, it is fairly insignificant; it is only .7% of the total. Mayor Pro Tem Betts asked the dollar amount. Ms. Taylor stated that is approximately less than $28,000.

Mayor Pro Tem Hutcheson asked that in terms of the chiefs and deputy chiefs, compared to the previous organization, are the fewer Chiefs and Deputy Chiefs, or more? Ms. Skiver stated that we have the same amount of positions. They are categorized differently. We had a Director Maintenance that is now Deputy Chief Operating Officer. That movement is so that the Deputy of Transportation and the Deputy of Maintenance are somewhat interchangeable. Mayor Pro Tem Hutcheson stated that he is mainly interested in the total amount of Chiefs and Deputy Chiefs that we have before. Ms. Skiver stated that we have the same amount, just categorized differently.

Chairman Miller stated that he has a question. We said we eliminated 3.3 positions and added 3.75. He asked if those people are moving laterally. Ms. Skiver stated that there has been an elimination of positions and there is an unfulfilled position that was Board approved, but unfilled; we are not going to fill that position. We have made a determination that those positions are not needed in the current structure. Chairman Miller stated that this will come up when the budget is brought before the Board, which will show the impact financially.

Chairman Miller asked the record to reflect that Councilmember Dana Hobart is leaving the meeting.

10. Charge Order Approval - Geocon West
Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that this item is a request by one of our inspection and testing firms for additional compensation. There was a conversation at the Finance Committee meeting earlier and a recommendation provided in terms of the amount of the charge order. Mr. Le Flore made the recommendation and reduce the amount in the staff report from $84,000 to $30,000. Mr. Le Flore stated that he is taking action to go back and take care of some administration things to verify and report back to the Board.

Mayor Pro Tem Hutcheson moved for approval and stated that it appears that the testing firm did a poor job in estimating their costs, so we would like to keep the costs down for this going forward. Mayor Adolph stated that the Finance Committee had some discussion in regards to the issues. Mayor Pro Tem Betts seconded the motion.
Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

11. **Change Order Approval – IBI Group**

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this change order is with IBI Group. He stated there a change order log with all Board approved changes for the IBI Group provided with the staff report. Mr. Le Flore stated that this represents the majority of the changes, which have to do with the Board approved scope increases for this project. This is the design work related to those increases with the exception of bullet # 3, which has to do with the County and some additional requirements associated with the project. This is being brought forth as a change in IBI's contract to allow them to do design work that has been previously approved by the Board.

Mayor Adolph stated that the Finance Committee recommended to approve unanimously at the Finance Committee meeting.

Mayor Pro Tem Hutcheson moved for approval. Mayor Adolph seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

12. **Change Order Approval – Arcadis**

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this change order is the first submitted by Arcadis. Arcadis is the construction management firm and has been with the project since the beginning of the bid process and assisted staff as the experts in construction management. The description of the delays associated with this project stated in the staff report represents an increase in the duration of time from the beginning of the bidding process to where we are now in the project. They are requesting compensation for that. Staff reviewed the rates and they are consistent with the price analysis in the original contract.

Vice Chairman Pettis stated that he would be voting no on this item as it is so much like an interchange project at CVAG where the construction manager wants additional money for something that I believe should have been taken into consideration. Vice Chairman Pettis stated that we are doing a lot of change orders; some of our own choices, others are issues that a construction manager, in his opinion, should have been taken care of. The easements - should have known about that ahead of time. There are a lot of things, whether we are legally required to do it, or ethically required to do it, - Vice Chairman Pettis thinks it is their responsibility.

Councilmember Spiegel asked Mr. Le Flore what would happen if this item was not approved. Mr. Le Flore stated that on this item, it is mandatory that we have on-site engineering oversight of the project by the FTA. Therefore, Mr. Le Flore believes it would leave the Agency in a tough position in terms of continuing with the project uninterrupted because of the integral part and the construction management firm. Mr. Le Flore stated that he offered to Mayor Pro Tem Betts, that at the end of these projects, there are times when we settle off on people’s responsibilities. Vice Chairman Pettis stated that he heard that at CVAG as well.
Mayor Adolph stated that the Finance Committee recommended to approve; however, there was discussion and concerns. Chairman Miller stated that we need to move forward on this. Mayor Pro Tem Betts moved for approval taking into consideration Vice Chairman Pettis’ concerns. Supervisor Benoit seconded the motion, which he felt was well stated. Chairman Miller asked if there was any opposition. The recommendation passed with the following vote. No vote: Vice Chairman Greg Pettis; Yes vote: Chairman Miller, Mayor Pro Tern Betts, Mayor Pro Tern Hutcheson, Councilmember Spiegel, Mayor Adolph, Mayor Garcia, Supervisor Benoit.

13. Purchase and Installation of New Bus Shelters
Director of Transit Planning, Joe Forgiarini, stated that before the Board is a request to grant authorization to the General Manager to enter into a contract with ND Electrical Construction, Inc. for the purchase and installation of thirty-five new bus shelters throughout SunLine’s service area. ND Electrical Construction was one of two bidders and their price was the most competitive of the two bids. The contract price is for $322,928. The funding is available for that amount provided by Federal Section 5307 grant funds and matching local funds – State Transit Assistance and Proposition 1B Safety and Security funds in the project budget of $531,870.00. The remaining budget is for site improvements necessary at some location to accommodate the new shelters.

Chairman Miller stated that he is glad that more bus shelters are being installed. He stated that in Palm Desert – the corner of Fred Waring and Washington, there is a bus sign in the middle of a flowerbed in one of the busiest areas. Chairman Miller stated that we need to look at what constitutes an area that is safe and what we would put out there. Chairman Miller asked to look into that corner to see if there can be a bench or a shelter. He stated there are a couple more stops in Indio on Hoover and a couple in La Quinta where there is only a sign.

Councilmember Spiegel stated that there are a couple a few stops, but no bus going by. He stated that he asked why the City of Palm Desert is not getting any new shelters. Mr. Forgiarini stated that the City received 13 last year. At this point there are no additional locations. Chairman Miller asked the Board to look at their individual cities to see what needs to be improved to provide better service for our residents and guests. Mayor Pro Tem Betts stated that we want to make sure if we change routes and an old shelter or stop is no longer used, it is picked up so that there is no confusion if a bus still services the area.

Ms. Skiver stated that our Stops and Zones employees provide information at the stop stating that it is no longer a stop.

Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Hutcheson seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

14. Ratification of Advertising Revenue Agreement
Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that staff recommends the Board ratify the advertising revenue agreement with Truly Nolen of America for $39,300. The contract has been shared with Legal Counsel. Mr. Le Flore stated that staff reviewed the procurement policies as a defined “contract”. Contract
means both contracts where we provide revenue and take in revenue. This contract is being brought to the Board for approval of the revenue agreement for bus shelter advertising.

Vice Chairman Pettis moved for approval. Mayor Pro Tem Betts seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

15. Approval of ACCESS Advisory Committee Member
Chief Operations Officer, Apolonio Del Toro, addressed the Board. Staff is recommending that the Board approve the new member to the ACCESS Advisory Committee as approved and presented by the current members. Mr. Del Toro stated that at the March 11, 2014 ACCESS Advisory Committee meeting, Cheryl Scarlett, Development Manager of the Stroke Recovery Center was unanimously approved as presented to the Committee by the Membership Subcommittee. There are no conflicts of interest. Mr. Del Toro stated that this item was continued from the April 23, 2014 Board meeting due to questions raised by Board members. Mr. Del Toro stated that staff reviewed the Bylaws of the ACCESS Advisory Committee, the Title 49 CFR Part 37 - Transportation Services for Individuals with Disabilities. There was no mention in the By-laws of public posting of an opening on the Committee. Mr. Del Toro stated that 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 selection of equipment and training of SunLine Staff in the accommodation of disabled passengers. This Committee meets every other month.

Mayor Adolph moved for approval. Supervisor Benoit seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

16. Suspension of Personnel Policy
Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this item is being brought forth after discussion with the Chair of the Bylaws, Policies and Procedures Committee, Councilmember Hobart, who had to leave. In the present form, this policy is unworkable as it is tied to a specific position and provides inconsistent direction to Staff. It represents challenges for the organization. The request is to suspend this policy and bring it back and present it to the Bylaws, Policies and Procedures Committee for discussion.

Mayor Adolph moved for approval. Supervisor Benoit seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

17. Selling Fueling Credits
Mayor Adolph stated that the Finance Committee has asked that this item be continued so that all the members of the Committee are able to discuss this item in detail. Mayor Adolph suggested that this item also be continued until the Finance Committee can see the presentation. Mayor Adolph moved for approval. Councilmember Spiegel seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.
18. **Agency Reorganization**  
(See above)

19. **General Manager’s Report**  
General Manager, Lauren Skiver, addressed the Board. She stated that the winner of the SunLine Roadeo, Victor Duran, participated in the APTA International Roadeo in Kansas City. Our Operator came in 10th place overall out of 53 participants. That is the highest placing that SunLine has had in its history. He was the top performer in Southern California and the only other operator to even place came in third. He did an excellent job and we are very proud of him. Ms. Skiver stated that at the APTA Conference, SunLine was placed on a very select committee that is being put together by the Center for Transportation and the Environment. This committee has been charged with looking at ways to work with the FTA and other enforcement agencies and funding agencies to find out how we can get alternative fuels into production. Ms. Skiver stated that this is a very small committee and we are happy to be put on it. It is made up of manufacturers and one other transit agency located in Connecticut. Ms. Skiver stated that this speaks to the level of confidence that the Federal partners that we work with and local jurisdictions have in SunLine and the work that we have done in alternative fuels, and to the leadership of the Board on positioning the Agency to be part of this very select group. This group will be looking at how we work with FTA rules to make procurements for fuel technology vehicles easier for transit agencies, therefore populating more of these vehicles in production. What does that do? It drives down the cost of the vehicles. As discussed in the Finance Committee meeting, the cost of these vehicles is still so high. Ms. Skiver stated that SunLine Staff has selected the firm LSL Auditing Group to do the mid-year review that is something we are going to do to position our self for next year’s audit and to ensure last year’s audit and our accounting practices are memorialized and that we are on our way to make sure we do not have any of the same issues as in prior periods. The firm will be on property June 3rd to begin transactional testing. Ms. Skiver stated that we will be reporting back to the Board probably at the next meeting with at least an update on what their impressions are on the financial status of this Agency. Ms. Skiver stated the information may be in the Board packet. Ms. Skiver invited the Board to come to the Art Contest unveiling on June 9th. The two new hydrogen fuel cell buses will be unveiled with the art of the students who won the art contest. She highly encouraged the Board members, if time permits in their schedule, to attend the event. Invitations will be provided to the Board. Ms. Skiver further stated that she and Tommy Edwards participated with CalSTART in a legislative day, May 1st in Sacramento. The purpose of the meeting was to talk to CARB and elected officials about SunLine and our work in alternative fuels, as well as plans to create a Center of Excellence and the need for funding to do so. In addition, there was a discussion on SunLine efforts to expand the fleet and create more transit service, which can be utilized here. Ms. Skiver stated they were very specific in the fact that if you look at Stockton and other transit agencies with 68 buses moving almost 5 million people, we are a good investment. They talked to elected officials and informed them of what SunLine is doing here in the
Valley, and the need for more service in areas such as Desert Hot Springs, Indio, Coachella – all over the Valley.

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**
Chairman Miller adjourned the meeting at 1:26p.m. in honor of the senseless crime in Santa Barbara and all affected.

Respectfully Submitted,

Carolyn Rude
Clerk of the Board

Lauren Skiver
General Manager
SunLine Transit Agency

DATE: June 25, 2014

TO: Board of Directors

FROM: General Counsel, Robert O. Owen

RE: Consideration of Second Amendment to General Manager Employment Agreement

Recommendation

Approve the attached Second Amendment to General Manager Employment Agreement which increases the base salary by $220.06 per pay period.

Background

On May 28, 2014, the Board of Directors approved a First Amendment to General Manager Employment Agreement which (a) clarified a provision regarding accrual of vacation time; and (b) provided a lump sum payment of $3,095.17 to cover retroactive pay. Consideration of a third provision, which would increase the General Manager's base salary by $220.06 per pay period, was continued to the June meeting to permit analysis of the impact of this salary increase on SunLine's future pension benefit obligations.

This issue was referred to Luis Murillo of Nyhart Actuary & Employee Benefits. Mr. Murillo's analysis concluded as follows: "Lauren Skiver is under the new PEPRA benefits for the Non-Bargaining plan. She is already above the maximum salary that can be used for calculating benefits, so increasing her salary wouldn't affect her benefits."

Financial Impact

The Second Amendment to General Manager Employment Agreement would have a financial impact of 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
SECOND AMENDMENT TO
GENERAL MANAGER EMPLOYMENT AGREEMENT

THIS SECOND AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT ("Second Amendment") is entered into as of this ___ 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.

SunLine and Employee agree to discuss and negotiate the terms of this Second Amendment should the percentage of Employee’s retirement contribution change after the effective date of this Second Amendment.

SECTION 3.

a.

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: June 25, 2014

TO: Finance Committee
    Board of Directors

FROM: The General Manager

RE: Adoption of the FY 15 Operating and Capital Budget

Recommendation

Recommend that the Board of Directors adopt the proposed FY 15 Operating and Capital Budgets.

Background

The SunLine Joint Powers Agreement requires that the General Manager submit to the Board and Annual Operating and Capital Budget.

The highlights of the budget reflect transit service baseline increases in budgeted expenses of 10.3 percent. These increases are associated with escalations in workers compensation costs, implementation of new service adopted with the FY14 budget, wage increases for bargaining unit and administrative staff, corrections from the last budgeting cycle, and operating cost increases relating to fuel production and consumption. SunLine also has transit expansion services planned to increase rider options and system coverage. The increase in expenses over last year’s budget when service expansions are considered is 11.5 percent. The FY14 budget increase reached 12.8 percent after the mid-year budget adjustment in September 2013. SunLine has expanded service and reduced annual budgeted expenses in this current budget.

Staff believes that this budget reflects the operating and capital requirements necessary to move the agency forward in its goal of providing efficient public transportation services to the residents of the Coachella Valley.

Fiscal Impact

Sources of revenue have been identified to cover the expenses reflected in this years Capital and Operating Budgets.

[Signature]
Lauren Skiver
DATE:       June 25, 2014

TO:         Finance Committee
            Board of Directors

FROM:       Chief Performance Officer

RE:         FY 2014/15 Short Range Transit Plan (SRTP)

Recommendation
Staff is requesting the Board approve the FY 2014/15 SunLine Transit Agency Short Range Transit Plan, in conjunction with approval of the Agency's FY 2014/15 Budget.

Background
Each financial year, staff is required to develop a Short Range Transit Plan (SRTP). This is a three year planning document, outlining the agency's operating and capital plans, together with a financial plan to sustain these plans. The first year of the plan is developed for approval in conjunction with the Agency's budget approval (both documents contain the same financial assumptions). The second and third year plans in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency, as well as the Riverside County Transportation Commission (RCTC). The following are highlights of the FY 2014/15 SRTP.

Operating Plan
For FY 2014/15, the operating budget will be $28,009,634, which includes:

- Various operating cost increases (fuel, wages, benefits, new positions, etc.)
- Maintain FY 13-14 service levels with full year of operation of FY 13-14 service improvements (new lines North Shore and Fred Waring Drive, frequency improvements Lines 14, 30, 111). Cost impact $448,594.

Potential Other Service Improvements
There are also a group of other service improvements for which federal CMAQ funding has been applied for which are not included in the budget and SRTP. These include:

- La Quinta Line 70: Increased service frequency and extension north of I-10.
- Indio Lines 80 and 81: Increased service frequency.
- New transit line from Desert Hot Springs to Palm Desert.
- New van pool program for Coachella Valley.

Budget/SRTP amendments are required for these if new CMAQ funding is confirmed.

Capital Plan:
The Capital Plan includes ten new capital projects and new funding for phases of five ongoing capital projects proposed in FY 2014/15 to meet the fleet, facility, and technology needs of the agency.

- Fleet:
  - Purchase replacement fixed route buses (new project)
  - Purchase two new and two replacement paratransit vans (new phase)
• Purchase 1 new truck, 1 new SUV, 2 replacement relief cars (new phase)
• Update camera system on fixed route fleet for video link (new project)

- Facilities:
  • Final funding for Hydrogen fueling station (new phase)
  • Purchase and install 25 new bus shelters (new phase)
  • Two replacement maintenance bus lifts for Thousand Palms (new project)
  • New operator break room Coachella (for Line 111 extension (new project)
  • Security cameras for Thousand Palms Transit Center (new project)
  • Update Thousand Palms master plan (new project)
  • Commence Thousand Palms site development (new project)

- Technology:
  • Purchase various Information Technology needs (new phase)
  • New asset management tool (new project)
  • New accounting system (new project)
  • New Intelligent Transportation System modules (new project)

Unlike the capital budget, the Capital Plan only includes new projects and/or funding for new phases of ongoing projects.

**Financial Impact**

New funding for the operating budget of $28,009,634 is from the following sources:

- $13,470,831 State Local Transportation Fund (LTF)
- $5,843,000 Local Measure A funding
- $3,850,635 Passenger Fare Revenue
- $3,000,000 Federal Urbanized Area Formula Funding (Section 5307)
- $1,363,844 Other Revenue (outside fuel sales, emissions credits, taxi voucher sales, bus shelter maintenance, advertising revenue, interest/other income, RTA Commuter Link 220 operating assistance)
- $429,687 Federal Rural Area Formula Funding (Section 5311)
- $150,000 Federal CMAQ Funding
- $96,637 Federal JARC and New Freedom funding (Sections 5316, 5317)

New funding for the capital budget of $10,057,417 is from the following sources:

- $6,189,196 State Transit Assistance
- $1,872,000 Federal Urbanized Area Formula Funding (Section 5307)
- $913,804 Federal Section 5339 Bus and Bus Facilities Funding
- $500,000 State Local Transportation Funding
- $372,417 State Proposition 1B Safety and Security Funding
- $210,000 Federal Section 5310 Transit for the Elderly/Disabled

The capital budget includes $1,641,320 of carryover funding from past year.

The funding plan (Table 4 attached) is based on funding estimates provided by RCTC.

Rudy Le Plore
### Table 4 - Summary

<table>
<thead>
<tr>
<th>Capital Budget</th>
<th>Section 5307 Operating Funds Projection</th>
<th>JARC Fund</th>
<th>Section 5317 Projection</th>
<th>CMAQ Grant Line 5395</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
<td><strong>Details</strong></td>
<td><strong>Amount</strong></td>
<td><strong>Details</strong></td>
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<td><strong>Round Funding gen</strong></td>
<td><strong>$164,100</strong></td>
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<td><strong>150,000</strong></td>
<td><strong>Altocation: $95,670</strong></td>
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<td><strong>$18,000</strong></td>
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<td><strong>$175,000</strong></td>
<td><strong>Additional funding and</strong></td>
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<td><strong>new and led/Cal/led/Idty Section 5307</strong></td>
<td><strong>$3,384,263</strong></td>
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<td></td>
<td><strong>Total: $913,104</strong></td>
<td><strong>$38,443</strong></td>
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<td></td>
<td><strong>Summary</strong></td>
<td><strong>$5,846,000</strong></td>
<td><strong>$280,096,634</strong></td>
<td><strong>$3,000,000</strong></td>
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<td><strong>Total: $32,920,657</strong></td>
<td><strong>$15,000,000</strong></td>
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<td><strong>CMAQ Grant line 5395</strong></td>
<td><strong>$2,000,000</strong></td>
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<td></td>
<td><strong>Total: $34,920,657</strong></td>
<td><strong>$30,000,000</strong></td>
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</tbody>
</table>

**Notes:**
- Assumptions include running of one (surplus from another project) allocation from FY2014115
- RCTC funding request for FY2013 & FY2014 adoption
- New and/Cal/led/Idty Section 5307 improvements, $3,384,263, 2014
- RCTC funding request for FY2014115
- Round funding gen
- Income: $75,000
- Additional funding and $1,000
- New and/Cal/led/Idty Section 5307

**JARC Fund**
- **Amount:** $107,000
- **Notes:**
  - **Round Funding gen:** $164,100
  - **Altocation:** $95,670
  - **Income:** $30,000
  - **Income:** $8,000
  - **Income:** $1,000
  - **New and/Cal/led/Idty Section 5307:** $3,384,263
  - **Total:** $913,104

**Section 5307**
- **Details:**
  - **Amount:** $5,846,000
  - **Notes:**
  - **Round Funding gen:** $280,096,634
  - **Total:** $32,920,657
  - **CMAQ Grant line 5395:** $2,000,000
  - **Total:** $34,920,657

**Section 5317**
- **Details:**
  - **Amount:** $3,000,000
  - **Notes:**
  - **Round Funding gen:** $38,443
  - **Total:** $30,000,000
  - **Total:** $30,000,000

**CMAQ Grant line 5395**
- **Details:**
  - **Amount:** $2,000,000
  - **Notes:**
  - **Round Funding gen:** $3,384,263
  - **Total:** $30,000,000
  - **Total:** $30,000,000
Recommendation

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 $54,311.36 for Inspection and Testing Service for the Sunline Administration Building Project.

Background

At the May 2014 Board meeting, the Board of Directors authorized $30,000 of the $84,000 subject to review and verification of the process and work performed by Geocon. Staff has reviewed this verification and is confident that Sunline benefits from all additional effort being claimed by Geocon. Staff compiles all field reports and verified work performed on Sunline's project.

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.

Sunline's Administration Building Project experienced 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 150 hours; to date 275 hours 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.
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

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<td>$233,102.75</td>
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SunLine Transit Agency

DATE: June 25, 2014  

TO: Finance Committee  
Board of Directors

FROM: Deputy Chief Performance Officer

RE: Renewal of Contract for Internet Service Provider (ISP)

Recommended Action

Recommend that the Board of Directors authorize SunLine General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel.

Background

On May 23, 2012, the Board of Directors approved Time Warner as the internet broadband provider for SunLine. Staff is satisfied with their service and looks to extend their agreement for a period of 60 months. SunLine currently has a contract with Time Warner for internet broadband for the Agency. Time Warner provides Internet access at 45 megabits per second for all servers and work stations. To provide the needed service to the new Administration Building, Time Warner will construct and install the fiber, cable and equipment to the new facility. SunLine will need more capacity to accommodate current need and future growth. The proposed services will provide 100 megabits per second which will satisfy that requirement. Time Warner would like an extension to the existing agreement prior to investing in the infrastructure at no additional cost. No other carrier offers fiber broadband services to SunLine’s facilities in Thousand Palms.

Financial Impact

These expenditures are included in the operating budget for fiscal year 2014/2015 and in succeeding years. The term of this contract is for 60 months. Time Warner has agreed to absorb the cost of construction and equipment if we agree to the 60 month term. The cost for this utility contract is $2,800 per month or $33,600 per year.

Tommy D Edwards
Recommendation
Recommend that the Board of Directors approve the General Manager to enter into Amendment No. 2 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency (RTA).

Background
This agreement is for the continued operation of Riverside Commuter Link 220 Bus Service for the second option period October 1, 2014 through September 30, 2015. The agreement includes an operating funding contribution from RTA for the Commuter Link 220 of up to a maximum amount of $103,700.

The Commuter Link 220 bus service between Palm Desert and Riverside was launched by SunLine Transit Agency on September 10, 2012. The cooperative agreement allows SunLine to operate and collect fare revenue within the RTA service area. This agreement will cover the third year of operation of the Commuter Link 220.

The agreement includes up to $103,700 in operating assistance to be provided by RTA, this being 66% of the net operating costs of the service after fare revenue and FTA grant funding are deducted. The remaining 34% of net operating costs comes from SunLine's local transit funding. This cost allocation places the Commuter Link 220 on the same cost allocation model RTA uses for other services with agency cost sharing agreements (OCTA, NCTD, etc.).

As of April 30, 2014, after 20 months of operation the Commuter Link 220 performance is as follows:

- 24,976 rides (84% of target)
- $80,450 fare revenue (97% of target)
- $3.22 average fare versus $2.78 target
- $445,558 operating costs at 90.5% of budgeted costs
- 18% cost recovery versus 17.5% target.
Fiscal Implications
This agreement increases the RTA share of operating costs to $103,700, compared to $61,597 in each of the past two years. This helps offset the lower federal grant funding available for years three and four of the Commuter Link 220 project ($109,718 compared to $259,030) as allocated by Riverside County Transportation Commission in the 2013 Call for Projects for JARC and New Freedom funding.

Apolonio Del Toro
SunLine Transit Agency

DATE: June 25, 2014

TO: Finance Committee
    Board of Directors

FROM: Deputy COO/Maintenance

RE: Award Tire & Tire Service Leasing Agreement

Recommendation

Recommend to the Board of Directors to grant authorization to the General Manager to negotiate and execute an Agreement with Michelin North America, Inc. for an estimated amount of $428,000 for a two (2) year contract, with the opportunity for three (3) unilateral option years upon approval as to form and legality by Legal Counsel.

Background

In September of 2009, the Board of Directors authorized the General Manager to execute a tires and tire service lease agreement with Goodyear Tire and Rubber Company which was subsequently executed by SunLine and is due to expire on June 30, 2014. A Request for Proposals for the tires and tire service lease was issued on April 24, 2014. The new tires and tire service lease agreement will accommodate SunLine's fleet through June 2019. An evaluation committee reviewed the three (3) proposals received and has determined that Michelin North America, Inc. is the best value for the Agency.

Financial Impact

This is a recurring service with $309,000 allocated for tires and tire services in the FY14 operating budget. The successful Proposer's price is less than anticipated, which will assist in covering the projected increase in fleet mileage for FY15.

[Signature]

Mike Morrow
<table>
<thead>
<tr>
<th>Bidder's Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelin North America</td>
<td>One Parkway South</td>
</tr>
<tr>
<td></td>
<td>Greenville, SC 29615</td>
</tr>
<tr>
<td>Bridgestone Americas Tire Operations LLC</td>
<td>10 E. Bridgestone Blvd.</td>
</tr>
<tr>
<td></td>
<td>Akron, OH 44317</td>
</tr>
<tr>
<td>The Goodyear Tire &amp; Rubber Company</td>
<td>200 Innovation Way</td>
</tr>
<tr>
<td></td>
<td>Akron, OH 44316</td>
</tr>
</tbody>
</table>
SunLine Transit Agency

DATE: June 25, 2014
TO: Board of Directors
FROM: Chief Performance Officer
RE: Resolution to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolutions that grant authorization to the General Manager to direct the agency staff to apply for grants and obtain revenues for the new fiscal year.

Background

Each year the various funding agencies to which we apply for either grants or formula funding require a Resolution from the Board of Directors authorizing the General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds.

Fiscal Implications

The Resolutions are necessary to obtain operating and capital funds to operate the Agency in Fiscal Year 2014-15.

Rudy LeFlore
Chief Performance Officer
RESOLUTION NO. ________

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER SECTIONS 5304, 5307, 5308, 5309, 5310, 5311, 5312, 5316, 5317, 5339 OR CMAQ FUNDING OF THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED FOR FISCAL YEAR 2014/2015

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5308, 5309, 5310, 5311, 5312, 5316, 5317, 5339 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.

2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 25th DAY OF JUNE, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency
STATE OF CALIFORNIA

COUNTY OF RIVERSIDE

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, 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 Transit Agency

APPROVED AS TO FORM:

________________________
General Counsel
Robert Owen
RESOLUTION NO. ________

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GOVERNOR’S OFFICE OF HOMELAND FOR A GRANT UNDER THE HIGHWAY SAFETY, TRAFFIC REDUCTION, AIR QUALITY AND PORT SECURITY BOND ACT (PROPOSITION 1B – FY2014/15 FUNDING)

WHEREAS, the Governor is authorized to make grants for the California Transit Security Grant Program under the Transit System Safety, Security and Disaster Response Account, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the Governor’s Office of Homeland Security in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the California Transit Security Grant Program-California Transit Assistance Fund of 2006, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the Governor’s Office of Homeland Security requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT:

1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the Governor’s Office of Homeland Security to aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006, as amended.

2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the Governor’s Office of homeland Security effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3) The General Manager is authorized to furnish such additional information as the Governor's Office of Homeland Security may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security for aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006.

ADOPTED THIS 25th DAY OF JUNE, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency
STATE OF CALIFORNIA 
COUNTY OF RIVERSIDE 

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, 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 Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen
SunLine Transit Agency

DATE: June 25, 2014

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

FROM: General Manager

RE: Personnel Rules Revision

Recommendation

The Board of Directors approves the attached revisions to the Personnel Rules.

Background

The Board of Directors adopted the original version of the Personnel Rules in October 2013. The attached version of the rules reflects changes in the organization structure and input from stakeholders representing the Board and SunLine Counsel.

Financial Impact

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

Lauren Skiver
SunLine Transit Agency

DATE: May 28, 2014
TO: 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 thermal 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
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
Receive Comments

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

NON AGENDA ITEMS
Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.
AGENDA ITEMS
Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

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

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 May, 2014. (Page 1)
b) SSG/SRA Monthly Budget Reports April, 2014. (Page 2)
c) Taxi Vehicle/Rides Analysis May, 2014. (Pages 3-4)

ACTION

10. Approval of Minutes
Approve
Minutes of the May 28, 2014 Board of Directors Meeting. (Pages 5-17)

11. Second Amendment to the General Manager Contract
Approve (Robert Owen)
Request to the Board to approve the second amendment to the contract of the SunLine General Manager. (Pages 18-20)

12. Approval of Taxicab Budget & Fee Schedule Resolution
Approve For FY 2015 (Michael Jones)
Request to the Board to approve the Taxicab Budget and fee schedule Resolution for FY 2015. (Pages 21-31)

13. Next Meeting Date
July 30, 2014
12 o’clock Noon – Kelly Board Room

14. Adjourn
AGENDA
TAXI COMMITTEE MEETING

June 25, 2014
11:00am – 11:30am

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 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.

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

   ACTION

6. Approval of Taxicab Budget & Fee Schedule Resolution
   Request to the Board to approve the Taxicab Budget and fee schedule Resolution for FY 2015. (Pages 5-15)

7. Adjourn
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Item Description</th>
<th>Check No.</th>
<th>Date</th>
<th>Amount</th>
<th>Budgeted (Y/N)</th>
<th>Contract (Y/N)</th>
<th>Contract Amount Remaining (estimated)</th>
<th>Funding source</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll liability reimbursements - 5/09/14</td>
<td>89885</td>
<td>05/22/14</td>
<td>$11,368.69</td>
<td>Y</td>
<td>N</td>
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<td>Operating</td>
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<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll liability reimbursements - 5/23/14</td>
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<td>05/22/14</td>
<td>$11,244.83</td>
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<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll liability reimbursements - 4/30/15</td>
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<td>05/22/14</td>
<td>$6,212.03</td>
<td>Y</td>
<td>N</td>
<td></td>
<td>Operating</td>
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<tr>
<td>MACIAS GINI &amp; O'CONNELL LLP</td>
<td>Audit Services - April 2014</td>
<td>89883</td>
<td>05/22/14</td>
<td>$2,422.61</td>
<td>Y</td>
<td>N</td>
<td></td>
<td>Operating</td>
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</table>

Sub total $31,239.61

<table>
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<tr>
<th>Vendor Name</th>
<th>Item Description</th>
<th>Check No.</th>
<th>Date</th>
<th>Amount</th>
<th>Budgeted (Y/N)</th>
<th>Contract (Y/N)</th>
<th>Contract Amount Remaining (estimated)</th>
<th>Funding source</th>
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<tr>
<td>RUTAN &amp; TUCKER</td>
<td>Legal fees</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>Y</td>
<td>Y</td>
<td>$45,289.00</td>
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Sub total $0.00

Total Checks Over $1,000 $31,239.61

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<th>Item Description</th>
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<th>Date</th>
<th>Amount</th>
<th>Budgeted (Y/N)</th>
<th>Contract (Y/N)</th>
<th>Contract Amount Remaining (estimated)</th>
<th>Funding source</th>
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</table>

Summary

Total of Checks Over $1,000 $31,239.61

Total of Checks Under $1,000 $2,021.80

Total of All Checks for the Month $33,261.41

Total Amount of Checks Prior Year - Same Month $32,457.47
### SunLine Regulatory Agency

**Budget Variance Report**

**April 2014**

<table>
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<tr>
<th>Description</th>
<th>FY 14 Total Budget</th>
<th>Current Month</th>
<th>Favorable (Unfavorable)</th>
<th>Year to Date</th>
<th>FY 14</th>
<th>Favorable (Unfavorable)</th>
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<td><strong>Revenues:</strong></td>
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<td>Meter Readings</td>
<td>332,346</td>
<td>40,907</td>
<td>27,696</td>
<td>13,272</td>
<td>272,073</td>
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<td>Revenue Fines</td>
<td>5,000</td>
<td>200</td>
<td>417</td>
<td>(217)</td>
<td>2,600</td>
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<td>Vehicle Inspection Revenue</td>
<td>17,000</td>
<td>1,850</td>
<td>1,417</td>
<td>433</td>
<td>14,700</td>
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<td>Vehicle Reinspection Revenue</td>
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<td>New Driver Permit Revenue</td>
<td>5,500</td>
<td>770</td>
<td>458</td>
<td>312</td>
<td>8,197</td>
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<td>Driver Transfer Revenue</td>
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<td>220</td>
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<td>Driver Renewal Revenue</td>
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<td>825</td>
<td>1,088</td>
<td>(183)</td>
<td>16,085</td>
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<td>Driver Permit Reinstatement/Replacement</td>
<td>90</td>
<td>50</td>
<td>8</td>
<td>43</td>
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<td>Vehicle Transfer Revenue</td>
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<td>8,500</td>
<td>(8,500)</td>
<td>117,950</td>
<td>85,000</td>
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<td>Vehcile Permit Revenue</td>
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<td>Interest Revenue</td>
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<td>3</td>
<td>10</td>
<td>(7)</td>
<td>33</td>
<td>100</td>
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<tr>
<td>Other Income</td>
<td>29,800</td>
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<td>2,417</td>
<td>(2,417)</td>
<td>29,000</td>
<td>24,167</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>591,058</td>
<td>44,885</td>
<td>49,255</td>
<td>(1,953)</td>
<td>492,548</td>
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<tr>
<td><strong>Expenses:</strong></td>
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<td></td>
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<tr>
<td>Salaries and Wages</td>
<td>237,766</td>
<td>20,385</td>
<td>19,814</td>
<td>(571)</td>
<td>170,945</td>
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<td>Fringe Benefits</td>
<td>120,549</td>
<td>12,812</td>
<td>10,946</td>
<td>(2,766)</td>
<td>102,709</td>
<td>103,458</td>
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<td>Services</td>
<td>118,400</td>
<td>656</td>
<td>9,867</td>
<td>9,210</td>
<td>65,620</td>
<td>98,867</td>
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<td>Supplies and Materials</td>
<td>3,800</td>
<td>412</td>
<td>317</td>
<td>(95)</td>
<td>4,420</td>
<td>3,167</td>
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<tr>
<td>Miscellaneous</td>
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<td>1,113</td>
<td>2,290</td>
<td>1,176</td>
<td>16,126</td>
<td>22,856</td>
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<td>Technology Solutions</td>
<td>29,000</td>
<td>0</td>
<td>2,417</td>
<td>2,417</td>
<td>0</td>
<td>24,167</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>538,950</td>
<td>33,379</td>
<td>44,749</td>
<td>6,954</td>
<td>359,819</td>
<td>447,492</td>
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<td><strong>Total Operating Surplus (Deficit)</strong></td>
<td>64,068</td>
<td></td>
<td></td>
<td></td>
<td>$ 8,506.58</td>
<td>$ 145,109.13</td>
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<td>Month</td>
<td>FY 04/05</td>
<td>FY 05/06</td>
<td>FY 06/07</td>
<td>FY 07/08</td>
<td>FY 08/09</td>
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<tr>
<td>Mar</td>
<td>JUL</td>
<td>23,417</td>
<td>155</td>
<td>29,230</td>
<td>188</td>
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<tr>
<td>May</td>
<td>JUL</td>
<td>32,917</td>
<td>148</td>
<td>36,368</td>
<td>235</td>
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<td>Sep</td>
<td>JUL</td>
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<td>150</td>
<td>40,187</td>
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<tr>
<td>Oct</td>
<td>JUL</td>
<td>40,466</td>
<td>128</td>
<td>40,494</td>
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<td>Nov</td>
<td>JUL</td>
<td>82,084</td>
<td>101</td>
<td>82,226</td>
<td>225</td>
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<tr>
<td>Dec</td>
<td>JUL</td>
<td>82,726</td>
<td>101</td>
<td>82,880</td>
<td>225</td>
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<tr>
<td>Jan</td>
<td>JUL</td>
<td>32,557</td>
<td>132</td>
<td>36,321</td>
<td>266</td>
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<tr>
<td>Feb</td>
<td>JUL</td>
<td>44,271</td>
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A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, May 28, 2014 at 12:02 p.m. 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 12:02 p.m. by Chairman Glenn Miller.

2. **Flag Salute**
Mayor Pro Tem Russell Betts 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
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcherson, Mayor Pro Tem, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

**Members Absent**
Douglas Henson, Councilmember, City of Indian Wells

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

5. **Presentations**
No presentations.

6. **Correspondence**
None.

7. **Public Comments**
**NON - AGENDA ITEMS:**
Bill Meyers of Yellow Cab of the Desert addressed the Board. He suggested that the Board possibly consider regulating Uber. He stated that if we are going to rely on the PUC to continue the way they regulate PUC vehicles out here, the tax industry cannot compete on the same level, and could possibly be very detrimental to the industry. Ms. Meyers stated that the PUC does not come to the Valley. They promised to come down for Coachella Fest and send six or seven representatives;
however, they didn't show up. Mr. Meyers stated to the Board that he is sure they would be very reluctant to regulate, but they could start looking into it and addressing the fact that somehow there needs to be background checks and random drug testing and rate regulated. Mr. Meyers asked that the Board look at the way some of the other regulatory agencies have addressed this issue, such as Las Vegas. He stated that you can't be an Uber in Las Vegas because of the regulations they set; they have a very viable taxicab industry that services the customer as well. Mr. Meyers stated that he believes that something needs to be done before all of the franchises are out of business.

Councilmember Spiegel asked who is responsible for the set up in Las Vegas. Mr. Meyers stated that the regulatory agency set it up. They set up a minimum fare that they have to charge; he was not sure exactly what the price is. There has to be an hour in advance appointment; you can't just call an Uber like that. Mr. Meyers stated that you can't be an on demand service like taxicabs are.

Chairman Miller stated that SRA staff will be looking into Uber as time goes on.

Board member Hobart asked if the public utilities commission regulates and allows Uber. He stated that he believes that the Board should be focusing attention on how to get the PUC to make some kind of a modification. Chairman Miller stated that the General Manager could comment and then we need to move on as this item is not on the agenda.

Ms. Skiver stated that staff has looked at the PUC and regulations. Currently as the regulation is written, the SRA does not have jurisdiction over TNC's, but it is something staff has been researching. Ms. Skiver stated that Staff would be happy to work with the Taxi Committee and members of the franchises as we get more information about what would have to change. Ms. Skiver asked Mr. Jones or Mr. Le Flore, who did the research, if they had anything to add.

Taxi Administrator, Mike Jones addressed the Board stating that a part of this does give the Public Utilities Commission the ability to delegate responsibility of regulation to another entity. He had a discussion with SunLine General Council. Staff is currently looking into this to see if that would be a possibility for a kinder and gentler approach to make this happen and not build an adversarial type relationship with the PUC.

Supervisor John Benoit stated in working with the CHP, they got delegation from the PUC to do inspections of limousines at the airport. There is precedent for doing exactly that and he believes that should be a strong part of our discussion.

Chairman Miller stated that Staff will work on that. Staff can bring these comments and concerns back to the Board as part of the overall look at taxicabs and the Uber system and have an open discussion. Councilmember Hobart stated that maybe we can do it with some element of dispatch so we don't reach Bill Meyer's concern where there is no taxi business left.
AGENDA ITEMS:
No public comments.

8. Board Member Comments
None.

9. Consent Calendar
   a) SSG/SRA checks over $1000 issued April, 2014
   c) Taxi Vehicle/Rides Analysis, April, 2014.

Chairman Miller stated that he would like to mention that if you do look at our cabs
rides for last month, it was up seventy-five hundred; it's not like the cab business
has gone down. We are up seventy-five hundred that month alone from the year
before.

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

10. SunLine Services Group Audit FY 2013
Michael Jones addressed the Board stating that Staff recommends the Board to
receive and file the annual fiscal year 2013 audit for SunLine Services Group.
SunLine Services Group is required by state law and the Joint Power Agreement
to complete an annual fiscal audit. Mr. Jones stated that this year's audit resulted
in the identification of what the auditor considers to be a significant deficiency.
The finding is specifically related to an administrative error that occurred when
recording a $1400.00 inter agency transaction. He stated that 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 a thousand dollars. Management and staff will continue to review and
evaluate internal processes and implement additional checks and balances as
required to ensure sufficient internal controls. Mr. Jones stated that it is the goal of
the SRA to continue to reassure the Board of Directors and our customers that we
are fiscally responsible through transparency and accuracy of information.

Linda Hurley, auditor of MGO, addressed the Board. She stated that this year's
audit report is an unmodified opinion. She stated that is a clean opinion on the
financial statements that they are presented entirely with accordance with the
Generally Accepted Accounting Principles. There were four new accounting
standards that they used and management considered this year that were required
to be implemented. The most significant of the four is GATSBE Statement number
63. Essentially, that resulted in a terminology change within the report. Net
assets or your equity position is now being titled net position. That is the most
significant change. All four of these standards are described in the note
disclosures in the report and do indicate that there is no significant changes. Ms.
Hurley stated that they did identify one finding this year on internal controls that we did classify as a significant deficiency that Mr. Jones mentioned in the report. Ms. Hurley stated that this finding related to accounting for a net position or equity. She described to the Board that when they consider internal control and deficiencies, they are looking at the design and operation of the control. In the case of deficiency, that design or operation would not allow management or employees in the normal course of performing their assigned functions to prevent detached or correct misstatements on a timely basis. Ms. Hurley stated that they did consider this net position issue as a significant deficiency because when she evaluated the process, she was considering the process overall, not just the dollar amount. Ms. Hurley does agree that the dollar amount in the instance of this error was immaterial. It was $1400 and it related to a sale of a vehicle that SunLine Transit Agency had made on behalf of SSG and there was an accounting error on recording that sale where part of the entry was recorded in the STA books and the other part was recorded in SSG books. The entry was not balancing and there was a direct impact to net position that did not float through the operating statement; therefore, there was a balancing error. When Ms. Hurley reviewed the process for the internal controls over that error, she didn't feel that there was a strong enough process in place to have caught a larger error. Ms. Hurley stated that again, in this case the error was immaterial, but she thought this issue was important enough to bring to the Board's attention. In management's response within the report there is a laundry list of items done to correct that error. Ms. Hurley stated that she didn't audit that response, but she did review that response and it looked reasonable and appropriate to move forward to ensure that these types of errors do not re-occur in the future. Ms. Hurley stated that the next item is the status of prior year findings. They did identify a material weakness in internal controls last year related to the recording of revenues and expenses in the proper period in the accruals. When they were going through the audit for SSG this year they did not identify some more instances, so they felt that that issue had been corrected. This was noted in the report. The last area Ms. Hurley covered is the required communications at the end of an audit. The first item, qualitative aspects of the audit, they had again, four accounting pronouncements that were implemented that are described in the report none of which had a significant impact. There are several estimates that are included in the financial statements. The most significant of which relate to depreciation which is based on the useful life of assets. Also, there is a portion of compensated absences that is allocated to SSG for SSG related employees. That is based on accrued time off times the current rate of the employee. If the employee was to use the compensated absences in the future period, it may be paid out a higher rate and that's why it's considered as an estimate. So it's based on the best information at the time. Difficulties encountered in performing the audit - Ms. Hurley stated that management was very cooperative during our process. They didn't have any difficulties in terms of getting appropriate responses and working with management. Ms. Hurley stated that the timing has been a challenge during this process. This is the June 30, 2013 audit and we are here in May of 2014. Ms. Hurley stated that this audit had been delayed as they were working on the STA audit and just due to timing differences, - her audit firm trying to re-allocate resources to completing this and just getting our final issues answered, all of their focus is really on the STA audit in the earlier
months. Therefore, they are completing this one. Ms. Hurley stated that for the next item, corrected and uncorrected misstatements, they really only identified some very minor audit adjustments; the most significant of which is the $1400 that was identified in the finding. Ms. Hurley stated that regarding any uncorrected misstatements, they did not identify any that management had passed on, so there's nothing to report there. She stated that they did not have any disagreements with management during the audit process with the exception of just the classification of the finding which was indicated in the report that Mr. Jones had made on behalf of management. Management representations - last Thursday they received the signed letter from management indicating they accept responsibility for the financial statements, as well as indicating that they provided everything asked for during the audit process. There's no consultations with other independent accountants that they were aware of that they've made from other audit firms during the process. Other than the finding that Ms. Hurley noted in their report, there is no other findings or issues that that have. Ms. Hurley thanked Lauren Skiver and staff, the courtesies they extended to them through this process and also thank the Board.

Presentation provided by Linda Hurley: (next page)
Results

- **Report on Internal Controls and Compliance**
  - Current Year Recommendation
    - Significant Deficiency — Net Position
  - Status of Prior Year Recommendation
    - Material Weakness — Aonuals
      - Implemented

Results

- **Financial Statements**
  - Auditor's Report
    - Unmodified Opinion

- **New Accounting and Financial Reporting Standards**
  - GASB Statement No. 60, Accounting and Financial Reporting for Service Concession Arrangements
  - GASB Statement No. 61, The Financial Reporting Entity: Omnibus
  - GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position
Annual Required Communications

Required Communications
1. Qualitative aspects of accounting practices
2. Difficulties encountered in performing the audit
3. Corrected and uncorrected misstatements
4. Disagreements with management
5. Management representations
6. Management consultations with other independent accountants
7. Other audit findings or issues

Mayor Adolph stated that Ms. Hurley gained his attention when he sees 'significant'. He stated that in all the years he has been with SunLine, he has never seen this presented that strongly. Mayor Adolph thanked Ms. Hurley for clarifying what it was and it's a minor amount as she stated and, Staff's response is that they're going to take care of it. Mayor Adolph stated that this is positive and that is what he is happy about. He reiterated that he has never seen it hit us on an audit report saying significant.

Linda Hurley stated that is the middle bucket; the worst finding would be a material weakness in internal controls. She stated that audit standards have changed quite a few years ago. It used to be called a reportable condition and now it's a significant deficiency and it was primarily for that reason to bring it to the Board's attention.

Chairman Miller stated that this audit is a Receive and File. He thanked Linda Hurley for her presentation.

11. Approval of Minutes
Councilmember Spiegel moved to approve the minutes of April 23, 2014 Board Meeting. 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 with one abstention from the Councilmember Hobart from the City of Rancho Mirage.

12. Amendment to the General Manager Contract
Legal Counsel, Bob Owen addressed the Board. He stated that before the Board is an amendment for the General Manager's contract. When the agreement was negotiated in October of 2013, it was agreed that the General Manager would not have to pay the three percent into retirement as employees normally do. The way it was written, the three percent was being deducted from the General Manager's
paycheck in the manner as is normal with SunLine. Mr. Owen stated that under the amendment, the three percent will continue to be deducted from her paycheck but she will be reimbursed for that; it is $220 per pay period over twenty-six pay periods. The amendment also clarifies a provision regarding accrual vacation time. Due to the ambiguity of the language in the contract, Ms. Skiver wasn’t being given accrued vacation time during the first year. The amendment rectifies that. It also gives her a one-time payment of approximately $3100 in order to make up for the three percent that had been taken out during the past seven or eight months.

Chairman Miller stated that he talked to Mr. Roger Snoble, who was Interim General Manager at the time, and helped negotiate the contract. The offer sheet that Ms. Skiver signed in the original contract matches what we have now. So when the contract was written, it wasn’t written into the language that she signed on her offer sheet. The only difference is that the three percent - she is going to continue to pay like any other employee and we’ll reimburse her for that and this brings us back to where we should have been with the original offer brought forward.

Councilmember Hobart stated that he can’t say that he supports not making an amendment to her contract with respect to the three percent contribution. He noted that we are making an amendment to the contract with respect to vacation time, and he thinks that is what we should do. We should give her exactly what we negotiated with her. Councilmember Hobart stated that the problem with the three percent, however, first off, by not amending the contract and putting it in the language that was originally negotiated, we create an illusion that’s not accurate. He stated that we have a contract that is different from what we had agreed to. Secondly, there are significant pension consequences if we follow the path that is suggested here. By continuing her salary at three percent higher to cover the three percent contribution, that he suspect, balances out over the years. Councilmember Hobart stated that what it does, is that it increases her salary by three thousand dollars a year - if it’s a hundred thousand dollar salary; he used that as an example. Councilmember Hobart stated that it increase it by three percent and from a pension perspective, that three percent amounts, if she works twenty years before she retires, it amounts to a rather significant amount, increasing the pension benefits and cost to the Agency for the pension benefits which will also be significant. Councilmember Hobart stated that because it does impact the pension, and right now, we don’t know whether we’re going to stay with a current insurance company or we’re trying to move it over to CalPers as I recalls. Chairman Miller stated it is only insurance, not retirement.

Councilmember Hobart further stated that regardless of whether it’s with CalPers though, the pension benefits are based upon the income of the person over a period of time. He asked if somebody can do an actuarial account that tells him that there is no significant pension impact. Councilmember Hobart stated that before he would personally support omitting an amendment that puts it back to the exact language of where we started, he would want to see some professional detail directed to what the pension affects would be if we don’t make the
amendment and we leave it the way it is in calling her salary actually three percent higher than it really is.

Councilmember Hobart stated that he is recommending that we amend the contract in two places; we are doing it in one already, and that we amend it back to the way it was negotiated. Councilmember Hobart stated that the contract should say she does not pay the three percent contribution and therefore we will pay it from different fund, whatever that might be - rather than having it look like she is paying it.

Mayor Pro Tem Betts stated that he is comfortable either way; still do the reimbursement for the past time.

Councilmember Hobart stated that yes, she should definitely be reimbursed for the out of pocket 3% that she shouldn't have had to pay. He thinks that the contract is a better contract if it reflects exactly what her agreement is and was. Councilmember Hobart states that he thinks that if we don't change it, it's going to impact our cost on the pension, in which case, if we want to do that, he thinks we should know exactly what it is - have somebody provide a report at the next meeting and perhaps tell us what the impact is on the pension. Councilmember Hobart stated that maybe we might want to give her technically a slight raise in that regard. He did not think we do it in this manner.

Supervisor Benoit asked about the three percent - is that the employee portion of the retirement system and what is being discussed? Chairman Miller stated, yes. Supervisor Benoit stated that he said he is not familiar why the difference and asked if we are paying nine percent for public safety and eight percent for others? Isn't that more common? He asked why it is three percent.

Chairman Miller answered that we are not in the CalPers system. It's a different system and this is what is set up. He stated that this is the reason that this went forward. He stated that in respect Mr. Hobart's concern, is that we wanted to make sure that the General Manager was also paying a pension and so that's the way we wrote the contract out. Chairman Miller stated that the thought was that since the General Manager is paying it, let's just give her the salary and cover the cost of that. She would continue to pay into the system through her own paycheck instead of us paying the system. Chairman Miller stated that is the only difference and there could be a pension implication. He believes it would very minimal and so he left it up to the Board to decide.

Councilmember Betts addressed the Board stating that his preference would be go back and fix the original error as Mr. Hobart is saying - get it right. Get the contract to reflect what was negotiated and go that route. He stated that we can just come back the next meeting for approval and he is certainly in favor of it. Mayor Pro Tem Betts stated that if Ms. Skiver is out of pocket on some money, take care of that.
Supervisor Benoit stated that as he understands it, if we go back to the original contract where the General Manager is not paying the three percent - when we go to the employees who are paying the three percent - that creates a problem. Supervisor Benoit stated that they point to the General Manager who is not paying her three percent.

Councilmember Hobart stated that we've negotiated that - that is history. He stated that is the contract we negotiated - until the next contract. The employees already know that.

Mayor Garcia stated asked if there is any idea on the backend cost that Mr. Hobart puts forward in terms of the overall impact to the Agency as it relates to the retirement.

Councilmember Hobart stated that the only backend information he was calculating is if the General Manager's salary is one hundred thousand dollars, three percent of that increases her salary to one hundred and three thousand, and next year it's another three. Councilmember Hobart stated that if it just stayed stagnant at twenty years - that's sixty thousand dollars of additional income.

Chairman Miller stated that this is only a one time three percent raise to cover the cost. There is not a three percent, three percent, three percent, it's a one-time three percent. Councilmember Hobart stated yes, but it's three percent every year isn't it? Chairman Miller stated no.

Councilmember Hobart stated that it is simply a three percent on a hundred thousand dollar salary in twenty years - that's sixty six thousand dollars of false income. Her income records will show sixty thousand dollars higher than she actually earned. Councilmember Hobart stated that how that affects the pension, he does not know. He would like to know before he votes for this or to simply vote to put it back in the contract in the original language.

Mayor Adolph stated that he would like to move to continue this item until next meeting and then we can get a report.

Mayor Garcia asked for clarification on how Mr. Hobart's calculated this in moving forward. He asked Ms. Skiver to provide some input in terms of bringing this forward and her thoughts on it.

General Manager Lauren Skiver stated that, as originally negotiated, this was presented as a non-contributory pension. The Board can negotiate a certain salary and the salary was based on non-contributory pension. She stated that what the Board can do is bring that amount of the liability on the pension to the next month's meeting so that's clarified. Her position would be that she contributes to the pension just like the other employees. She appreciates Councilmember Hobart's comments, she thinks we can bring back that information. She stated that if the Board feels that this is an item that has to go together, there is an issue with her leave in which staff is forced to mark her on holidays incorrectly and she does
not support that. She wants all of the records to be kept exactly as they are for all other employees. Ms. Skiver stated that if we were able to break this apart - at least with the leave issue, she would like to be able to clarify the holiday that in our record keeping for leave purposes.

Councilmember Hobart stated that there is an amendment on the leave issue that has been prepared and he agrees with that. He also agrees that Ms. Skiver should be reimbursed what you've paid and shouldn't have paid.

Legal Counsel, Bob Owen stated that what we can do, if the Board will approve it, we can take out the language regarding the extra pay for $220 per pay period, continue that, approve the three thousand ninety-five lump sum payment and then approve the vacation leave benefits section. Ms. Owen stated that the Board can approve that today and he can get it amended and then get it signed.

Mayor Pro Tem Hutchison stated that he will see if there's a second with Mayor Adolph's motions; otherwise he will actually move the General Counsel's original recommendation. Supervisor Benoit seconded that motion stated that he thinks that's the appropriate way to go.

Chairman Miller stated that there are two motions on the floor.

The first motion was clarified by Mayor Adolph. He moved to continue the issue with the pension to the next Board meeting and move forward with the vacation.

Mr. Owen stated that he thinks the motion is to continue consideration of the portion of the contract where you're considering giving Ms. Skiver a three percent salary increase. What you could act on today, is the vacation leave portion of the contract and the lump sum payment of thirty one hundred dollars to make up for what she's been paying.

Mr. Owen stated that the motion by Mayor Adolph is to continue consideration of the portion of the contract where the Board is considering giving a 3% salary increase. The action to move forward with today is the vacation leave portion of the contract and the lump sum payment of $3,100 to make up for what she has been paying.

Chairman Miller stated that a motion by Mayor Adolph and a second by Mayor Pro Tem Betts is on the floor. He asked to do a voice vote. The following voice vote was recorded: Chairman Miller - no; Vice Chairman Pettis - yes; Mayor Pro Tem Betts - yes; Mayor Pro Tem Hutcherson - no; Councilmember Hobart - yes; Mayor Adolph - yes; Councilmember Spiegel - no; Mayor Garcia - yes; Supervisor Benoit - no. Clerk of the Board announced the recording of the vote as 5 to 4.

Chairman Miller stated that the motion passes - we will continue the contract portion of three percent to the next Board meeting when we have clarification on the cost of the pension to the Agency; however, Ms. Skiver will reimbursed at this
time for $3100. Chairman Miller stated that we will probably have to reimburse her again. We'll probably have a couple more pay periods.

13. **Resolution Authorizing Access to State, Federal & Local Criminal History**

Taxi Administrator Michael Jones addressed the Board requesting approval of a Resolution authorizing access to state, federal and local criminal history information. He stated that currently, under the SSG Board approved Ordinance, all taxicab drivers submit to fingerprint and background checks. We are only seeing at the California state level at this time. 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 for this.

Chairman Miller stated that the taxicab committee discussed this item. He asked Councilmember Hobart if he wanted to discuss his concerns.

Councilmember Hobart stated what the Committee members did is recommended that we strike the paragraph referring to "Be it further resolved"... where it talks about misdemeanor crimes of moral turpitude. Councilmember Hobart stated that the Committee discussed, and the issue he raised, going back as far as 1964, there have been an awful lot of convictions for misdemeanors involving moral turpitude that in today's world, we don't really constitute moral turpitude in the old traditional sense. He stated that Vice Chairman Pettis mentioned some, and he suggested that he mention them again and identify the categories. Councilmember Hobart stated that people who are convicted of - we'll say of lewd conduct - lewd conduct can under certain circumstances, a very aggravated misdemeanor conviction. In others, it can be between consenting adults and it doesn't mean much of anything. To say as the Resolution states - that a person cannot drive a cab in this jurisdiction if he has been convicted of any misdemeanor involving moral turpitude is grossly unfair to an awful lot of people to lose your ability to earn a level at the taxicab level. He stated that the Committee agreed unanimously that we should strike that paragraph. The Committee was told by Legal Counsel that we could still get on the list and get the FBI full scope of information and then down the road, we have to take a look at our own Ordinance on it. The Committee didn't have that available to see how it dealt with the issue of moral turpitude regarding misdemeanors. The example that Councilmember Hobart cited had to do with the arrest in the park in Palm Springs a few years ago, he didn't know if anybody had been convicted or whether it all gotten resolved in some other way, but Vice Chair Pettis told the Committee that there were some people who were convicted of lewd conduct and if that was a person's only strike against them, lewd conduct among consenting adults, that would be, in his view, an insufficient reason to deny a person a right to a living driving taxicab in the Coachella Valley. Councilmember Hobart stated that the recommendation was that the Board approve the Resolution, but strike out that paragraph.
Supervisor Benoit stated that he would move that providing that we have policy elsewhere about what qualifies you or disqualifies you, we are just simply looking at getting the information here.

Board member Hobart stated that is all we are approving right now; however, the Committee talked about it - it refers to as defined in our Ordinance. He stated that the Committee didn't have the Ordinance to see how it is defined. Councilmember Hobart stated that he thinks we have to have a report on what the level of discretion is for the Board or for the taxi administrator and an appeal from that should it be required - what the discretionary opportunities are so that we don't close the door.

Supervisor Benoit moved for approval. The motion was seconded by Mayor Pro Temp Betts. Chairman Miller asked if there was opposition. Given none, the motion was carried by a unanimous vote.

14. **Next Meeting Date**
Chairman Miller announced that the next regular meeting of the Board of Directors will be held June 25, 2014 at 12 noon - Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

15. **Adjourn**
Chairman Miller adjourned the meeting at 12:40 p.m.

Respectfully Submitted,

Carolyn Rude
Clerk of the Board

Lauren Skiver
General Manager
SunLine Services Group

DATE: June 25, 2014

TO: Board of Directors

FROM: General Counsel, Robert O. Owen

RE: Consideration of Second Amendment to General Manager Employment Agreement

Recommendation

Approve the attached Second Amendment to General Manager Employment Agreement which increases the base salary by $220.06 per pay period.

Background

On May 28, 2014, the Board of Directors approved a First Amendment to General Manager Employment Agreement which (a) clarified a provision regarding accrual of vacation time; and (b) provided a lump sum payment of $3,095.17 to cover retroactive pay. Consideration of a third provision, which would increase the General Manager’s base salary by $220.06 per pay period, was continued to the June meeting to permit analysis of the impact of this salary increase on SunLine’s future pension benefit obligations.

This issue was referred to Luis Murillo of Nyhart Actuary & Employee Benefits. Mr. Murillo’s analysis concluded as follows: "Lauren Skiver is under the new PEPRA benefits for the Non-Bargaining plan. She is already above the maximum salary that can be used for calculating benefits, so increasing her salary wouldn’t affect her benefits."

Financial Impact

The Second Amendment to General Manager Employment Agreement would have a financial impact of 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
SECOND AMENDMENT TO
GENERAL MANAGER EMPLOYMENT AGREEMENT

THIS SECOND AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT ("Second Amendment") is entered into as of this _ 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.

SunLine and Employee agree to discuss and negotiate the terms of this Second Amendment should the percentage of Employee’s retirement contribution change after the effective date of this Second Amendment.

SECTION 3.

a.

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: June 25, 2014

TO: Taxi Committee
    Board of Directors

FROM: Taxi Administrator

RE: Taxicab Budget FY15 and Fee Schedule Resolution

Recommendation

Recommend that the Board of Directors approve the following: A. Fiscal Year 2015 Budget; B. Fiscal Year 2015 Fee Schedule Resolution.

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In addition to the annual budget approval process, the Board approves the fees that serve as a basis for the fiscal year budget.

For FY2015 SSG will collect $484,576 to cover expenses:

- $325,000 Passenger paid surcharges
- $102,000 Franchise vehicle permit fees
- $16,820 Taxicab driver permit fees
- $15,000 Fines, vehicle inspections, vehicle transfer, etc.

Highlight of Fee Changes

- SRA staff title change from Assistant Taxi Administrator I & II, to Taxi Field Enforcement officer I & II. Current pay structure unchanged.
- New Taxicab Driver Permit fee will be increased from $55 to $70.
- Annual Taxicab Driver Permit renewal and transfer fee will decrease from $55 to $40.
- Existing Taxicab Fleet: Annual ADA, Alternative Fuel & Hybrid Vehicle Permit Fee will decrease from $600 to $400.
- Any new or replacement ADA, Alternative Fuel & Hybrid Taxicabs for FY 2015 will not be charged a Vehicle Permit Fee during the remainder of fiscal year.
- SRA allocated additional budget for the annual International Association of Transportation Regulators (IATR) conference. The intent is to encourage one member of the taxi committee to accompany the Taxi Administrator to the conference.
Fiscal Impact

This proposal is designed to generate sufficient revenue to sustain SRA's regulatory mandate provided by the SSG Ordinance.

Michael Jones
SunLine Services Group

RESOLUTION NO. ____

RESOLUTION ADOPTING RATES FOR TAXICAB SERVICES WITHIN THE COACHELLA VALLEY

July 1, 2014 THROUGH June 30, 2015

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the cost of regulating taxicab services within the Coachella Valley; and

WHEREAS, the staff of SunLine Regulatory Administration presents a budget for Fiscal Year 2015; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are reasonable fees imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of SunLine Services Group: That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

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

The following rates are effective July 1, 2014:

Maximum Base Rate $ 3.00

Section 2. That the following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

The following fees are effective July 1, 2014 through June 30, 2015:

Driver Permit New $ 70.00
Driver Permit Renewal $ 40.00
Driver Transfer Fee $ 40.00
Driver Permit Reinstatement Fee $ 25.00
Driver Permit Replacement $ 5.00
Vehicle Inspection Per Vehicle Bi-Annual $ 50.00
Vehicle Re-Inspection Fee $ 50.00
Vehicle Permit, new $ 600.00
Vehicle Permit Alt Fuel/Hybrid, ADA new $ 0
Vehicle Permit renewal $600.00
Vehicle Permit Alt Fuel, Hybrid, ADA $400.00
Vehicle Permits Re-Insertion $65.00
Appeal Fee $100.00

ADOPTED THIS 25th DAY OF JUNE, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency
STATE OF CALIFORNIA  )
COUNTY OF RIVERSIDE  ) ss.

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 Transit Agency

APPROVED AS TO FORM:

_____________________________________
General Counsel
Robert Owen
FUNCTIONS & RESPONSIBILITIES

Taxi regulation oversight includes but is not limited to responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, insurance of annual taxicab company licenses, suspension and revocation of permits and licenses, and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases, with appeals processed through the SSG guidelines and policy.

FY 15 GOALS & OBJECTIVES

- Consistent ordinance enforcement with less than 1% appeals filed.
- Continue to monitor cost without sacrificing ordinance oversight and remain under budget.
- Work to improve franchise relationships with quarterly franchise meeting, and hold three bi-annual Taxi-cab driver meetings.
- Increase Customer Survey Transactions (CTS) by 10% for improved customer experience.
- Provide improve communications with cities, hotels, businesses and special events. This will be added to field monthly performance review of five community contracts per week.
### REVENUE SUMMARY

**SUNLINE REGULATORY AGENCY**

**A Division of SunLine Services Group**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Item Description</th>
<th>FY 12 Actuals</th>
<th>FY 13 Actuals</th>
<th>FY 14 Estimates</th>
<th>FY 14 Approved Budget</th>
<th>FY 15 Proposed Budget</th>
<th>Variance</th>
</tr>
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<tbody>
<tr>
<td>964010101100</td>
<td>Meter Reading Revenue</td>
<td>370,034</td>
<td>201,253</td>
<td>326,488</td>
<td>332,346</td>
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<td>964010101200</td>
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<td>Vehicle Reinsertion Revenue</td>
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<td>964010101500</td>
<td>New Driver Permit Revenue</td>
<td>5,850</td>
<td>5,350</td>
<td>9,728</td>
<td>5,500</td>
<td>6,000</td>
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<td>964010101600</td>
<td>Driver Transfer Revenue</td>
<td>3,550</td>
<td>1,830</td>
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<td>1,980</td>
<td>1,620</td>
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<td>964010101700</td>
<td>Driver Renewal Revenue</td>
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<td>12,078</td>
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<td>Driver Permit Reinstatement/replacement</td>
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<td>964010101800</td>
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<td>Vehicle Permit Revenue</td>
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<td>141,540</td>
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<td>Operator Shared Revenue Fee</td>
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<td>964010102000</td>
<td>Interest Revenue</td>
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<td>39</td>
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<td>964010102200</td>
<td>Other Revenue</td>
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<td>Operator Application Fee</td>
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<td>Carryover Taxi Funds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,950</td>
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<td><strong>Total Revenue</strong></td>
<td><strong>513,728</strong></td>
<td><strong>343,097</strong></td>
<td><strong>526,713.41</strong></td>
<td><strong>562,058</strong></td>
<td><strong>475,045</strong></td>
<td><strong>(87,013)</strong></td>
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**Board Approved Taxi Reserve:** 100,000  
**SSG Reserve:** 130,641 230,641
### EXPENSE SUMMARY

<table>
<thead>
<tr>
<th>Account #</th>
<th>Item Description</th>
<th>FY 12 Actuals</th>
<th>FY 13 Actuals</th>
<th>FY 14 Estimates</th>
<th>FY 14 Approved Budget</th>
<th>FY 15 Proposed Budget</th>
<th>Variance</th>
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<tr>
<td>965010201600</td>
<td>Staff/Clerical Salaries</td>
<td>137,335</td>
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<td>189,449</td>
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<td>Admin Salaries-OT</td>
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<td>965010700000</td>
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<td>Fringe Benefits</td>
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<td>Lab &amp; Drug Services</td>
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<td>Background Check Svcs</td>
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<td>Legal Services-General</td>
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<td>Computer/Network Support</td>
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<td>Other Professional Svcs</td>
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<td>Maintenance Contracts</td>
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<td>965039900006</td>
<td>Outside Repairs-Taxi</td>
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<td>Fuel - CNG</td>
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<td>Allocated Overhead</td>
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<td>649</td>
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<td>965049900002</td>
<td>Postage</td>
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<td>965049900032</td>
<td>Repair Parts-Taxi Vehicle</td>
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<td>606</td>
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<td>965050200003</td>
<td>Trash Pick-up</td>
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<td>Taxi Study</td>
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<td>Communications</td>
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<td>Ins.-Gen Liab/Phy. Damage</td>
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<td>Fuel Taxes</td>
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<td>965090100000</td>
<td>Dues, Memberships &amp; Sub</td>
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<td>965090200000</td>
<td>Travel &amp; Training</td>
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<td>2,172</td>
<td>2,264</td>
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<td>Mileage Reimbursement</td>
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<td>200</td>
<td>50</td>
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<td>54</td>
<td>954</td>
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<tr>
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<td>Miscellaneous Expense</td>
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<td>570</td>
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<td>16,200</td>
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<td>Reserve</td>
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<td>Total Expenses</td>
<td>460,419</td>
<td>547,370</td>
<td>398,804</td>
<td>536,990</td>
<td>475,045</td>
<td>(61,945)</td>
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</table>

Notes:
- Allocated salaries: Allocated salaries consist of time charged to SRA for support services by SunLine Transit Agency. Support services include Management, Accounting, Information Technology and Mechanic services.

### PERSONNEL SUMMARY

<table>
<thead>
<tr>
<th>Count</th>
<th>Classification</th>
<th>FY 14 FTE Base</th>
<th>FY 15 Proposed Base FTE's</th>
<th>Variance</th>
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<tbody>
<tr>
<td>1</td>
<td>Taxi Administrator</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td>1</td>
<td>Senior Administrative Assistant</td>
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<td>0</td>
<td>Assistant Taxi Administrator II</td>
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<tr>
<td>0</td>
<td>Assistant Taxi Administrator I</td>
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<td>3</td>
<td>Taxi Field Enforcement Officers</td>
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<td>5</td>
<td>Total FTEs</td>
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<td>FY 14 Approved Budget</td>
<td>FY 15 Proposed Budget</td>
<td>Variance</td>
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<td>965010201600</td>
<td>Staff/Clerical Salaries</td>
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<td>189,449</td>
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<td>115,624</td>
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<td>Allocated Salaries</td>
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<td>Fees paid by SRA to STA for outsourced support services (i.e. Accounting, Procurement, Maintenance, etc.).</td>
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<td>57,469</td>
<td>11,469</td>
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<td>Background Check Svcs.</td>
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<td>All new drivers are processed through live scan and retained through a Department of Justice (DOJ) data base. SSG is charged $32.00 for each new applicant.</td>
<td>3,000</td>
<td>3,488</td>
<td>488</td>
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<td>Legal Services-General</td>
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<td>General Counsel</td>
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<td>54,540</td>
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<td>54,540</td>
<td>4,540</td>
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<tr>
<td>965030300010</td>
<td>Computer/Network Support, No new project projected for SRA 14/15</td>
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<td></td>
<td>General Software and network support cost (i.e. V-Track). (Recurring costs estimated at 250/month).</td>
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<td>3,000</td>
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<tr>
<td></td>
<td>Sub-total</td>
<td>29,000</td>
<td>3,000</td>
<td>(26,000)</td>
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<tr>
<td>965030303240</td>
<td>Other Professional Svcs. Professional services relating to taxi projects and contract administration.</td>
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<td>Consulting</td>
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<td>Sub-total</td>
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<td>Audit Services-External Audit compliance with financial regulatory administration policies.</td>
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<td>Fiscal year financial statement audit</td>
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<td>Sub-total</td>
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<td>965039903800</td>
<td>Other Services</td>
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<td>Monthly meetings held for SSG taxi committee by board members. Attendees are paid out at $25.00 per meeting.</td>
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<td>1,200</td>
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<td>Security Backup or Temporary Help for major events</td>
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<td>800</td>
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<td>965050200004</td>
<td>Regulatory Pull Notice Provide</td>
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<td>Provide SRA with a means of promoting driver safety through the ongoing review of driver records. N/C</td>
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<td>Taxi Study</td>
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<td>Funds reallocated to purchase new patrol vehicle during fiscal year 14</td>
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<td>Fuel - SRA patrol vehicles</td>
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<td>Sub-total</td>
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<td>Item Description</td>
<td>FY 14 Approved Budget</td>
<td>FY 15 Proposed Budget</td>
<td>Variance</td>
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<td>Repair parts for Taxi vehicles (increase due to age of vehicles)</td>
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<td>Misc. Utilities to Operate Facility</td>
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<td>Telephone, etc.</td>
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<td><strong>Sub-total</strong></td>
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<td>International Association of Transportation Regulators (Regulatory staff and STA General Manager)</td>
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<td>575</td>
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<td>3,000</td>
<td>(2,500)</td>
</tr>
<tr>
<td>965090200001</td>
<td>Driver Training/Events</td>
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<td></td>
<td>Customer service training for Taxicab drivers.</td>
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<td></td>
<td><strong>Sub-total</strong></td>
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<td>3,000</td>
</tr>
<tr>
<td>965090200002</td>
<td>Mileage Reimbursement</td>
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<td></td>
</tr>
<tr>
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<td>Mileage reimbursement for staff</td>
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<td>(150)</td>
</tr>
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<td><strong>Sub-total</strong></td>
<td>200</td>
<td>50</td>
<td>(150)</td>
</tr>
<tr>
<td>965099900001</td>
<td>Staff Development</td>
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<td>General training for Regulatory Agency</td>
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<td>Costs associated with facility maintenance and copy maintenance.</td>
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<td>Total Expenses</td>
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<td>475,045</td>
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