Wednesday, July 29, 2015
12:00 Noon
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA  92276

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

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

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<td>1. Call to Order</td>
<td>Chairperson Kristy Franklin</td>
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<td>2. Flag Salute</td>
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<td>3. Roll Call</td>
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<td>a. SunLine Commercial (Lauren Skiver)</td>
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<td>b. Disadvantaged Business Enterprise Presentation (Vanessa Mora)</td>
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<td>c. Use of State Contracts (Rudy Le Flore)</td>
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<td>5. Finalization of Agenda</td>
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<td>6. Correspondence</td>
<td>None.</td>
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<td>7. Public Comments</td>
<td>Receive Comments</td>
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(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**
   Any Board Member who wishes to speak may do so at this time.

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**ACTION**

9. **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) Minutes of the June 24, 2015 Board of Directors meeting. (Pages 1-12)
   b) Checks over $1,000 report for May, 2015 (Pages 13-15)
   c) Credit card statement for May, 2015 (Pages 16-20)
   d) Monthly Budget Variance Report for May, 2015 (Pages 21-24)
   e) Ridership Report for May, 2015 (Pages 25-26)
   f) SunDial Operational Notes for May, 2015 (Page 27)
   g) Metrics (Pages 28-35)

10. **Approval of Resolution Revising Agency/Committee Bylaws** (Legal Counsel, Robert Owen)
   Continued item from June 24, 2015 Board meeting. Request to the Board to approve the attached Resolution revising Agency/Committee Bylaws for SunLine Services Group/SunLine Transit Agency. (Pages 36-47)

11. **Approval Cooperative Agreement Amendment No. 3 Riverside Commuter Link 220 Service** (Chair of Finance/Audit Committee; staff: Anita Petke)
   Request to the Board of Directors to delegate authority to the CEO/General Manager to execute Amendment No. 3 of the Cooperative Agreement with Riverside Transit Agency for Riverside Commuter Link 220 Service. SunLine’s total Share for this project is $136,172. (Pages 48-49)

12. **Solar Panels Change Order Contract 14-115B T2 Approval** (Chair of Finance/Audit Committee; staff: Tommy Edwards)
   Request to the Board of Directors to delegate authority to the CEO/General Manager to: a) Negotiate and execute a change order in the amount Not To Exceed $67,764.63 with Renova Energy Corporation to cover costs for relocating and constructing a covered parking structure and connection of T2 Bus Port Solar PV System (408 modules) grid to the T3 new Administration Building grid; b) Appropriate FY 09 State Transportation Assistance funding in the amount of $67,764.63 to fund the Change order for additional work relating to the covered parking solar installation. (Pages 50-51)
13. Solar Construction Management Change Order Approval
(Chair of Finance/Audit Committee; staff: Tommy Edwards)
Request to the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed $29,980.40 with RBF Consulting, a Michael Baker International Company, to cover costs for additional construction management services to complete the oversight of the relocating and constructing covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building. (Page 52)

14. Design Change Order Approval (Chair Finance/Audit Committee; staff: Rudy Le Flore)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in a value Not to Exceed $68,049.65 with IBI Group for Professional Architectural services in support of the Administration Building and Transit Hub Project. (Pages 53-55)

15. Natural Bio Gas Fuel Agreement and Emissions Credit
(Chair Finance/Audit Committee; staff: Tommy Edwards)
Recommend that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months. (Pages 56-57)

16. Approve Revised Checks Policy (Chair of the Board Operations Committee; staff: Luis Garcia)
Recommend that the Board to approve the revised redlined Checks Policy (Pages 58-65)

17. Approval of Disadvantaged Business Enterprise (DBE) Policy Statement (Chair of Board Operations Committee; staff: Vanessa Mora)
Recommend that the Board to approve the attached revised DBE policy statement. (Pages 66-67)

18. Approval of Resolution Related to Workers’ Compensation (Legal Counsel, Robert Owen)
Recommend that the Board of Directors approve the attached Resolution providing the CEO/General Manager authority to make settlement decisions related to Workers’ Compensation claims. (Pages 68-70)

19. CEO/General Manager’s Report
20. **Closed Session**
   a) CONFERENCE WITH LEGAL COUNSEL to discuss existing litigation pursuant to Subdivision (a) of Section 54956.9 of the Government Code. James Williams v. Sunline Transit Agency, et al. TS1312.


21. **Report Out of Closed Session**

22. **Contract for Agency Legal Counsel**

   Recommend that the Board of Directors: a) delegate authority to the CEO/General Manager and the Ad Hoc Committee to negotiate a fair and reasonable price for Legal Counsel selection; b) delegate authority to the CEO/General Manager to execute contract to the winning firm, once the fair and reasonable price is determined. (Page 71)

23. **Next Meeting Date**

   September 23, 2015
   12 o’clock Noon – New Board Room
   32-505 Harry Oliver Trail
   Thousand Palms, CA 92276

24. **Adjourn**
1. Call to Order
2. Roll Call
3. Public Comments
4. Committee Member Comments
5. Appoint Committee Chair/Vice Chair

------------------- RECEPT & FILE -------------------

6. 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 report for May, 2015 (Pages 1-3)
   b) Credit card statement for May, 2015 (Pages 4-8)
   c) Monthly Budget Variance Report for May, 2015 (Pages 9-12)
   d) Metrics (Pages 13-20)

7. Approval Cooperative Agreement Amendment No. 3
   Riverside Commuter Link 220 Service (Chair of the Finance
   Committee; staff: Anita Petke)
   Request to the Board to delegate authority to the CEO/General Manager to
   execute Amendment No. 3 of the Cooperative Agreement 12-027 with Riverside
   Transit Agency for Riverside Commuter Link 220 Service. SunLine’s total
   Share for this project is $136,172. (Pages 21-22)

   (Chair of the Finance/Audit Committee; staff: Tommy Edwards)
   Request to the Board of Directors to delegate authority to the CEO/General
   Manager to: a) Negotiate and execute a change order in the amount Not To
   Exceed $67,764.63 with Renova Energy Corporation to cover costs for relocating
and constructing a covered parking structure and connection of T2 Bus Port Solar PV System (408 modules) grid to the T3 new Administration Building grid; 
b) Appropriate FY 09 State Transportation Assistance funding in the amount of $67,764.63 to fund the Change Order for additional work relating to the covered parking solar installation. (Pages 23-24)

9. **Solar Construction Management Change Order Approval**
   (Chair of the Finance/Audit Committee; staff: Tommy Edwards)
   Request to the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed $29,980.40 with RBF Consulting, a Michael Baker International Company, to cover costs for additional construction management services to complete the oversight of the relocating and constructing covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building. (Page 25)

10. **Design Change Order Approval**
    (Chair Finance/Audit Committee; staff: Rudy Le Flore)
    Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a Change order in a value Not to Exceed $68,049.65 with IBI Group for Professional Architectural services in support of the Administration Building and Transit Hub Project. (Pages 26-28)

11. **Natural Bio Gas Fuel Agreement and Emissions Credit**
    (Chair Finance/Audit Committee; staff: Tommy Edwards)
    Recommend that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months. (Pages 29-30)

12. **Adjourn**
AGENDA
BOARD OPERATIONS COMMITTEE

July 29, 2015
10:00 – 10:30a.m.

Conference Room #2
SunLine Transit Agency
Thousand Palms, CA

1. Call to Order
2. Roll Call
3. Public Comments
4. Committee Member Comments
5. Appoint a Committee Chair/Vice Chair

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

6. Approval of Resolution Revising Agency/Committee Bylaws (Legal Counsel, Robert Owen)
   Request to the Board to approve the attached Resolution revising the Agency/Committee Bylaws. (Pages 1-12)

7. Approval of Revised Checks Policy (Luis Garcia)
   Request to the Board to approved the revised Checks Policy. (Pages 13-20)

8. Approval of Disadvantaged Business Enterprise Policy Statement (Chair of Board Operations Committee; staff: Vanessa Mora)
   Recommend that the Board to approve the attached revised Disadvantaged Business Enterprise Policy Statement. (Pages 21-22)

9. Adjourn
MINUTES
SunLine Transit Agency
Board of Directors Meeting
June 24, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, June 24, 2015 in the 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 12:00 p.m. by Vice Chair John J. Benoit. He stated that Chairman Greg Pettis will participate via phone from Marriott Hotel, 350 Calle Principal, Monterey, CA 93940

2. **Flag Salute**
   Vice Chair John J. Benoit led all in a salute to our flag.

3. **Roll Call**
   Completed.

**Members Present**
John J. Benoit, Vice Chairman, Supervisor, County of Riverside
Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City (Unable to participate after agenda item #10)
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Dana Hobart, Mayor, City of Rancho Mirage
Bob Spiegel, Mayor Pro Tem, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Kristy Franklin, Mayor Pro Tem, City of La Quinta
Troy Strange, Councilmember, City of Indio

**Members Absent**
Rick Hutcherson, Councilmember, City of Palm Springs
Steven Hernandez, Mayor, City of Coachella

4. **Presentations**
   Rudy Le Flore, Chief Performance Officer, addressed the Board. He stated that at the May 27, 2015 Board meeting, he informed the Board that he would provide a general overview of the project closeout status for the Administration Building and Transit Hub.
PROJECT OVERVIEW

- Approximately 25,000 square foot Administration Building
- Approximately 800 square foot Transit Hub with 89 parking stalls
- New Gas Piping for Maintenance Facility
- Sewer, Water, and Electricity for Temporary Operations Facility
- Back-up Generator
- New Board Room
- New Drainage System for Bus Wash
- Installed New Phone System
- LEED Silver requirements
- Harry Oliver Trail Paving

PROJECT TEAM

- Project Manager
  -ffective
- Deputy Chief Performance Officer
- Project Manager
- Construction Manager
- Architect of Record
- Guzman
- Inspection and Testing
- Doug Wil Construction Inc.
- General Contractor

PROJECT FINANCIAL REPORT

- $18,800,000.00
- $16,500,000.00
- $14,000,000.00
- $12,000,000.00
- $10,000,000.00
- $8,000,000.00
- $6,000,000.00
- $4,000,000.00
- $2,000,000.00
- $16,160,563.00
- $14,529,048
- $872,075
- $2,929,889
- $500,000
CONTRACTOR NEGOTIATIONS

In Negotiations

- $161,000
- $60,000
- $10,000

PUNCH LIST ITEMS

- No major issues open reviewing small items.

LEED STATUS

- Process Review Started June 12, 2015
- Review 25 business days
- Comments / Conclusion by USGBC Institute
Mr. Le Flore stated that with respect to the estimated $500,000 budget remaining, there is some landscaping work that is being recommended. There has been a substantial increase of the amount of service and information systems that we have in this building. We have to increase the air conditioning capacity to keep the server room at the recommended level. That would come out of the $500,000, along with recommendations from employees that in the Wellness Center, we replace one of the showers with a restroom. There will also be some consideration for covered parking in the parking area at the facility. Mr. Le Flore stated that covered parking is the most pricy item out of the amount. It is not within the project budget. That would be new work and amenities for the staff.

Mayor Pro Tem Spiegel asked if the parking would be solar. Mr. Le Flore stated that it is pretty expensive; he is not sure if we can get all the things that are recommended and the solar for the covered parking. The covered parking – the foundation, we put in the undergrand infrastructure for solar covered parking. If we can get that within the budget, we would get both. Ms. Skiver stated that we do have the foundation as Mr. Le Flore stated; we could go for grant funding later on to do solar; we may not be able to put in in this budget. Supervisor Benoit stated that a project this size, that came together this quickly with very few items in dispute, is commendable. Getting the job done as well as it has – a beautiful facility and close to budget, with little delay – good job.

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

6. **Correspondence**
   None.

7. **Public Comments**
   Non-Agenda Items - None.
Agenda Items – Comments below – during Public Hearing on the Budget.

8. **Board Member Comments**
   None.

9. **Consent Calendar**
   a) Minutes of the May 27, 2015 Board meeting.
   b) Checks over $1,000 and backup report, for April, 2015
   c) Credit card statement for April, 2015
   d) Monthly Variance Report April, 2015 - revised
   e) Contracts Signed in Excess of $25,000 for April, 2015
   f) Ridership Reports for April, 2015
   g) SunDial Operational Notes for April, 2015
   h) Metrics
   i) Approval of New Access Advisory Committee Member; Sarah Johnson

Mayor Pro Tem Spiegel moved to approve the consent calendar, with the revised Monthly Variance Report. The motion was seconded by Mayor Pro Tem Franklin. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; motion passes.

10. **Election of Officers**
    Vice Chairman Benoit stated that historically, this rotates through the various Valley cities. He stated that there has been interest expressed by Mayor Pro Tem Franklin from La Quinta; Vice Chair Benoit stated that he thinks she would be an outstanding Chair and the timing is about right from the perspective of rotation.

    Mayor Pro Tem Spiegel asked if we normally elect the Vice Chair as Chair. Supervisor Benoit stated that would be typical; however, he serves on 42 Boards and Commissions. He stated that he accepted the responsibility to serve as Vice Chair as short term.

    Vice Chairman Benoit nominated Mayor Pro Tem Kristy Franklin to serve as Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Peabody seconded the motion. The motion passed by a unanimous vote of 8 yes; 0 no.

    Vice Chairman Benoit nominated Mayor Steve Hernandez to serve as Vice Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Hobart seconded the motion. The motion passed by a unanimous vote of 8 yes; 0 no.

11. **Approval of Resolution Establishing New Board Committees and Dissolving Previous Committees**
    Legal Counsel, Bob Owen, addressed the Board. He stated that a staff presentation at a previous Board meeting and Board concurrence took place on restructuring the Agency Committees. Today we are presenting to the full Board, a joint Resolution for SunLine Transit Agency and SunLine Services Group which will dissolve the current Bylaws, Policy & Procedures Committee, the Litigation Committee and Finance Committee; keep the Taxi Committee; create the following new committees:
Finance/Audit Committee; Board Operations Committee; Strategic Planning and Operational Committee.

Mayor Pro Tem Betts asked if the committees presently have five members. Ms. Skiver stated that historically, there have been five members on the Finance Committee and four members on the Taxi Committee. She stated that staff modeled the recommendation of committee members on each committee in the presentation based on the cities and other transit agencies. Ms. Skiver stated that it is the pleasure of the Board on the composition and the amount of members. She further stated that by having more members on each committee, there will be a need for more time from the Board members in order to meet; it might be difficult to accommodate on Board day.

Mayor Hobart stated that he disagrees with the proposed number on the Finance/Audit Committee. He stated that if five people stay on the Finance/Audit Committee, there are five people looking at the most difficult subjects. He believes that we would benefit as a group if we have five members on that Committee.

Mayor Pro Tem Franklin restated the motion to approve the following Committees and number of Board members on each Committee: Finance/Audit Committee – five members; Board Operating Committee – three members; Strategic Legal Counsel, Mr. Owen, clarified that the motion is to approve the Resolution, amending to reflect the different number of Committee members. Vice Chair Benoit verified. Vice Chair Benoit asked if there were any concerns from staff. Ms. Skiver answered, no. (*Vice Chairman Greg Pettis lost phone connection and is no longer part of the meeting.) Mayor Hobart seconded the motion. The motion as stated carried by a unanimous vote of 7 yes; 0 no.

12. **Approval of Resolution Revising Agency/Committee Bylaws**

Legal Counsel, Bob Owen, stated that the Bylaws, Policy & Procedures Committee met earlier and discussed in great detail the proposed Resolution for Agency/Committee Bylaws. There were some changes recommended. The changes will be made and brought back to the July 29th Board meeting. Mayor Pro Tem Spiegel moved to continue item to the July 29th Board meeting. Mayor Pro Tem Franklin seconded the motion. The motion carried by a unanimous vote of 7 yes; 0 no.

13. **Appoint New Committees**

Vice Chair Benoit stated that Chairman Pettis wanted to present this item, but is unable to do so. Chairman Pettis had provided a proposed list of committee appointments, which is included in the agenda packet. Vice Chair Benoit stated that Chairman Pettis would be willing to serve on the Finance/Audit Committee. He nominated Chairman Pettis subject to his objection. Mayor Pro Tem Spiegel agreed to also serve on the Finance/Audit Committee, which brings the total committee members to the recommended five.
The nominations for committees are as follows:

**Finance/Audit Committee:** Greg Pettis, City of Cathedral City; Russell Betts, City of Desert Hot Springs; Rick Hutcheson, City of Palm Springs; Kristy Franklin, City of La Quinta; Robert Spiegel, City of Palm Desert.

**Board Operations Committee:** Greg Pettis, City of Cathedral City; Dana Hobart, City of Rancho Mirage; Ty Peabody, City of Indian Wells.

**Strategic Planning & Operational Committee:** Ty Peabody, City of Indian Wells; Troy Strange, City of Indio; Steven Hernandez, City of Coachella.

**Taxi Committee:** Dana Hobart, City of Rancho Mirage; Robert Spiegel, City of Palm Desert; Kristy Franklin, City of La Quinta.

Vice Chair Benoit moved to approve the amended slate of nominations for the Committees. Mayor Pro Tem Spiegel seconded the motion. The motion carried by a unanimous vote of 7 yes; 0 no.

14. **Compensation Change to the CEO/General Manager – Contract Amendment**

Legal Counsel, Bob Owein stated that pursuant to the Brown Act and case law, any upward adjustment in compensation for a public agency employee must be decided upon in open session. Mayor Pro Tem Franklin stated she would be pleased to make a recommendation to the Board. Mayor Pro Tem Franklin recommended a five percent (5%) increase in salary; two percent (2%) to go to the 401K and the use of the SunLine vehicle- the Tahoe, following the “Use of Non-Revenue Vehicle” policy – conducting SunLine business. *(See below for restated commendation by Legal Counsel)*.

Vice Chair Benoit stated that he was involved in the selection of the CEO/General Manager. He stated that Ms. Skiver has done an absolutely outstanding job and continues to be the best organized, most communicative, well informed in transit, managers that he has had a chance to be associated with. Vice Chair Benoit stated that he is very pleased with her work.

Mayor Pro Tem Betts stated that he was not on the Board during the previous management, so he can only compare to other managers he has worked with; he stated that Ms. Skiver is by far a top manager in terms of energy, enthusiasm and competence. He stated that Ms. Skiver has saved this Agency a lot of money. He could not offer a higher recommendation.

Mayor Hobart stated that he wanted to echo what has been said. He stated that some of the current Board members have been involved in the process from the beginning; he has supported Ms. Skiver from the start and is proud of the progress. Mayor Hobart stated that at the recommendation of Supervisor Benoit to bring in Roger Snoble as an Interim General Manager, this led us to where we are today.

Mayor Pro Tem Spiegel stated that as the longest standing Board Member, he congratulated Ms. Skiver and stated that this has been the best year yet.

Mayor Peabody stated that Ms. Skiver is one of the best executives he has worked with.
Mayor Pro Temp Franklin recommended a five percent (5%) increase in salary; two percent (2%) to go to the 401K and the use of the SunLine vehicle - the Tahoe, following the "Use of Non-Revenue Vehicle" policy – conducting SunLine business.

Legal Counsel, Bob Owen, clarified the increase of compensation approval by the Board for the CEO/General Manager. He stated the following: "There is a five (5) percent raise in salary; a one-time, three (3) percent of the total new salary contribution into the retirement plan, plus the use of the Tahoe following the "Use of Non-Revenue Vehicle" policy. Mayor Pro Temp Franklin made the motion. Vice Chair Benoit seconded the motion and was approved by a unanimous vote of yes-7; no-0.

15. Overview of the FY 2016 Budget
Deputy Chief Financial Officer, Luis Garcia, provided the Board with an overview of the proposed FY 2016 Budget. The Finance Committee reviewed the proposed FY 2016 budget. The highlights of the budget reflect transit service baseline increases in budgeted expenses of 9.81 percent over FY15. This increase is associated with new service improvements, increased pension contributions, increase in insurance costs, wage increases for bargaining and administrative staff, projected increase in health coverage costs and overall increased operating costs. The 9.8% represents a reduction in proposed budget increases compared to the 12.79% & 11.61% increases in FY14 & FY15, respectively. This achievement is especially significant considering that service was improved and not compromised. This exemplifies our focus on creating efficiencies and utilizing every dollar to its fullest potential. 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.

16. Public Hearing on the Budget
Vice Chair Benoit opened the Budget Hearing for the proposed FY16 budget.
Public Speakers:
Michele Hasson, Leadership Counsel for Justice and Accountability. She is here with partner organization, Líderes Campesinas. Ms. Hasson stated that she is before the Board to provide support would like to clarify comments are for this item and not item #18. She stated that the concerns related to the SRTP were effectively addressed in the previous Finance Committee meeting. She recognized and commends SunLine, specifically Ms. Skiver, for the incredible work being done to increase transit and access opportunity in the Coachella Valley. She stated that she understands that ridership numbers are not where they could be, but they are working in collaboration with SunLine over the past few months. Ms. Hasson stated that they can see economic opportunities and access to basic services increasing for all residents in the Coachella Valley. Ms. Hasson stated that they support the extension of services, specifically the Line 91, Line 95 and Line 111. She also thanked Board Members Troy Strange and Mayor Steven Hernandez for their support.

Maricela Ramirez, representing the area of Mecca addressed the Board, via translator. She thanked the Board for taking into account, the challenges of Van Pools and transportation in the East Valley. She would also like to take time to thank Ms. Skiver for making a public commitment to this work. She looks forward to continued collaboration and meetings in moving forward.
Nancy Gonzalez, Lideres Campesinas. She thanked the Board for helping the community. She is happy to work together with SunLine to change the service. SunLine is doing a great job for Mecca, Thermal and North Shore. She is happy to serve her community.

Vice Chair Benoit stated that the challenges of providing more service with fewer dollars are never going to be gone. He stated that he appreciates these community representatives in assisting to build ridership as it is critical in moving forward. It is an important goal of the Agency to continue to expand and improve the service, particularly in areas of critical needs. Ms. Skiver reminded the Board and members of the audience, that the Short Range Transit Plan (SRTP) is a planning document guide for the future. Based on the great relationships with the East Valley, the Agency would like to continue to promote collaboration. The document can be changed based on a priority of the Board and the community. There needs to be a plan, but that plan changes as needs change, the Valley grows, increased development, etc. There is opportunity to discuss changes. In the Finance Committee, there was discussion on strengthening relationships with the community as far as more meetings and opportunities for discussion. Ms. Skiver further stated that the Strategic Operational Committee will be involved with bringing forth ideas with how we work in the community better.

Vice Chair Benoit closed the Public Hearing on the Budget.

17. **Approval of the FY16 Capital & Operating Budget**
Chairman of the Finance Committee, Russell Betts, stated that the committee met and reviewed the budget and the committee supports staff recommendation to approve. Mayor Pro Tem Betts moved to approve the FY16 Capital & Operating Budget. Vice Chair Benoit seconded the motion. The motion was approved by a unanimous vote of 7-yes; 0-no.

18. **Approval of the Short Range Transit Plan (SRTP) for FY 2016**
Chairman of the Finance Committee, Russell Betts, stated that the Finance Committee met and discussed the SRTP. He stated that the SRTP is a three year projection. During the Finance Committee meeting there were public comments; people expressing interests of changes down the road. It was explained to them that this is a three year plan, but is not carved in stone. As issues come forward that work or don’t work, there can be changes.

Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Spiegel seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

19. **Resolutions to Obtain Grant Funding**
Chairman of the Finance Committee, Russell Betts, stated that the committee discussed Staff recommendation, which recommends that the Board of Directors approve the Resolution that delegate’s authority to the CEO/General Manager to execute and file for grants and obtain revenues on behalf of the Agency for the new fiscal year. Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Spiegel seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.
20. **Resolutions to Obtain Proposition 1B Grant Funds**
Chairman of the Finance Committee, Russell Betts, stated that the committee discussed Staff recommendation, which recommends that the Board of Directors approve the Resolutions that grants authority to the CEO/General Manager to execute and file Proposition 1B grants; Resolution 1: Transit System Safety, Security and Disaster Response Account; and Resolution 2: Public Transportation Modernization, Improvement and Service Enhancement Account Bond Program for Fiscal Year 2016.

Mayor Pro Tem Belts moved for approval. Mayor Pro Tem Franklin seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

21. **Approval of Change Order to the Contract with Fuel Solutions**
Chairman of the Finance Committee, Russell Betts, stated that the committee discussed Staff recommendation, which recommends that the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed $35,716 with Fuel Solutions, Inc. to cover costs for additional services to provide strategic site planning and specialty-equipment design as part of CNG-Facility upgrade project. The budget is $5.2 million; this change order is a small amount in relation to the overall budget. Ms. Skiver further stated that we did receive project funding for the fuel island for the Agency, and upgrades for our public fueling station. We want to consolidate the coin and revenue counting facility. It is currently in a trailer. It is the goal to try and get every employee who is working in a trailer into a building. This project is to redesign some of the attributes of the facility to include the coin counting and fare collection mechanisms. This is money that is in the project. This is the least costly and problematic time to introduce the changes in the project as we are in the design phase.

Mayor Pro Tem Betts moved for approval. Mayor Peabody seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

22. **Approval of Contract for Agency Janitorial Services**
Chairman of the Finance Committee, Russell Betts, stated that the committee discussed this item. In the agenda packet, it shows four bidders. Two bidders were approximately $10,000 a month, and two were at $5,000 a month. That is a huge disparity. The committee was not sure if two people under-estimated the job, or if two bid too much. The Finance Committee's recommendation was to approve a one year contract and then go back out to bid. There was conversation with Staff and Staff recommendation is to move forward with a three year contract and come back in one year. Chief Operations Officer, Tommy Edwards, stated that there was an evaluation team with criteria for the technical review; the best value for the Agency, based on the technical scoring, was Palm Springs Cleaning-Com.

Mayor Pro Tem Franklin moved that the recommendation be changed to the following: Approve a three year contract with Palm Springs Cleaning-Com, LLC, with the total cost of the contract, Not To Exceed $216,000 for three years. Supervisor Benoit clarified that the contract is a three year contract; however, annually, we can review and choose to renew or not renew. Mayor Pro Tem Betts asked if our contracts provide a clause to terminate at any time. Legal Counsel, Bob Owen, stated that yes, usually with a thirty day notice.
Mayor Pro Tem Betts moved for approval the recommendation of Mayor Pro Tem Franklin, as discussed. Mayor Peabody seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

23. **Closure of Current Bank Accounts/Approval of New Bank Accounts**
Chairman of the Finance Committee, Russell Betts, addressed the Board. The Finance Committee discussed Staff recommendation, which recommends that the Board of Directors delegate authority to the CEO/General Manager to execute a three (3) year contract with seven (7) optional one year renewals for banking services and to close out all bank accounts with Pacific Western Bank. Mayor Pro Tem Betts stated that the Agency is currently banking with Pacific Western Bank. Staff went out for proposals. Wells Fargo is able to accommodate new technology. Ms. Skiver further stated that currently our receptionist takes credit card information, secure the information and process. Customers do not like to give credit card information; the new process will be an automatic transfer between the bank and the customer. There will be a small cost in fees - $179 more; however, the technology we are getting in reporting and the ability to do electronic transfers, far outweighs the $179 in additional fees.

Mayor Pro Tem Betts moved for approval of Staff recommendation. Mayor Hobart seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

24. **Approval of the Agency Records Retention Policy**
Chairman of the Bylaws, Policy & Procedures Committee, Mayor Pro Tem Spiegel, addressed the Board. He stated that the Committee recommends staff approval of the Records Retention Policy and Schedule. Vice Chairman Benoit seconded the motion and was approved by a unanimous vote of yes-7; no-0.

25. **CEO/General Manager's Report**
CEO/General Manager Lauren Skiver, addressed the Board. She introduced Luis Garcia and informed the Board that he has been named the Deputy Chief Financial Officer. She stated that he provides excellent service to the Agency, as well as the Board, specifically throughout the budget process. Ms. Skiver stated we are proud of his success and support him through the future of his success. Vice Chairman Benoit and the Board commended Mr. Garcia. Ms. Skiver introduced Eric Mester, who is also new to the SunLine family. He is working in our IT Department with Joseph Friend. He has also become very instrumental in helping our users with our technology. Ms. Skiver introduced Stephanie Burlel, who has taken on some new duties to help in the Performance Management Office. The metrics tables included in the agenda packet, where you can review the productivity of the Agency, we want to include more and more information for the Board and the public. Stephanie has agreed to help. She is responsible for the data that is included. Ms. Skiver thanked Stephanie for taking on the new duties. Ms. Skiver stated that it is important for us to grow as an Agency and that we are recognizing our own talent and harnessing energy as we move forward. Ms. Skiver stated that there are a lot of talented people here at SunLine. Ms. Skiver stated that the team is the reason she received great comments from the Board. Ms. Skiver and the Board Members acknowledged the team. Ms. Skiver stated that the
The Agency had a very successful Disadvantaged Business Enterprise Workshop. EEO Officer, Vanessa Mora, pulled the event together with help from staff. She was instrumental in bringing that forward. Our DBE reporting and communication with the Board will be strengthened. We are working with cities to collaboratively look at the ways we report. That will be a continued item.

At 1:09pm, Vice Chairman Benoit announced that the Board recess the SunLine Transit Agency meeting and open the SunLine Services Group meeting.

At 1:20pm, Vice Chairman Benoit announced that the SunLine Transit Agency Board meeting would resume.

26. **Report by Legal Counsel**
   Legal Counsel, Bob Owen stated that at the last Board meeting, May 27, 2015, the Board of Directors met in Closed Session on the claim of Maribel Trejo v. SunLine Transit Agency. It was a personal injury claim relating to injury sustained while on a bus. The Board unanimously approved the $50,000 settlement. The settlement has been signed.

At 1:21 the Vice Chairman Benoit announced that the Board would move into Closed Session. Legal Counsel, Bob Owen, announced the following closed session item: Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.

27. **Closed Session**
   a) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.

At 2:10pm, Legal Counsel, Bob Owen, announced the return to Open Session. Mr. Owen stated that the Board met in Closed Session and discussed the CEO/General Manager evaluation. There is no reportable action.

28. **Next Regular Board Meeting Date**
   July 29, 2015; 12 o’clock Noon, New Board Room
   32-505 Harry Oliver Trail
   Thousand Palms, CA  92276

29. **Adjourn**
   Meeting was adjourned at 2:10 p.m.

Respectfully Submitted,

[Signature]
Carolyn Rude
Clerk of the Board
## SunLine Transit Agency
### Checks $1,000 and Over
#### For the month of May 2015

**NOTE:** 1) Bold check payments represent “pass through” payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2) Underlined check payments represent “shared” payments with SunLine and specific vendors/employees.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description</th>
<th>Check #</th>
<th>Check Date</th>
<th>Amount</th>
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</table>
SunLine Transit Agency
Checks $1,000 and Over
For the month of May 2015

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<th>Check Date</th>
<th>Amount</th>
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SunLine Transit Agency
Checks $1,000 and Over
For the month of May 2015

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<tr>
<td>MOHAWK MFG &amp; SUPPLY CO</td>
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| Total of Checks Over $1,000  | $954,373.17         |
| Total of Checks Under $1,000 | $24,111.52          |
| Total of All Checks for the Month | $978,484.69      |
| Total Amount of Checks Prior Years Same Month | $2,162,652.39 |
May 2015 Statement
Open Date: 04/21/2015  Closing Date: 05/21/2015

Visa® Business Card
SUNLINE TRANSIT

New Balance: $7,145.29
Minimum Payment Due: $72.00
Payment Due Date: 05/17/2015

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a $30.00 Late Fee and your APR may be increased up to the Penalty APR of 23.99%.

Activity Summary

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Payments</td>
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<tr>
<td>Other Credits</td>
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<tr>
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<td>Advances</td>
<td>$0.00</td>
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<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>
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New Balance: $7,145.29
Past Due: $0.00
Minimum Payment Due: $72.00
Credit Line: $43,000.00
Available Credit: $35,854.71
Days in Billing Period: 31

Payment Options: 
- Mail payment coupon with a check
- Pay online at myaccount.pwbank.com
- Pay by phone: 1-866-562-8855

No payment is required.

Automatic Payment

Account Number:

Your new full balance of $7,145.29 will be automatically deducted from your account on 06/15/15.
Important Messages:

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Other Materials. These transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of $7445.99 will be automatically deducted from your bank account on 06/15/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions:

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Ref #</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
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<tr>
<td>05/11</td>
<td>05/16</td>
<td>3294</td>
<td>OMNI FORT WORTH FORT WORTH TX MERCHANDISE RETURN</td>
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Purchases and Other Debits:

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<tr>
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<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/21</td>
<td>9130</td>
<td>OWW</td>
<td>ORBITZ.COM 866-666-4545 II</td>
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<tr>
<td>04/21</td>
<td>8274</td>
<td>CANADADESERTSUNRC 866-426-0491 IN</td>
<td>$120.00</td>
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<tr>
<td>04/22</td>
<td>2969</td>
<td>AMERICAN 0017619328755 CHICAGO IL DURAN/VICTOR 05/16/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS</td>
<td>$213.20</td>
<td></td>
</tr>
<tr>
<td>04/22</td>
<td>3925</td>
<td>EL RANCHO TACO SHOP PALM DESERT CA</td>
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<tr>
<td>05/04</td>
<td>1874</td>
<td>USAIRWAYS037218019898 PHOENIX AZ SKIVER/LAUER 05/02/15 PALMSPRINGS TO PHOENIX AZ</td>
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<tr>
<td>05/04</td>
<td>9682</td>
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<tr>
<td>05/04</td>
<td>3203</td>
<td>AMERICAN 0012302301466 DALLAS TX SKIVER/LAUER 05/02/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO DALLAS DALLAS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS</td>
<td>$579.20</td>
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<tr>
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<td>0699</td>
<td>SHERATON FT WORTH FORT WORTH TX</td>
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<td>7645</td>
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<td>0362</td>
<td>PALM SPRINGS AIRPORT PALM SPRINGS CA</td>
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<td>05/18</td>
<td>07290</td>
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<td>9083</td>
<td>HYATT HOTELS GRAND CYRUS ORLANDO FL</td>
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<td>05/20</td>
<td>7291</td>
<td>UNITED 015739510008 600-832-2722 TX</td>
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Continued on Next Page.
May 2015 Statement 04/21/2015 - 05/21/2015

TRANSACTIONS

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<th>Trans Date</th>
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<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
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<tr>
<td>05/20</td>
<td>05/19</td>
<td>4242</td>
<td>SOUTHWEST 52521082371 000.435 8792 TX FLOREN HUDDLESTON 05/23/15 RAINBOW TO OAKLAND CAL OAKLAND CAL TO RAINBOW</td>
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<tr>
<td>05/20</td>
<td>05/19</td>
<td>4350</td>
<td>SOUTHWEST 52521082371 000.435 9709 TX FLOREN HUDDLESTON 05/19/15 DALLAS LOVE TO DALLAS LOVE</td>
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Total for Account $7,131.79

BILLING ACCOUNT ACTIVITY

<table>
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<tr>
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<th>Trans Date</th>
<th>Ref #</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
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</thead>
<tbody>
<tr>
<td>05/14</td>
<td>05/14</td>
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<td>PAYMENT THANK YOU</td>
<td>$9,249.05</td>
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Total for Account $9,249.05

2015 Totals Year-to-Date

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<thead>
<tr>
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<tbody>
<tr>
<td>Total Fees Charged in 2015</td>
<td>$0.00</td>
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<tr>
<td>Total Interest Charged in 2015</td>
<td>$0.00</td>
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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>
<th>Expires with Statement</th>
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<tbody>
<tr>
<td>BALANCE TRANSFER</td>
<td>$0.00</td>
<td>$0.00</td>
<td>YES</td>
<td>$0.00</td>
<td>13.90%</td>
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<tr>
<td>PURCHASES</td>
<td>$7,114.22</td>
<td>$0.00</td>
<td>YES</td>
<td>$0.00</td>
<td>13.90%</td>
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<tr>
<td>ADVANCES</td>
<td>$0.00</td>
<td>$3.00</td>
<td>YES</td>
<td>$0.00</td>
<td>13.90%</td>
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</tr>
<tr>
<td>Date</td>
<td>Vendor</td>
<td>Description</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>04/20/15</td>
<td>Orbitz</td>
<td>Hotel; Training-Victor M. Duran, Supervisor; Smith System Training. Phoenix, AZ – 3 days.</td>
<td>$398.04</td>
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<tr>
<td>04/21/15</td>
<td>The Desert Sun</td>
<td>Newspaper renewal – one year</td>
<td>$120.00</td>
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<tr>
<td>04/20/15</td>
<td>American A/L</td>
<td>Airfare; Training-Victor M. Duran, Supervisor; Smith System Training Phoenix, AZ</td>
<td>$213.20</td>
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<tr>
<td>04/21/15</td>
<td>El Ranchito Taco</td>
<td>Board meeting lunch – April Board meeting</td>
<td>$263.77</td>
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<tr>
<td>05/01/15</td>
<td>US Airways</td>
<td>Airline fee; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus &amp; Paratransit Conf.</td>
<td>$29.00</td>
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<tr>
<td>05/01/15</td>
<td>US Airways</td>
<td>Airline fee; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus &amp; Paratransit Conf.</td>
<td>$25.00</td>
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</tr>
<tr>
<td>05/01/15</td>
<td>US Airways</td>
<td>Airfare; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus &amp; Paratransit Conf. Dallas, TX</td>
<td>$579.20</td>
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<td></td>
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</tr>
<tr>
<td>05/01/15</td>
<td>Sheraton, Ft.Worth</td>
<td>Hotel; Victor A. Duran, Operator; APTA Roadeo; five nights</td>
<td>$971.75</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>05/01/15</td>
<td>Sheraton, Ft.Worth</td>
<td>Hotel; Mannie Thomas, DCOO-Transportation; APTA Roadeo; five nights</td>
<td>$971.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/07/15</td>
<td>Omni, Ft. Worth</td>
<td>Hotel charge; Lauren Skiver, CEO/C.M.; APTA Roadeo/Bus &amp; Paratransit Conf.</td>
<td>$21.32</td>
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</tr>
<tr>
<td>05/06/15</td>
<td>Omni, Ft. Worth</td>
<td>Hotel; Lauren Skiver, CEO/G.M.; APTA Roadeo/Bus &amp; Paratransit Conf. (includes $126.91 for Roadeo Team breakfast); 4 nights</td>
<td>$841.90</td>
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<tr>
<td>05/07/15</td>
<td>P.S. Airport</td>
<td>Airport parking fees; Lauren Skiver, CEO/G.M. &amp; Tommy Edwards, COO APTA Roadeo/Bus &amp; Paratransit Conf.</td>
<td>$71.00</td>
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<tr>
<td>05/15/15</td>
<td>Hyatt -Orlando</td>
<td>Hotel; Connie Garcia, Planning Svcs. Coordinator; training-Trapeze User Conf. 4 nights.</td>
<td>$787.52</td>
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<tr>
<td>05/14/15</td>
<td>Hyatt -Orlando</td>
<td>Hotel; Joseph Friend, IT Specialist; training-Trapeze User Conf. 3 nights.</td>
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<tr>
<td>05/20/15</td>
<td>United Airlines</td>
<td>Airfare; Tommy Edwards, COO; APTA-Zero Emissions Work Group (Sponsored &amp; reimbursable by APTA)</td>
<td>$916.20</td>
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<tr>
<td>05/19/15</td>
<td>Southwest A/L</td>
<td>Airfare; Rudy Le Flore, CPO; Calif. Fuel Cell Partnership Conf.; Oakland</td>
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<td>05/19/15</td>
<td>Southwest A/L</td>
<td>Airline fee; Rudy Le Flore, CPO; Calif. Fuel Cell Partnership Conf.; Oakland</td>
<td>$25.00</td>
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</tbody>
</table>

**Total Amount**

$7,131.79

**Credits:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/06/15</td>
<td>Omni Hotel</td>
<td>Merchandise return-Lauren Skiver; APTA Bus &amp; Paratransit Conf.</td>
<td>$13.50 CR</td>
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<tr>
<td>05/14/15</td>
<td>Payment</td>
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<td>$9,249.05 CR</td>
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<td>05/20/15</td>
<td>Payment</td>
<td></td>
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<tr>
<td>Description</td>
<td>FY 15 Total Budget</td>
<td>Current Month Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------</td>
<td>----------------------</td>
<td>--------</td>
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<tr>
<td><strong>Operating Revenues:</strong></td>
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<td>Passenger Revenue</td>
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<td>270,227</td>
<td>304,220</td>
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<td><strong>Total Operating Revenue</strong></td>
<td>4,925,705</td>
<td>467,014</td>
<td>410,109</td>
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<td><strong>Operating Expenses:</strong></td>
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<td>Operator &amp; Mechanic Salaries &amp; Wages</td>
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<td>634,750</td>
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<tr>
<td>Operator &amp; Mechanic Overtime</td>
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<td>95,154</td>
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<td>Administration Salaries &amp; Wages</td>
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<td>317,998</td>
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<td>195,460</td>
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<td>268,581</td>
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<td>93,537</td>
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<td>Fuel - Hydrogen</td>
<td>146,468</td>
<td>15,797</td>
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<td>Tires</td>
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<td>137,300</td>
<td>9,126</td>
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<td>Electricity - CNG &amp; Hydrogen</td>
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<td>14,216</td>
<td>14,250</td>
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<td>Natural Gas</td>
<td>1,333,000</td>
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<td>Insurance Premium - Property</td>
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<td><strong>Subsidies:</strong></td>
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<td>13,500,121</td>
<td>1,095,681</td>
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<td>Federal - 5307, 5311, 5316, 5317 &amp; CMAQ</td>
<td>3,678,324</td>
<td>296,403</td>
<td>308,527</td>
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<tr>
<td><strong>Total Subsidies</strong></td>
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<td>1,875,699</td>
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<td><strong>Net Operating Gain (Loss) After Subsidies</strong></td>
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<tr>
<td>FY 15</td>
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<tr>
<td>YTD</td>
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<tr>
<td>Description</td>
<td>FY 15 Total Budget</td>
<td>Current Month</td>
<td>Year to Date</td>
</tr>
<tr>
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<td>---------------</td>
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</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Favorable (Unfavorable)</td>
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<tr>
<td>Operating Expenses:</td>
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</tr>
<tr>
<td>Wages &amp; Benefits</td>
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<td>1,652,693</td>
<td>1,662,245</td>
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<td>Services</td>
<td>2,224,990</td>
<td>223,873</td>
<td>185,416</td>
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<td>Fuels &amp; Lubricants</td>
<td>1,706,158</td>
<td>117,366</td>
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<td>Tires</td>
<td>267,330</td>
<td>12,860</td>
<td>22,278</td>
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<tr>
<td>Materials and Supplies</td>
<td>1,139,813</td>
<td>100,954</td>
<td>94,984</td>
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<tr>
<td>Utilities</td>
<td>1,752,697</td>
<td>128,856</td>
<td>146,058</td>
</tr>
<tr>
<td>Casualty &amp; Liability</td>
<td>1,817,655</td>
<td>192,035</td>
<td>151,469</td>
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<tr>
<td>Taxes and Fees</td>
<td>128,800</td>
<td>14,744</td>
<td>10,733</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>605,414</td>
<td>26,930</td>
<td>50,451</td>
</tr>
<tr>
<td>Self Consumed Fuel</td>
<td>(1,544,841)</td>
<td>(109,402)</td>
<td>(128,737)</td>
</tr>
<tr>
<td>Total Operating Expenses (Before Depreciation)</td>
<td>28,044,924</td>
<td>2,362,912</td>
<td>2,337,077</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Revenue</td>
<td>3,650,635</td>
<td>270,227</td>
<td>304,220</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,270,670</td>
<td>216,787</td>
<td>105,889</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td>4,921,305</td>
<td>487,014</td>
<td>410,109</td>
</tr>
<tr>
<td>Net Operating Gain (Loss)</td>
<td>$ (1,875,898)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsidies:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local - Measure A, RTA Funds</td>
<td>5,939,174</td>
<td>481,814</td>
<td>494,931</td>
</tr>
<tr>
<td>State - LTF</td>
<td>13,506,121</td>
<td>1,095,681</td>
<td>1,125,510</td>
</tr>
<tr>
<td>Federal - 5307, 5311, 5316, 5317 &amp; CMAQ</td>
<td>3,678,324</td>
<td>296,403</td>
<td>306,527</td>
</tr>
<tr>
<td>Total Subsidies</td>
<td>23,213,619</td>
<td>1,875,898</td>
<td>1,926,968</td>
</tr>
<tr>
<td>Net Operating Gain (Loss) After Subsidies</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Passenger Revenue - Unfavorable
- YTD passenger fare revenue up from last fiscal year, however, it is not reaching the projected 8% in the budget.
- The budget accounts for an increase in passenger revenue due to the extension of Line 111 to Coachella. There are expense savings that offset the unfavorable balance in passenger revenue.

Other Revenue - Favorable
- General retail CNG customers have increased usage by 10%.
- More CNG credit customers have been added and current customers have increased usage. Thus increasing usage by 21% compared to the same period in FY14.
- YTD advertising revenue above budgeted amount by $80K.

Operator & Mechanic Salaries & Wages - Favorable
- Operators on extended leave for long term disability or workers compensation.
- Line 111 extension to Coachella has yet to effect. A majority of the expenses associated with that extension would be coming from wages. Accordingly, there are some wage savings in operations.

Operator & Mechanic Overtime - Unfavorable
- Operators on extended leave for long term disability or workers compensation.

Administration Salaries & Wages - Favorable
- Vacant positions in the Administration Office, Finance & IT account for the salary savings for administration.
- A portion of the salary savings will be offset by an increase in temporary help services in the respective divisions.

Administration Overtime - Unfavorable
- Administration overtime expenses are within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable
- A retroactive pension contribution adjustment was made in April in accordance with actuarial evaluations effective January 1, 2015.
- Vacant positions in Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- SunLine currently has two contracted employees. These individuals do not receive fringe benefits.
- Operators on extended leave for long term disability or workers compensation.

Communications - Favorable
- Communication expenses are within an acceptable range of the budgeted amount.

Legal Services - General - Favorable
- YTD use of legal counsel is lower than projected.

Computer/Network Software Agreement - Unfavorable
- Renewal of CPAC software agreement paid in March & April.

Uniforms - Unfavorable
- Uniform expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable
- Expenses for hydrogen support are lower than projected.
- Community and Customer Relations contracted services below budget. Expenses against outsourced marketing will be utilized more in the last quarter of the fiscal year.

Equipment Repairs - Favorable
- Equipment repair expenses are within an acceptable range of the budgeted amount.

Security Services - Favorable
- Security service expenses below average for the short month of February.

Fuel - CNG - Favorable
- Favorable variance primarily due to lower support function costs associated with CNG production.
Fuel - Hydrogen - Unfavorable
  • Hydrogen expenses are within an acceptable range of the budget.

Tires - Favorable
  • The savings can be attributed to not implementing the extension of the Line 111 to Coachella.

Office Supplies - Favorable
  • Office supply expense savings across multiple divisions account for the current surplus.

Travel/Training - Favorable
  • Travel & training savings can be attributed low YTD expenses in Sunfuels, Admin Operations, HR, Executive Office, IT and Performance Office.

Repair Parts - Unfavorable
  • There was an increased need to conduct vehicle repairs resulting from unexpected failures such as transmission breakdowns.

Facility Maintenance - Unfavorable
  • Facility maintenance expenses over budget due to unexpected repair costs for the ice machine at 1rdo driver’s lounge.
  • Facility maintenance expenses over budget in Thousand Palms due to an inspection and following repairs for the hydraulic lifts in the shop.
  • Facility maintenance expenses partially over budget due to the purchase of a SunLine logo that was installed in the new board room.

Electricity - CNG & Hydrogen - Favorable
  • YTD electricity expense savings largely due to hydrogen production through April being lower than projected.

Natural Gas - Unfavorable
  • The unfavorable balance is due to an increase in natural gas charges and increased production.

Water - Unfavorable
  • Water expenses are within an acceptable range of the budgeted amount.

Insurance Losses - Unfavorable
  • The current unfavorable balance is attributed to losses in workers compensation.

Insurance Premium - Property - Favorable
  • Premium expenses are within an acceptable range of the budgeted amount.

Repair Claims - Unfavorable
  • Repairs for bus 713 from August 2014 accident. Work completed in September 2014.

Fuel Taxes - Unfavorable
  • Fuel tax expenses are over budget due to retail CNG sales being higher than expected.

Other Expenses - Favorable
  • The surplus is attributed to unused expenses being re-allocated from different accounts. The amounts were adjusted to the Finance department miscellaneous expense for control purposes. The funds will be kept as a surplus unless they are needed.
  • After reconciling insurance accounts, the budgeted amount for insurance premium workers compensation is more than sufficient to cover the premiums & thus results in a large surplus.
  • There was an adjustment of funds that reduced wages and fringe in Human Resources and increased the Consulting expense in Planning. This was a result of wage and fringe savings in Human Resources and a need for planning and grant services in Planning.

Self Consumed Fuel - Favorable
  • The current favorable amount is attributed to a decrease in the overall cost to produce fuel and being able to control the cost per GGE.
### SunLine Transit Agency
#### Monthly Ridership Report
#### May 2015

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>DHS/PS</td>
<td>56,764</td>
<td>58,945</td>
<td>57,198</td>
<td>(2,181)</td>
<td>-3.7%</td>
<td>523,780</td>
<td>553,998</td>
<td>69,782</td>
<td>12.6%</td>
<td>1,781</td>
<td>19,212</td>
<td>451</td>
<td>5,578</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>DHS</td>
<td>9,489</td>
<td>10,202</td>
<td>9,855</td>
<td>(713)</td>
<td>-7.0%</td>
<td>107,362</td>
<td>104,598</td>
<td>2,764</td>
<td>2.6%</td>
<td>232</td>
<td>2,996</td>
<td>50</td>
<td>412</td>
<td></td>
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<tr>
<td>24</td>
<td>PS</td>
<td>14,917</td>
<td>18,172</td>
<td>16,165</td>
<td>(3,255)</td>
<td>-17.9%</td>
<td>172,645</td>
<td>188,168</td>
<td>(15,523)</td>
<td>-8.2%</td>
<td>326</td>
<td>4,132</td>
<td>170</td>
<td>2,446</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>CC/PS</td>
<td>67,289</td>
<td>69,605</td>
<td>68,276</td>
<td>(2,316)</td>
<td>-3.3%</td>
<td>735,638</td>
<td>693,693</td>
<td>41,945</td>
<td>6.0%</td>
<td>2,261</td>
<td>23,184</td>
<td>377</td>
<td>4,245</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>PD/RMTP/CC/PS</td>
<td>24,328</td>
<td>26,178</td>
<td>25,859</td>
<td>(1,850)</td>
<td>-7.1%</td>
<td>272,672</td>
<td>275,498</td>
<td>(2,826)</td>
<td>-1.0%</td>
<td>1,025</td>
<td>12,332</td>
<td>133</td>
<td>2,292</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>PD/IW</td>
<td>5,076</td>
<td>5,409</td>
<td>4,835</td>
<td>(333)</td>
<td>-6.2%</td>
<td>53,461</td>
<td>55,356</td>
<td>(1,895)</td>
<td>-3.4%</td>
<td>162</td>
<td>1,687</td>
<td>23</td>
<td>310</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Indio/LQ/IWPD</td>
<td>8,331</td>
<td>6,758</td>
<td>9,394</td>
<td>1,573</td>
<td>23.3%</td>
<td>89,204</td>
<td>30,969</td>
<td>58,235</td>
<td>188.0%</td>
<td>373</td>
<td>3,690</td>
<td>80</td>
<td>663</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>LQ/BD</td>
<td>18,638</td>
<td>22,883</td>
<td>19,625</td>
<td>(4,245)</td>
<td>-18.6%</td>
<td>203,143</td>
<td>239,204</td>
<td>(36,061)</td>
<td>-15.1%</td>
<td>618</td>
<td>7,593</td>
<td>34</td>
<td>441</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Indio</td>
<td>11,711</td>
<td>10,997</td>
<td>12,040</td>
<td>714</td>
<td>6.5%</td>
<td>124,411</td>
<td>125,699</td>
<td>(1,288)</td>
<td>-1.0%</td>
<td>242</td>
<td>2,278</td>
<td>97</td>
<td>929</td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Indio</td>
<td>7,334</td>
<td>8,728</td>
<td>7,126</td>
<td>(1,394)</td>
<td>-16.0%</td>
<td>82,364</td>
<td>95,673</td>
<td>(13,509)</td>
<td>-14.1%</td>
<td>84</td>
<td>1,339</td>
<td>97</td>
<td>818</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>Coachella/Indio</td>
<td>18,968</td>
<td>18,934</td>
<td>20,161</td>
<td>34</td>
<td>0.2%</td>
<td>208,715</td>
<td>211,967</td>
<td>(3,252)</td>
<td>-1.5%</td>
<td>429</td>
<td>5,745</td>
<td>133</td>
<td>1,252</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>I/Cch/Th/Mec/Oas</td>
<td>19,490</td>
<td>21,600</td>
<td>20,508</td>
<td>(2,110)</td>
<td>-9.8%</td>
<td>213,145</td>
<td>214,368</td>
<td>(1,223)</td>
<td>-0.6%</td>
<td>611</td>
<td>5,635</td>
<td>35</td>
<td>523</td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>I/Cch/Th/Mec/NS</td>
<td>2,517</td>
<td>2,880</td>
<td>3,099</td>
<td>(363)</td>
<td>-12.6%</td>
<td>29,960</td>
<td>24,038</td>
<td>5,922</td>
<td>24.6%</td>
<td>42</td>
<td>975</td>
<td>3</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>PS to Indio</td>
<td>122,015</td>
<td>133,547</td>
<td>128,616</td>
<td>(11,532)</td>
<td>-8.6%</td>
<td>1,402,827</td>
<td>1,499,451</td>
<td>(96,624)</td>
<td>-6.4%</td>
<td>4,621</td>
<td>50,660</td>
<td>818</td>
<td>9,715</td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>PD to Riverside</td>
<td>1,022</td>
<td>1,146</td>
<td>1,147</td>
<td>(124)</td>
<td>-10.8%</td>
<td>11,890</td>
<td>13,254</td>
<td>(1,364)</td>
<td>-10.3%</td>
<td>24</td>
<td>522</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

**Fixed route total** : 387,889 | 415,984 | 403,904 | (28,099) | -6.8% | 4,331,217 | 4,326,134 | 5,083 | 0.1% | 12,831 | 141,980 | 2,505 | 29,757

### Demand Response

<table>
<thead>
<tr>
<th></th>
<th>SunDial</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13,022</td>
<td>12,363</td>
<td>13,094</td>
<td>659</td>
<td>5.3%</td>
<td>141,551</td>
<td>127,630</td>
<td>13,931</td>
</tr>
</tbody>
</table>

**System total** : 400,911 | 428,347 | 416,998 | (27,436) | -6.4% | 4,472,778 | 4,453,764 | 19,014 | 0.4% |

#### May-15 | May-14 | Apr-15

- **Weekdays**: * 20 | * 21 | 22  
- **Saturdays**: 5 | 5 | 4  
- **Sundays**: * 5 | * 5 | 4  
- **Total Days**: 31 | 31 | 30

---

**Please note:**

* Running the Saturday/Sunday service on May 25, 2015 and May 26, 2014, Memorial Day Holiday. Weekday and Sunday total days reflect the change.

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

**Issued:** 6/10/2015

**Printed on:** 6/10/2015
Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
May 2015

1. **ON-TIME PERFORMANCE**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.8</td>
<td>92.3</td>
<td>Total trips carried in the on-time window</td>
</tr>
<tr>
<td>811</td>
<td>954</td>
<td>Total trips late during the month</td>
</tr>
<tr>
<td>11,113</td>
<td>11,709</td>
<td>Total trips</td>
</tr>
</tbody>
</table>

2. **RIDERSHIP and MILEAGE**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,363</td>
<td>13,022</td>
<td>Total passengers for the month</td>
</tr>
<tr>
<td>108,358</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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Total Ride-a-Long Evaluations</td>
</tr>
<tr>
<td>13</td>
<td>12</td>
<td>Total Onboard Inspections</td>
</tr>
<tr>
<td>0</td>
<td>10</td>
<td>Total Safety Evaluations</td>
</tr>
</tbody>
</table>

5. **DENIALS**

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Details</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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,890</td>
<td>2,105</td>
<td>Total Mobility Device Boarding's</td>
</tr>
</tbody>
</table>

cc: Lauren Skiver, Carolyn Rude, Marnie Garcia, Marnie Thomas, Diane Beebe
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
Workers’ Compensation goal to reduce W/C - HR working to implement a Modified Duty Program.
The variables used for calculating the percentages are (1) Scheduled Operators per day and (2) the number of absences per day computed in each category.
Absences include scheduled and unscheduled for both Paratransit and Fixed Route drivers. This information was gathered from Trapeze Ops Statistics and is based on occurrences in each status not hours.
**ON TIME PERFORMANCE % BY LINE MAY 2015**

<table>
<thead>
<tr>
<th>Line</th>
<th>April 2015</th>
<th>May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>84.9%</td>
<td>98.5%</td>
</tr>
<tr>
<td>15</td>
<td>84.9%</td>
<td>93.3%</td>
</tr>
<tr>
<td>24</td>
<td>94.1%</td>
<td>94.5%</td>
</tr>
<tr>
<td>30</td>
<td>81.1%</td>
<td>87.0%</td>
</tr>
<tr>
<td>32</td>
<td>80.0%</td>
<td>83.4%</td>
</tr>
<tr>
<td>53</td>
<td>84.3%</td>
<td>84.2%</td>
</tr>
<tr>
<td>54</td>
<td>95.9%</td>
<td>95.9%</td>
</tr>
<tr>
<td>70</td>
<td>88.1%</td>
<td>92.3%</td>
</tr>
<tr>
<td>80</td>
<td>90.8%</td>
<td>90.8%</td>
</tr>
<tr>
<td>81</td>
<td>92.9%</td>
<td>91.7%</td>
</tr>
<tr>
<td>90</td>
<td>83.6%</td>
<td>83.9%</td>
</tr>
<tr>
<td>91</td>
<td>86.5%</td>
<td>87.9%</td>
</tr>
<tr>
<td>95</td>
<td>69.1%</td>
<td>71.4%</td>
</tr>
<tr>
<td>111</td>
<td>64.2%</td>
<td>71.4%</td>
</tr>
<tr>
<td>220</td>
<td>74.5%</td>
<td>71.4%</td>
</tr>
</tbody>
</table>

**On Time Performance**

**System Wide**

- April 2015: 86.1%
- May 2015: 84.1%

**2013**: 82%
**2014**: 84.1%
**2015 YTD**: 84.1%

**Definition**: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

**Goal**: minimum target for On Time performance is 85%. As a result of monitoring On Time Performance there was improvement for May at 85.2%.

**Exceptions**: Detours, train stuck on tracks, passenger problems, Avail System Issues.
Definition: When a bus leaves a time point ahead of the scheduled departure time.
Goal: to reduce early departures to 0% for each line.
Late Departures By Line - Year Totals

Definition: When a bus leaves a time point behind the scheduled departure time. The line is running late with a departure greater than 5 minutes.
Goal: to reduce late departures to 15% for each line.
Fleet Availability: Total average percentage of the Fleet available to Operators
Hard Down = When a vehicle absolutely cannot go out on the road for the day. This is noted as DL.
Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.

Goal: To have less than 20 percent of the fleet down for maintenance
Dial a Ride fleet fell below the desired goal by 5%. Three long term D/L buses due to engine failures and several A/C issues for the month of May.
FIXED ROUTE FLEET AGE: The average fleet age should be no greater than 10 years old according to the Service Standards Policy. The Fixed Route average fleet age currently stands at 7.2 years old.

Goal: to reduce the current 10 year standard average to a 6 year average. According to the Service Standards Policy, 1/12th of the fleet should be replaced each year; this is equal to 8.3% of the fleet for approximately 6 buses per year.

PARATRANSIT FLEET AGE - MAY 2015

PARATRANSIT

Paratransit vans have a 3 year, 150,000 mile life. Currently, the paratransit fleet average age is 2.8 years old.

Goal: According to the Fleet Plan, the existing paratransit vehicle fleet requires 10 to 12 vehicles to be purchased annually for replacement.
Trip: A one-way ride booked by the client. A round trip is counted as two trips.
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.
Goal for Late Cancellations: 5% or below.
Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising.

SunLine Transit Agency budgeted $75,000 in advertising revenue for FY 14/15. The red line represents the goal for FY 14/15.
DATE: July 29, 2015

TO: Board Operations Committee
    Board of Directors

FROM: Legal Counsel

RE: Approval of Resolution Revising Agency/Committee Bylaws

Recommendation
Recommend that the Board of Directors approve the attached Resolution amending Agency/Committee Bylaws.

Background
At the June 24th Bylaws, Policy & Procedures Committee meeting, Committee members provided changes to the proposed Bylaws. Per Committee direction, the updated Agency/Committee Bylaws presented reflects those changes.

Pursuant to Board direction, General Counsel has prepared amendments to the Agency's Rules of Procedure, which were originally adopted on July 1, 1977. The changes include removing or amending provisions to ensure consistency with the Brown Act, and with the original SunLine JPA, removing and amending arcane language and procedures, adding pronouns to make the Rules applicable to the female Board members as well, and altering or removing additional provisions to reflect modern practices.

In addition, Committee Bylaws have been created reflecting the new committee structure.

Legal Counsel will be available to answer any questions regarding this item during the meeting.

Financial Impact
No fiscal impact.

Robert Owen
SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. _____

A JOINT RESOLUTION AMENDING AND ADOPTING RULES OF PROCEDURE FOR BOARD MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES, AND ADOPTING BYLAWS FOR ALL BOARD COMMITTEES.

WHEREAS, Section 19-A-2 of the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") requires that the Board of Directors adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities, and regulations pertaining thereto;

WHEREAS, on July 1, 1977, the Board of Directors adopted Rules of Procedure through the approval of Resolution No. 0001, and now desires to amend those Rules;

WHEREAS, the Board of Directors desires to establish a common set of bylaws applicable to all established Board Committees; and

WHEREAS, the Board of Directors of the SunLine Services Group desires to establish the same Rules of Procedure and Committee Bylaws through the adoption of this Joint Resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transportation Agency and the Board of Directors of the SunLine Services Group, that the Rules of Procedure for Board Meetings is hereby amended to read in its entirety as follows:

PURPOSE: The purpose and intent of the Board in adopting these Rules is to provide directory guidelines relating to the conduct of the public business by or on behalf of the Board. Any non-compliance with or violation of any provision will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law. To the extent that any of these Rules conflict with any provision of law or of the SunLine Joint Powers Transportation Agency Agreement and the Implementation Agreement Authorizing the SunLine Services Group to Regulate Taxicabs, the terms of applicable law or the Agreements shall prevail.

1. MEETINGS

1.1 REGULAR MEETINGS

The Board of Directors shall hold regular meetings at a published location on the fourth Wednesday of each month at 12:00 P.M., with the following exceptions: the July & August meetings are combined and held on the last Wednesday in July, and the November & December meetings are combined and held on the first Wednesday in December. When the day for any regular meeting of the Board falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on a day as established by the Board. Notice of
regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

Special Meetings may be called by the Chairperson or majority of Board Members on 24-hour notice, as set forth in the procedures and standards mandated by Government Code Section 54956. Only matters contained in the notice of the Special Meeting may be considered at the meeting.

1.3 QUORUM

The number of members sufficient to constitute a quorum shall be fifty percent (50%) of the total number of parties to SunLine plus one (rounded to the nearest whole number). The Board may take no official action in any instance where less than a quorum is present.

1.4 MAJORITY VOTE

1.4.1 Adoption of by-laws, amendment of by-laws, adoption of the annual budget and such other matters as the Board may designate shall require a majority vote of the entire membership of the Board.

1.4.2 All other actions taken by the Board shall require a majority vote of the quorum in attendance.

1.4.3 An abstention shall be considered neither an affirmative nor a negative vote, but the presence of the member abstaining shall be counted in determining whether or not there is a quorum in attendance.

1.5 MEETINGS TO BE PUBLIC

All regular, adjourned, or special meetings of the Board shall be open to the public, in accordance with the Brown Act. The Board may hold executive sessions from which the public may be excluded for the consideration of subjects permitted under the Brown Act.

1.6 TELECONFERENCING

The Board may use teleconferencing in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953.
2. ORDER OF BUSINESS

2.1 AGENDA

The Order of Business of each meeting shall be as contained in the Agenda prepared by the General Manager. The Agenda shall be a listing by topic of subjects which shall be taken up for consideration in the following order:

- Call to Order
- Flag Salute
- Roll Call
- Presentations
- Finalization of Agenda
- Public Comments
- Board Member Comments
- Receive and File Items
- Action Items
- Information Items
- Discussion Items
- General Counsel
- General Manager's Report
- Adjournment

2.2 DELIVERY OF AGENDA

Barring insurmountable difficulties, the Agenda shall ordinarily be delivered to Board Members by each Friday preceding the Wednesday meeting to which it pertains.

The Agenda shall also be available to the general public at the time it is delivered to the Board.

2.3 ROLL CALL

Before proceeding with the business of the Board, the Clerk of the Board shall conduct the roll call of the Board Members and the names of those present shall be entered in the minutes.

2.4 APPROVAL OF MINUTES

Unless requested by a majority of the Board, minutes of the previous meeting may be approved without public reading if the Clerk of the Board has previously furnished each Board Member with a copy thereof.
2.5 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

- Staff review
- Questions of Staff by the Board
- Hearing opened by Chairperson
- If desired, hearing closed
- Questions by the Board
- Discussion by the Board
- Action by the Board

Questions or comments from the public shall be limited to the subject under consideration. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Chairperson may, at the beginning of the hearing, limit testimony, but in no event to less than 5 minutes per individual. Any person may speak for a longer period of time, upon approval of the SunLine Board, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphic or slide presentations requiring more time.

Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the General Counsel shall advise the SunLine Board in this regard.

2.6 PUBLIC COMMENTS

Any person may address the Board on any subject pertaining to SunLine business, whether listed on the agenda or not, during the Public Comments portion of the meeting. A limitation of 5 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

2.7 CONSENT CALENDAR

Items of a routine nature may be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Prior to, or following review of, the consent agenda by the General Manager, any Board member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Clerk of the Board shall be instructed to record such abstentions in the minutes.

2.8 AGENDA ITEMS

Upon request of any Board Member, any item shall be placed on the agenda at the next regularly scheduled Board meeting, provided that the request is submitted prior to the deadline for posting the agenda.
3. **PRESIDING OFFICER**

3.1 **PRESIDING OFFICER:**

The Chairperson shall be the Presiding Officer at all meetings of the Board. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a temporary Presiding Officer to serve until the arrival of the Chairperson or Vice Chairperson or until adjournment.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairperson and one as Vice Chairperson. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

3.2 **CALL TO ORDER:**

The meeting of the Board shall be called to order by the Chairperson or in his or her absence by the Vice Chairperson. In the absence of both the Chairperson and Vice Chairperson, the meeting shall be called to order by the Clerk of the Board, whereupon the Clerk shall immediately call for the selection of a temporary Presiding Officer.

3.3 **PARTICIPATION OF PRESIDING OFFICER:**

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Board members, and he or she shall not be deprived of any of the rights and privileges of a Board member by reason of his acting as Presiding Officer.

3.4 **SIGNING OF DOCUMENTS:**

The Chairperson, or Vice Chairperson in the absence of the Chairperson, shall sign Resolutions and Ordinances adopted by the Board.

The Clerk of the Board shall attest to the signature of the Chairperson or Vice Chairperson.
3.5 **MAINTENANCE OF ORDER:**

The Chairperson or Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Chair. All questions and remarks shall be addressed to the Chair.

4. **RULES, DECORUM, AND ORDER**

4.1 **POINTS OF ORDER:**

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Board. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 **DECORUM AND ORDER - BOARD MEMBERS:**

(a) Board members shall accord the utmost courtesy to each other, to SunLine employees and to the public appearing before the Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

(b) Any Board member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Board shall require him or her to so act.

4.3 **DECORUM AND ORDER - EMPLOYEES:**

Employees of SunLine shall observe the same rules of procedure and decorum applicable to members of the Board. The General Manager shall insure that all SunLine employees observe such decorum. Any staff member, including the General Manager, desiring to address the Board or members of the public shall first be recognized by the Chair.

4.4 **ENFORCEMENT OF DECORUM:**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
4.5 CONFLICT OF INTEREST:

All Board members are subject to the provisions of California Law relative to conflicts of interest, and to conflicts of interest codes adopted by the Board. Any Board member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Board member may choose to leave the meeting room during debate and voting on the issue.

4.6 PROCEDURES IN ABSENCE OF RULES:

In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

In presiding over Board meetings, the Chairperson, Vice Chairperson or temporary Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board members present and voting.

4.8 BOARD APPOINTEES

Any SunLine employees who are appointed to their positions by the Board are nevertheless subject to direction, discipline, and removal by the General Manager pursuant to Section 4.11 of the Agreement.

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

Any member of the public desiring to address the Board shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, the speaker shall state his or her name for the record.

All remarks and questions shall be addressed to the Chair and not to any individual Board member, staff member or other person. During a public hearing, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.
6.2 DIVISION OF QUESTION:

If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a member shall (unless appealed), divide the same.

6.3 PRECEDENCE OF MOTIONS:

When a motion is before the Board, no motion shall be entertained except the following which shall have precedence in the following order:

(a) Adjourn
(b) Table
(c) Limit or terminate discussion
(d) Amend
(e) Postpone

6.4 MOTION TO ADJOURN:

A motion to adjourn shall be in order at any time, except as follows:

(a) When repeated without intervening business or discussion.
(b) When made as an interruption of a member while speaking.
(c) When discussion has been ended, and vote on motion is pending, and
(d) While a vote is being taken.

A motion to adjourn “to another time” shall be debatable only as to the time to which the meeting is adjourned.

6.5 MOTION TO CONTINUE:

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

7. RESOLUTIONS

7.1 DEFINITIONS:

Three terms are in general use to denote actions: “resolution”, “minute order”, and “motion” (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding; they just vary in the formality of respective memorialization. The most formal is referred to as a “resolution”. This, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional “whereas” explanatory material it often recites) to facilitate such future reference and research.
A “minute order” denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however, the minute order is drafted far more briefly than a resolution and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate certain administrative processes to which it pertains.

A “motion” is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

7.2 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in written form in advance of the Board's vote, the procedure shall be motion, second, discussion, vote, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it.

7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

Where a resolution has not been prepared in advance, the procedure shall be to instruct the General Manager to prepare a resolution for presentation at the next Board Meeting.

7.4 URGENCY RESOLUTIONS:

In matters of urgency, a resolution may be presented orally in motion form together with instructions for written preparation for later execution. After the resolution has been orally stated, the voting procedure above shall be followed.

8. BOARD COMMITTEE BYLAWS

8.1 The Board shall establish Committees to study and make recommendations to the Board as a whole. Each Committee may select such methods for study of the matters under its jurisdiction as it determines appropriate. The members of each Committee and each Committee’s Chairperson shall be appointed by the Board of Directors.

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., “the member from Palm Springs”). All Committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.
Minutes of the established Committee meetings need not be taken on a regular basis, but shall be taken if any Committee member so requests at least one business day prior to the meeting.

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee’s officers.

ADOPTED THIS _ DAY OF ___, 2015

ATTEST:

_________________________________  ___________________________
Carolyn Rude  Kristy Franklin

CLERK OF THE BOARD  CHAIRPERSON of the Board
SunLine Transit Agency  SunLine Transit Agency
SunLine Services Group  SunLine Services Group
STATE OF CALIFORNIA

) ss.

COUNTY OF RIVERSIDE

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency and 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 _______ _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____ _____, 2015.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

________________________
General Counsel
Robert Owen
Recommendation
Recommend that the Board of Directors delegate authority to the CEO/General Manager to enter into Amendment No. 3 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency (RTA).

Background
This Agreement Amendment is for the continued operation of Riverside Commuter Link 220 Bus Service for the third option period October 1, 2015 through September 30, 2016. The agreement includes an operating funding contribution from RTA for the Commuter Link 220 of up to a maximum amount of $118,351.

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 Amendment will cover the third year of operation of the Commuter Link 220.

The Agreement Amendment includes up to $118,351 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, 2015 after thirty-one (31) months of operation, the Commuter Link 220 performance is as follows:
- 37,988 rides (82.3% of target)
- $122,532 fare revenue (95.9% of target)
- $3.23 average fare versus $2.78 target
- $712,869 operating costs at 81% of budgeted costs
- 17.3% cost recovery versus 17.5% target.
SunLine was recently awarded $300,000 in July 2015, to expand this service line. Funding was awarded through a competitive process from FTA Section 5311(f). This funding will be utilized to add additional trips to and from Riverside on weekdays. An analysis of these additional trips will determine the success of expanding additional service to connect riders with leisure activities in Riverside and surrounding areas.

**Financial Impact**

This agreement increases the RTA share of operating costs to $118,351, compared to $103,700 for last year. This helps offset the federal grant funding available for years three and four of the Commuter Link 220 project as allocated by Riverside County Transportation Commission in the 2013 Call for Projects for JARC and New Freedom funding. SunLine's total share for this project is $136,172 and has applied $44,743 towards this project as of April 2015.

Anita M. Petke
DATE: July 29, 2015

TO: Finance/Audit Committee
    Board of Directors

FROM: Chief Operating Officer

RE: Solar Panels Change Order Contract 14-115B T2 Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to:

a. Negotiate and execute a change order in the amount Not To Exceed $67,764.63 with Renova Energy Corporation to cover costs for relocating and constructing a covered parking structure and connection of T2 Bus Port Solar PV System (408 modules) grid to the T3 new Administration Building grid.

b. Appropriate FY 09 State Transportation Assistance funding in the amount of $67,764.63 to fund the change order for additional work relating to the covered parking solar installation.

Background

SunLine was awarded a competitive grant by the Federal Transit Administration and the Air Quality Management District. In reviewing the project in October 2014 during the process of applying for final permits for the Solar Project, it was brought to our attention that the existing Administration modular trailers had permitting issues. After having several discussions with the County of Riverside Building & Safety Department, Contractor and Construction Manager, a solution was made to relocate and construct a covered parking structure to include (44 spaces) 408 solar panels (183,000 kWh per year) in the main parking lot at the new Administration Building. This PV array will tie into the T3 new Administration Building grid.

The benefits of previously Board approved Change Order No.1 for T1, (336 Sunpower Modules) are approximately: 151,000 kWh per year.

The benefits of this Change Order before you (408 Sunpower Modules) are approximately: 183,000 kWh per year.

With this project, approximately 33% of the total annual energy used by the Agency would be generated from the solar panels.
These changes include re-design costs, structure construction, trenching, conduit and equipment, as well as permit fees in coordination with the County of Riverside and net metering agreement with IID.

This change is supported by an independent technical evaluation from the Construction Management firm of RBF to be fair and reasonable.

**Financial Impact**

This action would add $67,764.63 to the FY 16 Capital Budget to fund this effort.

The energy savings resulting approximately:

1. Production of 438,000 kWh per year
2. Savings of approximately $65,700 annually.
3. Savings of approximately 33% of the total energy consumed.

Tommy D. Edwards
DATE: July 29, 2015

TO: Finance/Audit Committee
    Board of Directors

FROM: Chief Operations Officer

RE: Solar Construction Management Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order in the amount of Not To Exceed $29,980.40 with RBF Consulting, a Michael Baker International Company, to cover costs for additional construction management services to complete the oversight of the relocating and constructing covered parking structure and connection of T2 Bus Port Solar PV System to T3 new Administration Building.

Background

This work is required by Federal Transit Administration regulations in consideration of the additional scope of work relating to the construction of covered parking being provided by Renova.

RBF was awarded a competitive contract by SunLine to oversee the Renova Solar Panel installation contract. This oversight is a mandatory requirement of the Federal Transit Administration. The modification of Renova's agreement with SunLine to include a redirection of solar efforts to covered parking and the Administration Building requires additional oversight by the Construction Management Firm of RBF Consulting.

This cost includes oversight for a period of three months with technical and clerical support from RBF (Construction Management Team) including a pre and post construction phases.

Financial Impact

The funds for this effort are included in the approved project budget for this effort.

[Signature]

Tommy D. Edwards
DATE: July 29, 2015

ACTION

TO: Finance/Audit Committee
Board of Directors

FROM: The Chief Performance Officer

RE: Design Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in a value Not to Exceed $68,049.65 with IBI Group for Professional Architectural services in support of the Administration Building and Transit Hub Project.

Background

This is the finalization of changes with the IBI Group. This item is being brought to the Board of Directors because it exceeds the General Manager’s change order authority. This change order consists of several additional support and design efforts relating to the flagpole revisions, air leak testing, fencing revisions, interior signage, structural revisions, extended administration, and design efforts relating to Imperial Valley Irrigation District Easements.

IBI Group was awarded a competitive contract by SunLine to conduct the design work relating to the Administration Building and Transit Hub Project. The total current contract value is $1,070,690.87. Over 60 percent of the change order activity consists of executing owner requested changes.

Financial Impact

This amount is included in Administration Building and Transit Hub Construction Budget of $16,838,170. This project is still projected to be approximately $500,000 under budget with the settlement of this change order.

Rudy Le Flore
## CHANGE ORDER LOG

**7 2015**

**Original Contract Value**: $359,532.00

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<thead>
<tr>
<th>Modification No. 1</th>
<th>$272,000.00</th>
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<tbody>
<tr>
<td>(Expand IBI Group's services to assist SunLine Transit Agency with a Design/Bid/Build Deliver system for this project.)</td>
<td></td>
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<thead>
<tr>
<th>Change Order No. 1</th>
<th>$7,999.85</th>
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<tr>
<td>(Additional Renderings: Court Yard &amp; Interior Board Room)</td>
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<tr>
<th>Change Order No. 2</th>
<th>$28,000.00</th>
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<tr>
<td>(County of Riverside Processing Fee)</td>
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<tr>
<th>Modification No. 2</th>
<th>$244,000.00</th>
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<tbody>
<tr>
<td>(Expand the Architect's services to assist the Owner with Construction Administration and Support Services for the Administration Building and Transit Hub Project.)</td>
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<thead>
<tr>
<th>Change Order No. 3</th>
<th>$25,300.00</th>
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<tr>
<td>(Scope of Commissioning Services)</td>
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<tr>
<th>Change Order No. 4</th>
<th>$4,413.40</th>
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<tr>
<td>(Board Room &amp; Related Spaces Phase I)</td>
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<tr>
<th>Change Order No. 5</th>
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<td>(Maintenance &amp; Operations Modular Bidg. - Utilities Infrastructural Phase I)</td>
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<tr>
<th>Change Order No. 6</th>
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<td>(Emergency Power Generator)</td>
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<tr>
<th>Change Order No. 7</th>
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<tr>
<td>(Revise Asphalt Paved Road to Concrete Road)</td>
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<tr>
<th>Change Order No. 8</th>
<th>$3,025.60</th>
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<tr>
<td>(Assistance to Owner in preparing the Owner's Project Requirements (OPR) for LEED Commissioning Requirement)</td>
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<tr>
<th>Change Order No. 9</th>
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<tr>
<td>(Harry Oliver Trail - Modified Curb Inlet/Catch Basin and Existing Verizon Line Support)</td>
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<tr>
<td>Change Order No. 10</td>
<td>$13,737.00</td>
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<tr>
<td>Board Room &amp; Related Spaces - Redesign Phase III</td>
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<tr>
<th>Change Order No. 11</th>
<th>$8,034.20</th>
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<tr>
<td>General Manager’s Office/Employee Work Room/Miscellaneous Casework Revisions - Redesign Phase II</td>
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<td>*Maintenance &amp; Ops. Mod. Bldg./Bus Wash Waste Water Pre-Treatment System - Utilities Infrastructure Phase II $5,108.20</td>
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<td>*Trash Enclosure Mod. $3,810.80</td>
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<td>*Field Verification of Existing Grades at West Wall/Future Roadway/Drive Approach $1,827.60</td>
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<td>*Off-Site Water &amp; Sewer Revisions $12,513.80</td>
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<td>Additional Project Meetings</td>
<td></td>
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| Total CO's | $711,158.87 |
DATE: July 29, 2015

TO: Finance/Audit Committee
    Board of Directors

FROM: Chief Operating Officer

RE: Natural Bio Gas Fuel Agreement and Emissions Credits Update

Recommendations

Recommend that the Board of Directors approve the continuation of the current Board approved three-year agreement with BP Energy for the remaining 24 months.

Background

At the July, 2014 Board Meeting, Staff briefed the Board of Directors on its desires to pursue Natural Bio Gas purchase and emissions credits. The Board of Directors approved a three-year agreement with a unilateral option to opt out after the first year. The agreement with BP Energy calls for an automatic renewal for 24 months unless SunLine Transit Agency provides a written notice to opt out.

SunLine Staff has surveyed the local marketplace and believes that this agreement represents the best option for the Agency.

Staff has worked with BP Energy over the past year and feels that SunLine is getting a fair and reasonable value with this provider.

Through the end of FY15, SunLine has been able to see a savings of $75,511.67; a reduction compared to what the cost would have been buying the gas from our former supplier, So Cal Gas.

SunLine, with help from BP Energy, has been able to claim and sell the Low Carbon Fuel Standard credits from CARB capturing $113,843 in revenue for FY 2015. As of May 1, 2015, SunLine has been receiving from BP Energy, 100% Bio-Natural Gas from Landfill. This allows SunLine to receive a portion of the Federal Renewable Identification Number fuel credits; the revenue for May and June of 2015 is $23,397. Overall, the value for FY2015 totals $212,751.33.
**Financial Impact**

SunLine received $113,843 in revenue for FY 15 in LCFS credits, another $23,397 in RIN fuel credits, and saw a reduction in FY 15 fuel costs of $75,511.67. The financial benefits of this agreement is $212,751.33 in FY15.

Tommy Edwards
Recommended Action

Recommend that the Board of Directors approve the attached revised Checks Policy# B-030403 with the changes listed below.

Background

Amending policies as changes occur is integral to increasing the accuracy and controls in the Finance Department. The Checks Policy was originally adopted for the purpose of outlining the controls necessary to reduce the risk to the Agency. Following this purpose, Staff feels it is necessary to update the Checks Policy to reflect the Agency's current payment values and improve administrative check processing. The majority of the modifications in the revised policy can be attributed to minor alterations to titles, inconsistencies and signature authority.

The major change for this revision is the request to increase the dollar amount at which a Chair or Vice Chair must sign a check. The dollar amount has remained at the current level of $25,000 since a 2006 revision. Staff is requesting that this amount be increased to $50,000. The Agency has grown immensely during this time period and has increased the budget by almost $13 million over Fiscal Year 2006, and thus, processes more checks for larger amounts.

In FY15, SunLine processed a total of 158 checks over $25,000, of which, 93 checks were exceptions to the Chair or Vice Chair signature requirement within the Checks Policy. The balance of 65 checks required a signature from the Chair or Vice Chair. Following the proposed $50,000 limit would reduce the number of checks for which a Chair or Vice Chair must sign by an estimated 50%. Thus, the proposed revision would alleviate administrative burden of check processing while still allowing appropriate level of controls.

Staff feels that the current controls, such as providing the monthly "Checks Over $1,000" report and bringing forward amendments and projects to the Board for approval, greatly reduce the risk of fraud. It is also worth noting that once a purchase order and or contract has been issued, SunLine is already liable to fulfilling our responsibility by making payment to the vendor. The current limitation only delays payment to our vendors as current controls are practiced prior to awarding a contract or purchase order to vendors. However, we understand the sensitivity and trepidation one
might have allowing this level of responsibility. Accordingly, staff is proposing that the CEO/General Manager and Chief Financial Officer be required to sign checks between the range of $25,000 and $50,000. A strong relationship of trust between management and the Board of Directors is imperative to promoting a robust business operation. Approval of this revision will allow the Agency to take one of many large steps in a positive direction.

Financial Impact
No fiscal impact.

Luis Garcia
CHECKS POLICY

I. PURPOSE

The purpose of this document is to outline the policy and procedures on checks for SunLine Transit Agency (hereafter referred to as "SunLine").

II. POLICY

It is the policy of SunLine to use checks as its principal means of disbursement. Checks minimize the amount of cash on hand; require expenditure preauthorization and justification; and are easier to record than credit transactions. Weak or nonexistent internal controls, however, could result in check fraud losses for SunLine since the Uniform Commercial Code has shifted a greater proportion of such losses to the check issuer.

1. Scope

The provisions of this policy shall apply to all checks that SunLine originates or receives.

2. Objectives

SunLine's objectives shall be to minimize the risk of:

a. Theft by third parties after checks have been ordered or mailed in payment of bills.

b. Forgery of check signatures by public officials or employees, or by third parties who have intercepted checks in the mail.

c. Embezzlement by public officials or employees through the improper use of checks.

d. Fraud by public officials or employees through the misrepresentation or omission of a material fact concerning checks.
III. PROCEDURE

1. Segregation of Duties

The duties of public officials and employees with respect to check custody, preparation, and execution shall be segregated so that embezzlement will not be facilitated by a concentration of responsibilities in one person (e.g., cash handling and financial statement preparation). Individuals, independent of one another, shall therefore discharge the following duties:

a. **Check Stock Custody.** The Chief Financial Officer, **Deputy Chief Financial Officer**, Accounting Manager or Senior Accountant shall have exclusive custody to the safe combination. The key to the locked unit in which the check stock is kept should be held in the safe. Only the Accounting Technician, (accounts payable, and the Payroll Accountant shall be allowed to use the key.

b. **Check Preparation.** The Accounting Technician, (accounts payable), and the Accounting Technician—(payroll)—Payroll Accountant shall have exclusive responsibility for preparing all checks.

c. **Check Signing.** The Chairman, or Vice-Chairman, and the General Manager/CEO/Chief Financial Officer, or and Chief Operations Officer and Chief Performance Officer shall have exclusive responsibility for signing all checks.

d. **Batches Reviewed and Posted.** Either the Chief Financial Officer, **Deputy Chief Financial Officer**, Accounting Manager or Senior Accountant shall review and post all accounting batches.

e. **Bank Statement Reconciliation.** The Senior Accountant or Accounting Technician—Fixed Assets, shall have exclusive responsibility for reconciling SunLine's bank statements to its general ledger on a monthly basis.

f. **Mail.** Two Accounting Technicians—The Receptionist shall have exclusive responsibility for receiving, opening, and reviewing all incoming checks and for distributing receipts for checks.

g. **Stop Payments.** The Accounting Manager or Senior Accountant or designee shall have exclusive responsibility for placing stop payments on outstanding checks.

h. **Vendor Verification.** No check will be issued to any vendor until their Federal ID# and mailing address have been verified.
If any of the above-referenced Finance Department employees are unavailable, then the Finance Department management CEO/General Manager may assign those responsibilities to other Finance Department employees.

2. Control Reports

A criminal typically attempts to conceal embezzlement by increasing or decreasing reported monthly expenditures, or by doing both. SunLine shall address this risk by requiring that the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant prepare and review SunLine's monthly statements of financial position; statements of revenues and expenditures; check registers; and bank reconciliation's. The Board Finance/Audit Committee shall receive a copy of each the Checks Over $1,000 report register and each statement of revenues and expenditures on a monthly basis.

3. Procurement

SunLine's check stock shall be pre-numbered, and shall have the following security features:

a. Artificial watermarks on both sides of the check that cannot be scanned or photocopied.

b. The word "VOID" will appear on the check if it is scanned or photocopied.

c. Chemical-reactive paper that voids the check if an ink eradicator is applied.

d. Microprinting that prevents details from being matched if the check is scanned or photocopied.

e. Warning banners that advise tellers to inspect a check before accepting it, and that may deter criminal experimenting.

The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant shall be responsible, upon receipt of new check stock, for its immediate review in order to verify consecutive check numbering, and the accuracy of account information. If either individual is unavailable, then the Chief Operations Officer shall perform these duties.

4. Custody

The Chief Financial Officer shall designate a locked unit for the storage of all check stock. The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager and Senior Accountant shall have exclusive custody of the safe combination in which the key
to that unit is held. The Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant shall release it only to authorized— the Accounting Technicians, (aAccounts Ppayable,) and Payroll Accountant,— or to their authorized replacements.

The Accounting Technician, (aAccounts Ppayable), and the Payroll Accountant who prepare the checks shall maintain a log that lists the checks that have been issued. The Accounting Manager or Senior Accountant shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

5. Request for Payment

The Accounting Technician, A(accounts payable,) shall prepare and submit to the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

6. Signature Authority

Only the Chairperson, Vice-Chairperson, General Manager/CEO, CEO/General Manager, Chief Performance Officer, Chief Financial Officer, or Chief Operations Officer and Chief Performance Officer—the Chairman and the Vice-Chairman—shall have check-signing authority on SunLine’s behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

Checks between $25,000 and $50,000 must be signed by the CEO/General Manager and the Chief Financial Officer. Along with another authorized signatory. The Chairperson or Vice Chairperson must sign all checks over $250,000 with an original signature with the exception of the following list of reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed by the Finance Committee:

U.S. Bank – Pension fund payments
Health-Net – Health Care Vendor
Southern California Gas – Natural Gas
PERMA – Insurance Vendor
Imperial Irrigation - Electricity
BP Energy Company – Natural Gas
MetLife SBC--- Supplemental (LTD/STD), Group Life and Dental Insurance
Michelin North America---Tire Leasing
*BAE – Pass-through account with CalStart

All checks shall require two original signatures. Payroll checks may be signed as follows:
original of Chairperson, Vice-Chairperson, or General Manager/CEO
CEO/General Manager, Chief Performance Officer, Chief Financial Officer, Chief
Operations Officer or Chief Performance Officer. All other Board Members and
employees are prohibited from having check-signing authority. Exceptions can be
approved by the CEO/General Manager.

7. Mailing

Checks should always be mailed directly to the vendor or payee by Finance the
Receptionist. They shall not be returned to the requesting department, division, or
individual, in order to minimize the likelihood that such checks will be altered, and
negotiated or given by someone other than the intended payee.

8. Manually-Issued Checks

SunLine periodically must issue manual checks that are subsequently entered into
SunLine's computerized accounting system. In order to minimize the potential for forgery,
all manual checks shall be prepared on a typewriter approved by the Chief Financial
Officer or Deputy Chief Financial Officer.

9. Cancelled Checks

SunLine shall request that its commercial bank return all of SunLine’s cancelled checks,
or a disk with a copy of each check on both sides, on a monthly basis, by mail, so that the
SunLine will possess the requisite financial records for its annual financial audit.

10. Reconciled Bank Accounts

The Senior Accountant or designee—Accounting Technician, Fixed Assets— shall promptly
reconcile all bank statements within 30 days of statement mailing. That—The Senior
Accountant or Accounting Technician, Fixed Assets, shall immediately report any
discrepancy to the Chief Financial Officer, Deputy Chief Financial Officer or Accounting
Manager, and shall provide a supporting reconciliation report. The Chief Financial Officer,

* Pass through accounts will be identified for Board approval to be included in the list of exclusions from the dollar
amount limitations.
or designee-Deputy Chief Financial Officer or Accounting Manager shall perform a final review of the bank reconciliation, and shall approve the bank reconciliation by initialing it.

11. Voided Checks

All checks that are spoiled or mutilated or that have been defectively prepared shall be voided by:

a. Stamping or by writing, in ink, the word "VOID" in the check amount field, and in the vendor name/address field; and

b. **Excising-Removing** the signature blocks from the check.

The check shall also be voided on SunLine's computerized accounting system.

12. Stop Payments

When one of SunLine’s checks is lost in the mail or otherwise cannot be accounted for, then SunLine Senior Accountant shall immediately contact the bank upon which the check is drawn, and place a stop payment on the check, for at least one year. The check shall also be voided on SunLine’s computerized accounting system.

13. Destruction of Obsolete Check Stock

Upon notification of obsolete check stock by the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant, checks shall be destroyed within 48 hours and never discarded intact. Check stock shall be deemed to be obsolete when an address change occurs or a bank account is closed. An assigned Accounting Technician, The Accounting Manager or Senior Accountant, in the presence of another Finance employee with the approval of the Chief Financial Officer or Deputy Chief Financial Officer, shall shred all obsolete check stock and personally attest in writing to the check destruction. Alternatively, the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant may retain a commercial shred company with bonded employees for that purpose.

14. Disciplinary Action

SunLine employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.
Recommended Action

Recommend that the Board of Directors approve SunLine’s attached Disadvantaged Business Policy Statement.

Background

SunLine Transit Agency has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, for Federal fiscal years 2016, 2017 and 2018. SunLine receives Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance, SunLine must have an approved program in place.

SunLine must issue a signed and dated policy statement that expresses SunLine’s commitment to its DBE program, state its objectives and outlines responsibilities for its implementation. SunLine must circulate the statement throughout the organization and to the DBE and Non-DBE business communities that perform work on SunLine’s DOT-assisted contracts.

This policy statement is mandatory for approval every three (3) years. SunLine’s existing policy statement was submitted and approved by the policy setting body of the Agency, its Board of Directors on July 31, 2013. Staff is asking that the Board of Directors approve the policy statement and affirm its support of the DBE program by approving this policy.

Financial Impact

No fiscal impact.

Vanessa Mora
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

POLICY STATEMENT

SunLine Transit Agency (SunLine) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. SunLine has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SunLine has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of SunLine to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOR assisted contracts;
- To assist with the development of firms that can compete successfully in the market place outside the DBE Program.

SunLine’s Compliance Officer has been delegated as the DBE Liaison Officer. In that capacity, the Compliance Officer is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by SunLine in its financial assistance agreements with the Department of Transportation.

SunLine has disseminated this policy statement to the Board of Directors and all of the components of our organization and will publish this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts.

By: ___________________________ Date: ___________________________

Lauren Skiver
CEO/General Manager
SunLine Transit Agency

DATE: July 29, 2015

TO: Board of Directors

FROM: SunLine Legal Counsel

RE: Approval of Resolution Related to Workers' Compensation Claims

Recommendation

Recommend that the Board of Directors adopt the attached Resolution delegating authority to CEO/General Manager to make settlement decisions related to Workers' Compensation claims.

Background

At the March 4, 2015 Board meeting, the Board approved the Bylaws for the then Litigation Committee that provided authority to the CEO/General Manager to take any necessary actions regarding litigation arising out of Workers' Compensation claims. Due to the restructure of committees, the Bylaws are no longer in effect. The attached Resolution clarifies and further establishes the delegation of authority provided by the Board of Directors to the CEO/General Manager.

Robert Owen
SUNLINE TRANSIT AGENCY

RESOLUTION NO. ______

A JOINT RESOLUTION DELEGATING THE CEO/GENERAL MANAGER AUTHORITY TO MAKE A SETTLEMENT DECISION RELATED TO WORKERS' COMPENSATION CLAIMS

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

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

The Board of Directors hereby delegates to the CEO/General Manager the authority to make settlement decisions for Workers' Compensation claims. The CEO/General Manager may, in his or her discretion, submit settlement offers to full Board for approval.

ADOPTED THIS ___ DAY OF ___, 2015

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Kristy Franklin
CHAIRPERSON OF THE BOARD
SunLine Transit Agency
STATE OF CALIFORNIA  

) ss.
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 _______________, 2015, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2015.

Carolyn Rude

CLERK OF THE BOARD

SunLine Transit Agency

APPROVED AS TO FORM:

______________________________
General Counsel
Robert Owen
SUNLINE SERVICES GROUP
BOARD MEETING AGENDA

Wednesday, July 29, 2015
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact SunLine at (760) 343-3456. Notification 48 hours prior to the meeting will enable SunLine to make reasonable accommodation to ensure accessibility to this meeting.

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

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<tr>
<th>AGENDA TOPICS</th>
<th>RECOMMENDATION</th>
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<td>1. Call to Order</td>
<td>Chairperson Kristy Franklin</td>
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<tr>
<td>2. Roll Call</td>
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<tr>
<td>3. Finalization of Agenda</td>
<td></td>
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<tr>
<td>4. Presentations</td>
<td>None.</td>
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<tr>
<td>5. Public Comments</td>
<td>Receive Comments</td>
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(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.

--- ACTION ---

7. **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.

- Approval of Minutes of June 24, 2015 Board of Directors meeting (Pages 1-4)
- SSG/SRA checks over $1000 issued May, 2015. (Page 5)
- SSG/SRA Monthly Budget Reports May, 2015. (Pages 6-7)
- Taxi Vehicle/Rides Analysis (Pages 8-10)
- California Retail Gasoline Price Report (Page 11)
- Metrics (Page 12)
- Approval of Resolution Revising Agency/Committee Bylaws; concurring with SunLine Transit Agency Board decision. (Pages 13-24)

8. **First Reading of SSG Revised Ordinance** (Chairperson of Taxi Committee; Staff: Michael Jones)

Request to the Board to approve the first reading of Revised Ordinance #2015-01 of SunLine Services Group amending Section 1.080 that corrects and extends the taxicab vehicle age. *(Ordinance separate attachment)* (Page 25)

9. **Approve Update to SRA Taxicab Regulations** (Chairperson of the Taxi Committee; Staff: Michael Jones)

Request to the Board to Update the SRA Taxicab Regulations with the correction to model year requirements for vehicles used as taxicabs and add verbiage to allow the extension of the vehicle permits. *(Regulations separate attachment)* (Page 26)

10. **Closed Session**


11. **Report Out of Closed Session**

12. **Contract for Agency Legal Counsel**

Recommend that the Board of Directors: a) delegate authority to the CEO/General Manager and the Ad Hoc Committee to negotiate a fair and reasonable price for Legal Counsel selection; b) delegate authority to the CEO/General Manager to execute contract to the winning firm, once the fair and reasonable price is determined. (Page 27)
13. **Next Meeting Date**
   September 23, 2015
   12 o’clock Noon – New Board Room
   32-505 Harry Oliver Trail
   Thousand Palms, CA 92276

14. **Adjourn**
MINUTES
SunLine Services Group
Board of Directors Meeting
June 24, 2015

A regular meeting of the SunLine Services Group Board of Directors was held on
Wednesday, June 24, 2015 at 12:00 p.m. in the 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 1:09 p.m. by Vice Chair John J. Benoit.

2. **Roll Call**
Completed.

**Members Present**
John J. Benoit, Vice Chairman, Supervisor, County of Riverside
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
G. Dana Hobart, Mayor, City of Rancho Mirage
Robert Spiegel, Mayor Pro Tem, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Kristy Franklin, Mayor Pro Tem, City of La Quinta
Troy Strange, Councilmember, City of Indio

**Members Absent**
Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City
Rick Hutcherson, Councilmember, City of Palm Springs
Steven Hernandez, Mayor, City of Coachella

3. **Finalization of Agenda**
No changes.

4. **Presentations**
None.

5. **Public Comments**
NON - AGENDA ITEMS:
None.

AGENDA ITEMS:

Duncan MacLeod, Desert City Cab, addressed the Board stating that at the close of
the last meeting, a comment was made that taxi needed to get out and provide
more competition with Uber and do a better job. Mr. MacLeod stated that he
agrees. He stated that owners are not been forthcoming thinking up ideas yet. He
stated that the problem that drivers have with the Uber drivers — they have a $400
average payment for his car. A taxi driver, to stay in business here, at the lowest,
has a payment of $2300 a month for leases, up to $4600 a month. The Uber driver
has no supervisor. Taxi drivers are supervised. Uber drivers have low insurance
rates and an unlimited supply of drivers to go anywhere in the state. Mr. MacLeod
stated that the taxi drivers are limited to provide service in the Coachella Valley. He
stated that he does not think that is fair. Uber should be regulated and supervised.
Vice Chair Benoit stated that Uber is not on our agenda; therefore, there cannot be a discussion or action taken. He stated that this is a new process and there are lots of regulation and change; who knows what will happen in the future. He stated that he does not like to see government get in the way of innovation, but he understands the concerns.

6. **Board Member Comments**
   None.

7. **Consent Calendar**
   a) Minutes of the May 27, 2015 Board meeting.
   b) SSG/SRA checks over $1000 issued April, 2015
   c) SSG/SRA Monthly Budget Reports April, 2015.
   d) Taxi Vehicle/Rides Analysis.
   e) California Retail Gasoline Price Report
   f) Metrics
   g) Election of Officers for SSG for FY 16; concurring with SunLine Transit Agency Board election of officers. (see below)
   h) Approval of Resolution Establishing New Board Committees and dissolving existing committees; concurring with SunLine Transit Agency Board decision. (see below)
   i) Approval of Resolution Revising Agency/Committee Bylaws; concurring with SunLine Transit Agency Board decision. (Removed from Consent Calendar)
   j) Appointment of New Board Committees; concurring with SunLine Transit Agency Board appointments. (see below)
   k) Approval of compensation change of the CEO/General Manager and contract amendment; concurring with SunLine Transit Agency Board decision. (See below)

Vice Chair Benoit stated that items 7g through 7k are repetitive items from the SunLine Transit Agency agenda. He stated that at his direction, he asked that these items be placed on the Consent Calendar of SSG as it would not be necessary to further discuss approved items. Legal Counsel, Bob Owen, asked that item 7i be removed from the SSG Consent Calendar as it was continued to the July 29th meeting.

**Agenda item 7g:** Vice Chairman Benoit nominated Mayor Pro Tem Kristy Franklin to serve as Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Peabody seconded the motion. The motion passed by a unanimous vote of 7-yes; 0-no.

Vice Chairman Benoit nominated Mayor Steve Hernandez to serve as Vice Chair of SunLine Transit Agency for the upcoming fiscal year. Mayor Hobart seconded the motion. The motion passed by a unanimous vote of 7-yes; 0-no.
Agenda Item 7h: Mayor Pro Tem Franklin restated the motion to approve the following Committees and number of Board members on each Committee: Finance/Audit Committee – five members; Board Operating Committee – three members; Strategic Planning and Operational Committee – three members; Taxi Committee – three members. Mayor Hobart seconded the motion. Legal Counsel, Mr. Owen, clarified that the motion is to approve the Resolution, amending to reflect the different number of Committee members. Vice Chair Benoit verified. Vice Chair Benoit asked if there were any concerns from staff. Ms. Skiver answered, no. The motion as stated above, carried by a unanimous vote of 7-yes; 0-no.

Agenda Item 7j:
Committee Appointments:
Finance/Audit Committee: Greg Pettis, City of Cathedral City; Russell Betts, City of Desert Hot Springs; Rick Hutcheson, City of Palm Springs; Kristy Franklin, City of La Quinta; Robert Spiegel, City of Palm Desert.
Board Operations Committee: Greg Pettis, City of Cathedral City; Dana Hobart, City of Rancho Mirage; Ty Peabody, City of Indian Wells.
Strategic Planning & Operational Committee: Ty Peabody, City of Indian Wells; Troy Strange, City of Indio; Steven Hernandez, City of Coachella.
Taxi Committee: Dana Hobart, City of Rancho Mirage; Robert Spiegel, City of Palm Desert; Kristy Franklin, City of La Quinta.

Vice Chair Benoit moved to approve the amended slate of nominations for the Committees. Mayor Pro Tem Spiegel seconded the motion. The motion carried by a unanimous vote of 7 yes; 0 no.

Agenda Item 7k:
Legal Counsel, Bob Owen, clarified the increase of compensation approval by the Board for the CEO/General Manager. He stated the following: “There is a five (5) percent raise in salary; a one-time, three (3) percent of the total new salary contribution into the retirement plan, plus the use of the Tahoe following the “Use of Non-Revenue Vehicle” policy.

Mayor Hobart moved to approve the consent calendar of SunLine Services Group, item 7a - 7f. Mayor Peabody seconded the motion. All items of the Consent Calendar was approved by a unanimous vote of 7 yes, 0 no.

8. Taxicab Budget & Fee Schedule Resolution for FY 2016
Councilmember Strange, Vice Chair of the Taxi Committee, addressed the Board. He stated that the Committee reviewed and discussed the proposed taxicab budget and fee schedule and received public comments. There were no objections to the staff recommended budget and fee schedule resolution. For Fiscal Year 2016, SSG will collect $423,670 to cover expenses. This is a 10.8% decrease from last year’s budget:
- $293,286 Passenger paid surcharges
- $91,400 Franchise vehicle permit fees
• $16,680  Taxicab driver permit fees
• $22,388  Fines, vehicle inspections, vehicle transfer, etc.

The highlight of fee changes are as follows:
• New Taxicab Driver Permit fee will be increased from $70 to $90.
• Annual Taxicab Driver Permit renewal and transfer fee will increase from $40 to $50.

Councilmember Strange moved to approve the proposed taxi budget and fee schedule resolution. Mayor Peabody seconded the motion and was approved by a unanimous vote; yes-7; no-0.

9. Resolution Setting Taxi Rate for FY 2016
Councilmember Strange, Vice Chair of the Taxi Committee, addressed the Board. He stated that there was discussion, including public comments, and there were no objections. As background, SunLine Regulatory Administration annually reviews the ‘Rate Per Mile’ and ‘Hourly Wait Time’ rates for adjustment. The ‘Rate Per Mile’ rate is based on an increase or decrease in the cost of fuel. The ‘Rate Per Mile’ funds is intended to compensate the individual or entity that purchases fuel for the taxicab. The rate is set as a maximum and the franchise is under no obligation to set the ‘Rate Per Mile’ at the maximum allowed rate. The ‘Hourly Wait Time’ adjustment is based on a formula included in the Franchise Agreements and is tied to any change in the Consumer Price Index. A review of the formula and the Consumer Price Index suggests that no change in the 'Hourly Wait Time' is warranted. At the March 25, 2015 Board meeting, staff had requested a reduction in the ‘Rate Per Mile’. Staff was given direction to bring back any changes in June. Legal Counsel advised that the current Resolution setting rates would remain in effect. After review of fuel prices, it has been determined that no change is necessary.

Councilmember Strange moved to approve the proposed resolution setting taxi rates for FY16. Mayor Pro Tem Spiegel seconded the motion and was approved by a unanimous vote; yes-7; no-0.

10. Next Meeting Date
Vice Chairman Benoit announced that the next regular meeting of the Board of Directors, if needed, will be held July 29, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

11. Adjourn
Vice Chair Benoit adjourned the meeting at 1:20p.m.

Respectfully Submitted,

Carolyn Rude
Clerk of the Board
SunLine Regulatory Administration  
Checks $1,000 and Over  
For the month of May 2015

NOTE:  1) Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts.  2) Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

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Total of Checks Over $1,000       $21,314.98  
Total of Checks Under $1,000       $1,059.17  
Total of All Checks for the Month $22,374.15  
Total Amount of Checks Prior Years Same Month $33,261.41
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Total Operating Surplus (Deficit) $22,988
Revenue - Unfavorable
  • Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the current peak months will continue to decrease the unfavorable balance.
  • Taxi companies were given the opportunity to pay the full year’s vehicle permits during the peak months of October through April.
  • $3,000 of unexpected revenue were recorded to the unbudgeted “Other Revenue” account. This represents a non refundable application fee for a transfer of assets for American Cab.
  • Transportation Network Companies, such as Uber, have had a slightly larger effect on taxi trips than expected.

Salaries and Wages - Favorable
  • The separation of a taxi field enforcement employee has allowed for a reduction in expenses.

Fringe Benefits - Favorable
  • The separation of a taxi field enforcement employee has allowed for a reduction in expenses.

Services - Favorable
  • The majority of the savings can be attributed to the control of legal & consulting expenses.

Supplies and Materials - Favorable
  • Expenses for repair parts are lower than projected. This can be attributed to reliability of vehicles and decreased use of vehicles.

Miscellaneous - Favorable
  • A savings in facility maintenance expenses and event expenses contribute to the favorable balance.
## TRIP vs. VEHICLE ANALYSIS

### TRIP vs. VEHICLE ANALYSIS

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### Totals

- **FY 04/05**: 2357 trips, 461,074 vehicles
- **FY 05/06**: 2752 trips, 463,967 vehicles
- **FY 06/07**: 3000 trips, 454,103 vehicles
- **FY 07/08**: 2627 trips, 436,589 vehicles
- **FY 08/09**: 2216 trips, 441,934 vehicles
- **FY 09/10**: 1900 trips, 438,126 vehicles
- **FY 10/11**: 1626 trips, 481,522 vehicles
- **FY 11/12**: 1737 trips, 542,365 vehicles
- **FY 12/13**: 1919 trips, 600,349 vehicles
- **FY 13/14**: 2052 trips, 637,756 vehicles
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### FY 04/05 to FY 13/14

#### Highest Trips
- **FY 04/05**: Apr 53,980
- **FY 05/06**: Mar 51,373
- **FY 06/07**: Mar 54,598
- **FY 07/08**: Feb 50,594
- **FY 08/09**: Apr 59,997

#### Lowest Trips
- **FY 04/05**: Aug 26,911
- **FY 05/06**: Aug 24,445
- **FY 06/07**: Aug 24,010
- **FY 07/08**: Jul 25,681
- **FY 08/09**: Dec 26,942

#### Most Vehicles
- **FY 04/05**: Apr 206
- **FY 05/06**: Apr 269
- **FY 06/07**: May 271
- **FY 07/08**: Jul 269
- **FY 08/09**: M, A, M 186

#### Least Vehicles
- **FY 04/05**: Aug 185
- **FY 05/06**: Jul 205
- **FY 06/07**: Jul 240
- **FY 07/08**: Jun 183
- **FY 08/09**: Jan 183

#### Most Trips/VEH
- **FY 04/05**: Apr 262
- **FY 05/06**: Mar 213
- **FY 06/07**: Mar 214
- **FY 07/08**: Feb 246
- **FY 08/09**: May 323

#### Least Trips/VEH
- **FY 04/05**: Aug 140
- **FY 05/06**: Aug 117
- **FY 06/07**: Aug 100
- **FY 07/08**: Jul 95
- **FY 08/09**: July 148

#### FY 09/10 to FY 13/14

#### Highest Trips
- **FY 09/10**: APR 57,645
- **FY 10/11**: APR 60,821
- **FY 11/12**: APR 71,576
- **FY 12/13**: APR 77,798
- **FY 13/14**: APR 85,522

#### Lowest Trips
- **FY 09/10**: AUG 23,671
- **FY 10/11**: AUG 29,238
- **FY 11/12**: AUG 29,459
- **FY 12/13**: JUL 33,019
- **FY 13/14**: JUL 36,388

#### Most Vehicles
- **FY 09/10**: JUL 170
- **FY 10/11**: JUL 151
- **FY 11/12**: APR 170
- **FY 12/13**: APR 184
- **FY 13/14**: APR 200

#### Least Vehicles
- **FY 09/10**: NOV 153
- **FY 10/11**: NOV 117
- **FY 11/12**: AUG 123
- **FY 12/13**: SEP 131
- **FY 13/14**: AUG 153

#### Most Trips/VEH
- **FY 09/10**: APR 345
- **FY 10/11**: APR 431
- **FY 11/12**: APR 421
- **FY 12/13**: APR 423
- **FY 13/14**: APR 428

#### Least Trips/VEH
- **FY 09/10**: AUG 153
- **FY 10/11**: AUG 198
- **FY 11/12**: AUG 240
- **FY 12/13**: JUL 250
- **FY 13/14**: JUL 236
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**Meter calculation is 1/8 mile increments @ $0.38 per 1/8 mile = $3.04 per mile**

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<tr>
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<tr>
<td>Average</td>
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**Fuel Cost Increases (Decreases)**

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<tr>
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**Fuel Per Gallon**

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<thead>
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<td>2012</td>
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<td>2013</td>
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<td>Difference</td>
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<tr>
<td>New Rate</td>
<td>2013/14</td>
<td>$3.12</td>
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<td>Rate Decrease</td>
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<tr>
<td>New Rate</td>
<td>2014/15</td>
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Historical data of expense and revenue during on/off season.
Goal: Reduce legal expenses & office supplies by 5% to offset the continued decrease in taxicab ridership.
SunLine Transit Agency
SunLine Services Group

DATE: July 29, 2015

TO: Board Operations Committee
    Board of Directors

FROM: Legal Counsel

RE: Approval of Resolution Revising Agency/Committee Bylaws

Recommendation
Recommend that the Board of Directors approve the attached Resolution amending Agency/Committee Bylaws.

Background
At the June 24th Bylaws, Policy & Procedures Committee meeting, Committee members provided changes to the proposed Bylaws. Per Committee direction, the updated Agency/Committee Bylaws presented reflects those changes.

Pursuant to Board direction, General Counsel has prepared amendments to the Agency’s Rules of Procedure, which were originally adopted on July 1, 1977. The changes include removing or amending provisions to ensure consistency with the Brown Act, and with the original SunLine JPA, removing and amending arcane language and procedures, adding pronouns to make the Rules applicable to the female Board members as well, and altering or removing additional provisions to reflect modern practices.

In addition, Committee Bylaws have been created reflecting the new committee structure.

Legal Counsel will be available to answer any questions regarding this item during the meeting.

Financial Impact
No fiscal impact.

Robert Owen
SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. _____

A JOINT RESOLUTION AMENDING AND ADOPTING RULES OF
PROCEDURE FOR BOARD MEETINGS AND RELATED FUNCTIONS
AND ACTIVITIES, AND ADOPTING BYLAWS FOR ALL BOARD
COMMITTEES.

WHEREAS, Section 19-A-2 of the SunLine Joint Powers Transportation Agency
Agreement (the "Agreement") requires that the Board of Directors adopt Rules of Procedure to
govern the conduct of its meetings and any of its other functions and activities, and regulations
pertaining thereto;

WHEREAS, on July 1, 1977, the Board of Directors adopted Rules of Procedure through
the approval of Resolution No. 0001, and now desires to amend those Rules;

WHEREAS, the Board of Directors desires to establish a common set of bylaws applicable
to all established Board Committees, and

WHEREAS, the Board of Directors of the SunLine Services Group desires to establish the
same Rules of Procedure and Committee Bylaws through the adoption of this Joint Resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine
Transportation Agency and the Board of Directors of the SunLine Services Group, that the Rules
of Procedure for Board Meetings is hereby amended to read in its entirety as follows:

PURPOSE: The purpose and intent of the Board in adopting these Rules is to provide directory
guidelines relating to the conduct of the public business by or on behalf of the
Board. Any non-compliance with or violation of any provision will not be deemed
to affect the validity of any action taken, unless otherwise specifically provided by
law. To the extent that any of these Rules conflict with any provision of law or of
the SunLine Joint Powers Transportation Agency Agreement and the
Implementation Agreement Authorizing the SunLine Services Group to Regulate
Taxicabs, the terms of applicable law or the Agreements shall prevail.

1. MEETINGS

1.1 REGULAR MEETINGS

The Board of Directors shall hold regular meetings at a published location on the
fourth Wednesday of each month at 12:00 P.M., with the following exceptions: the
July & August meetings are combined and held on the last Wednesday in July, and
the November & December meetings are combined and held on the first
Wednesday in December. When the day for any regular meeting of the Board falls
on a legal holiday, no meeting shall be held on such holiday, but a regular meeting
shall be held at the same hour on a day as established by the Board. Notice of
regular meetings shall be as specified in the Brown Act (Government Code Section 54950 et seq.).

1.2 SPECIAL MEETINGS

Special Meetings may be called by the Chairperson or majority of Board Members on 24-hour notice, as set forth in the procedures and standards mandated by Government Code Section 54956. Only matters contained in the notice of the Special Meeting may be considered at the meeting.

1.3 QUORUM

The number of members sufficient to constitute a quorum shall be fifty percent (50%) of the total number of parties to SunLine plus one (rounded to the nearest whole number). The Board may take no official action in any instance where less than a quorum is present.

1.4 MAJORITY VOTE

1.4.1 Adoption of by-laws, amendment of by-laws, adoption of the annual budget and such other matters as the Board may designate shall require a majority vote of the entire membership of the Board.

1.4.2 All other actions taken by the Board shall require a majority vote of the quorum in attendance.

1.4.3 An abstention shall be considered neither an affirmative nor a negative vote, but the presence of the member abstaining shall be counted in determining whether or not there is a quorum in attendance.

1.5 MEETINGS TO BE PUBLIC

All regular, adjourned, or special meetings of the Board shall be open to the public, in accordance with the Brown Act. The Board may hold executive sessions from which the public may be excluded for the consideration of subjects permitted under the Brown Act.

1.6 TELECONFERENCING

The Board may use teleconferencing in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953.
2. ORDER OF BUSINESS

2.1 AGENDA

The Order of Business of each meeting shall be as contained in the Agenda prepared by the General Manager. The Agenda shall be a listing by topic of subjects which shall be taken up for consideration in the following order:

- Call to Order
- Flag Salute
- Roll Call
- Presentations
- Finalization of Agenda
- Public Comments
- Board Member Comments
- Receive and File Items
- Action Items
- Information Items
- Discussion Items
- General Counsel
- General Manager's Report
- Adjournment

2.2 DELIVERY OF AGENDA

Barring insurmountable difficulties, the Agenda shall ordinarily be delivered to Board Members by each Friday preceding the Wednesday meeting to which it pertains.

The Agenda shall also be available to the general public at the time it is delivered to the Board.

2.3 ROLL CALL

Before proceeding with the business of the Board, the Clerk of the Board shall conduct the roll call of the Board Members and the names of those present shall be entered in the minutes.

2.4 APPROVAL OF MINUTES

Unless requested by a majority of the Board, minutes of the previous meeting may be approved without public reading if the Clerk of the Board has previously furnished each Board Member with a copy thereof.
2.5 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

- Staff review
- Questions of Staff by the Board
- Hearing opened by Chairperson
- If desired, hearing closed
- Questions by the Board
- Discussion by the Board
- Action by the Board

Questions or comments from the public shall be limited to the subject under consideration. Depending upon the extend of the agenda, and the number of persons desiring to speak on an issue, the Chairperson may, at the beginning of the hearing, limit testimony, but in no event to less than 5 minutes per individual. Any person may speak for a longer period of time, upon approval of the Sunline Board, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphic or slide presentations requiring more time.

Quasi-judicial hearings shall be conducted in accordance with the principles of the process, and the General Counsel shall advise the Sunline Board in this regard.

2.6 PUBLIC COMMENTS

Any person may address the Board on any subject pertaining to Sunline business, whether listed on the agenda or not, during the Public Comments portion of the meeting. A limitation of 3 minutes may be imposed upon each person desiring to address the Board during the first Public Comments designation on the agenda.

2.7 CONSENT CALENDAR

Items of a routine nature may be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Prior to, or following review of, the consent agenda by the General Manager, any Board member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Clerk of the Board shall be instructed to record such abstentions in the minutes.

2.8 AGENDA ITEMS

Upon request of any Board Member, any item shall be placed on the agenda at the next regularly scheduled Board meeting, provided that the request is submitted prior to the deadline for posting the agenda.
3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

The Chairperson shall be the Presiding Officer at all meetings of the Board. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a temporary Presiding Officer to serve until the arrival of the Chairperson or Vice Chairperson or until adjournment.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairperson and one as Vice Chairperson. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

3.2 CALL TO ORDER:

The meeting of the Board shall be called to order by the Chairperson or in his or her absence by the Vice Chairperson. In the absence of both the Chairperson and Vice Chairperson, the meeting shall be called to order by the Clerk of the Board, whereupon the Clerk shall immediately call for the election of a temporary Presiding Officer.

3.3 PARTICIPATION OF PRESIDING OFFICER:

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Board members, and he or she shall not be deprived of any of the rights and privileges of a Board member by reason of his acting as Presiding Officer.

3.4 SIGNING OF DOCUMENTS:

The Chairperson, or Vice Chairperson in the absence of the Chairperson, shall sign Resolutions and Ordinances adopted by the Board.

The Clerk of the Board shall attest to the signature of the Chairperson or Vice Chairperson.
3.5 MAINTENANCE OF ORDER:

The Chairperson or Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Chair. All questions and remarks shall be addressed to the Chair.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Board. If any appeal is taken, the question shall be, ‘Shall the decision of the Presiding Officer be sustained?’ in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER - BOARD MEMBERS:

(a) Board members shall accord the utmost courtesy to each other, to SunLine employees and to the public appearing before the Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

(b) Any Board member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Board shall require him or her to so act.

4.3 DECORUM AND ORDER - EMPLOYEES:

Employees of SunLine shall observe the same rules of procedure and decorum applicable to members of the Board. The General Manager shall insure that all SunLine employees observe such decorum. Any staff member, including the General Manager, desiring to address the Board or members of the public shall first be recognized by the Chair.

4.4 ENFORCEMENT OF DECORUM:

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
4.5 CONFLICT OF INTEREST:

All Board members are subject to the provisions of California Law relative to conflicts of interest, and to conflicts of interest codes adopted by the Board. Any Board member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Board member may choose to leave the meeting room during debate and voting on the issue.

4.6 PROCEDURES IN ABSENCE OF RULES:

In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

4.7 RULINGS OF CHAIR FINAL UNLESS OVERRULED:

In presiding over Board meetings, the Chairperson, Vice Chairperson or temporary Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board members present and voting.

4.8 BOARD APPOINTEES

Any SunLine employees who are appointed to their positions by the Board are nevertheless subject to direction, discipline, and removal by the General Manager pursuant to Section 4.ii. of the Agreement.

5. ADDRESSING THE BOARD

5.1 MANNER OF ADDRESSING THE BOARD:

Any member of the public desiring to address the Board shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, the speaker shall state his or her name for the record.

All remarks and questions shall be addressed to the Chair and not to any individual Board member, staff member or other person. During a public hearing, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.
6.2 DIVISION OF QUESTION:

If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a member shall (unless appealed), divide the same.

6.3 PRECEDENCE OF MOTIONS:

When a motion is before the Board, no motion shall be entertained except the following which shall have precedence in the following order:

(a) Adjourn
(b) Table
(c) Limit or terminate discussion
(d) Amend
(e) Postpone

6.4 MOTION TO ADJOURN:

A motion to adjourn shall be in order at any time, except as follows:

(a) When repeated without intervening business or discussion.
(b) When made as an interruption of a member while speaking.
(c) When discussion has been ended, and vote on motion is pending, and
(d) While a vote is being taken.

A motion to adjourn “to another time” shall be debatable only as to the time to which the meeting is adjourned.

6.5 MOTION TO CONTINUE:

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

7. RESOLUTIONS

7.1 DEFINITIONS:

Three terms are in general use to denote actions: "resolution", "minute order", and "motion" (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding; they just vary in the formality of respective memorialization. The most formal is referred to as a "resolution". This, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such resolutions are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.
A "minute order" denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however, the minute order is drafted far more briefly than a resolution and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate certain administrative processes to which it pertains.

A "motion" is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

7.2 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in written form in advance of the Board's vote, the procedure shall be motion, second, discussion, vote, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it.

7.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

Where a resolution has not been prepared in advance, the procedure shall be to instruct the General Manager to prepare a resolution for presentation at the next Board Meeting.

7.4 URGENCY RESOLUTIONS:

In matters of urgency, a resolution may be presented orally in motion form together with instructions for written preparation for later execution. After the resolution has been orally stated, the voting procedure above shall be followed.

8. BOARD COMMITTEE BYLAWS

8.1 The Board shall establish Committees to study and make recommendations to the Board as a whole. Each Committee may select such methods for study of the matters under its jurisdiction as it determines appropriate. The members of each Committee and each Committee's Chairperson shall be appointed by the Board of Directors.

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All Committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.
Minutes of the established Committee meetings need not be taken on a regular basis, but shall be taken if any Committee member so requests at least one business day prior to the meeting.

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee's officers.

ADOPTED THIS ___ DAY OF ___, 2015

ATTEST:

Carolyn Rude

Kristy Franklin

CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

CHAIRPERSON of the Board
SunLine Transit Agency
SunLine Services Group
STATE OF CALIFORNIA )

) ss.
COUNTY OF RIVERSIDE )

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency and 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 _____. ________, 2015, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _______ _____, 2015.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Robert Owen
Recommended Action

Recommend that the Board of Directors approve the first reading of the proposed SSG Ordinance #2015-01. Ordinance supersedes all previous Ordinance and Amendments.

Background

This proposed Ordinance #2015-01 corrects and extends the taxicab vehicle age. Extending the age by six months aligns the vehicles discontinuation with the SSG Board approved fee schedule, while providing the franchises an opportunity to maintain a larger number of taxicab vehicles during peak demand months.

1. Amendment Regarding Taxicab Vehicle Model Years Section 1.080.

All Franchisees shall be required to certify to SRA’s satisfaction at least every year that no less than an average of eight (8) dispatched and non-dispatched trips per day per each non-temporary taxicab permitted vehicle per year are generated as provided for in the Franchise Agreement. Franchisees shall be responsible to maintain sufficient records to accurately verify the number of trips per vehicle at the request of SRA. SRA shall reduce the number of Vehicle Permits licensed to the Franchisee if the eight (8) trip minimum is not maintained. If a Franchisee is required to reduce the number of permitted vehicles, it shall be required to remove vehicles over five-(5)-six (6) model years plus six months (6 months) of age first in the case of standard vehicles and over seven-(7) eight (8) model years plus six months (6 months) of age in the case of approved alternative fueled vehicles, using the Environment Protection Agency’s definition of an alternative fueled vehicle. SRA may terminate the Franchise Agreement if the number of licensed vehicles is reduced below the minimum number required by Section 1.080 B. 2).

Financial Impact

The proposed Ordinance #2015-01 with change to Sections 1.080 does not appear to impose any additional financial obligations on SunLine Regulatory Administration.

Michael Jones
SunLine Services Group  

DATE: July 29, 2015

TO: Taxi Committee  
    Board of Directors

FROM: Taxi Administrator

RE: Approval of Update to SRA Taxicab Regulations

Recommendation

Recommend that the Board of Directors approve the revised Taxicab Regulations with the correction to model year requirements for vehicles used as taxicabs and the addition of verbiage to allow the extension of the vehicle permits.

Background

Under Regulation R.9., the model year for the standard vehicle is to be no more than six (6) model years, plus six months (6 months) and ADA wheelchair accessible. Alternative fueled vehicles should be no more than eight (8) model years, plus six months (6 months). This standard was outlined in the original RFP addendum No: 1 dated April 17, 2009.

This change to the regulations does the following:

- Corrects allowed number of models years.
- Aligns the discontinuation of the outdated taxicab vehicles with the Fiscal Year when vehicles permits were paid.
- Extends the useful life of the taxicab vehicles during our peak season to meet the needs of the citizens and visitors to the Coachella Valley.

The recommended action does not change the standards and requirements including inspection and insurance for the reliability and safety of the visitors and citizens of the Coachella Valley.

Financial Impact

None.

Michael Jones
Date: July 29, 2015

TO: Board of Directors

FROM: Chief Performance Officer

RE: Contract for Agency Legal Counsel

Recommendation

Recommend that the Board of Directors: a) delegate authority to the CEO/General Manager and the Ad Hoc Committee to negotiate a fair and reasonable price for Legal Counsel services; b) delegate authority to the CEO/General Manager to execute a contract with the winning firm, once the fair and reasonable price is determined.

Background

SunLine has solicited a contract for legal counsel. The process follows SunLine's Policies and Procedures relating to competitively negotiated procurement actions. The responsive proposals were scored by an Ad Hoc committee and the CEO/General Manager. Three firms were selected to participate in final interviews as they were determined to be in the "competitive range" for selection.

Interviews with the firms in the competitive range are being held in closed session by the Board of Directors. At the conclusion of the meeting, an award decision will be made by the Board of Directors.

To provide administrative actions necessary to conclude the contracting process, this staff report recommends that the above authority be granted.

Financial Impact

None.

Rudy Le Flore