AMENDED
SUNLINE TRANSIT AGENCY
BOARD MEETING AGENDA

Wednesday, April 27, 2016
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.

AGENDA TOPICS RECOMMENDATION

1. Call to Order
   Chairperson Kristy Franklin

2. Flag Salute

3. Roll Call

4. Presentations
   Presentation of Pantry to People Volunteers – Norma Stevens
   Paratransit Overview – Vanessa Mora, Tamara Miles & Don Wilms
   Federal Transit Administration Triennial Review Overview – Rudy LeFlore

5. Finalization of Agenda

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

NON AGENDA ITEMS
Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.
AGENDA ITEMS
Anyone wishing to address specific items on the agenda should notify the Clerk at this
time so those comments can be made at the appropriate time. A limitation of 3 minutes
may be imposed upon each person so desiring to address the Board.

7. **Board Member Comments**

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

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RECEIVE AND FILE

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8. **Consent Calendar**

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

a) Checks over $1,000 report for February 2016 (Pages 1-3)
b) Credit Card Statement for February 2016 (Pages 4-11)
c) Monthly Budget Variance Report for February 2016 (Pages 12-14)
d) Contracts Signed in Excess of $25,000 February 2016 (Page 15)
e) Ridership Report for February 2016 (Pages 16-17)
f) SunDial Operational Notes for February 2016 (Page 18)
g) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (Pages 19-28)
h) Board Member Attendance (Page 29)

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INFORMATION

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9. **Access Advisory Committee Members**

This report is an informational item to update the Board of Directors on the members who
currently serve on the Access Advisory Committee for SunLine Transit Agency. The attached document lists the names of members and what organization they are affiliated with. *(Staff: Vanessa Mora)* (Pages 30-31)

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10. **Air Resources Board**

This report is an informational item to update the Board of Directors on Preliminary Selection Air Resources Board solicitation for Zero-Emission Truck and Bus Pilot Commercial Deployment Project. *(Staff: Lauren Skiver will report on this item in CEO/General Manager’s Report)* (Pages 32-35)

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ACTION

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11. **Approval of Minutes**

Request to the Board to approve the Minutes of the March 23, 2016 Board of Directors meeting. (Pages 36-42)
12. **Ratify Resolution No. 0751 Revising Agency/Committee Bylaws**  
   (Greg Pettis, Chair Board Operations Committee; Staff: Diane Beebe)  
   Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution. (Pages 43-55)

13. **Contract with AVAIL Technologies, Inc.**  
   (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Polo Del Toro)  
   Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with AVAIL Technologies, Inc. for the purchase and installation of a bus AVL (Automatic Vehicle Location) system on three (3) BYD electric buses in an amount not to exceed $79,999 (includes 2.5% contingency). (Pages 56-57)

14. **Contract with Apollo Video Technology**  
   (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Joseph Friend)  
   Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of routing equipment for 74 fixed route buses in an amount not to exceed $103,225 (includes 2.5% contingency). (Pages 58-59)

15. **Contract for New Bus Lift and Installation**  
   (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Polo Del Toro)  
   Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in the amount of $309,400 for new bus lifts and installation, upon approval as to form and legality by legal counsel. (Pages 60-63)

16. **Employee Handbook**  
   (Greg Pettis, Chair Board Operations Committee; Staff: Semia Hackett)  
   Recommend the Board of Directors approve the Employee Handbook. (Pages 64-97)

17. **CEO/General Manager’s Report**
18. **Closed Session**
   a) CONFERENCE WITH LABOR NEGOTIATOR
      Agency Representative: Lauren Skiver
      Employee Organization: ATU
      Pursuant to Government Code section 54957.8

   b) Conference with Legal Counsel – Existing Litigation
      Pursuant to Government Code Section 54956.9(d)(1)
      Alzayat v. Hebb, et al.  Case No. INC 1204627

   c) 1. Public Employee Performance Evaluation
      Pursuant to Government Code Section 54957(b)
      Position Title: Chief Executive Office / General Manager

      2. Conference with Labor Negotiator
         Pursuant to Government Code Section 54957.7(a)
         Agency Representative: City Attorney
         Unrepresented Employee: Chief Executive Officer / General Manager

19. **Next Meeting Date**
    May 25, 2016
    12 o’clock Noon – New Board Room
    32-505 Harry Oliver Trail
    Thousand Palms, CA  92276

20. **Adjourn**
FINANCE/AUDIT COMMITTEE AGENDA
April 27, 2016

11:15 a.m. – 11:45
Conference Room 2
SunLine Transit Agency
Thousand Palms, CA

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

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RECEIVE AND FILE

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

   a) Checks over $1,000 report for February 2016 (Pages 1-3)
   b) Credit Card Statement for February 2016 (Pages 4-10)
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   d) Contracts Signed in Excess of $25,000 February 2016 (Page 15)
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   g) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (Pages 19-28)

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ACTIONS

   (Robert Spiegel, Chair of Finance/Audit Committee;)
   Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with AVAIL Technologies, Inc. for the purchase and installation of a bus AVL (Automatic Vehicle Location) system on three (3) BYD electric buses in an amount not to exceed $79,999 (includes 2.5% contingency). (Staff: Polo Del Toro) (Pages 29-30)
7. **Contract with Apollo Video Technology**  
   (Robert Spiegel, Chair of Finance/Audit Committee;)  
   Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of routing equipment for 74 fixed route buses in an amount not to exceed $103,225 (includes 2.5% contingency).  
   (Staff: Joseph Friend) (31-32)

8. **Contract for New Bus Lift and Installation**  
   (Robert Spiegel, Chair of Finance/Audit Committee;)  
   Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in the amount of $309,400 for new bus lifts and installation, upon approval as to form and legality by legal counsel.  
   (Staff: Polo Del Toro) (Pages 33-36)

9. **Adjourn**
AGENDA
BOARD OPERATIONS COMMITTEE
AMENDED

April 27, 2016
11:45 – 12:00 a.m.
Conference Room 2
SunLine Transit Agency
Thousand Palms, CA

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

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

5. **Ratify Resolution No. 0751 Revising Agency/Committee Bylaws**
   (Greg Pettis, Chair Board Operations Committee; Staff: Diane Beebe)
   Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution. (Pages 1-13)

6. **Employee Handbook**
   (Greg Pettis, Chair Board Operations Committee; Staff: Semia Hackett)
   Recommend the Board of Directors approve the Employee Handbook (Pages 14-47)

7. **Adjourn**
Sunline Transit Agency  
Checks $1,000 and Over  
For the month of February 2016

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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Sunline Transit Agency
Checks $1,000 and Over
For the month of February 2016

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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<td>Security Equipment</td>
<td>667403</td>
<td>2/12/2016</td>
<td>$1,875.33</td>
</tr>
<tr>
<td>TRANSIT PRODUCTS &amp; SERVICES</td>
<td>Repair Parts</td>
<td>667486</td>
<td>2/23/2016</td>
<td>$1,778.00</td>
</tr>
<tr>
<td>NEW FLYER</td>
<td>Bus Parts</td>
<td>667461</td>
<td>2/23/2016</td>
<td>$1,756.61</td>
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<tr>
<td>GAS COMPANY, THE</td>
<td>Indio Facility Gas</td>
<td>667361</td>
<td>2/12/2016</td>
<td>$1,648.80</td>
</tr>
<tr>
<td>NORTON MEDICAL INDUSTRIES</td>
<td>Medical-Exams and Testing</td>
<td>667301</td>
<td>2/4/2016</td>
<td>$1,644.25</td>
</tr>
<tr>
<td>AIR &amp; HOSE SOURCE, INC.</td>
<td>Repair Parts</td>
<td>667256</td>
<td>2/4/2016</td>
<td>$1,529.82</td>
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<tr>
<td>CALSTART, INC.</td>
<td>Membership Fee</td>
<td>667434</td>
<td>2/23/2016</td>
<td>$1,500.00</td>
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<tr>
<td>MICHAEL BAKER INTERNATIONAL</td>
<td>WIP-Solar Panel Project</td>
<td>667459</td>
<td>2/23/2016</td>
<td>$1,446.86</td>
</tr>
</tbody>
</table>
Sunline Transit Agency
Checks $1,000 and Over
For the month of February 2016

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>
</tr>
</thead>
<tbody>
<tr>
<td>DIAMOND MANUFACTURING, INC.</td>
<td>WIP Paratransit Veh Parts</td>
<td>667274</td>
<td>2/4/2016</td>
<td>$1,418.50</td>
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<tr>
<td>STRICKLAND KENNY INC.</td>
<td>Lubricants &amp; Oils</td>
<td>667409</td>
<td>2/12/2016</td>
<td>$1,394.96</td>
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<tr>
<td>SAFETY-KLEEN CORPORATION</td>
<td>Solvent Tank Service</td>
<td>667398</td>
<td>2/12/2016</td>
<td>$1,377.86</td>
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<tr>
<td>PALM SPRINGS CITY OF</td>
<td>Bus Shelter Revenue</td>
<td>667388</td>
<td>2/12/2016</td>
<td>$1,375.00</td>
</tr>
<tr>
<td>FIESTA FORD, INC.</td>
<td>Repair Parts/Support</td>
<td>667444</td>
<td>2/23/2016</td>
<td>$1,335.92</td>
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<tr>
<td>SMART CHEMISTRY CORPORATION</td>
<td>Hydrogen Samples</td>
<td>667312</td>
<td>2/4/2016</td>
<td>$1,300.00</td>
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<tr>
<td>PLAZA TOWING, INC.</td>
<td>Towing Service</td>
<td>667394</td>
<td>2/12/2016</td>
<td>$1,300.00</td>
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<tr>
<td>INDEPENDENT LIVING PARTNERSHIP</td>
<td>Grant Pass-Through</td>
<td>667371</td>
<td>2/12/2016</td>
<td>$1,247.17</td>
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<tr>
<td>ALLIEDBARTON SECURITY SERVICES</td>
<td>Security Services</td>
<td>667257</td>
<td>2/4/2016</td>
<td>$1,242.36</td>
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<tr>
<td>INSPECTORATE AMERICA</td>
<td>Oil Sample Jars</td>
<td>667457</td>
<td>2/23/2016</td>
<td>$1,202.38</td>
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<tr>
<td>AVAIL TECHNOLOGIES</td>
<td>ITS Implementation</td>
<td>667261</td>
<td>2/4/2016</td>
<td>$1,162.91</td>
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<tr>
<td>SOUTH COAST AIR QUALITY</td>
<td>Annual Operating Permit</td>
<td>667405</td>
<td>2/12/2016</td>
<td>$1,161.06</td>
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<tr>
<td>DESERT ALARM, INC.</td>
<td>Security Services</td>
<td>667440</td>
<td>2/23/2016</td>
<td>$1,120.00</td>
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<tr>
<td>TOTALFUNDS BY HASLER</td>
<td>Postage Supplies</td>
<td>667412</td>
<td>2/12/2016</td>
<td>$1,083.94</td>
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<td>GRAINGER</td>
<td>Facility Maintenance</td>
<td>667363</td>
<td>2/12/2016</td>
<td>$1,063.59</td>
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<tr>
<td>TOXGUARD FLUID</td>
<td>Coolant Recycling</td>
<td>667413</td>
<td>2/12/2016</td>
<td>$1,021.70</td>
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</tbody>
</table>

Total of Checks Over $1,000: $1,289,425.35
Total of Checks Under $1,000: $36,201.72
Total of All Checks for the Month: $1,325,627.07

Total Amount of Checks Prior Years Same Month
Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: February 19, 2016

Lauren Skiver – Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/16</td>
<td>B Resort &amp; Spa Hotel</td>
<td>2016 Transit CEO Seminar – CEO/GM</td>
<td>$ 982.13</td>
</tr>
</tbody>
</table>

**Total Amount**

$ 1403.44

Credits:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/16</td>
<td>$ 421.31</td>
</tr>
</tbody>
</table>
February 2016 Statement 01/22/2016 - 02/19/2016
SUNLINE TRANSIT
LAURA L SKIVER (CPN 00648533)

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 Offer Materials. These transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Pay taxes instantly with your credit card. It is a fast, easy and secure way to pay your federal and state taxes. You will receive an electronic receipt so you will know your payment was received on time. See the enclosed insert for more details.

Visa Payment Controls allows you to customize each of your employees' business credit cards to control where, when, and how your employees use them. Easily set controls that limit card use by time of day or day of week, dollar amount, transaction types or geographical locations. Visit myaccountaccess.com/vpc to set up customized controls on your employees' business credit cards today.

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>
</tr>
</thead>
<tbody>
<tr>
<td>02/08</td>
<td>02/02</td>
<td>1702</td>
<td>B RESORT &amp; SPA HOTEL LAKE BUENA VI FL MERCHANDISE/SERVICE RETURN</td>
<td>$421.31</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL THIS PERIOD</td>
<td>$421.31</td>
<td></td>
</tr>
</tbody>
</table>

Purchases and Other Debits

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Ref #</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/04</td>
<td>02/02</td>
<td>1449</td>
<td>B RESORT &amp; SPA HOTEL LAKE BUENA VI FL 01/20/16 FOLIO: 11699362</td>
<td>$1,403.44</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL THIS PERIOD</td>
<td>$1,403.44</td>
<td></td>
</tr>
</tbody>
</table>

**2016 Totals Year-to-Date**

| Total Fees Charged in 2016 | $0.00 |
| Total Interest Charged in 2016 | $0.00 |

Company Approval

Signature/Approval: [Signature]
Accounting Code: [Code]

*Continued on Next Page*
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALANCE TRANSFER</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>YES</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>PURCHASES</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>YES</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>ADVANCES</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>YES</td>
<td>$0.00</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.
February 2016 Statement
Open Date: 01/22/2016  Closing Date: 02/19/2016

Visa® Business Card
SUNLINE TRANSIT
LAURA L SKIVER (CPN 000648533)

New Balance: $0.00
Minimum Payment Due: $0.00
Payment Due Date: 03/17/2016

Activity Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Credits</td>
<td>$-421.31</td>
</tr>
<tr>
<td>Purchases</td>
<td>$1,403.44</td>
</tr>
<tr>
<td>Balance Transfers</td>
<td>$0.00</td>
</tr>
<tr>
<td>Advances</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Debits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fees Charged</td>
<td>$0.00</td>
</tr>
<tr>
<td>Interest Charged</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

New Balance: $0.00
Past Due: $0.00
Minimum Payment Due: $0.00
Credit Line: $40,000.00
Available Credit: $40,000.00
Days in Billing Period: 29

Payment Options:
- ☑ Mail payment coupon with a check
- ☑ Pay online at myaccountaccess.com
- ☑ Pay by phone 1-866-552-0855

This is not a bill, do not remit payment.

THIS IS NOT A BILL.
This memo statement only reflects the current activity on your account. An invoice has been sent to the applicable central billing account for the company. Thank you.
What To Do If You Think You Find A Mistake On Your Statement
If you think there is an error on your statement, please call us at the telephone number on the face of this statement, or write to us at:
Cardmember Services, P.O. Box 8335, Fargo, ND 58108-8335.
In your communication, please include the following information:
- Account number
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
You must notify us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
- We cannot be held responsible for the amount of the suspected error.
- The charge may remain on your statement, and we may continue to charge you interest on that amount, but if we determine that we made a mistake, you will not have to pay the amount in question or any interest or fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remaining balance.
- We can apply any unpaid amount against your credit limit.
Your Rights If You Are Dissatisfied With Your Credit Card Purchase
If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have filed a good faith dispute with the issuer, you may file the dispute as follows:
- You may file the dispute with the credit card issuer using the same procedures as discussed above. After we receive your dispute, we will notify you of our investigation.
- It is our responsibility to notify you of the investigation and the result of our investigation.
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/3/16</td>
<td>Southwest</td>
<td>CEO Seminar/L Skiver CEO/General Manager</td>
<td>$509.46</td>
</tr>
<tr>
<td>02/03/16</td>
<td>LAX</td>
<td>CEO Seminar/L. Skiver CEO/General Manager</td>
<td>$180.00</td>
</tr>
<tr>
<td>02/08/16</td>
<td>Ontario Airport</td>
<td>ARB/L Skiver CEO/General Manager</td>
<td>$18.00</td>
</tr>
<tr>
<td>02/09/16</td>
<td>Panera</td>
<td>Access Advisory Committee Meeting</td>
<td>$212.94</td>
</tr>
<tr>
<td>02/11/16</td>
<td>National Notary Assoc</td>
<td>Membership/L Granillo/Accounting Manager</td>
<td>$524.17</td>
</tr>
<tr>
<td>02/17/16</td>
<td>Alaska Air</td>
<td>DC APTA/L Skiver/CEO/General Manager</td>
<td>$310.20</td>
</tr>
<tr>
<td>02/18/16</td>
<td>Alaska Air</td>
<td>DC APTA/L Skiver/CEO/General Manager</td>
<td>$161.10</td>
</tr>
<tr>
<td>02/18/16</td>
<td>United</td>
<td>DC APTA/CEO/General Manager</td>
<td>$219.60</td>
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<tr>
<td>02/19/16</td>
<td>Holiday Inn</td>
<td>NHIS Safety Summit/P Gregor/Chief Safety Officer</td>
<td>$103.42</td>
</tr>
<tr>
<td>02/19/16</td>
<td>Dickey’s</td>
<td>February Board Meeting</td>
<td>$400.58</td>
</tr>
<tr>
<td>02/22/16</td>
<td>Indian Wells Resort</td>
<td>Negotiations/Triennial/A Hillis/CFO</td>
<td>$3,088.20</td>
</tr>
<tr>
<td>02/22/16</td>
<td>Panera</td>
<td>Negotiations</td>
<td>$192.44</td>
</tr>
<tr>
<td>02/25/16</td>
<td>Senior Inspiration</td>
<td>2016 Senior Inspiration Awards/L Skiver/CEO/General Manager</td>
<td>$65.28</td>
</tr>
</tbody>
</table>

**Total Amount**  
$5,985.39

**Credits:**  
Credit  Alaska Air  
$310.20

**Grand Total**  
$5,675.19
Rate Information
Your rate may vary according to the terms of your agreement:

<table>
<thead>
<tr>
<th>TYPE OF BALANCE</th>
<th>ANNUAL INTEREST RATE</th>
<th>DAILY FINANCE CHARGE RATE</th>
<th>AVERAGE DAILY BALANCE</th>
<th>PERIODIC FINANCE CHARGES</th>
<th>TRANSACTION FINANCE CHARGES</th>
<th>TOTAL FINANCE CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASES</td>
<td>11.49%</td>
<td>.05147%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>CASH ADVANCES</td>
<td>23.24%</td>
<td>.06641%</td>
<td>$0.00</td>
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<td>$0.00</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Important Information
$39 - $5,985.39 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/20/15. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL "FINANCE CHARGE" BILLED IN 2015 $0.00
TOTAL "FINANCE CHARGE" PAID IN 2015 $0.00

Summary of Sub Account Usage

<table>
<thead>
<tr>
<th>Name</th>
<th>Sub Account Number Ending In</th>
<th>Monthly Spending Cap</th>
<th>Spend This Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAURA SKIVER</td>
<td>9656</td>
<td>40,000</td>
<td>$5,675.19</td>
</tr>
</tbody>
</table>

Transaction Details
The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

<table>
<thead>
<tr>
<th>Trans Post</th>
<th>Reference Number</th>
<th>Description</th>
<th>Credits</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09</td>
<td>02/08</td>
<td>AUTOMATIC PAYMENT - THANK YOU TOTAL 44848100049905941 $294.93</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transaction Summary For LAURA SKIVER
Sub Account Number Ending In 9656

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Credits</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02</td>
<td>SOUTHWES 028217349480800 423-6792 TX</td>
<td>509.46</td>
<td></td>
</tr>
<tr>
<td>02/03</td>
<td>SKYR-LAURA LEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/03</td>
<td>LAX AIRPORT LOT P1 LOS ANGELES CA</td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>02/03</td>
<td>ONTARIO CA</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>02/11</td>
<td>PANERA BREAD 501771 PALM DESERT CA</td>
<td>212.54</td>
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<tr>
<td>02/11</td>
<td>NNA SERVICES LC 604-676-4921 CA</td>
<td>254.17</td>
<td></td>
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<tr>
<td>02/17</td>
<td>ALASKA AIR 027775204964 SEATTLE WA</td>
<td>310.20</td>
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<tr>
<td>02/19</td>
<td>WASHINGTON LOS ANGELES</td>
<td>161.10</td>
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<tr>
<td>02/19</td>
<td>EXPEDIA INC</td>
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<tr>
<td>02/19</td>
<td>ALASKA AIR 027775384634 SEATTLE WA</td>
<td>310.20</td>
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<tr>
<td>02/19</td>
<td>SKYR-LAURA LEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/19</td>
<td>EXPEDIA INC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/19</td>
<td>UNITED 91576222068000032-2732 TX</td>
<td>217.60</td>
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</tr>
<tr>
<td>02/19</td>
<td>SKYR-LAURA LEE</td>
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</tr>
<tr>
<td>02/19</td>
<td>EXPEDIA INC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/22</td>
<td>DODGE SPRING CA</td>
<td>105.42</td>
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</tr>
<tr>
<td>02/22</td>
<td>INDIAN WELLS RESORT HOTEL INDIAN WELLS CA</td>
<td>400.36</td>
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</tr>
<tr>
<td>02/22</td>
<td>PANERA BREAD 501771 314-984-3456 CA</td>
<td>105.44</td>
<td></td>
</tr>
<tr>
<td>02/25</td>
<td>ED 2015 SENIOR INSPR 801-419-7200 CA</td>
<td>65.28</td>
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</table>

TOTAL $5,675.19

LAURA SKIVER/ Sub Acc Ending
<table>
<thead>
<tr>
<th>Description</th>
<th>FY 16 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual Budget</td>
<td>Favorable (Unfavorable)</td>
<td>FY 16 YTD Budget</td>
</tr>
<tr>
<td>Operating Revenues:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Revenue</td>
<td>3,537,602</td>
<td>284,289</td>
<td>294,800</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,636,829</td>
<td>193,943</td>
<td>136,402</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td>5,174,431</td>
<td>478,231</td>
<td>431,203</td>
</tr>
<tr>
<td>Operating Expenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator &amp; Mechanic Salaries &amp; Wages</td>
<td>8,170,608</td>
<td>688,423</td>
<td>680,884</td>
</tr>
<tr>
<td>Operator &amp; Mechanic Overtime</td>
<td>995,000</td>
<td>62,897</td>
<td>79,833</td>
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<tr>
<td>Administration Salaries &amp; Wages</td>
<td>4,590,232</td>
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<td>383,299</td>
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<td>Administration Overtime</td>
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<td>600</td>
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<td>Fringe Benefits</td>
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<td>650,041</td>
<td>709,924</td>
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<td>Legal Services - General</td>
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<td>12,500</td>
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<td>Computer/Network Software Agreement</td>
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<td>26,269</td>
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<td>Security Services</td>
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<td>6,005</td>
<td>5,620</td>
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<td>Fuel - CNG</td>
<td>1,373,972</td>
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<td>114,498</td>
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<td>Fuel - Hydrogen</td>
<td>180,554</td>
<td>18,075</td>
<td>15,046</td>
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<td>Tires</td>
<td>301,501</td>
<td>16,603</td>
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<td>Office Supplies</td>
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<td>5,206</td>
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<td>Repair Parts</td>
<td>141,140</td>
<td>3,897</td>
<td>11,762</td>
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<tr>
<td>Total Operating Expenses (Before Depreciation)</td>
<td>31,622,425</td>
<td>2,382,530</td>
<td>2,635,202</td>
</tr>
<tr>
<td>Operating Expenses in Excess of Operating Revenue</td>
<td>$ (1,904,298)</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>6,558,720</td>
<td>472,238</td>
<td>546,560</td>
</tr>
<tr>
<td>State - LTF, LCTOP</td>
<td>15,195,740</td>
<td>1,093,398</td>
<td>1,285,476</td>
</tr>
<tr>
<td>Federal - 5307, 5311, 5316, 5317 &amp; CMAQ</td>
<td>4,703,534</td>
<td>338,662</td>
<td>391,961</td>
</tr>
<tr>
<td>Total Subsidies</td>
<td>26,447,994</td>
<td>1,094,298</td>
<td>2,204,000</td>
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<tr>
<td>Net Operating Gain (Loss) After Subsidies</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>Description</td>
<td>FY 16 Total Budget</td>
<td>Current Month</td>
<td>Favorable (Unfavorable)</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------</td>
<td>---------------</td>
<td>-------------------------</td>
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<tr>
<td><strong>Operating Expenses:</strong></td>
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<td>Actual</td>
<td>Budget</td>
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<tr>
<td>Wages &amp; Benefits</td>
<td>22,254,133</td>
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<td>Tires</td>
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<td>Materials and Supplies</td>
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<td>96,857</td>
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<td>Casualty &amp; Liability</td>
<td>2,115,064</td>
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<td>Miscellaneous Expenses</td>
<td>533,373</td>
<td>25,516</td>
<td>44,448</td>
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<td>Self Consumed Fuel</td>
<td>(1,508,641)</td>
<td>(123,426)</td>
<td>(125,720)</td>
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<tr>
<td><strong>Total Operating Expenses (Before Depreciation)</strong></td>
<td>31,622,425</td>
<td>2,382,530</td>
<td>2,635,202</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
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<tr>
<td>Passenger Revenue</td>
<td>3,537,602</td>
<td>284,289</td>
<td>294,800</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,636,629</td>
<td>193,943</td>
<td>136,402</td>
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<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>5,174,431</td>
<td>478,231</td>
<td>431,203</td>
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<td><strong>Net Operating Gain (Loss)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1,904,298)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subsidies:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>1,265,478</td>
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<td>391,961</td>
</tr>
<tr>
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<td>26,447,994</td>
<td>1,904,298</td>
<td>2,204,000</td>
</tr>
<tr>
<td><strong>Net Operating Gain (Loss) After Subsidies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1,904,298)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Passenger Revenue - Unfavorable
  - System wide ridership is currently down 5.9% for FYTD16, with fixed route ridership down 6.6% and SunDial up 14.0%

Other Revenue - Favorable
  - Outside fuel sales above the budgeted amount due to an increase in the quantity of publicly consumed CNG.
  - Emissions credit's selling price is higher than expected.
  - Bus stop advertising revenue is currently above FYTD16 budgeted amount.

Operator & Mechanic Salaries & Wages - Favorable
  - Operators on extended leave for long term disability or workers compensation.

Operator & Mechanic Overtime - Unfavorable
  - Fixed Route and Paratransit Operator’s overtime is over budget due to increased ridership and quantity of scheduled hours in Paratransit and a shortage of personnel in Fixed Route.

Administration Salaries & Wages - Favorable
  - Multiple positions were posted after the budget was approved by the Board of Directors in June, but were not filled as of February.

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

Fringe Benefits - Favorable
  - Open positions account for the favorable balance in fringe benefits.

Communications - Favorable
  - Increases in communication expenses are planned throughout the rest of the fiscal year.

Legal Services - General - Favorable
  - Savings due to overall lower monthly expenses YTD.

Computer/Network Software Agreement - Favorable
  - Software agreements are re-n ewed at different points throughout the year and the account will experience highs and lows accordingly.

Uniforms - Unfavorable
  - Uniform expenditures are over budget in the operations department due to the new classes of operators and increased number of uniform alterations.

Contracted Services - Favorable
  - Savings primarily attributed to not implementing the website hosting improvements or publishing the annual report to date.

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

Security Services - Favorable
  - Security service expenses are within an acceptable range of the budgeted amount.

Fuel - CNG - Favorable
  - CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage. Warmer temps will reduce favorable balance.
Fuel - Hydrogen - Unfavorable
• Increased use of Hydrogen and technical difficulties with the hydrogen station in the second quarter of FY16 have caused an unfavorable variance.

Tires - Favorable
• Tire expenses lower than expected due to less wear on tires attributed to fewer miles than projected.

Office Supplies - Favorable
• Office supply expenses are within an acceptable range of the budgeted amount.

Travel/Training - Favorable
• Travel & training savings can be attributed to varying times at which training sessions are attended.

Repair Parts - Unfavorable
• CNG Repair Parts for Thousand Palms increased due to an issue with one of the compressors. Increase in repair parts for Indio was related to the replacement of a fueling valve.
• Engine & radiator rebuilds also contributed to the unfavorable balance.
• Fixed Route repair parts for engine repair contributed to increased expenses in January.

Facility Maintenance - Unfavorable
• Facility maintenance expenses over budget due to unexpected repair costs for a hydraulic lift in the shops at Indio and Thousand Palms.

Electricity - CNG & Hydrogen - Unfavorable
• Electricity expenses are within an acceptable range of the budgeted amount.

Natural Gas - Favorable
• The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance.

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

Insurance Losses - Favorable
• Insurance losses can vary greatly from month to month and there was not been much activity year to date.

Insurance Premium - Property - Favorable
• Insurance coverage changed as of January 1st to include Auto Physical Damage, which has increased premiums. Additional insurance quotes are also being obtained for more comprehensive coverage and should decrease favorable balance. Invoices for changes are pending receipt, which will reduce favorable balance.

Repair Claims - Favorable
• Repair claims are within an acceptable range of the budgeted amount.

Fuel Taxes - Unfavorable
• An increase in taxes per unit and increase in outside fuel sales over the budgeted amount has lead to an unfavorable variance in fuel taxes. The increase in expenses are outweighed by the generated revenue.

Other Expenses - Favorable
• Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. A change for Auto Physical Damage was brought before the board in December and went into effect in January 2016. The budget impact was minimal as the brunt of the impact was made to the Agency’s deductibles and not premiums.

Self Consumed Fuel - Favorable
• The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance. The current favorable balance has started to decrease when the new services were implemented in January.
• CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage.
## Contracts Signed in Excess of $25,000

### February 2016

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Product/Service</th>
<th>Need</th>
<th>Budgeted</th>
<th>Budgeted Amount</th>
<th>Cost</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Dynamics</td>
<td>Labor Negotiation - Consulting</td>
<td>Labor negotiation consulting, training and facilitation services for new MOU.</td>
<td>FY16 Annual Budget</td>
<td>$ 25,000.00</td>
<td>$ 28,960.00</td>
<td>Executed Agreement</td>
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</table>
### SunLine Transit Agency

**Monthly Ridership Agency Report**

**February 2016**

<table>
<thead>
<tr>
<th>Fixed Route Line</th>
<th>Description</th>
<th>Feb 2016</th>
<th>Feb 2015</th>
<th>Jan 2015</th>
<th>% Var.</th>
<th>FY 2016</th>
<th>FY 2015</th>
<th>YTD</th>
<th>% Var.</th>
<th>Bikes</th>
<th>Wheelchairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>DHS/PS</td>
<td>56,290</td>
<td>56,760</td>
<td>51,888</td>
<td>(470)</td>
<td>436,054</td>
<td>451,037</td>
<td>(14,983)</td>
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<td>1,532</td>
<td>13,424</td>
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<tr>
<td>15</td>
<td>DHS</td>
<td>9,139</td>
<td>10,510</td>
<td>8,779</td>
<td>(1,371)</td>
<td>70,003</td>
<td>78,531</td>
<td>(8,528)</td>
<td>-10.9%</td>
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<td>2,246</td>
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<tr>
<td>20</td>
<td>DHS/PD</td>
<td>1,877</td>
<td>-</td>
<td>1008</td>
<td>1,877</td>
<td>2,885</td>
<td>-</td>
<td>2,885</td>
<td></td>
<td>52</td>
<td>86</td>
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<tr>
<td>24</td>
<td>PS</td>
<td>13,974</td>
<td>16,017</td>
<td>13,335</td>
<td>(2,043)</td>
<td>109,703</td>
<td>125,410</td>
<td>(15,707)</td>
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<td>362</td>
<td>2,807</td>
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<tr>
<td>30</td>
<td>CC/PS</td>
<td>62,062</td>
<td>67,867</td>
<td>59,063</td>
<td>(5,805)</td>
<td>485,091</td>
<td>550,066</td>
<td>(44,975)</td>
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<tr>
<td>32</td>
<td>PD/RWTP/CC/PS</td>
<td>23,475</td>
<td>24,616</td>
<td>21,174</td>
<td>(1,141)</td>
<td>184,441</td>
<td>195,655</td>
<td>(11,214)</td>
<td>-5.7%</td>
<td>860</td>
<td>7,316</td>
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<tr>
<td>53</td>
<td>PD/IW</td>
<td>5,866</td>
<td>5,302</td>
<td>5,177</td>
<td>584</td>
<td>36,737</td>
<td>38,282</td>
<td>(1,545)</td>
<td>-4.0%</td>
<td>126</td>
<td>1,253</td>
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<td>54</td>
<td>Indio/LC/IW/PD</td>
<td>8,483</td>
<td>9,381</td>
<td>6,140</td>
<td>(899)</td>
<td>59,572</td>
<td>61,373</td>
<td>(1,801)</td>
<td>-2.9%</td>
<td>251</td>
<td>1,877</td>
</tr>
<tr>
<td>70</td>
<td>LO/BD</td>
<td>16,257</td>
<td>19,382</td>
<td>15,679</td>
<td>(3,125)</td>
<td>126,287</td>
<td>143,713</td>
<td>(16,426)</td>
<td>-11.7%</td>
<td>336</td>
<td>3,572</td>
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<tr>
<td>80</td>
<td>Indio</td>
<td>12,498</td>
<td>10,528</td>
<td>12,451</td>
<td>1,970</td>
<td>88,431</td>
<td>88,959</td>
<td>9,472</td>
<td>10.6%</td>
<td>141</td>
<td>1,807</td>
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<tr>
<td>81</td>
<td>Indio</td>
<td>6,681</td>
<td>6,957</td>
<td>6,574</td>
<td>(276)</td>
<td>59,362</td>
<td>60,249</td>
<td>(887)</td>
<td>-1.5%</td>
<td>107</td>
<td>791</td>
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<tr>
<td>90</td>
<td>Coachella/Indio</td>
<td>14,281</td>
<td>19,622</td>
<td>14,547</td>
<td>(5,341)</td>
<td>134,396</td>
<td>148,470</td>
<td>(14,072)</td>
<td>-9.5%</td>
<td>254</td>
<td>3,243</td>
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<tr>
<td>91</td>
<td>I/Cdh/Th/Mec/Oak</td>
<td>17,674</td>
<td>20,292</td>
<td>16,309</td>
<td>(2,683)</td>
<td>131,961</td>
<td>150,392</td>
<td>(18,431)</td>
<td>-12.3%</td>
<td>335</td>
<td>3,996</td>
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<tr>
<td>95</td>
<td>I/Cdh/Th/Mec/NS</td>
<td>3,755</td>
<td>2,680</td>
<td>3,789</td>
<td>1,075</td>
<td>22,425</td>
<td>21,121</td>
<td>1,304</td>
<td>6.2%</td>
<td>54</td>
<td>533</td>
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<tr>
<td>111</td>
<td>PS to Indio</td>
<td>127,589</td>
<td>127,432</td>
<td>118,322</td>
<td>157</td>
<td>944,419</td>
<td>1,014,162</td>
<td>(69,743)</td>
<td>-6.9%</td>
<td>4,086</td>
<td>33,267</td>
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<tr>
<td>220</td>
<td>PD to Riverside</td>
<td>1,230</td>
<td>1,035</td>
<td>1,030</td>
<td>195</td>
<td>8,695</td>
<td>8,656</td>
<td>39</td>
<td>0.5%</td>
<td>25</td>
<td>170</td>
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<tr>
<td><strong>Fixed route total</strong></td>
<td>381,151</td>
<td>398,381</td>
<td>355,265</td>
<td>(17,230)</td>
<td>-4.3%</td>
<td>2,011,964</td>
<td>3,116,066</td>
<td>(204,402)</td>
<td>-6.6%</td>
<td>10,593</td>
<td>91,832</td>
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<tr>
<td><strong>Demand Response</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SunDial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>System total</td>
<td>394,640</td>
<td>410,880</td>
<td>370,086</td>
<td>(16,040)</td>
<td>-3.9%</td>
<td>3,027,494</td>
<td>3,217,703</td>
<td>(190,209)</td>
<td>-5.9%</td>
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<td></td>
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</tbody>
</table>

#### Monthly Ridership

<table>
<thead>
<tr>
<th></th>
<th>Feb 16</th>
<th>Feb 15</th>
<th>Jan 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>20</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Saturdays</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Sundays</td>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
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<tr>
<td>Total Days</td>
<td><strong>29</strong></td>
<td><strong>28</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

Please note: *January First runs as Sunday schedule due to New Years
**February 26, 2016 and February 16, 2015 ran Sunday schedules due to the presidents day holiday*
SunLine Transit Agency
Monthly Ridership Report
February - 2016

Fixed Route Ridership

<table>
<thead>
<tr>
<th>Route</th>
<th>Ridership</th>
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<tbody>
<tr>
<td>111</td>
<td>1,230</td>
</tr>
<tr>
<td>127,589</td>
<td>14,620</td>
</tr>
<tr>
<td>95</td>
<td>3,755</td>
</tr>
<tr>
<td>91</td>
<td>17,874</td>
</tr>
<tr>
<td>90</td>
<td>14,281</td>
</tr>
<tr>
<td>81</td>
<td>6,681</td>
</tr>
<tr>
<td>80</td>
<td>12,498</td>
</tr>
<tr>
<td>70</td>
<td>16,257</td>
</tr>
<tr>
<td>54</td>
<td>8,483</td>
</tr>
<tr>
<td>53</td>
<td>5,886</td>
</tr>
<tr>
<td>32</td>
<td>23,475</td>
</tr>
<tr>
<td>30</td>
<td>62,062</td>
</tr>
</tbody>
</table>

Demand Response Ridership

SunDial
13,489

Year-to-Date System Ridership

[Bar chart showing ridership by route for FY 2016 and FY 2015]
SunDial Operational Notes  
February 2016

1. ON-TIME PERFORMANCE

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.1%</td>
<td>87.8%</td>
<td>Total trips carried in the on-time window</td>
</tr>
<tr>
<td>1,170</td>
<td>1,611</td>
<td>Total trips late during the month</td>
</tr>
<tr>
<td>11,924</td>
<td>12,167</td>
<td>Total trips</td>
</tr>
</tbody>
</table>

2. RIDERSHIP and MILEAGE

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,299</td>
<td>13,489</td>
<td>Total passengers for the month</td>
</tr>
<tr>
<td>97,153</td>
<td>103,410</td>
<td>Total miles traveled for the month</td>
</tr>
</tbody>
</table>

3. SAFETY

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>Total preventable accidents</td>
</tr>
</tbody>
</table>

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>Total Ride-a-Long Evaluations</td>
</tr>
<tr>
<td>7</td>
<td>13</td>
<td>Total Onboard Inspections</td>
</tr>
<tr>
<td>7</td>
<td>3</td>
<td>Total Safety Evaluations</td>
</tr>
</tbody>
</table>

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<table>
<thead>
<tr>
<th>Last Year</th>
<th>This Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,990</td>
<td>2,017</td>
<td>Total Mobility Device Boarding's</td>
</tr>
</tbody>
</table>

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

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues
EARLY DEPARTURES BY LINE - YEAR TOTALS

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.
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.
Fixed Route Fleet Availability - February 2016

- DL Avg: 9.55%
- Hold Avg: 8.62%
- Avg Fleet Available Daily at 03:30AM: 81.83%
Paratransit Fleet Availability - February 2016

- 77.83% Avg Fleet Available Daily at 03:30 AM
- 13.60% DL Avg
- 8.57% Hold Avg
Driver Absence Occurrences - February 2016

Driver Absence Occurrences by Percentages - February 2016

Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending.
Absences include unscheduled for both Paratransit and Fixed Route drivers.
Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include “Barter Contracts.” SunLine Transit Agency budgeted $150,000 in advertising revenue for FY 15/16.

The goal is $150,000 for FY 16
FIXED ROUTE CUSTOMER COMMENTS BY TYPE
FEBRUARY 2016

Comparing monthly customer comments by type and yearly total comparison for fixed route.
Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.
This will reduce the number of comments that need to move forward to other staff to address.
Operator concerns we down compared to Feb 2015
Compares monthly customer comments by type and yearly total comparison for paratransit.
Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff. This will reduce the number of comments that need to move forward to other staff to address.
SERVICE DID NOT ARRIVE: client stating the vehicle did not come or pickup time or location was incorrect were up 5 over last year.
OPERATOR CONDUCT: Up 5 compared to last year.
### 2016 Attendance Matrix for Board Members

<table>
<thead>
<tr>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Betts</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Bob Spiegel</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Ginny Foat/Geoff Kors</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Greg Pettis</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Dana Hobart/Ted Weill</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Ty Peabody/Doug Hanson</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Don Adolph/Kristy Franklin</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Troy Strange</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Steve Hernandez</td>
<td>A</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>John Benoit/</td>
<td>A</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Meetings: Total# | Total | Percent
---|---|---
Russell Betts: 11 | 3 | 27%
Bob Spiegel: 11 | 3 | 27%
Ginny Foat/Geoff Kors: 11 | 2 | 18%
Greg Pettis: 11 | 2 | 18%
Dana Hobart/Ted Weill: 11 | 2 | 18%
Ty Peabody/Doug Hanson: 11 | 3 | 27%
Don Adolph/Kristy Franklin: 11 | 1 | 9%
Troy Strange: 11 | 1 | 9%
Steve Hernandez: 11 | 1 | 9%
John Benoit: 11 | 1 | 9%

### 2015 Attendance Matrix for Board Members

<table>
<thead>
<tr>
<th>Jan</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Betts</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
</tr>
<tr>
<td>Bob Spiegel</td>
<td>Y</td>
<td>Y</td>
<td>AL</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Rick Hutcheson/Paul Lewin</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>Y</td>
<td>A</td>
</tr>
<tr>
<td>Greg Pettis</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Dana Hobart/Ted Weill</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Ty Peabody/Doug Hanson</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
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<td>Don Adolph/Kristy Franklin</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Troy Strange</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Steve Hernandez</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>John Benoit/</td>
<td>A</td>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Meetings: Total# | Total | Percent
---|---|---
Russell Betts: 10 | 8 | 80%
Bob Spiegel: 10 | 9 | 90%
Rick Hutcheson/Paul Lewin: 10 | 6 | 60%
Greg Pettis: 10 | 10 | 100%
Dana Hobart/Ted Weill: 10 | 10 | 100%
Ty Peabody/Doug Hanson: 10 | 10 | 100%
Don Adolph/Kristy Franklin: 10 | 10 | 100%
Troy Strange: 10 | 10 | 100%
Steve Hernandez: 10 | 7 | 70%
John Benoit: 10 | 6 | 60%

**Code:** Y - Attended  A - Absent  AL - Alternate Attended
SunLine Transit Agency

DATE: April 27, 2016

TO: Board of Directors

FROM: Compliance Officer

RE: Access Advisory Committee Members

Information

This report is an informational item to update the Board of Directors on the members who currently serve on the Access Advisory Committee for SunLine Transit Agency. The attached document lists the names of members and what organization they are affiliated with.

Financial Impact

There is no financial impact with this Committee.

Vanessa Mora
Access Advisory Committee Members
Attachment

1. Edward Bank – Bus Rider
2. Angelica Chapell - Senior Low Vision Advocate, Community Access Center
3. Lisa Graf – Director of Transitional Services, Concierge Care Advisors
4. Mario Janesin (alternate to Angelica) – System Change Advocate/Community Organizer, Community Access Center
5. Byron Jesse – Owner, Prowatch Caregivers
6. Sarah Johnson – Neuro Vitality Center
7. Lisa Lester – Consumer Development Coordinator, Desert Arc
8. James Martinez – CEO, Partner at Crossroads to Care, Inc.
9. Ben Pickell – SunDial/Bus Rider
10. Angela Rojas – Orientation & Mobility Specialist, Braille Institute
Information

This report is an informational item to update the Board of Directors on Preliminary Selection Air Resources Board solicitation for Zero-Emission Truck and Bus Pilot Commercial Deployment Project.

SunLine was awarded a total of $12.5 million with $9,463,000 awarded in this year with the remaining $3,123,591 awarded in FY 16/17.

Financial Impact

There is no financial impact.

____________________
Lauren Skiver
April 14, 2016

Ms. Lauren Skiver
Chief Executive Officer/General Manager
SunLine Transit Agency
32505 Harry Oliver Trail
Thousand Palms, California 92276

Subject: Preliminary Selection for Zero-Emission Truck and Bus Pilot Commercial Deployment Project

Dear Ms. Skiver:

Thank you for your response to the Air Quality Improvement Program and Low Carbon Transportation Greenhouse Gas Reduction Fund Investments Grant Solicitation for the Zero-Emission Truck and Bus Pilot Commercial Deployment Project. SunLine Transit Agency submitted a well-crafted application that meets the objectives and goals of the solicitation. The project will accelerate the adoption and commercial deployment of heavy-duty zero-emission technologies by deploying 5 fuel cell electric buses supported by a hydrogen refueling station with on-site hydrogen generation using 100 percent renewable energy. The buses will provide on transit services within the Coachella Valley on routes from the communities of Indio to Mecca and Oasis.

At this time, Air Resources Board (ARB) cannot commit to funding the entire requested amount of $12,586,791. Therefore, ARB is pleased to preliminarily offer a partial grant award in the amount of $9,463,200 to the SunLine Transit Agency to begin implementation of the SunLine Fuel Cell Buses & Hydrogen Onsite Generation Refueling Station Pilot Commercial Deployment Project from Fiscal Year (FY) 2014-15 Low Carbon Transportation funds. The remaining funding for this project ($3,123,591) is contingent upon ARB Board approval of the FY 2016-17 Low Carbon Transportation and Fuels Investments and Air Quality Improvement Program Funding Plan, and the appropriation of sufficient FY 2016-17 Low Carbon Transportation funds on or before June 30, 2016. ARB anticipates that, by August 1, 2016, ARB will notify you to either offer the final remaining requested amount of $3,123,591 to fund the project as proposed from FY 2016-17 Low Carbon Transportation funds, or ARB will work with you to reduce the project scope if the FY 2016-17 funding is not available.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: http://www.arb.ca.gov.

California Environmental Protection Agency

Printed on Recycled Paper
Also contingent and before the project’s grant agreement can be executed there are two items that need to be finalized by SunLine:

- Completion of California Environmental Quality Act (CEQA) requirements
- Confirmation of receipt of $2,750,000 match funding from the Federal Transit Administration.

It is expected that the above two items can be satisfied by May 31, 2016.

Please be aware of the following important conditions:

- No agreement is in effect until the Grant Agreement is signed by both parties and, therefore, no work can begin until the Grant Agreement is fully executed.

- Until the grant agreement is fully executed, the applicant and all project team members and technology providers may NOT make public announcements regarding the preliminary award (i.e., press releases, press events, media interviews, etc.).

- Receipt of this preliminary selection letter allows you, the applicant, to contact project stakeholders and disclose the preliminary award, as needed, to secure match funding commitments and complete CEQA requirements.

If you have any questions or need further clarification, please contact Ms. Leslie Goodbody, Air Resources Engineer, at (916) 323-2961 or by email at leslie.goodbody@arb.ca.gov

Sincerely,

Lucina Negrete, Chief
Innovative Strategies Branch
Mobile Source Control Division

cc: See next page
Ms. Lauren Skiver  
April 14, 2016  
Page 3

cc: Tommy Edwards  
Chief Operating Officer  
SunLine Transit Agency  
Thousand Palms, CA 92276

Leslie Goodbody, Air Resources Engineer  
Innovative Strategies Branch  
Mobile Source Control Division
MINUTES
SunLine Transit Agency
Board of Directors Meeting
March 23, 2016

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, March 23, 2016 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 Chairperson Kristy Franklin.

2. **Flag Salute**
Mayor Pro Tem Greg Pettis led all in a salute to our flag.

3. **Roll Call**
Completed.

*Members Present*
John J. Benoit, Supervisor, County of Riverside
Russell Betts, Councilmember, City of Desert Hot Springs
Kristy Franklin, Chair, Mayor Pro Tem, City of La Quinta
Steven Hernandez, Vice Chair, Mayor, City of Coachella
Dana Hobart, Mayor, City of Rancho Mirage
Ty Peabody, Mayor, City of Indian Wells
Greg Pettis, Mayor Pro Tem, City of Cathedral City Board
Robert Spiegel, Mayor, City of Palm Desert

*Members Absent*
Ginny Foat, Councilmember, City of Palm Springs
Troy Strange, Councilmember, City of Indio

4. **Presentations**
None

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

6. **Public Comments**
Marcia Rose addressed the board and made reference to coming before the board three months ago. Marcia stated that she didn't hear from anybody but one person called her back to let her know they were having a special meeting about her issue. She wanted to bring her points up one more time as none of this makes sense about not taking them to Augustine Casino. She stated that we go to Fantasy and we go to Spotlight and they are much further than three quarters of a mile and Augustine is down the street from the bus. Another issue is that she and her friends have to go in the street at night or get a taxi. They waited three hours one night and the taxi kept
promising and they missed the bus and had to take a taxi home. Marcia elaborated on how it is at night in Coachella and it is really hard and a little scary. She stated that if we go to the other casinos as a courtesy, which is what she was told, we can go to Augustine as a courtesy. She stated that it is wrong and it’s not fair and she thinks it should be considered as its two months later.

7. **Board Member Comments**

Mayor Hernandez agrees with Marcia and is on their team as a Coachella representative and if there is a way. It is something we can discuss and see what the rules are.

On another topic he wanted to bring up and put out there that there is a lot of talk about the train coming into the desert and he thinks this is a good thing. One of the things is that we need to be careful of the impact that it could potentially have on our agency in terms of dollars and resources. He stated that we need to be very mindful of how we are going to be growing and what our strategic plans are and what our vision is in terms of how we want to roll out our transportation. As this conversation unfolds throughout the years SunLine should be very mindful of what the impacts are to our agency. That would mean to advocate to those players and to let them know what impact that would be on this agency and the bus transportation system throughout the Coachella Valley. He stated he wanted to put that out there so board members can start to think about that because we know we have a lot of lean areas in the east valley and in the middle of the valley and we need to think about what the ultimate impacts are with respect to the train coming into town.

Councilman Betts asked if we could get something on the agenda for paratransit at the next board meeting so that we can discuss it. He stated there have been some concerns in his community as well.

Marcia Rose entered the comments and stated that we take a man home from Desert Arc and drop him off right by the casino. Where’s the fairness for us?

Lauren Skiver, CEO/General Manager stated that it is not about fairness it’s about the law which allows three quarters of a mile from the fixed route as the crow flies. She stated it is hard to determine that by streets. She further stated that she thought it was a great idea to come back with a more in depth item on paratransit and how it works and how it has to be planned based on fixed route service. Paratransit does not happen without bus service and if we have that discussion and get a better base understanding. She stated that we also plan new services but new services don’t go into place they take funding and planning and approval. It doesn’t mean that there isn’t work being done on more service we just put the Line 20 in and it took a year and a half to two years of planning and raising the money and getting the money and putting it in. Ms. Skiver stated that we could do a better job of communicating that to you and Anita and I and Semia will take some time to talk with you about setting up a meeting before you leave today to give you a better explanation of how the system works.
8. **Consent Calendar**
   a) Checks over $1,000 and backup report, for, January 2016
   b) Credit card statement for January 2016
   d) Contracts signed in excess of $25,000 January 2016
   e) Ridership Reports for January 2016
   f) SunDial Operational Notes for January 2016
   g) Metrics

Mayor Pro Tem Spiegel moved to approve the consent calendar. The motion was seconded by Mayor Pro Tem Kristy Franklin. The consent calendar was approved by a unanimous vote of 8 yes; 0 no.

9. **Andrea Carter Projects**  
   **(Staff: Norma Stevens)**

Norma Stevens, Public Outreach Specialist addressed the board and brought forward projects completed by our marketing firm Andrea Carter and Associates at the request of the Finance Committee.

- **Redesign of SunLine brochures**
  - Half Fare
  - SunDial
  - Employer Pass
  - How to Ride the Bus/Travel Training
- **SunBus Tracker App**
  - Logo Design
  - Phase I – Tap to Track
    - Creative Marketing Campaign
  - Phase 2 – Pitch the Paper
    - Public Relations and consultation on strategy for media buys
- **Commuter Link 220**
  - Production for a 30 second spot
  - 2 and 25 second longer version that included the 3D which was on website and used for social media focuses and highlights the different connections to other transit agencies from Palm Desert to Riverside
- **Building the Brand and Brand Awareness**
  - Andrea was instrumental with photo shoots and press releases
  - Media follow up and media placements
  - Consultation on crisis communications and messaging
- **Future Projects**
  - Producing an animated video for the SunBus Tracker App
  - Producing a general service commercial
  - Working on four videos which include Travel Training/English/Spanish and How to Bike and Ride/English/Spanish
  - Getting ready to do a new photoshoot and in the future more press releases and a Safety Awareness Campaign
10. **Approval of Minutes**  
Mayor Pro Tem Spiegel moved to approve the minutes of the February 24, 2016 Board meeting. The motion was seconded by Mayor Hobart. The motion was approved by a vote of 8 yes; 0 no

11. **Access Committee By-Laws**  
(Greg Pettis, Chair Board Operations Committee;  
Staff: Vanessa Mora)  
This item was brought to the Board Operations Committee and the committee unanimously approved the item and Mayor Pro Tem Pettis motioned to approve the Access Committee By-Laws and the motion was seconded by Councilmember Betts. The motion carried by a unanimous vote of 8 yes; 0 no.

12. **Contract with Apollo Video Technology**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Eric Taylor)  
This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Mayor Peabody seconded. The motion carried by a vote of 7 yes; 1 no City of Desert Hot Springs.

13. **Contract with California Consulting, LLC.**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Eric Taylor)  
Mayor Pro Tem Pettis stated that although he does not participate or receive any financial benefit and does not participate in this contract he does do some work with California Consulting and will be abstaining/recusing.

   This item was brought to the Finance/Audit Committee and the committee approved the item and Mayor Pro Tem Spiegel moves to approve and Councilmember Betts seconded. The motion carried by a unanimous vote of 7 yes; 0 no.

14. **Amendment to Andrea Carter and Associates Contract**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Norma Stevens)  
This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Mayor Pro Tem Pettis seconded. The motion carried by a vote of 7 yes; 1 no City of Desert Hot Springs.
15. **Advanced Web Offset, Inc. (Option Year One)**
   (Robert Spiegel, Chair of Finance/Audit Committee;  
   Staff: Norma Stevens)
   This item was brought to the Finance/Audit Committee and the committee  
   unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and  
   Councilmember Betts seconded. The motion carried by a unanimous vote of 8 yes; 0  
   no.

16. **Ratification of Contract for Paratransit Vehicles**
   (Robert Spiegel, Chair of Finance/Audit Committee;  
   Staff: Eric Taylor)
   This item was brought to the Finance/Audit Committee and the committee  
   unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and  
   Mayor Peabody seconded. The motion carried by a unanimous vote of 8 yes; 0 no.

17. **Announcement from Closed Session of February 24, 2016**
   Eric Vail, Legal Counsel gave a report from February’s board meeting where there  
   were two closed session items:

   18. a) Conference with Legal Counsel on existing litigation  
       b) Conference with Labor Negotiator

   In regard to the conference with legal counsel there is no reportable action for the  
   public as a result of that meeting. Eric stated there were some follow up items that the  
   board did ask staff and general counsel to look into of which one was to look into the  
   costs to date from outside counsel. He stated that we had requested that information  
   several times but have not received it and will be following up on that again. The other  
   item was to re-approach PERMA as to coverage for this case and staff has done that  
   and reconfirmed with PERMA that they don’t believe there is coverage. He stated that  
   we haven’t been able to present them with a total legal expense yet and they will  
   promptly make another attempt at doing this. Eric has reviewed both Workers’ Comp  
   and employee contracts with PERMA and he would like to submit them to his  
   managing partner and have him issue an opinion if there is coverage to have a second  
   look based upon PERMA’s refusal to cover this. He stated he will be following up with  
   this at the next meeting.

   On the labor conference item there was no reportable action on Item b, however he  
   noted that we do have another closed session at the end of this meeting on labor  
   discussions also.

   That concludes my report.
18. **CEO/General Manager’s Report**

CEO/General Manager, Lauren Skiver addressed the Board and stated that they may have seen SunLine on the news last night as we provided two buses to Martha’s Village and Kitchen for a suspicious package activity in response to Riverside Fire and Police. Ms. Skiver stated that we had buses on site until about 3:00 a.m. to house those individuals and provide comfort for them while police and fire were doing their work. Ms. Skiver commended SunLine Operations and administrative group because they really rallied to ensure that we were there and they had supervisors on staff and the operator stayed until late into the morning and some of those had to come right back to work today. She said they are all a little sleepy but are happy to support the community and she wants to thank her staff the way they assimilate to issues like that along with the daily business they have to do.

The second thing Ms. Skiver wanted to mention is why each board member has items in front of them and she wanted to commend both staff and the operators as this was in response to Operator Appreciation Day. She mentioned Stephanie Buriel, who will identify the rest of her team, who came up with some innovative low cost ways to thank our operators and not just to do it in one day but to give them something every day and found small things to give them with a message of thanks. As we all know people like to be thanked and they don’t have to be thanked in big ways. They came up with all of these items and culminated with a barbeque last Friday at both Division 1 and Division 2. Ms. Skiver had Stephanie stand up and her team and recognized their good work in recognizing the drivers. Ms. Skiver stated that she was really proud of their efforts and what they came up with as they didn’t have a lot of money to do this.

Ms. Skiver stated that we have a lot going on at the agency right now and are tracking our new services through our metrics and want to bring you more information. There is information in your packet on our performance and we bring you those statistics every month and if you ever have questions about performance or want to have staff or anyone come to our metrics meetings please let us know. We continue to work very closely with ARB and they continue to seek us out as subject matter experts on zero emissions. We just had a conference call with them yesterday about our hydrogen program and we have been invited to come to a very special meeting on April 8, 2016 that will be with utility providers because there is legislation being contemplated on utility costs for transit. We do have projects with them that we are looking to have awarded and the fact that they are seeking us out for information is very encouraging. Weather we get the awards or not it is based on your mission and focus that you set for us that we continue to be seen as the leader this realm and in our transit services. We will be participating more with them on educating transit, educating regulators and ensuring that regulation doesn’t outpace what transit can do to provide service.

That concludes my report.
19. **Closed Session**  
a) CONFERENCE WITH LABOR NEGOTIATOR  
   Agency Representative: Lauren Skiver  
   Employee Organization: ATU  
   Pursuant to Government Code section 54957.8

**Report Out of Closed Session**  
Legal Counsel, Eric Vail, reported that the Board met in Closed Session pursuant to Government Code Section 54957.8 regarding conference with labor negotiator Lauren Skiver for the employee organizations ATU and a direction was given to labor negotiator and regarding the union there was nothing more to report out.

20. **Next Regular Board Meeting Date**  
   April 27, 2016  
   12 o’clock Noon, New Board Room  
   32-505 Harry Oliver Trail  
   Thousand Palms, CA  92276  
   32-505 Harry Oliver Trail  
   Thousand Palms, CA  92276

21. **Adjourn**  
Meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

___________________  
Diane Beebe  
Clerk of the Board
DATE: April 27, 2016

TO: Board Operations Committee
    Board of Directors

FROM: Clerk of the Board

RE: Ratify Resolution No. 0751 Revising Agency/Committee Bylaws

Recommendation
Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.

Background
The Resolution 0747 Revising Agency/Committee Bylaws was brought before the Board Operations Committee on July 29, 2015 and was approved unanimously. The item was further brought before the full Board of Directors on July 29, 2015 and was approved unanimously.

Although Resolution 0747 was unanimously approved, for a reason not reflected in any records it was not signed by the Chair, Clerk or General Counsel. New General Counsel has advised that the By-Law changes were necessary and appropriate and has recommended that the Board ratify the Board’s previous adoption of the By-Law changes and authorize the new Chair, Clerk and General Counsel to sign a new resolution of ratification.

Financial Impact
No fiscal impact.

_________________________
Diane Beebe
WHEREAS, on July 29, 2015, the Board unanimously approved Resolution 0747 “A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees.”

WHEREAS, for reasons unknown to current staff and legal counsel, Resolution 0747 was not executed by the then Chairperson of the Board, or attested to by the then Clerk of the Board, or signed as to form by the then legal counsel.

WHEREAS, the current Clerk of the Board, having performed a thorough search of SunLine’s records, and upon conferring with current legal counsel, has concluded that the Board did in fact intend for Resolution 0747 to be approved, executed and implemented. Current legal counsel has concluded that Resolution 0747 should be ratified by the Board and implemented by SunLine.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency:

Section 1. The Board of Directors hereby ratifies the adoption of Resolution 0747, attached hereto as Exhibit “A”, by adoption of this Resolution 0751 and authorizes the Chairperson of the Board, the Board Clerk, and General Counsel to sign Resolution 0751.

Section 2. The Board of Directors hereby directs the Chief Executive Officer and the Board Clerk to implement resolution 0747, as if it had been fully executed on July 29, 2015.

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PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this 27th day of April, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Diane Beebe
Clerk of the Board
SunLine Transit Agency

Kristy Franklin
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM

Eric Vail
General Counsel
EXHIBIT A

RESOLUTION NO. 0747

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 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 3 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 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”.

-10-
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:

_________________________________________  ______________________________________
Diane Beebe                               Kristy Franklin

_________________________________________  ______________________________________
CLERK OF THE BOARD                        CHAIRPERSON of the Board
SunLine Transit Agency                     SunLine Transit Agency
SunLine Services Group                     SunLine Services Group
I, DIANE BEEBE, 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.

___________________________
Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

___________________________
General Counsel
Eric Vail
Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with AVAIL Technologies, Inc. for the purchase and installation of a bus AVL (Automatic Vehicle Location) system on three (3) BYD electric buses in an amount not to exceed $79,999 (includes 2.5% contingency).

Background

SunLine Transit Agency has been using AVAIL Automatic Vehicle Location (AVL) since 2011. The system consists of Mobile Data Terminal (MDT) devices on revenue vehicles, application for vehicle information and communication, data analysis resources, and real time bus information for the general public.

This procurement will install like equipment on the (3) BYD buses as exists on the current fleet. The equipment will integrate into the existing AVAIL AVL system.

Reason for Selection of the Procurement Process

This is a single source procurement because of the like equipment already installed on all fixed route buses. This will be the new platform with any new bus procurement.

Reason for Selection of the Contract Type

A firm fixed price contract was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.
**Reason for Selection of Contractor**

SunLine currently uses AVAIL Technologies equipment on all fixed route buses. The software to monitor vehicle locations is already in place at SunLine. The upgrades must be compatible with the AVAIL AVL system.

**How Price was Determined Fair and Reasonable**

SunLine procurement conducted a price analysis and determined the prices fair and reasonable.

**Financial Impact**

The funding for this effort will be from the programming of existing STA (State Transit Assistance) capital funds allocated to SunLine Transit Agency in an amount not to exceed $79,799.

____________________

Polo Del Toro
**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of routing equipment for 74 fixed route buses in an amount not to exceed $103,225 (includes 2.5% contingency).

**Background**

The original contract with Apollo Video Technology was approved by the Board in September 25, 2013, and amended on March 4, 2015 for the installation of equipment on all fixed route buses. This agreement will enable SunLine to have the ability to monitor the onboard camera system in real time. In addition, this will also allow riders to have Wi-Fi access on all fixed route buses.

**Reason for Selection of the Procurement Process**

This is a single source procurement because of the like equipment already installed on all fixed route buses. This will be the new platform with any new bus procurements.

**Reason for Selection of the Contract Type**

A firm fixed price contract was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.
Reason for Selection of Contractor

SunLine currently uses Apollo video technology on all fixed route buses. The software to view and download the video is already in place at SunLine. The upgrades must be compatible with the Apollo video system.

How Price was Determined Fair and Reasonable

This procurement is based on pre-competed GSA-70 schedule pricing.

Financial Impact

The funding for this effort will be from the programming of existing Prop 1B (Transit Safety and Security) capital funds allocated to SunLine Transit Agency in an amount not to exceed $135,000.

_____________________
Joseph Friend
**Recommendation**
Recommend that the Board of Directors grant authorization to SunLine CEO/General Manager to approve award of contract with Peterson Hydraulics, Inc. in the amount of $309,400 for new bus lifts and installation, upon approval as to form and legality by legal counsel.

**Background**
SunLine has been using bus lifts for fixed route buses since the maintenance building was originally built. Installed in 1996, these lifts have reached their useful life and need to be replaced. The in-ground heavy-duty telescoping piston style vehicle lifts offer ease of maintenance to fixed route bus engine and transmission work, suspension and brake work, and other undercarriage routine maintenance work.

SunLine requested Bids from qualified vendors to furnish and install two (2) new in-ground heavy-duty vehicle lifts and remove two (2) old lifts. Bids were to replace two lifts within a one-year period including construction drawings and permits that met all local codes.

**Reason for Selection of Procurement Process**
The Invitation for Bid solicitation was selected as the procurement method in order to award the contract based on lowest price.

**Reason for Selection of Contract Type**
A Firm Fixed Price type contract was selected because it places upon the Contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the Contractor to control costs and perform effectively and imposes a minimum administrative burden upon SunLine Transit Agency.
**Reason for Selection of Contractor**

On January 22, 2016, **eight (8) potential companies were solicited** in addition to being advertised on SunLine’s website and the local newspaper, The Desert Sun. On February 22, 2016, **three (3) individual proposals were received** from Air & Lube Systems, Inc., Autolift Services, Inc., and Peterson Hydraulics, Inc.

According to the price analysis, SunLine has elected to make an award to Peterson Hydraulics, Inc. as the contractor representing the lowest cost to the Agency.

**How Price was Determined Fair and Reasonable**

Peterson Hydraulics, Inc.’s price was determined to be fair and reasonable based on a price analysis and adequate price competition. Therefore, Peterson Hydraulics is considered most advantageous to SunLine Transit Agency.

**Financial Impact**

SunLine’s estimated cost for this work is $309,400. This project will be paid for using capital funds budgeted in the FY15 SRTP.

_______________________
Polo Del Toro
**Bidders List**

Peterson Hydraulics, Inc  
1653 W El Segundo Blvd,  
Gardena, CA 90249  
Marcy Boulette  
marcy@petersonyhd.com  
lemtontoya@gmail.com  
(310) 323-3155

Gray Manufacturing Company Inc.  
3501 S Leonard Rd  
St. Joseph, MO. 64503  
Amy Cline-Shelton  
governmentsales@grayusa.com  
(816) 233-6121

Vehicle Service Group LLC.  
2700 Lanier Dr.  
Madison, IN. 47250  
Christine Bilz  
bilz@rotarylift.com  
(800) 445-5438

Southwest Lift & Equipment Inc  
PO Box 2319  
Running Springs, CA. 92382  
Dean McDonald  
dean@southwestlift.com  
(909) 867-9820

Western Pump  
3235 F. Street  
San Diego, CA. 92101-3315  
Ryan Rethmeier  
info@westernpump.com  
(888) 239-9988

Mission Equipment and Lifts Inc.  
3210 Production Ave #F  
Oceanside, CA. 92058  
Jerry Giardullo  
info@missioneq.com  
760-721-7262

Interstate Lift & Equipment Co Inc  
1001 Ruth LN  
Niles, MI. 49120  
Todd Nichols  
tnichols@interstatelift.com  
269-684-8098

**DBE**

CAL-DORADO INC  
14728 Biola Ave.  
La Mirada, CA 90638  
Robert Aguinaga  
raguinaga@suecorp.com  
(714) 482-5101
<table>
<thead>
<tr>
<th>BIDDER/PROPOSER NAME</th>
<th>ADDRESS, CITY, STATE, ZIP</th>
<th>BID BOND RECEIVED (BIDS ONLY)</th>
<th>AMOUNT (BIDS ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air &amp; Lube Systems Inc.</td>
<td></td>
<td>Yes</td>
<td>$3,102,100.00</td>
</tr>
<tr>
<td>Autolift Services</td>
<td></td>
<td>Yes</td>
<td>$368,100.00</td>
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<tr>
<td>Peterson Hydraulics</td>
<td></td>
<td>Yes</td>
<td>$309,400.00</td>
</tr>
</tbody>
</table>
ACTION

DATE: April 27, 2016

TO: Board Operations Committee
    Board of Directors

FROM: Chief Administration Officer

RE: Employee Handbook

Recommended Action

Recommend the Board of Directors approve the Employee Handbook.

Background

Staff and legal have provided revisions to the Employee Handbook which provides guidance to SunLine personnel regarding their conduct as employees of SunLine Transit Agency.

The modification incorporates topics previously addressed in a separate “Personnel Rules” document that was suspended in May 2014. The updated Employee Handbook integrates important areas of the Personnel Rules document and allows staff to receive guidance in one document.

Additionally, the proposed handbook includes all Federal and California labor updates from 2010 to date.

- Harassment, discrimination and retaliation prevention
- Americans with Disability Act (ADA) / Fair Employment and Housing Act (FEHA)
- Personnel Records
- Grievance Procedures
- Attendance & Leaves
- Personal Blogs / Social Media

Financial Impact

There are no financial impacts.

Semia Hackett
AMENDED
SUNLINE SERVICES GROUP
BOARD MEETING AGENDA

Wednesday, April 27, 2016
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 be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS                      RECOMMENDATION

1. Call to Order
   Chairperson Kristy Franklin

2. Roll Call

3. Finalization of Agenda

4. Presentations
   None

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

NON AGENDA ITEMS
Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.
AGENDA ITEMS
Anyone wishing to address specific items on the agenda should notify the Clerk at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

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

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

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.

   a) SSG/SRA checks over $1000 issued February 2016 (Page1)
   b) SSG/SRA Monthly Budget Variance Report February 2016 (Pages 2-3)
   c) Taxi Vehicle/Rides Analysis (Page 4-6)
   d) California Retail Gasoline Price Report (Page 7)
   e) Metric (Taxi Expense vs Taxi Revenue) (Page 8)

- ---------------------------------- INFORMATION ----------------------------------

8. **Update on Regulation Changes**
   At the February 24, 2016 Board meeting, the Board approved suspending the second reading of the SunLine Regulatory Administration (SRA) ordinance. The purpose for suspending the second reading was to collaboratively work with the Franchises on changes to regulations that maintain the responsibilities of SRA and positively affect the taxi industry business. *(Staff: Stephanie Buriel)* (Page 9)

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

9. **Approval of Minutes**
   Request to the Board to approve the Minutes of the March 23, 2016 Board of Directors meeting. (Pages 10-11)

10. **Ratify Resolution No. 076 Revising Agency/Committee Bylaws**
    *(Robert Spiegel, Chair of the Taxi Committee;)*
    Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution. *(Staff: Diane Beebe)* (Pages 12-24)
11. **Next Meeting Date**  
   May 25, 2016  
   12 o’clock Noon – Board Room  
   32-505 Harry Oliver Trail  
   Thousand Palms, CA 92276

12. **Adjourn**
AGENDA
TAXI COMMITTEE MEETING
April 27, 2016
10:45 a.m. - 11:15 a.m.

Wellness Center
SunLine Transit Agency
Thousand Palms, CA

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

1. Call to Order

2. Roll Call

3. Confirmation of Agenda

4. Presentations

5. Public Comments

 receive Comments

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

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

6. Consent Calendar

 receive & File

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

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   Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.  
   *(Staff: Diane Beebe)* (Page 10-22)

9. **Adjourn**
Sunline Regulatory Administration
Checks $1,000 and Over
For the month of February 2016

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>
</tr>
</thead>
<tbody>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities Exp 2/12/16</td>
<td>090177</td>
<td>2/12/2016</td>
<td>$6,200.36</td>
</tr>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Operating Exp Allocation (Jan)</td>
<td>090184</td>
<td>2/23/2016</td>
<td>$4,710.75</td>
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</tbody>
</table>

Total of Checks Over $1,000 $10,911.11
Total of Checks Under $1,000 $1,461.74
Total of All Checks for the Month $12,372.85

Total Amount of Checks Prior Years Same Month
## FY 16 Total Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 16 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td>Actual</td>
<td>Favorable</td>
</tr>
<tr>
<td>Meter Readings</td>
<td>293,286</td>
<td>22,925</td>
<td>24,441</td>
</tr>
<tr>
<td>Revenue Fines</td>
<td>5,000</td>
<td>0</td>
<td>417</td>
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<tr>
<td>Vehicle Inspection Revenue</td>
<td>15,100</td>
<td>450</td>
<td>1,258</td>
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<tr>
<td>Vehicle Re-inspection Revenue</td>
<td>2,000</td>
<td>300</td>
<td>167</td>
</tr>
<tr>
<td>New Driver Permit Revenue</td>
<td>5,500</td>
<td>630</td>
<td>458</td>
</tr>
<tr>
<td>Driver Transfer Revenue</td>
<td>1,980</td>
<td>50</td>
<td>165</td>
</tr>
<tr>
<td>Driver Renewal Revenue</td>
<td>9,200</td>
<td>1,150</td>
<td>767</td>
</tr>
<tr>
<td>Driver Permit Reinstatement/Replacement</td>
<td>165</td>
<td>40</td>
<td>14</td>
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<tr>
<td>Vehicle Permit Revenue</td>
<td>91,400</td>
<td>13,833</td>
<td>7,617</td>
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<tr>
<td>Interest Revenue</td>
<td>39</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>423,670</td>
<td>39,378</td>
<td>35,306</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>167,564</td>
<td>5,391</td>
<td>13,964</td>
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<tr>
<td>Fringe Benefits</td>
<td>103,827</td>
<td>11,842</td>
<td>8,652</td>
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<tr>
<td>Services</td>
<td>78,500</td>
<td>1,641</td>
<td>6,542</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>69,430</td>
<td>26</td>
<td>5,786</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4,349</td>
<td>89</td>
<td>362</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>423,670</td>
<td>18,990</td>
<td>35,306</td>
</tr>
<tr>
<td><strong>Total Operating Surplus (Deficit)</strong></td>
<td>$ -</td>
<td>$ 20,388</td>
<td></td>
</tr>
</tbody>
</table>
Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable
- TNCs continue to negatively impact taxi ridership.
- Vehicle permit revenue is up, but is caused by the allowance of full year's vehicle permits to be paid during peak months of October through April.
- Vehicle re-inspection revenue is up. Aging vehicle fleet has increased the quantity of re-inspections performed.

Salaries and Wages - Favorable
- One employee was re-assigned to SunLine Transit Agency (STA).

Fringe Benefits - Favorable
- One employee was re-assigned to SunLine Transit Agency (STA).

Services - Favorable
- Legal services expenses have been below expectations for the first half of FY16.
- Currently, there are no audit expenses charged under services. When resolved, the expenses will increase YTD expenses more in line with the budget.

Supplies and Materials - Favorable
- Allocated overhead paid to SunLine is lower than expected due to SRA needing to conduct taxi inspections with a third party for a short period instead of being conducted by SunLine mechanics.

Miscellaneous - Unfavorable
- Miscellaneous expenses are within an acceptable range of the budgeted amount.
<table>
<thead>
<tr>
<th>Month</th>
<th>FY14/15</th>
<th>FY15/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAS</td>
<td>TRIPS</td>
</tr>
<tr>
<td>JUL</td>
<td>140</td>
<td>36,397</td>
</tr>
<tr>
<td>AUG</td>
<td>142</td>
<td>38,805</td>
</tr>
<tr>
<td>SEP</td>
<td>150</td>
<td>38,569</td>
</tr>
<tr>
<td>OCT</td>
<td>158</td>
<td>49,123</td>
</tr>
<tr>
<td>NOV</td>
<td>167</td>
<td>51,043</td>
</tr>
<tr>
<td>DEC</td>
<td>162</td>
<td>43,536</td>
</tr>
<tr>
<td>JAN</td>
<td>171</td>
<td>52,446</td>
</tr>
<tr>
<td>FEB</td>
<td>164</td>
<td>53,233</td>
</tr>
<tr>
<td>MAR</td>
<td>172</td>
<td>59,639</td>
</tr>
<tr>
<td>APR</td>
<td>189</td>
<td>62,167</td>
</tr>
<tr>
<td>MAY</td>
<td>158</td>
<td>43,182</td>
</tr>
<tr>
<td>JUN</td>
<td>134</td>
<td>30,274</td>
</tr>
<tr>
<td>TOTALS</td>
<td>1907</td>
<td>568,413</td>
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<table>
<thead>
<tr>
<th>Month</th>
<th>FY 04/05</th>
<th>FY 05/06</th>
<th>FY 06/07</th>
<th>FY 07/08</th>
<th>FY 08/09</th>
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</thead>
<tbody>
<tr>
<td>HIGHEST TRIPS</td>
<td>Apr 53,980</td>
<td>Mar 51,373</td>
<td>Mar 54,508</td>
<td>Feb 50,594</td>
<td>APR 69,957</td>
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<tr>
<td>LOWEST TRIPS</td>
<td>Aug 25,911</td>
<td>Aug 24,445</td>
<td>Aug 24,010</td>
<td>Jul 25,681</td>
<td>DEC 26,942</td>
</tr>
<tr>
<td>MOST VEHICLES</td>
<td>Apr 206</td>
<td>Apr 269</td>
<td>May 271</td>
<td>Jul 269</td>
<td>M, A, M 186</td>
</tr>
<tr>
<td>LEAST VEHICLES</td>
<td>Aug 185</td>
<td>Jul 205</td>
<td>Jul 240</td>
<td>Jun 183</td>
<td>JAN 183</td>
</tr>
<tr>
<td>MOST TRIPS/VEH</td>
<td>Apr 262</td>
<td>Mar 213</td>
<td>Mar 214</td>
<td>Feb 246</td>
<td>MAY 323</td>
</tr>
<tr>
<td>LEAST TRIPS/VEH</td>
<td>Aug 140</td>
<td>Aug 117</td>
<td>Aug 100</td>
<td>Jul 95</td>
<td>JULY 148</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>FY 09/10</th>
<th>FY 10/11</th>
<th>FY 11/12</th>
<th>FY 12/13</th>
<th>FY 13/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGHEST TRIPS</td>
<td>APR 57,645</td>
<td>APR 60,821</td>
<td>APR 71,576</td>
<td>APR 77,798</td>
<td>APR 85,522</td>
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<tr>
<td>LOWEST TRIPS</td>
<td>AUG 23,571</td>
<td>AUG 29,238</td>
<td>AUG 28,459</td>
<td>JUL 33,019</td>
<td>JUL 38,388</td>
</tr>
<tr>
<td>MOST VEHICLES</td>
<td>JUL 170</td>
<td>JUL 151</td>
<td>APR 170</td>
<td>APR 184</td>
<td>APR 200</td>
</tr>
<tr>
<td>LEAST VEHICLES</td>
<td>NOV 153</td>
<td>NOV 117</td>
<td>AUG 123</td>
<td>SEP 131</td>
<td>AUG 153</td>
</tr>
<tr>
<td>MOST TRIPS/VEH</td>
<td>APR 345</td>
<td>APR 431</td>
<td>APR 421</td>
<td>APR 423</td>
<td>APR 428</td>
</tr>
<tr>
<td>LEAST TRIPS/VEH</td>
<td>AUG 153</td>
<td>AUG 198</td>
<td>AUG 240</td>
<td>JUL 250</td>
<td>JUL 238</td>
</tr>
<tr>
<td>Category</td>
<td>FY 14/15</td>
<td>FY 15/16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Trips</td>
<td>Apr 62,167</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lowest Trips</td>
<td>Jun 30,274</td>
<td>Mar 47,881</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most Vehicles</td>
<td>Apr 189</td>
<td>Jan 153</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Least Vehicles</td>
<td>Jun 134</td>
<td>Aug 126</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most Trips/Veh</td>
<td>Mar 347</td>
<td>Mar 315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Least Trips/Veh</td>
<td>Jun 226</td>
<td>Aug 206</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## U.S. Energy

<table>
<thead>
<tr>
<th>Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 01, 2015</td>
<td>$3.21</td>
</tr>
<tr>
<td>May 01, 2015</td>
<td>$3.75</td>
</tr>
<tr>
<td>Jun 01, 2015</td>
<td>$3.54</td>
</tr>
<tr>
<td>Jul 01, 2015</td>
<td>$3.76</td>
</tr>
<tr>
<td>Aug 01, 2015</td>
<td>$3.56</td>
</tr>
<tr>
<td>Sep 01, 2015</td>
<td>$3.12</td>
</tr>
<tr>
<td>Oct 01, 2015</td>
<td>$2.89</td>
</tr>
<tr>
<td>Nov 01, 2015</td>
<td>$2.69</td>
</tr>
<tr>
<td>Dec 01, 2015</td>
<td>$2.72</td>
</tr>
<tr>
<td>Jan 01, 2016</td>
<td>$2.78</td>
</tr>
<tr>
<td>Feb 01, 2016</td>
<td>$2.53</td>
</tr>
<tr>
<td>Mar 01, 2016</td>
<td>$2.46</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td><strong>$3.08</strong></td>
</tr>
</tbody>
</table>

**Note:**

Meter calculation is 1/8 mile increments @ $0.00 per 1/8 mile = $0.00 per mile.

<table>
<thead>
<tr>
<th>Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 01, 2016</td>
<td>$2.83</td>
</tr>
<tr>
<td>May 01, 2016</td>
<td></td>
</tr>
<tr>
<td>Jun 01, 2016</td>
<td></td>
</tr>
<tr>
<td>Jul 01, 2016</td>
<td></td>
</tr>
<tr>
<td>Aug 01, 2016</td>
<td></td>
</tr>
<tr>
<td>Sep 01, 2016</td>
<td></td>
</tr>
<tr>
<td>Oct 01, 2016</td>
<td></td>
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<tr>
<td>Nov 01, 2016</td>
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<td>Dec 01, 2016</td>
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<td>Jan 01, 2017</td>
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<td>Feb 01, 2017</td>
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<tr>
<td>Mar 01, 2017</td>
<td></td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td><strong>$2.83</strong></td>
</tr>
</tbody>
</table>

### Fuel Cost Increases (Decreases)

<table>
<thead>
<tr>
<th>Per Mile Rate Increases (Decreases)</th>
<th>Fuel Per Gallon</th>
<th>Average</th>
<th>Regular Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 to $0.255 per gallon</td>
<td>2012</td>
<td>$3.49</td>
<td>$3.84</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>$4.05</td>
<td>$4.00</td>
</tr>
<tr>
<td></td>
<td>Difference</td>
<td>$0.56</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>New Rate</td>
<td>2013/14</td>
<td><strong>$3.12</strong></td>
</tr>
<tr>
<td>$0.256 to $0.755 per gallon</td>
<td>2013</td>
<td>$4.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>$3.84</td>
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<tr>
<td></td>
<td>Difference</td>
<td>-$0.21</td>
<td>Rate Increase</td>
</tr>
<tr>
<td></td>
<td>New Rate</td>
<td>2014/15</td>
<td><strong>$3.12</strong></td>
</tr>
<tr>
<td>$0.756 to $1.255 per gallon</td>
<td>2014</td>
<td>$3.84</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>$3.48</td>
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<td></td>
<td>Difference</td>
<td>-$0.36</td>
<td>Rate Decrease</td>
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<tr>
<td></td>
<td>New Rate</td>
<td>2015/16</td>
<td><strong>$3.12</strong></td>
</tr>
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</table>

### Fuel RPM

<table>
<thead>
<tr>
<th>Fuel Per Gallon</th>
<th>Average</th>
<th>Per Mile Increase</th>
<th>RPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$3.49</td>
<td>0.08 $</td>
<td>3.04</td>
</tr>
<tr>
<td>2013</td>
<td>$4.05</td>
<td>0.08 $</td>
<td>3.12</td>
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<tr>
<td>2014</td>
<td>$3.84</td>
<td>0 $</td>
<td>3.12</td>
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<tr>
<td>2015</td>
<td>$3.54</td>
<td>0 $</td>
<td>3.12</td>
</tr>
<tr>
<td>2016</td>
<td>$3.08</td>
<td>0 $</td>
<td>3.12</td>
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<tr>
<td>Difference</td>
<td>$3.60</td>
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Measuring the health of the FY16 SRA budget by monitoring expenses and revenues.
Goal: Reduce operating expenses by 5% to offset the continued decrease in taxicab ridership.
DATE: April 27, 2016

TO: Taxi Committee
    Board of Directors

FROM: Acting Taxi Administrator

RE: Update on Regulation Changes

____________________________________________________________________________________

Background

At the February 24, 2016 Board meeting, the Board approved suspending the second reading of the SunLine Regulatory Administration (SRA) ordinance. The purpose for suspending the second reading was to collaboratively work with the Franchises on changes to regulations that maintain the responsibilities of SRA and positively affect the taxi industry business.

SRA is providing an update; items are pending for the following reasons:
  • Awaiting feedback from Franchises
  • Expecting feedback from legal
  • SRA reviewing and researching solutions/alternatives

________________________________________
Stephanie Buriel
A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, March 23, 2016 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 12:38 p.m. by Chairperson Kristy Franklin.

2. **Roll Call**  
Completed.

**Members Present**  
John J. Benoit, Supervisor, County of Riverside  
Russell Betts, Councilmember, City of Desert Hot Springs  
Kristy Franklin, Chair, Mayor Pro Tem, City of La Quinta  
Steven Hernandez, Vice Chair, Mayor, City of Coachella  
Dana Hobart, Mayor, City of Rancho Mirage  
Ty Peabody, Mayor, City of Indian Wells  
Greg Pettis, Mayor Pro Tem, City of Cathedral City Board  
Robert Spiegel, Mayor Pro Tem, City of Palm Desert

**Members Absent**  
Ginny Foat, Councilmember, City of Palm Springs  
Troy Strange, Councilmember, City of Indio

3. **Finalization of Agenda**  
No changes

4. **Presentations**  
None

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

**AGENDA ITEMS:**  
Bill Myers commented that it was a nice process to come up with this and deal with all the people involved. The problem that they saw in the industry and this was a suggested solution to it and it helps us compete with the TNC’s that really aren’t regulated at all. He stated that he really appreciates Lauren Skiver as the General Manager and her coming in here she has a great attitude and real common sense. We always didn’t have common sense discussions about things in the taxi cab industry. We might not agree on all the topics but it’s nice to be able to intelligently discuss the thing that comes up with a solution that is viable for everybody. He appreciates that as a business man.
6. **Board Member Comments**  
None.

7. **Consent Calendar**  
a) SSG/SRA checks over $1000 issued January 2016.  
c) Taxi Vehicle/Rides Analysis.  
d) California Retail Gasoline Price Report  
e) Metric (Taxi Expense vs Taxi Revenue)  

Mayor Pro Tem Spiegel moved to approve the Consent Calendar. Supervisor Benoit seconded the motion. The motion was approved by a unanimous vote of 8 yes; 0 no.

8. **Approval of Minutes**  
Mayor Pro Tem Spiegel moved to approve the minutes of February 24, 2016 Board Meeting. The motion was seconded by Mayor Peabody. The motion was approved by a unanimous vote of 8 yes; 0 no.

9. **Resolution Setting Special Music Festival Venue Fee**  
April 15, 2016 to the end of the last festival May 2, 2016.  
(Robert Spiegel, Chair of the Taxi Committee; Staff: Stephanie Buriel)  

Mayor Pro Tem Robert Spiegel stated to the Board that the Taxicab Committee had unanimously approved this item. Mayor Pro Tem Robert Spiegel made a motion for the Board to approve this item. The motion was seconded by Mayor Pro Tem Kristy Franklin. The motion was approved by a unanimous vote of 8 yes; 0 no.

10. **Next Meeting Date**  
April 27, 2016 12 o’clock Noon, Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA  92276

11. **Adjourn**  
Chairperson Franklin adjourned the meeting at 12:45 p.m.

Respectfully Submitted,

__________________________
Diane Beebe  
Clerk of the Board
DATE: April 27, 2016 ACTION

TO: Taxi Committee
   Board of Directors

FROM: Clerk of the Board

RE: Ratify Resolution No. 076 Revising Agency/Committee Bylaws

Recommendation
Recommend that the Board of Directors adopt the new Resolution that ratifies adoption and implementation of the old resolution.

Background
The Resolution 0747 Revising Agency/Committee Bylaws was brought before the Board Operations Committee on July 29, 2015 and was approved unanimously. The item was further brought before the full Board of Directors on July 29, 2015 and was approved unanimously.

Although Resolution 0747 was unanimously approved, for a reason not reflected in any records it was not signed by the Chair, Clerk or General Counsel. New General Counsel has advised that the By-Law changes were necessary and appropriate and has recommended that the Board ratify the Board’s previous adoption of the By-Law changes and authorize the new Chair, Clerk and General Counsel to sign a new resolution of ratification.

Financial Impact
No fiscal impact.

________________________________
Diane Beebe
WHEREAS, on July 29, 2015, the Board unanimously approved Resolution 0747 “A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees.”

WHEREAS, for reasons unknown to current staff and legal counsel, Resolution 0747 was not executed by the then Chairperson of the Board, or attested to by the then Clerk of the Board, or signed as to form by the then legal counsel.

WHEREAS, the current Clerk of the Board, having performed a thorough search of SunLine’s records, and upon conferring with current legal counsel, has concluded that the Board did in fact intend for Resolution 0747 to be approved, executed and implemented. Current legal counsel has concluded that Resolution 0747 should be ratified by the Board and implemented by SunLine.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Services Group:

Section 1. The Board of Directors hereby ratifies the adoption of Resolution 0747, attached hereto as Exhibit “A”, by adoption of this Resolution 076 and authorizes the Chairperson of the Board, the Board Clerk, and General Counsel to sign Resolution 076.

Section 2. The Board of Directors hereby directs the Chief Executive Officer and the Board Clerk to implement resolution 0747, as if it had been fully executed on July 29, 2015.
Diane Beebe  
Clerk of the Board  
SunLine Services Group

Kristy Franklin  
Chairperson of the Board  
SunLine Services Group

APPROVED AS TO FORM

Eric Vail  
General Counsel
EXHIBIT 1

RESOLUTION NO. 0747

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 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 3 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 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”.

-8-
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:

________________________________________________________________________
Diane Beebe            Kristy Franklin
CLERK OF THE BOARD     CHAIRPERSON of the Board
SunLine Transit Agency  SunLine Transit Agency
SunLine Services Group  SunLine Services Group
I, DIANE BEEBE, 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.

_________________________
Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

_________________________
General Counsel
Eric Vail