



SPECIAL BOARD MEETING

Wednesday, December 17, 2014

10:00 a.m.

Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**Mayor Pro Tem Rick Hutcheson participating via teleconference
1276 N Palm Canyon 92262**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Greg Pettis

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Public Comments**

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

Receive Comments

NON AGENDA ITEMS

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

AGENDA ITEMS

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

6. Board Member Comments**Receive Comments**

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

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

7. **[Approval of Amendment to Restated Bargaining Retirement Plan and Resolution \(Al Hillis, Sr.\)](#)** **Approve**
Request to the Board to approve the restated Bargaining Retirement Plan Amendment and Resolution. (Pages 1-4)
8. **[Award of Grant Writing Services Agreement \(Rudy Le Flore\)](#)** **Approve**
Request to the Board to delegate authority to the General Manager to award contract to California Consulting LLC to perform grant writing services. (Pages 5-7)
9. **Adjourn**

SunLine Transit Agency

DATE: December 17, 2014 **ACTION**
TO: Board of Directors
FROM: Chief Financial Officer
RE: Adoption of Resolution and Approval of an Amendment to the Restated Retirement Plan for Bargaining Personnel

Recommendation

Recommend that the Board of Directors adopt the attached Resolution and Amendment to the restated plan documents for the SunLine Transit Agency Restated Retirement Income Plan for Bargaining Personnel.

Background

The "SunLine Transit Agency Restated Retirement Income Plan for Bargaining Unit Personnel" was restated January 1, 2014. The Plan Actuarial firm, Nyhart/EPLER inadvertently changed section 5.01(b) to read:

"The benefit for a Participant who retires at any age other than age 62 shall be the appropriate percentage from Table A times Average Compensation. For ages and years of Credited Service for Benefit Accrual Purposes other than those in Table A, the applicable percentages shall be interpolated to the nearest completed month."

Section 5.01(b) should read:

"The benefit for a Participant who retires at any age other than age 62 shall be the appropriate percentage from Table A times Average Compensation. For ages and years of Credited Service for Benefit Accrual Purposes other than those in Table A, the applicable percentages shall be interpolated to the preceding completed quarter year of age or service."

This changed the method of interpolation. The pension committee met on December 10, 2014 and approved the amendment to revert the interpolation method to what it was prior to change.

Fiscal Implications

This action will not have a fiscal impact.


Al Hillis, Sr.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**RESOLUTION ADOPTING THE FIRST
AMENDMENT TO
SUNLINE TRANSIT AGENCY RESTATED
RETIREMENT INCOME PLAN FOR
BARGAINING UNIT PERSONNEL**

By action of the Board of Directors of SunLine Transit Agency, a political subdivision of the State of California ("Employer") taken on _____, 2014, the following resolutions were duly adopted:

WHEREAS, the Employer maintains the SunLine Transit Agency Restated Retirement Income Plan for Bargaining Unit Personnel ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 9.01 therein; and

WHEREAS, the Employer has determined that the Plan should be amended, effective January 1, 2014, to provide that in determining the appropriate percentage from Table A for determining the Standard Retirement Benefit, the applicable percentage shall be interpolated to the preceding completed quarter year of age or service;

NOW, THEREFORE, BE IT RESOLVED, that the Plan be, and it hereby is, amended by the First Amendment substantially in the form attached hereto.

RESOLVED, that the appropriate officers of the Employer be, and they hereby are, authorized and empowered to take any action and execute any writing they deem necessary to carry out the purpose and intent of the foregoing Resolution.

I hereby certify that the foregoing Resolution was duly adopted by the Employer on the date first set forth above and that such resolution has not been modified or revoked and remains in full force and effect.

IN WITNESS WHEREOF, I have signed this certificate as of the date first indicated above.

ADOPTED THIS 17th DAY OF DECEMBER, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Greg Pettis
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen

**FIRST AMENDMENT TO
SUNLINE TRANSIT AGENCY RESTATED RETIREMENT
INCOME PLAN FOR BARGAINING UNIT PERSONNEL**

WHEREAS, SunLine Transit Agency, a political subdivision of the State of California, ("Employer") maintains the SunLine Transit Agency Restated Retirement Income Plan for Bargaining Unit Personnel ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 9.01 therein; and

WHEREAS, the Employer has determined that the Plan should be amended, effective January 1, 2014, to provide that in determining the appropriate percentage from Table A for determining the Standard Retirement Benefit, the applicable percentage shall be interpolated to the preceding completed quarter year of age or service;

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the power reserved to the Employer under Section 9.01 of the Plan, the Employer hereby amends the Plan in the following particulars.

1. Plan Section 5.01(b) is deleted in its entirety and replaced with the following in lieu thereof effective January 1, 2014:

- (b) The benefit for a Participant who retires at any age other than age 62 shall be the appropriate percentage from Table A times Average Compensation. For ages and years of Credited Service for Benefit Accrual Purposes other than those in Table A, the applicable percentages shall be interpolated to the preceding completed quarter year of age or service.

IN WITNESS WHEREOF, the Employer has caused this First Amendment to be signed on its behalf by the undersigned duly authorized officer on the date set forth below.

SUNLINE TRANSIT AGENCY

By: _____

Title: _____

Date: _____

SunLine Transit Agency

DATE: December 17, 2014 **ACTION**

TO: Board of Directors

FROM: Chief Performance Officer

RE: Award of Grant Writing Services Agreement

Recommendation

Recommend that the Board of Directors delegate authority to the General Manager to award a contract to California Consulting LLC in an amount Not To Exceed \$60,000 to perform grant writing services for the Agency, subject to approval as to form by SunLine Legal Counsel.

Background

Staff is exploring ways to increase its efficiency in pursuing and winning grants. This effort is intended to support SunLine's quest for expanded services as well as its innovative approach to providing public transportation. Specifically, the state of California and Public Utilities have announced several forthcoming funding opportunities relating to the use and expansion of alternative fuel technologies. Grant writing services are essential to competing for these funds as well as pursuing other monies for service expansion. SunLine has included a guarantee in the agreement that the total amount brought in by the firm will exceed the amount expended to SunLine.

Why Procurement Method Chosen

SunLine chose the Request for Proposal method of procurement because staff wanted to consider price along with other factors in making the award. The solicitation was sent to six firms with three firms providing a proposal. The solicitation was also advertised on SunLine's website.

Why Contract Type Selected

SunLine chose a firm fixed price type contract in order to place contractual performance risk on the contractor and not SunLine. The contract also contains a guarantee that revenue raised by the firm will exceed the expenses to SunLine. The contract term is fixed for one year.

Why Contractor Selected

SunLine Staff is recommending California Consulting because they represent the best value to SunLine. SunLine undertook a panel evaluation and developed objective scoring. The panel recommended California Consulting based on its overall objective score. The factors considered were, Experience of the Firm, Experience of Personnel, a Detailed Work Plan, and Price. California Consulting's price was the same as the next highest ranked firm.

How Price Was Determined Fair and Reasonable

California Consulting submitted a price which is considered fair and reasonable based on adequate price competition. The next highest ranked proposer submitted the same price as California Consulting.

Fiscal Impact

The \$60,000 for this effort is included in the operating budget and derived from salary savings. The guarantee provides some assurance that SunLine will receive more revenue or subsidy than it expends on this effort.


Rudy Le Flore CR.

SOLICITATION DETAILS

SOLICITED FIRMS	ADDRESS		
California Consulting, LLC	420 N. Montebello Blvd., #302 Montebello, CA 90640		
Seliger & Associates	1507 7th Street, Suite 166 Santa Monica, CA 90401		
Research Associates	169 Laurelhurst Avenue Columbia, SC 29210		
DH Leonard Consulting & Grant Writing Services, LLC	15227 Heritage Drive Clayton, NY 13624		
J. O'Connel & Associates, Inc.	10646 Main Street Clarence, NY 14031		
Grant Management Associates	Durham, CA 95938		
PROPOSERS	ADDRESS	PROPOSED PRICE	
California Consulting, LLC	420 N. Montebello Blvd., #302 Montebello, CA 90640	\$5,000 per month/ \$60,000 per year	
Grant Management Associates	1722 Hyer Court Durham, CA 95938	\$4,850 for first 6 months plus additional costs.	
Townsend Public Affairs	1401 Dove Street, Suite 330 Newport Beach, CA. 92660	\$5,000 per month/ \$60,000 per year	