AGENDA

Regular Board of Directors Meeting
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency’s Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency’s website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

1. CALL TO ORDER

2. FLAG SALTUE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. APPROVAL OF MINUTES – MARCH 27, 2019 BOARD MEETING
   APPROVE
   (PAGE 3-4)

7. PUBLIC COMMENTS
   RECEIVE COMMENTS

NON AGENDA ITEMS
Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes.
### BOARD OF DIRECTORS MEETING

**APRIL 24, 2019**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>BOARD MEMBER COMMENTS</td>
</tr>
<tr>
<td>9.</td>
<td>CONSENT CALENDAR</td>
</tr>
</tbody>
</table>

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.

9a) Checks $1,000 and Over Report for February 2019 (PAGE 5-6)
9b) Monthly Budget Variance Report for February 2019 (PAGE 7-9)
9c) Taxi Trip Data for March 2019 (PAGE 10-11)
9d) Metric (Taxi Expense vs Taxi Revenue) February 2019 (PAGE 12-13)

10. GENERAL COUNSEL

11. NEXT MEETING DATE

   May 22, 2019  
   12 p.m. – Board Room  
   32-505 Harry Oliver Trail  
   Thousand Palms, CA 92276

12. ADJOURN
MINUTES

SunLine Services Group
Board of Directors Meeting
March 27, 2019

A regular meeting of the SunLine Services Group Board of Directors was held at 12:05 p.m. on Wednesday, February 27, 2019 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 12:05 p.m. by Chairperson Kathleen Kelly.

2. FLAG SALUTE

   Board Member Middleton led the pledge of allegiance.

3. ROLL CALL

   Members Present:
   Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
   Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
   Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
   Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
   Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
   Ty Peabody, SunLine Agency Board Member, City of Indian Wells
   Lupe Ramos Amith, SunLine Agency Board Member, City of Indio
   Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
   V. Manuel Perez, SunLine Agency Board Member, County of Riverside

4. PRESENTATIONS

   None.

5. FINALIZATION OF AGENDA

   No changes to the agenda.

6. APPROVAL OF MINUTES – FEBRUARY 27, 2019 BOARD MEETING

   SunLine Services Group Board Member Hobart moved to approve the minutes of the February 27, 2019 Board meeting. The motion was seconded by SunLine Services Group Board Vice-Chair Radi. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

7. PUBLIC COMMENTS

   None.
8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

9a) Checks $1,000 and Over Report for January 2019
9b) Monthly Budget Variance Report for January 2019
9c) Taxi Vehicle/Rides Analysis February 2019
9d) Metric (Taxi Expense vs Taxi Revenue) January 2019

SunLine Services Group Board Member Hobart moved to approve the consent calendar. The motion was seconded by SunLine Services Group Vice-Chair Radi. The consent calendar was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. GENERAL COUNSEL

General Counsel had no updates to report.

12. NEXT REGULAR BOARD MEETING DATE

April 24, 2019 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. MEETING ADJOURNMENT

The SunLine Services Group meeting was adjourned at 12:09 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Taxi Committee
    Board of Directors

RE: SSG/SRA Checks $1,000 and Over Report for February 2019

Summary:

The checks $1,000 and over report lists all of the checks processed at the Agency with a value of over $1,000 for a given month. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For the month of February, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.
SunLine Regulatory Administration
Checks $1,000 and Over
For the month of February 2019

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 Filed As Name</th>
<th>Description</th>
<th>Check #</th>
<th>Payment Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>SRA Overhead- Feb 2019</td>
<td>90596</td>
<td>02/22/2019</td>
<td>2,903.75</td>
</tr>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities 2/22/19</td>
<td>90595</td>
<td>02/22/2019</td>
<td>1,883.75</td>
</tr>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities 2/08/19</td>
<td>90594</td>
<td>02/15/2019</td>
<td>1,883.74</td>
</tr>
</tbody>
</table>

**Total Checks Over $1,000**  $6,671.24
**Total Checks Under $1,000**  $887.00
**Total Checks**  $7,558.24
SunLine Services Group

CONSENT CALENDAR

DATE: April 24, 2019

TO: Taxi Committee
   Board of Directors

RE: Monthly Budget Variance Report for February 2019

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12\textsuperscript{th} of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of February 28, 2019, the organization’s revenues are $423 under budget or 0.3\% below the YTD budget. Expenditures are $29,975 under budget or 14.3\% below the YTD budget.
- The net YTD operating gain (loss) after expenses is ($55,829).

Recommendation:

Receive and file.
<table>
<thead>
<tr>
<th>Description</th>
<th>FY 19 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 19 Total Budget</td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meter Readings</td>
<td>46,347</td>
<td>0</td>
<td>3,862</td>
</tr>
<tr>
<td>Taxi Business Permit</td>
<td>58,327</td>
<td>11,668</td>
<td>4,861</td>
</tr>
<tr>
<td>Revenue Fines</td>
<td>3,000</td>
<td>100</td>
<td>250</td>
</tr>
<tr>
<td>New Driver Permit Revenue</td>
<td>9,000</td>
<td>135</td>
<td>750</td>
</tr>
<tr>
<td>Driver Transfer Revenue</td>
<td>1,000</td>
<td>0</td>
<td>83</td>
</tr>
<tr>
<td>Driver Renewal Revenue</td>
<td>10,000</td>
<td>275</td>
<td>833</td>
</tr>
<tr>
<td>Driver Permit Reinstatement/Replacement</td>
<td>25</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle Permit Revenue</td>
<td>58,242</td>
<td>6,300</td>
<td>4,854</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>185,941</strong></td>
<td><strong>18,478</strong></td>
<td><strong>15,495</strong></td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>112,555</td>
<td>8,422</td>
<td>9,380</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>70,138</td>
<td>2,897</td>
<td>5,845</td>
</tr>
<tr>
<td>Services</td>
<td>96,000</td>
<td>1,763</td>
<td>8,000</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>5,019</td>
<td>277</td>
<td>418</td>
</tr>
<tr>
<td>Utilities</td>
<td>4,816</td>
<td>401</td>
<td>401</td>
</tr>
<tr>
<td>Casualty and Liability</td>
<td>17,774</td>
<td>1,481</td>
<td>1,481</td>
</tr>
<tr>
<td>Taxes and Fees</td>
<td>20</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7,690</td>
<td>328</td>
<td>641</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>314,012</strong></td>
<td><strong>15,570</strong></td>
<td><strong>26,168</strong></td>
</tr>
<tr>
<td><strong>Total Operating Surplus (Deficit)</strong></td>
<td></td>
<td><strong>$ (128,071)</strong></td>
<td><strong>$ 2,908</strong></td>
</tr>
</tbody>
</table>
Revenue - Unfavorable
- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.
- As of January 2019, SunLine Regulatory administration will no longer be collecting a meter reading revenue, instead it will be collecting a Taxi Business Permit fee.

Salaries and Wages - Unfavorable
- In January the Taxi investigator position was eliminated and additional expenses were incurred to close out the position.
- Allocated salary expenses have been higher November through February to assist with Agency needs. The addition of Taxi Administrator will reduce allocated expenses for the remainder of the fiscal year.

Fringe Benefits - Favorable
- Fringe benefit savings are within an acceptable range of the budgeted amount.

Services - Favorable
- Service expenditures are within an acceptable range of the budgeted amount.

Supplies and Materials - Favorable
- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

Utilities - Favorable
- Utility expenses are within an acceptable range of the budget.

Casualty and Liability - Favorable
- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees - Unfavorable
- Unfavorable balance is attributed to increased use of support vehicles.

Miscellaneous - Favorable
- The favorable balance is mainly attributed to travel and training expenses, and membership and subscription fees not incurred.
SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2019

TO: Taxi Committee
    Board of Directors

RE: Taxi Trip Data for March 2019

Summary:

The attached report summarizes the total number of taxi trips generated in the Coachella Valley for the most recent three month period. A second graph shows the total taxi trips for the current fiscal year compared to the two previous fiscal years. TNC operations continue to negatively impact taxicab ridership in our jurisdiction. There have been 60,988 fewer taxi trips to date in FY19 than for the same period in FY18.

Recommendation:

Receive and file.
Number of Taxi Trips - March 2019

Year to Date No. of Taxi Trips

Measures the total number taxi trips taken year to date for FY 2017, 2018 and 2019
SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2019

TO: Taxi Committee
   Board of Directors

RE: Metric (Taxi Expense vs Taxi Revenue) February 2019

Summary:

The graph displays revenue and expenses for the current month and two previous months. Revenues are generated by taxi business permit fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

- Variance graph displays the total variance between revenue and expense occurring to date, for the current fiscal year.

- Expenses for the current fiscal year are greater than revenue by $55,829.19

- To date, SSG has incurred $46,085.39 in legal service fees. The increased legal service fees were anticipated due to AB1069 and implementing a new Taxi Ordinance and Taxi Regulations.

- The FY19 Budget was approved at a $128,071 deficit due to uncollectable revenues through the decline in ridership. Use of previous years’ operating fund surplus required to cover deficit.

Recommendation:

Receive and file.
The graph measures Revenues vs Expenses for FY18 and FY19.