



SunLine Services Group
February 26, 2020
12:00 p.m.

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

RECOMMENDATION

- | | |
|--|-----------------------|
| 1. CALL TO ORDER | |
| 2. FLAG SALUTE | |
| 3. ROLL CALL | |
| 4. PRESENTATIONS | |
| 5. FINALIZATION OF AGENDA | |
| 6. APPROVAL OF MINUTES –
JANUARY 22, 2019 BOARD MEETING | APPROVE
(PAGE 3-5) |
| 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.

ITEM

RECOMMENDATION

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. 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.

- 9a) [Checks \\$1,000 and Over Report for December 2019](#)
- 9b) [Monthly Budget Variance Report for December 2019](#)
- 9c) [Taxi Trip Data – January 2020](#)
- 9d) [Metric \(Taxi Expense vs Taxi Revenue\) December 2019](#)

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(PAGE 8-10)
(PAGE 11-12)
(PAGE 13-14)

- 10. AMENDING BYLAWS FOR BOARD COMMITTEES**
(Glenn Miller, Chair of Board Operations Committee;
Staff: Brittney B. Sowell, Chief of Public Affairs/Clerk of
the Board)

APPROVE
(PAGE 15-19)

11. GENERAL COUNSEL

12. NEXT MEETING DATE

March 25, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. ADJOURN

Minutes

SunLine Services Group Board of Directors Meeting January 22, 2020

A regular meeting of the SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, January 22, 2020 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

ITEM

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Kathleen Kelly.

2. FLAG SALUTE

SunLine Services Group Board Member Group Peabody 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
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Glenn Miller, SunLine Agency Board Member, City of Indio
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Supervisor V. Manuel Perez arrived at the meeting at 12:03 p.m.

Members Absent:

Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs

4. PRESENTATIONS

None.

5. FINALIZATION OF AGENDA

No changes to the agenda.

**SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING
JANUARY 22, 2020**

6. APPROVAL OF MINUTES – DECEMBER 4, 2019 BOARD MEETING

SunLine Services Group Board Vice-Chair Radi moved to approve the minutes of the December 4, 2019 Board meeting. The motion was seconded by SunLine Services Group Board Member Gregory. The motion was approved by a vote of 6 yes; 0 no; 1 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

Board Member Glenn Miller

9. CONSENT CALENDAR

- 9a) Checks \$1,000 and Over Report for October & November 2019
- 9b) Monthly Budget Variance Report for October & November 2019
- 9c) Taxi Trip Data – November & December 2019
- 9d) Metric (Taxi Expense vs Taxi Revenue) October & November 2019

SunLine Services Group Board Vice-Chair Radi moved to approve the consent calendar. The motion was seconded by SunLine Services Group Board Member Betts. The motion was approved by a unanimous vote of 7 yes; 0 no; 0 abstain

Supervisor V. Manuel Perez arrived at the meeting at 12:03 p.m.

10. RESOLUTION NO. 088 – TAXICAB BUSINESS DISTINCT APPEARANCE DETERMINATION APPEAL FEE

SunLine Services Group Board Chair Kelly moved to approve Resolution No. 088 Taxicab Business Distinct Appearance Determination Appeal Fee following its approval at the Taxi Committee meeting. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

11. GENERAL COUNSEL

General Counsel provided an update on AB 5.

**SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING
JANUARY 22, 2020**

12. NEXT MEETING DATE

February 26, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. ADJOURN

The meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

Spencer Winkle
Assistant Clerk of the Board

SunLine Services Group
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Summary:

This 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 December, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Checks \$1,000 and Over
December 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.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/13/19	90716	12/16/2019	2,313.31
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/27/19	90720	12/27/2019	2,313.31
SUNLINE TRANSIT AGENCY	SRA Overhead Dec 2019	90719	12/20/2019	2,174.00
Total Checks Over \$1,000	\$6,800.62			
Total Checks Under \$1,000	\$3,188.56			
Total Checks	\$9,989.18			

SunLine Services Group
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for December 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. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception is the taxicab business permit fee that is budgeted on a Board approved installment plan.

- As of December 31, 2019, the organization's revenues are \$2,988 under budget or 2.4% under the YTD budget. Expenditures are \$27,573 under budget or 21.7% below the YTD budget.
- The net YTD operating gain (loss) after expenses is \$16,096.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
December 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	5,000	100	417	(317)	900	2,500	(1,600)	82.0%
New Driver Permit Revenue	7,500	450	625	(175)	1,245	3,750	(2,505)	83.4%
Taxi Business Permit	180,000	14,481	14,481	0	86,265	86,265	0	52.1%
Driver Transfer Revenue	500	0	42	(42)	200	250	(50)	60.0%
Driver Renewal Revenue	5,000	250	417	(167)	1,450	2,500	(1,050)	71.0%
Driver Permit Reinstatement/Replacement	50	0	4	(4)	30	25	5	40.0%
Vehicle Permit Revenue	45,000	5,013	3,750	1,263	25,588	22,500	3,088	43.1%
Other Revenue	500	75	42	33	125	250	(125)	75.0%
Operator Application Fee	1,500	0	125	(125)	0	750	(750)	100.0%
Total Revenue	245,050	20,369	19,902	467	115,803	118,790	(2,988)	52.7%
Expenses:								
Salaries and Wages	93,706	4,215	7,809	3,594	34,350	46,853	12,503	63.3%
Fringe Benefits	73,861	3,360	6,155	2,795	22,094	36,931	14,837	70.1%
Services	61,570	8,177	5,131	(3,046)	32,438	30,785	(1,653)	47.3%
Supplies and Materials	5,216	82	435	353	733	2,608	1,875	85.9%
Utilities	4,833	403	403	0	2,418	2,417	(1)	50.0%
Casualty and Liability	7,973	664	664	0	3,984	3,987	3	50.0%
Taxes and Fees	300	0	25	25	4	150	146	98.6%
Miscellaneous	7,100	605	592	(14)	3,685	3,550	(135)	48.1%
Total Expenses	254,559	17,506	21,213	3,707	99,706	127,280	27,573	60.8%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ 2,862			\$ 16,096			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenues is attributed to lower revenues collected than budgeted amounts for revenue fines, new driver permit revenue, driver renewal revenue, and operator application fees.
- As of YTD FY20 there is a decrease of 7,445 Taxi Trips compared to the YTD FY19.

Taxi Trips				
	FY19-Dec	FY20-Dec	Variance	%Δ
Trips	17,081	15,962	(1,119)	-6.6%

Taxi Trips				
	YTD-FY19	YTD-FY20	Variance	%Δ
Trips	92,874	85,429	(7,445)	-8.0%

Salaries and Wages - Favorable

- Saving in salaries and wages are due to a vacant position, and lower expenses for allocated salaries.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to a vacant position, and lower balances for accruals.

Services - Unfavorable

- Legal service fees were incurred for research and review of the taxi ordinance, and temporary help service expenditures incurred to cover a vacant position.

Supplies and Materials - Favorable

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

Utilities - Unfavorable

- 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 - Favorable

- Taxes and Fees are within an acceptable range of the budget.

Miscellaneous - Unfavorable

- Miscellaneous expenditures are unfavorable due to travel and training expenses for October and November.
Travel & training expenses can be attributed to different times at which training sessions are attended.

SunLine Services Group
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – January 2020

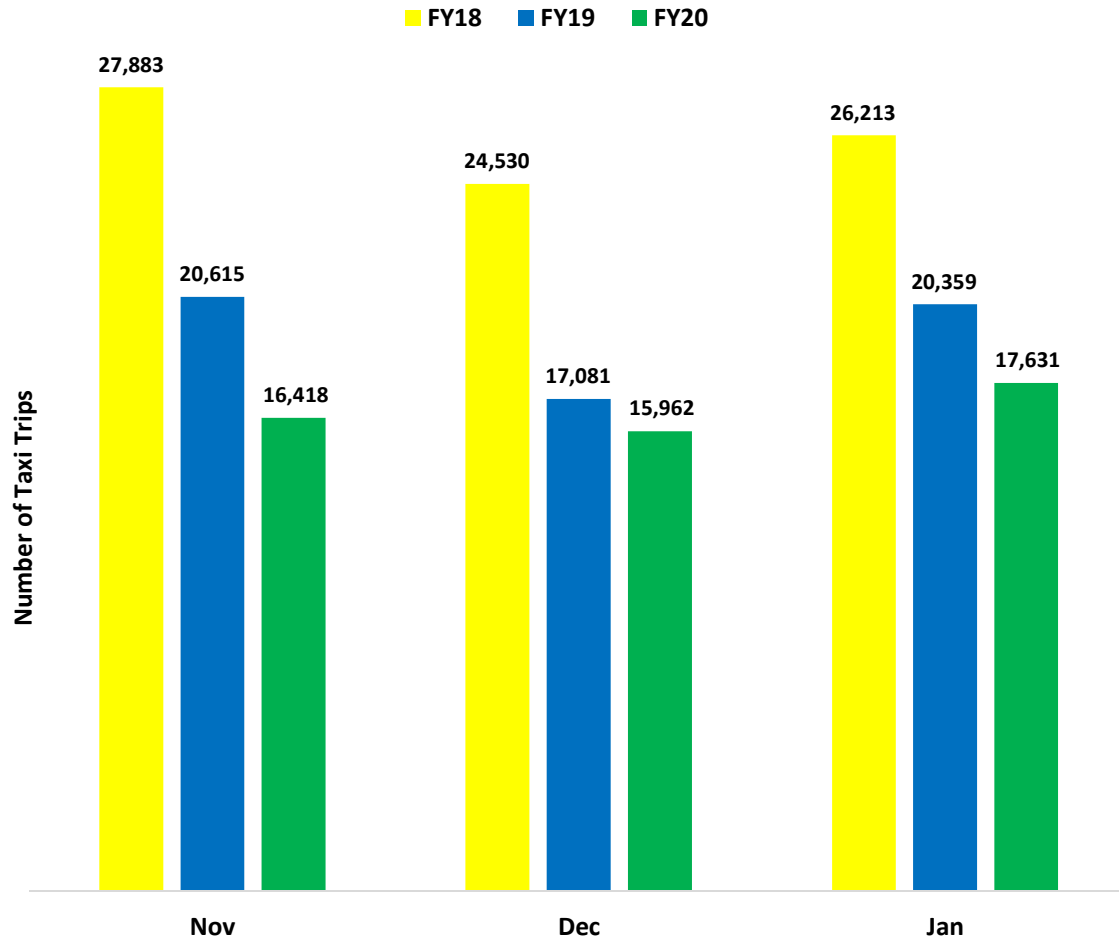
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and the total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. Transportation Network Company operations continue to negatively impact taxicab ridership in our jurisdiction. There were 2,728 fewer taxi trips in January 2020 compared to January 2019. There were 10,173 fewer taxi trips for FYTD20 compared to FYTD19.

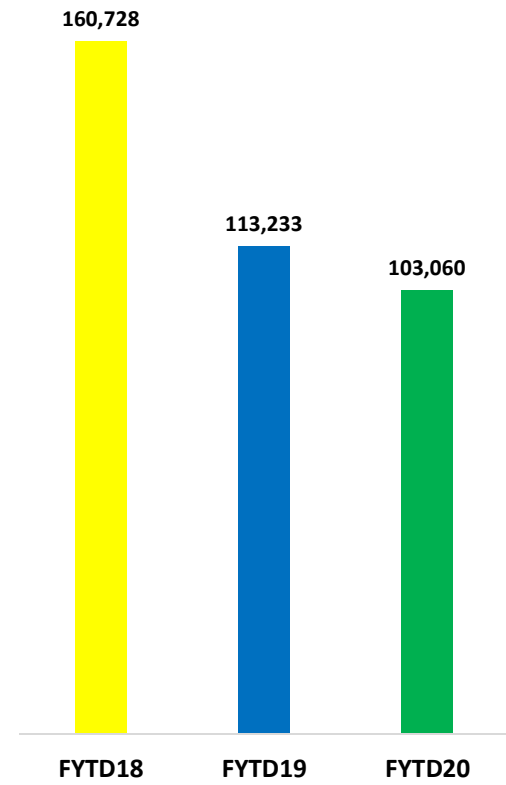
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of Jan 2020



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2018, 2019 and 2020.

SunLine Services Group
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Revenue vs. Taxi Expense Data - December 2019

Summary:

The chart displays revenue and expenses for the current month and two (2) 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.

An adjustment was made to the November 2019 revenue vs. expenses chart to properly accrue vehicle permit installment revenue payments and properly account for department training expenses.

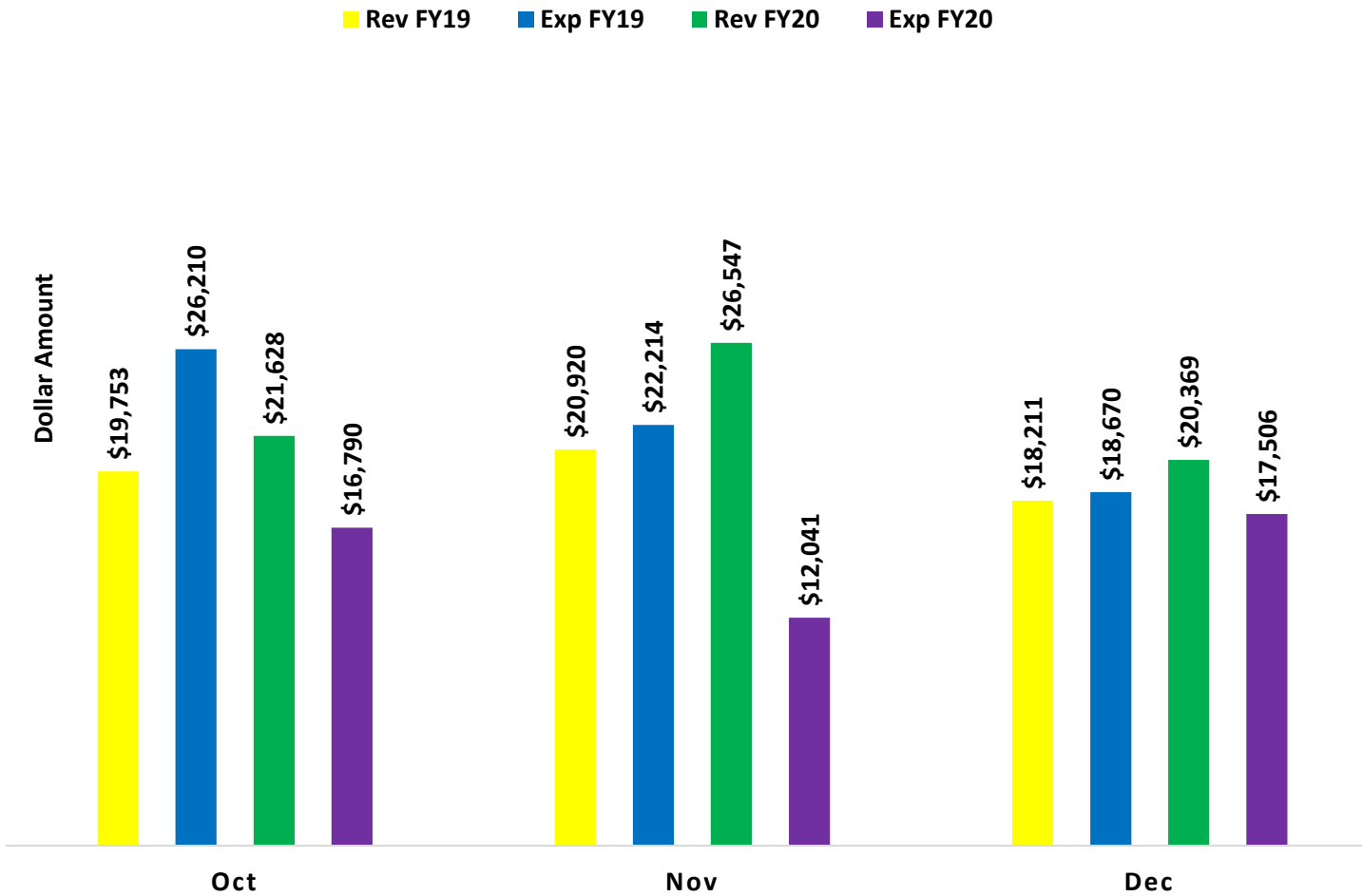
For December:

- Variance chart displays the total variance between revenue and expense occurring to date for the 2020 fiscal year.
- A favorable variance for December 2019 is attributed to a vacant administrative assistant position within the department that is expected to be filled in February 2020.
- Revenues for the current fiscal year are greater than accrued expenses by \$16,096.
- The FY20 budget was approved at a \$9,509 deficit to allow the taxicab businesses time to financially benefit from the changes that stemmed from the passing of AB-1069. The use of previous years' operating fund reserves are required to cover deficit.

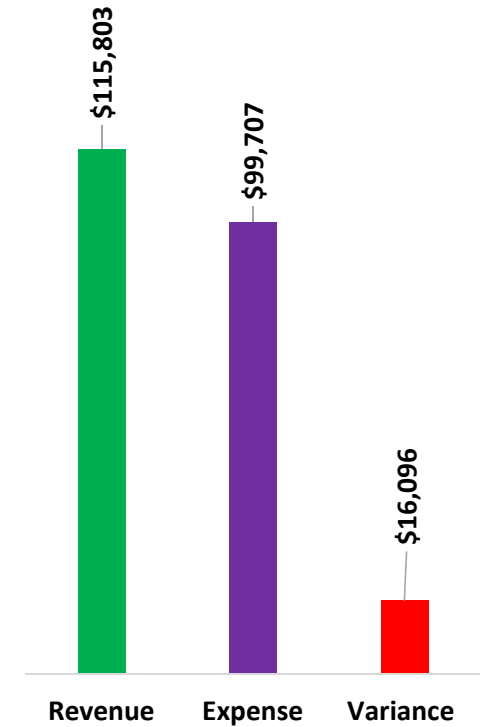
Recommendation:

Receive and file.

Revenue vs. Expense Three (3) Month Comparison As of Dec 2019



Variance FYTD Dec 2019



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

SunLine Services Group

DATE: February 26, 2020 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

RE: Amending Bylaws for Board Committees

Recommendation

Recommend that the Board of Directors adopt Resolution No. 0775 amending Section 8.1 of the SunLine Transit Agency and SunLine Services Group bylaws.

Background

The SunLine Transit Agency and SunLine Services Group bylaws, last updated by the Board of Directors in July 2015, outlines the rules of procedure that govern the conduct of the meetings and any of its other functions and activities.

Following discussion at the January 22, 2020 Board Operations Committee meeting, staff and general counsel worked on a proposed amendment to Section 8.1 Board Committee Bylaws. The entire text for Section 8.1 is provided below for reference with the proposed changes notated in italicized and underlined text:

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, unless otherwise designated by the Board, 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.

Notwithstanding foregoing, the Board may, upon majority vote of its members, add the Executive Director of the Coachella Valley Association of Governments (including his or her designee) as a non-voting, ex-officio member of the Board's Strategic Planning & Operational Committee.

This proposed change stems from work over the last year between SunLine Transit Agency and the Coachella Valley Association of Governments (CVAG), as SunLine seeks opportunities to cooperate and collaborate more on regional issues.

Resolution No. 0775, as a joint resolution providing bylaws for both sets of Board of Directors, requires approval by the SunLine Transit Agency and SunLine Services Group Board of Directors.

Further action will be recommended during the SunLine Transit Agency meeting to add CVAG to the Strategic Planning & Operational Committee.

Financial Impact

There is no financial impact.

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. 0775

A JOINT RESOLUTION AMENDING SECTION 8.1 OF THE BYLAWS FOR 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; and

WHEREAS, the Board of Directors last updated the Rules of Procedure for Board Meetings and Committee Bylaws on July 29, 2015 through the approval of Resolution No. 0747; and

WHEREAS, the Board of Directors wishes to amend Section 8.1 "Board Committee Bylaws" to include additional language pertaining to ex-officio membership;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Sunline Transit Agency and SunLine Services Group, that the Rules of Procedure for Board Meetings and Committee Bylaws is amended to include the following clause at the end of Section 8.1:

Notwithstanding foregoing, the Board may, upon majority vote of its members, add the Executive Director of the Coachella Valley Association of Governments (including his or her designee) as a non-voting, ex-officio member of the Board's Strategic Planning & Operational Committee.

ADOPTED THIS ____ DAY OF February, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, 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 _____, 20__, by the following vote:

SSG Board of Directors

STA Board of Directors

AYES:

AYES:

NOES:

NOES:

ABSENT:

ABSENT:

ABSTAIN:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group