



Wednesday, September 25, 2013
3:00pm

Kelly 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

- | | |
|---|--------------------------------|
| <ol style="list-style-type: none">1. <u>Call to Order</u>
Chairman Glenn Miller2. <u>Flag Salute</u>3. <u>Roll Call</u>4. <u>Presentations</u><ol style="list-style-type: none">a) Employees of the Quarter (Donald Bradburn)b) Recognition of Maintenance Employee (Mike Morrow)5. <u>Finalization of Agenda</u>6. <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | <p>Receive Comments</p> |
|---|--------------------------------|

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.

7. Board Member Comments**Receive Comments**

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

----- **INFORMATION** -----

8. FY 2013 Budget Report (CJ Smith)**Information**

Report to the Board on the year end, unaudited FY 2013 budget.
(Page 1)

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

9. Approval of Minutes**Approve**

- a) Minutes of the July 31, 2013 Board of Directors Meeting (Pages 2-17)
- b) Minutes of the September 9, 2013 Special Board of Directors Meeting.
(Pages 18-19)
- c) Minutes of the September 13, 2013 Special Board of Directors Meeting.
(Pages 20-23)

10. Review and Approve of General Manager Employment Agreement (Jeffrey Goldfarb)**Approve**

Board to review and approve the employment agreement for the new General Manager.

11. Approval of Conference Expenses (CJ Smith)**Approve**

Request to the Board to approve transit conference expenses and accommodations of employees attending transit conferences. (Pages 24-25)

12. FY 2014 Budget Amendment (CJ Smith)**Approve**

Request to the Board to approve the attached FY 2014 budget amendment.
(Pages 26-29)

13. Agreement with Apollo Video Technology (Apolonio Del Toro)**Approve**

Request to the Board of Directors to grant authority to the Interim General Manager to execute an agreement with Apollo Video Technology for a Bus Camera Recording System. (Pages 30-31)

14. Purchase of New Phone System (CJ Smith)**Approve**

Request to the Board to approve award of contract for a new phone system.
(Pages 32-33)

- 15. Ratification of Bus Shelter Site Improvement Change Orders (Joe Forgiarini)** **Approve**
Request to the Board to ratify the change orders for site improvements at locations receiving new bus shelters. (Pages 34-35)
- 16. New Transit Service Proposals-North Indio and Desert Edge (Joe Forgiarini)** **Approve**
Request to the Board to approve, in principle, new deviated fixed route Service in North Indio and modification to existing Line 15 in Desert Edge. (Pages 36-43)
- 17. Agency Safety Security Plan (Donald Bradburn)** **Approve**
Request to the Board to approve the Agency Safety Security Plan ([separate attachment](#)). (Page 44)
- 18. Administration Building – Board Room Design (Rudy LeFlore/Tommy Edwards)** **Approve**
Request to the Board to approve the proposed design of the Board Room in the new Administration building. (Page 45)
- 19. Adoption of SunLine Fleet and Facilities Plan 2013 (Joe Forgiarini)** **Approve**
Request to the Board to adopt the SunLine Fleet and Facilities Plan ([separate attachment](#)). (Pages 46-47)
- 20. Establishing Board Meeting Dates for 2014 (Carolyn Rude)** **Approve**
Request to the Board to approve Board meeting dates for 2014. (Pages 48-49)
- **RECEIVE & FILE** -----
- 21. Agency Pension Audit (Donald Bradburn)** **Receive and File**
Request to the Board to receive and file the Pension Audit of the Agency ([separate attachment](#)). (Page 50)
- 22. Consent Calendar** **Receive and 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.
- Checks over \$1,000 for July, August, 2013 (Pages 51-56)
 - Credit card statement for August, 2013 (Pages 57-59)
 - Monthly Budget Reports for June, 2013 (Page 60)
 - Ridership Report for July, August, 2013 (Pages 61-64)
 - SunDial Operational Notes for July, August, 2013 (Pages 65-66)

23. General Manager's Report

24. Next Meeting Date

October 23, 2013

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

25. Closed Session

a) Closed Session – Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: The Auto Club (as subrogee for Michael Pappas); Agency Claimed Against: SunLine Transit Agency.

26. Adjourn

SunLine Transit Agency

DATE: September 25, 2013 INFORMATION
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: FY 12/13 Year End Budget Update

Fiscal Year End Update

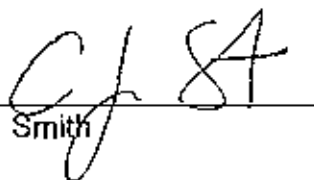
FY 12/13 was a challenging year for the Agency, specifically in the Department of Finance. During the last few months, the department has worked extremely hard to improve the current accounting situation. With the support of the Interim General Manager and other department Directors, we have been able to make strides in the right direction.

FY 12/13 closed \$20,000 over budget. This can be attributed to expenses being under budgeted and some inconsistencies in the budget planning process. In attempt to ensure accuracy of the FY 13/14 budget, all of the Directors were involved in the budget planning and preparation process.

During the latter part of the year, we were also able to correct many of the errors that were found, implement additional checks and balances, and stabilize departmental personnel. We've approved additional training, implemented monthly team building and reaffirmed roles and responsibilities.

We have also started to streamline the procurement process, develop boilerplate templates for contracts, and strengthen internal controls.

The Department of Finance will regularly conduct analysis and assessments to identify areas to improve as we continue throughout this year. Although we have made good progress, we still have a lot of work ahead of us and we are confident that we will successfully get the job done.


CJ Smith

MINUTES
SunLine Transit Agency
Board of Directors Meeting
July 31, 2013

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, July 31, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**
The meeting of the SunLine Transit Agency Board was called to order at 12:00 p.m. by Chairman Glenn Miller.
2. **Flag Salute**
Councilmember Paul Lewin led all in a salute to our flag.
3. **Roll Call**
Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Kathy DeRosa, Mayor, City of Cathedral City
Yvonne Parks, Mayor, City of Desert Hot Springs
Paul Lewin, Councilmember, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

None.

Guests:

Linda Hurly, MGO Accountants
Barrett Newkirk, The Desert Sun
Mohammad Farooq, Desert City Cab
Mark Triplett, Desert City Cab
Harry Incs, American Cab
Greg Klibanov, American Cab
Michal Brock, Yellow Cab
Bill Meyer, Yellow Cab
Anna May Moss, Public
Joanne Helms, Public
Shirley Bates, Public
Josue Pineda, Public
Joran Pineda, Public

Larry Villalobos, Public
Perfecto Henriquez, Public

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy LeFlore, G.M.'s Management Staff Analyst
Tommy Edwards, Contracting Officer Technical Representative
Polo Del Toro, Director of Operations
CJ Smith, Interim Director of Finance
Don Bradburn, Director of HR
Mike Morrow, Director of Maintenance
Mike Jones, Taxi Cab Administrator
Joe Forgiarini, Director of Planning
Stephanie Buriel, Senior Administrative Assistant
Harman Singh, Assistant Taxicab Administrator II
Kosmos Argiropoulos, Motor Coach Operator
Anthony Garcia, Motor Coach Operator
Esterio Gonzales, Motor Coach Operator
Rick Barone, Procurement Officer
David Manriquez, Facilities Maintenance Assistant
Fran DePalo, Administrative Assistant
Armando Ozuna, Supervisor/Dispatcher
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Karen Thomas, Senior Administrative Assistant
Manny Garcia, Senior Operations Supervisor

4. **Presentations**

None.

5. **Finalization of Agenda**

6. **Correspondence**

None.

7. **Public Comments**

NON AGENDA ITEMS:

Anthony Garcia, SunLine employee stated the following: "I am an operator here at SunLine Transit. I have come to the Board to ask... July 4th, we lost Michael Cohen, a bus operator at SunLine Transit Agency. He passed away at his home. Michael provided 32 years of dedicated and hard-working service to SunLine and was a pioneer at the Agency. He was beloved by his co-workers and the community, and anyone who had the pleasure of meeting him. SunLine Transit Agency bus operators are requesting your consideration in naming the upcoming Park and Ride shelter in his memory. As employees, it would give us great comfort and peace to see a man that gave so much to SunLine Transit Agency and honor in his way. We would also like

you to consider creating a memorial wall to honor past employees who have passed away. Thank you for your understanding and consideration. I am Anthony Garcia speaking on behalf of SunLine operators."

Kosmos Argiropoulos, SunLine employee, stated the following: "I am a driver also representing the drivers. It is similar to the Mike Cohen situation with the past drivers passing away, to the current drivers who are here at SunLine. I would like to ask if you could consider us, as RTA does, the drivers that have five years get a hatch mark on their uniform. I don't have that many years here. I am not looking at this for myself, just for all the drivers. It is a respect thing. They possibly might be able to use that in a positive manner to the younger drivers and to honor those drivers. The younger drivers can look forward to working here and representing the company and this Valley."

8. **Board Member Comments**

Councilmember Bob Spiegel stated the following: "I would like to see something done about the comments that were made. I would like to see it on our agenda about the mark and the naming so we can vote on it."

Supervisor John Benoit stated the following: "Mr. Chairman, if it is appropriate, I would move that we adjourn today in memory of Michael Cohen in his honor." Chairman Miller stated that yes, that will happen.

Mayor Parks stated the following: "I knew Michael very well. His wife, Suzette, was my nail lady for several years. They live in Desert Hot Springs; wonderful residents of Desert Hot Springs. It is a great loss not only to SunLine, but to the community."

9. **Approval of Minutes**

Councilmember Doug Hanson moved to approve the minutes of the June 26, 2013 Board meeting with correction to change title of Mayor Don Adolph from "Mayor Pro Tem, to Mayor". The motion was seconded by Supervisor Benoit and approved by a unanimous vote with the abstention of the City of Palm Springs and Cathedral City.

10. **Approval of Executive Committee and Finance Committee Bylaws**

SunLine Legal Counsel, Jeff Goldfarb, addressed the Board stating the following: "We are coming back to you with this item. There are three things that we are requesting the Board do. One of them is to adopt the Resolution establishing and/or ratifying the Finance and Executive Committees. The second is to determine whether the Board would like to ratify the existence of the Marketing and Personnel Loss Review Committee. My understanding is this committee has not actually met in quite a long period of time. And as well, the Board has established the Litigation Committee which will, we believe, adequately perform the functions of the Personnel Loss Review Committee. Marketing may be a separate matter, but I don't know that there is anything for the Marketing Committee to do just by virtue of the fact that it has not met in a long time." Mayor Parks stated: "I have been on the Committee for five years and never met." Mr. Goldfarb continued: "Given that, it seems that the Board might not particularly miss the Personnel Loss Review and Marketing Committee. And the last, is to adopt the bylaws that have been provided for your consideration, which are

attached to the Resolution." Councilmember Hanson asked the following: "We have previously seen these documents earlier. Are these the same that we reviewed earlier, except the blue changes and did you (Mr. Goldfarb) make those changes?" Mr. Goldfarb stated: "Yes. They are substantially the same. I say substantially because of the blue changes, which are the only changes made by me." Mayor Adolph moved for approval of the Executive Committee and the Finance Committee bylaws. Supervisor Benoit seconded the motion and was approved unanimously.

11. Appointment of Committees

Chairman Miller stated the following: "We have gone back and forth on this. The way it is set up, I had Carolyn talk to each one of you and send out an e-mail to see which one of the committees that you would like to be a part of for the Finance Committee and the Taxi Committee. She basically put down committees that you wished to be on, and the other committees were left open. But the way we discussed it, and forgive me if I am wrong Mr. Goldfarb and correct me, are that we were going to make nominations to each committee, including the Finance and Taxi Committee; but this is a recommendation based on what people had asked to be put on. So how would you like to handle this? Do we go individually one by one?"

Councilmember Hobart stated: "Why can't we nominate in mass, all those who want to be on a particular committee? Just consider them all nominated."

Councilmember Hanson stated the following: "If I may, and I am not sure, Carolyn, what happened from the time you sent it out, I had previously served on the Executive Committee; you asked if I wanted to remain and I said yes; however, in this final listing, you don't have me listed." Ms. Rude, Clerk of the Board stated: "As I understood, and correct me if I am wrong, regarding the bylaws of the Executive Committee, those were going to be appointed rather than a Board member stating the desire of being on the Committee. That is for the Executive Committee and the Litigation Committee." Councilmember Hanson stated: "None of the Committees can be appointed, Carolyn, everyone has to be voted on." Ms. Rude further stated: "For the Executive Committee, there was a lot of questions that were left unanswered – whether we were even going to have an Executive Committee. The Board discussed that at the last Board meeting." Councilmember Hanson stated: "We just voted to have the Executive Committee." Ms. Rude stated: "But the Board had not voted as of the last meeting, and when the agenda went out. We kind of left those open. What I did was those that were not filled..." Councilmember Hanson stated: "It's okay."

Councilmember Hobart stated: "Should we make a determination whether we even want an Executive Committee?" Councilmember Hanson stated: "We just voted to have the bylaws. Let's think about that for a second because you are going to have an Executive Committee, which will be a standing committee, which will be a noticed committee and it is five members on that committee, it might not be necessary to have an Executive Committee. If there is an issue that comes up, you simply call a special meeting of the Board. You are going to have six members – is it necessary to even have an Executive Committee?" Mayor DeRosa stated: "You make a good argument not to. I agree." Councilmember Hobart stated: "If you have five people, why not have a Board meeting." Mayor Parks stated: "I think the Board is the Executive Committee."

Councilmember Hanson further stated: "I think so too. As a standing committee, which has to be noticed, anyone can show up including a Board member who would not have a voice in the process, or a vote. They could certainly show up to hear what is going on. At that point, why have an Executive Committee." Mayor Adolph asked: "How many have we had? Not many."

Legal Counsel Goldfarb stated: "Because we voted to approve a Resolution and the Bylaws of an Executive Committee, we need somebody to bring a motion to reconsider the previous action that was taken; once that is approved by a majority vote, then I would suggest that somebody make a recommendation to approve the Resolution that was adopted, but delete the reference to the Executive Committee and the Bylaws.

Councilmember Hobart made a motion to reconsider the previous action that was taken to approve the existence of the Executive Committee and the Executive Committee Bylaws. The motion was seconded by Councilmember Hanson and approved by a unanimous vote.

Councilmember Hobart moved to eliminate the concept of an Executive Committee, and approve the Resolution adopting the existence of the Finance Committee and the Finance Committee Bylaws. The motion was seconded by Mayor Parks and approved unanimously.

Chairman Miller asked for a nomination of the Finance Committee, Litigation Committee and the Marketing Committee.

Councilmember Hobart stated the following: "Why don't we go through the process. On the Marketing Committee, I heard someone say that the Marketing Committee was not necessary." Councilmember Hanson stated: "We never had a Marketing Committee, legally, so therefore you can't legally eliminate something we didn't legally have." Chairman Miller stated: "So we have no Marketing Committee." Councilmember Spiegel stated: "We made a lot of money for ads. Right now, it is down to zero. I would suggest a Marketing Committee for input." Chairman Miller stated: "Would we leave that up to staff?"

Mayor Garcia stated: "I sat on the non-compliant Marketing Committee that actually came up with a strategy to try to beef up our advertisement resources. That was right before the down turn of the economy of course. We also worked on the actual marketing and rebranding of the Agency – the wraps you see on the buses. That was some of the work that we did. So there is some value to the Marketing Committee. It is just a matter of what the focus will be." Councilmember Hobart stated: "Would the idea of a Marketing Committee add substance if we put \$15,000 for an advertising agency to make recommendations to us on the subject?" Councilmember Garcia stated that at one time it was set up that way.

Mr. Snoble stated the following: "We have been looking, particularly because we are adding a lot of new bus shelters and many of them have the big signs for advertising. We need to take the coating off of those because otherwise it will affect the quality of

the sign. Initially, we are just going to put in SunLine advertising and public information for SunLine. Because we are getting a lot of inquiries about advertising because the economy is coming back and because we have great locations and great value, we are starting the process to explore putting advertising back on our shelters. The way that we are looking at it right now, is that we would handle it totally – staff. We have done it every single way we could do it from big advertising companies to staff doing it. I think we could do the direct billing. Our staff could do that until we get to a point where we could bring somebody in on a commission basis to actually sell the advertising. But we would still control it. The cities that allow advertising, there is already a deal; they get so much for sign for the advertising, but we think there could be a fairly big capacity for us to utilize the signs and could be upward of \$100,000 potential. We have to be able to do it right. If we take responsibility for it, and we do the billing and the collection, that is a lot different than turning it over to an advertising company. You never really know what is going on – how much they are really making. There is two ways to do it; one is on a commission basis and one is a flat rate, both of which are very limiting. We are exploring this and we are hopeful to come back to give you a proposal as how we could do this and what kind of potential there is. One of our biggest markets in the Desert would be Palm Desert. So we might want to go back and revisit the whole issue there to allow advertising. We will be bringing back a budget amendment to you because we are adding a whole bunch of shelters and we don't have anybody to take care of them. We need to take care of them. We can produce the signs. The advertiser would want to do the art work. We would have to approve it to make sure it meets all of our criteria. We can now produce those very inexpensively. Our people can put it in. So we can do this and have a pretty good potential of getting some money."

Mayor Parks stated: "It seems to me that staff has a pretty good handle on this. They don't need us." Councilmember Spiegel stated: "Well they didn't need us five years ago, and they have not done a thing since I have been on the Board."

Mr. Snoble further stated: "From the standpoint of marketing, all of the different kinds of issues we have coming up, there are some, but I would not think that there would be enough to really have a marketing committee. I think that the issues can go through the Finance Committee. We are eventually going to have a marketing plan. The whole Board would approve the marketing plan. The other thing, if we generate this money from advertising, I think we should use that money to advertise SunLine so that the taxpayers are not paying for that. We could do a lot more marketing for SunLine."

Councilmember Lewin stated the following: "I think it is a smart thing to leave it with staff. I think the Board should get involved if you were going to consider a rebranding effort or something like that. In the meantime, I would set goals for staff to hit in terms of sales. Chairman Miller stated: "Are you comfortable in letting staff handle internally without bringing a marketing committee together?" Mr. Snoble stated: "I would suggest that we use the Finance Committee for that, as well as the whole Board. We would not do anything major."

No marketing committee was created.

Chairman Miller stated the following: "The Litigation Committee – any questions or concerns about the Litigation Committee?"

Councilmember Hobart asked about the Personnel Loss Review Committee. Councilmember Hanson stated "Why can't you just rename the Personnel Loss Review Committee, the Litigation Committee; you already have members on that Committee." Mayor Garcia stated: "I would like to decline being on the Litigation Committee and recommend that Councilmember Hanson join the Litigation Committee. Councilmember Hanson asked that Mr. Goldfarb come back to the Board with bylaws for the Bylaws, Policies and Procedures Committee.

The committees are as follows:

Finance Committee: Mayor Yvonne Parks, Desert Hot Springs; Councilmember Rick Hutcheson, Palm Springs, Councilmember Doug Hanson, Indian Wells; Mayor Don Adolph, La Quinta; Mayor Eduardo Garcia, Coachella.

Litigation Committee: Chairman Glenn Miller, Indio; Councilmember Rick Hutcheson, Palm Springs; Councilmember Dana Hobart, Rancho Mirage; Councilmember Doug Hanson, Indian Wells and Mayor Don Adolph, La Quinta.

Bylaws, Policy and Procedures Committee: Chairman Glenn Miller, Indio; Councilmember Rick Hutcheson, Palm Springs; Councilmember Dana Hobart, Rancho Mirage; Mayor Don Adolph, La Quinta and Mayor Eduardo Garcia, Coachella.

Councilmember Lewin moved for approval of Committees as stated above. Mayor DeRosa seconded the motion and was approved unanimously.

12. **Public Comments on the Title VI Update and Board Approval**

Director of Transit Planning, Joe Forgiarini, addressed the Board. He stated: "This item and Agenda item #13, "Approval of Service Standards Policy", is in regards to service standard. I have a presentation that will address both agenda items, and then the Board will vote on each of the items."

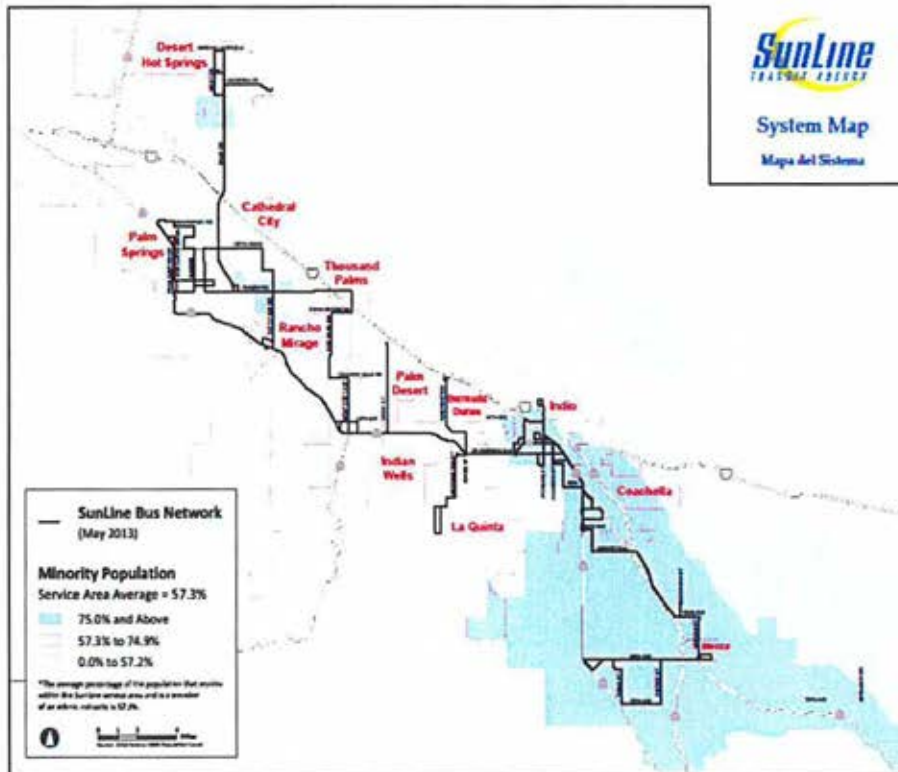
Presentation:

What is Title VI? Title VI of Federal Civil Rights Act (1964) states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). SunLine Transit Agency (a recipient of federal funds) must comply with Title VI.

SunLine's Title VI Population:

- 57.3 percent of overall service area population are of minority ethnicity (238,467 people). Most are of Hispanic/Latino or mixed ethnicity, with much smaller numbers of other Title VI ethnicities.
- Above average (57.3%) concentrations of minority populations exist in all or part of:

- Desert Hot Springs (Line 15)
- Palm Springs/Cathedral City
- Indio and Coachella (Lines 80-81, 90)
- Unincorporated areas of Thousand Palms, Thermal, Mecca, and Oasis (Line 91).



Title VI Plan Overview:

- SunLine's Title VI Plan must address:
 - Information Dissemination:
 - Notices (fleet, facilities)
 - Complaint Process
 - Limited English Proficiency (LEP) & Public Participation:
 - How to reach overall Title VI population.
 - How to reach the limited English proficiency (LEP) population.
 - Policy Framework
 - Service Standards
 - Major Service and Fare Changes Policy
 - Disparate Impact Policy
 - Disproportionate Burden Policy

LEP & Public Participation Plans

- These plans include strategies for engaging the overall and LEP communities:
 - Translation of printed/web-site agency information

- Spanish-speaking staff (customer service, public outreach, SunDial reservations, reception, dispatch)
- Meetings held in areas convenient to both the overall and LEP communities
- Building additional communication networks among LEP and other groups

LEP community is located in throughout the same areas as the Title VI communities.

Major Service & Fare Change Policy

- This policy defines any change in fares and an $\geq 25\%$ change in service as significant, based on:
 - Each service day type (weekday, weekend).
 - $\geq 25\%$ change in service hours and/or miles, and/or,
 - $\geq 25\%$ change in route alignment miles, and/or,
 - $\geq 25\%$ change in span of service hours.
- Any fare change or major service change is subject to a Title VI equity analysis, as well as a public hearing.

Service Design Standards

These outline where and when transit will operate

- Serve continuous open urban density communities
- Serve rural communities of $\geq 3,000$ people.
- Serve major colleges, hospitals, retail centers.
- Maintain/increase population within 0.75 miles of transit.
- Provide ADA paratransit service (FTA Guidelines).
- Establish service tiers: key urban, local, rural lines, Commuter Link, each with minimum service levels (frequencies, spans).
- Establish threshold for provision of bus shelters
- Fare policy (FTA half fare for ADA/seniors, etc.)

Service Performance Standards

These establish expected performance for transit services:

- Passengers per Service Hour:
 - ≥ 20 for key urban routes
 - ≥ 10 for local community and rural routes
- Passengers per Trip (average minimum > 5)
- Cost recovery/subsidy per passenger:
 - $\geq 15\%$, $\leq \$4.00$ /passenger (key urban)
 - $\geq 10\%$, $\leq \$6.00$ /passenger (local, rural)

Service Quality Standards

These define the expected transit experience, including:

- On-time performance (85% minimum)
- Percentage of trips completed (99% minimum)
- Miles between service interruption ($\geq 5,000$ miles)
- Load standard: No standing passengers off peak, nights. $\leq 33\%$ above seated load weekday peaks.
- Bus usage: Fair access to newer buses

- Average bus age: No more than 10 years.

New Title VI Policies

Disparate Impact Policy: => 20% greater impact on a minority (Title VI) community from proposed change compared to impact on overall service area.

Disproportionate Burden Policy: => 20% greater impact on low income (Environmental Justice) community from proposed change compared to impact on overall service area.

These situations require an equity analysis to confirm 1) the rationale for change, and 2) that no alternative exists with less impact on minority and/or low income communities.

Next Steps

SunLine Board is today asked to approve the Title VI Plan Update, including approval of the following policies:

- Service Standards
- Major Service and Fare Changes
- Disparate Impact
- Disproportionate Burden

Title VI Plan Update will then be sent to FTA for review.

Once FTA approved, will be effective November 1, 2013.

Mr. Forgiarini stated that two public meetings were held in Palm Springs and two in Indio. There was small attendance and there were no specific comments.

Chairman Miller asked if anyone would like to speak on the subject of the Title VI. Supervisor Benoit moved to close public comments. Mayor Parks seconded the motion and was approved unanimously.

Supervisor Benoit moved to approve the Title VI Report. Councilmember Spiegel seconded the motion and was approved unanimously.

13. Approval of Service Standards Policy

Mayor DeRosa moved to approve the Service Standards Policy. Councilmember Lewin seconded the motion as was approved unanimously.

14. Approval of BAE Contract

Tommy Edwards, Contracting Officer Technical Representative, addressed the Board. He stated that staff is requesting the Board to delegate authority to the Interim General Manager to execute an agreement with BAE Systems Controls Inc. for an extended warranty for the traction motor, gearbox, and other non-standard parts for the American Fuel Cell Bus in an amount Not-to-Exceed \$330,545, subject to approval as to form by SunLine Legal Counsel. SunLine operates the American Fuel Cell Bus. The Integrator for the American Fuel Cell Bus is BAE Systems. The bus uses BAE Systems traction motor and gearbox. The existing bus has a five-year warranty on the propulsion control system, traction motor and gearbox, lithium-ion energy storage system, auxiliary power system, and associated harnesses. This warranty will provide

an additional five years on the traction motor and gearbox as well as support the other nonstandard components for the bus.

Mayor Adolph stated that the Finance Committee recommended moving forward unanimously. Councilmember Bob Spiegel moved for approval. Mayor DeRosa seconded the motion and was approved unanimously.

15. Exercise of Option Year to Goodyear Contract for Tire Leasing & Service

Director of Maintenance, Mike Morrow, addressed the Board. Staff is requesting that the Board authorize Interim General Manager to approve an exercise of option year that extends our current Tire Lease and Tire Service Contract with Goodyear Tire & Rubber Company. Since this work started July 1st and the contractor supported it, staff recommends that the Board ratifies the work from July 1st, 2013 to current date.

Mayor Adolph stated that the Finance Committee agreed with the recommendation. He stated that there was a 2% increase. Mr. Snoble stated that the contract came to our attention late. He stated that we don't like to do things that way; staff is creating a procurement schedule for everything that is in the budget so that the process can begin with enough time for all approvals. That should keep things up to date to prevent asking for ratification.

Supervisor Benoit moved to approve the one-year option. Councilmember Hanson seconded the motion and was approved unanimously.

16. Approve Agreement for Division 1 Year Repaving

Tommy Edwards, Contracting Officer Technical Representative, addressed the Board stating that staff recommends that the Board grant authority to the Interim General Manager to execute an agreement with Cooley Construction for the removal and replacement of the asphalt and concrete parking lot at SunLine Division 1. The engineers cost estimate was about twice as much as what the bids came in at. Mr. Edwards stated that staff was pleasantly surprised. Cooley Construction was the lowest qualified bidder. Total agreement amount is \$513,440, plus 10% change order contingency. Contract is subject to approval as to form by SunLine Legal Counsel. The work will be completed in the next few months.

Councilmember Spiegel moved for approval of staff recommendation. Supervisor Benoit seconded the motion and was approved unanimously.

17. Approval of DBE Policy

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval for the existing Disadvantaged Business Enterprise (DBE) Policy. SunLine must issue a signed and dated policy statement that expresses SunLine's commitment to its DBE program, state its objectives, and outline responsibilities for its implementation. SunLine must circulate the statement throughout the organization and to the DBE and non-DBE business communities that perform work on SunLine's DOT-assisted contracts. SunLine's existing policy statement was not submitted and approved by the policy setting body of the Agency, its Board of Directors. Therefore, staff is asking that the Board of Directors ratify the policy statement in place and affirm

its support of the program by approving this ratification. SunLine receives Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance. SunLine must have an approved program in place. SunLine uses an FTA template in terms of DBE policy. Staff is looking to expand the program by holding a local workshop and more outreach for DBE firms in the local area. This is the approval of the policy. The plan is submitted on a three year basis and updated as required by the FTA.

Mr. Snoble stated that the outreach is an effort in conducting workshops for potential customers or businesses that would like to do business with SunLine, but are leery of the bureaucracy. He stated that we can help people understand what the process is and how businesses can be involved with the process. Staff is going to be much more aggressive about going into the community to get new people involved in SunLine.

Mayor Adolph moved for approval of staff recommendation. Councilmember Lewin seconded the motion and was approved unanimously.

18. Appointment of Retirement Committee Members

Director of Human Resources/Marketing Director, Don Bradburn, requested approval of the Board of Directors to appoint, Donald A. Bradburn, Director of Human Resources and Apolonio Del Toro, Director of Operations to the SunLine Retirement Plan Committees for both the SunLine Employees Non-Union Restated Retirement System and the SunLine Transit Restated Retirement Income Plan for Bargaining Personnel. The Agency currently has two vacancies on the Retirement Committees. The appointment of the Director of Human Resources and Apolonio Del Toro Director of Operations fills the vacancies. Once there is a Finance Director and General Manager, staff will come back to the Board to make changes. The committee meets with the Third Party Administrators, as well as the fiduciary to go over finances, performance of the plans and recommend changes to the investments. Chairman Miller asked that staff come back to appoint the new Finance Director and the new General Manager to the committees.

Councilmember Hobart asked if a report comes out of the meetings. Mr. Bradburn stated that there should be minutes of the meetings and an annual review of the investments, which has not taken place yet. Within the next month or two, a meeting will be set up to go over the investment portfolio and performance.

Councilmember Hobart asked that the Board receive either an annual or twice a year report. Councilmember Hanson asked about the oversight by the Board. Is there any obligation or responsibility? Has there been any reporting in the past? Mr. Bradburn stated that the Finance Dept. has reported in the past, but predates his time at SunLine. Councilmember Hobart asked that there be a twice a year policy to bring to the Board a report as an information item. Mayor Garcia stated that the timing with mid-year budget review might be an appropriate time to bring it forth. Mr. Bradburn stated that we have an annual pension audit completed. The plan is administered through Nyhart Epler and U.S. Bank maintains the funds and does the investments.

Councilmember Spiegel asked if we would be better off as part of PERS. He asked if we could become part of PERS. Mr. Snoble advised that staff is looking into that; it is costly. Interim Director of Finance, CJ Smith stated that we have a two year investment policy that goes before the Board that includes a pension plan. Nyhart Epler is administering the plan based off the policy. Councilmember Spiegel asked to investigate PERS.

Councilmember Spiegel moved for approval of staff recommendation. Mayor Adolph seconded the motion and was approved unanimously.

- 18a.** Councilmember Spiegel moved to direct staff to report to the Board twice a year for discussion and/or action on the pension plan and to investigate PERS. Councilmember Hobart seconded the motion and was approved unanimously.

19. Contract Extension Interim General Manager

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval of an extension to the Interim General Manager's Contract from the expiration date of September 4, 2013 to the first date of service of a new General Manager or October 31, 2013. Moving forward with recruitment for a new General Manager is proceeding effectively, but this would allow for a smooth transition and to keep momentum on a number of projects.

Councilmember Hanson stated that at the Finance Committee meeting, the Interim General Manager mentioned that he expects amount of time required for September and October to be a less; therefore, his cost will go down for those two months. Chairman Miller stated that Mr. Snoble commended that he feels staff is capable of handling with less intervention and guidance. Chairman Miller stated that is a great sign for our employees.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hobart and approved unanimously.

20. Execution of Option for Legal Services

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval of the exercise of the one year option for legal services. He stated that we have engaged with Rutan and Tucker for a year with great success. Mr. LeFlore stated the option year agreement will contain a Not to Exceed amount for administrative purposes. Staff would come back to the Board if the cap is exceeded.

Councilmember Hanson stated that it is important to note that Rutan and Tucker provide services to three parts of the total organization. It is for the taxi services, SunLine services, as well as the fuel. That money covers all the work that Legal Counsel performs for all three entities. Chairman Miller asked Mr. Goldfarb to let the Board know in advance if he sees bills start to escalate. Mr. Goldfarb stated that he anticipates in the future looking forward, that the costs will drop.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hanson and approved unanimously.

21. Consent Calendar

- a) Checks over \$1,000 for June, 2013
- b) Credit card statement for June, 2013
- c) Monthly Budget Reports for May, 2013
- d) Ridership Report for June, 2013
- e) SunDial Operational Notes for June, 2013

Mayor DeRosa moved to receive and file the consent calendar. The motion was seconded by Mayor Parks and approved by a unanimous vote.

22. New Bus Service Request for North Indio and Desert Edge/Sky Valley

Director of Transit Planning, Joe Forgiarini, addressed the Board. He stated the following: "This this item was carried over from the June meeting. It is an opportunity to gain input from the Board on two communities that have been actively campaigning for extension of our service to their area. It is the North Indio area, north of I-10 between Jackson and Jefferson, and the Shadow Hills area. The second area is Desert Edge/Sky Valley area, just east of Desert Hot Springs. Today is not a time to bring options before you, it is a time to obtain further input from you, specifically some sort of confirmation that these are the two areas to research to make sure that we have not excluded any other areas that you would like us to be aware of. I open up to receive any additional input that we have not already received. I anticipate coming back to the Board in September with options for how we might serve these areas and get some form of guidance on the financial ability to absorb. Mayor Adolph stated that the need is there and it is there now. Mr. Forgiarini said the needs are acknowledged but the needs are unique in their nature, particularly structurally. He stated that he will bring back options in September to review and guidance on how to fund them. There will be some challenges.

Chairman Miller stated that it opens up the opportunity for SunDial, which is so desperately needed to many of those residents in that area. They are not able to get down because there is not a bus route in that area within $\frac{3}{4}$ of a mile.

Item # 24, the report of the Interim General Manager was moved prior to item 23, Closed Session.

24. Interim General Manager's Report

Interim General Manager, Roger Snoble, provided the following report to the Board: "As you are all aware, SunLine was awarded funding by the Federal Transit Administration, through the "Transit Investments for Greenhouse Gas and Energy Reduction III" program, funding for two additional American Fuel Cell buses. These buses are advanced in technology, but modeled after our first American Fuel Cell bus. This project was based on a competitive grant award. El Dorado has delivered the coach without a drive train, to BAE Systems. Last week Tommy Edwards, Project Manager, and Rudy LeFlore traveled to Endicott, New York for an inspection and Program Review and to inspect the bus. They found several issues that needed to be addressed, but reported that the program is on schedule with anticipated delivery by the first quarter of 2014. The cost of travel is included in the capital grant. We have

obtained the grading permit from the County for the new administration building and transit hub. The grading has begun! I have met with the contractor and we are in agreement on their safety program and work schedule. Final construction is anticipated by the summer of 2014. Thanks to our outstanding Maintenance staff, we passed our annual California Highway Patrol vehicle inspection which includes Dial A Ride and Fixed Route vehicles. The inspector informed Mike Morrow, our Director of Maintenance that we have done an excellent job! The inspector is new to us and identified an issue with the fuel gauges. Our staff came up with a fix, programmed the work and every one of our Dial A Ride vehicles are now compliant. Last month SunLine joined with other public transportation systems nationwide to participate in the eighth annual National Dump the Pump Day that took place Thursday, June 20th. This annual event is sponsored by the American Public Transportation Association. The slogan of this year's National Dump the Pump Day was "Dump the Pump, Save Money, Ride Transit." On Wednesday, June 19th, we held a press conference encouraging residents and visitors to get out of their cars and on to the bus. I would like to thank Board members Bob Spiegel and Eduardo Garcia for their participation, as well as our staff that did a great job ensuring for a successful event. If you remember at the June Board meeting, there was a public concern about paratransit service. Immediately following the meeting, we researched the situation. We are pleased to report that the issues have been resolved. By moving all of the paratransit maintenance to this facility, proved to be more efficient and gave us more vehicles for daily use. Additionally, we are in the process of receiving 14 new vehicles which will also improve service. We should have all new vehicles in service by the end of August. We are moving forward with recruitment for a General Manager. We have entered into an agreement with KL Executive Search, LLC - a very qualified firm. We have finalized the recruiting bulletin, which has been circulated in several transit publications, including Transit Talent and will soon be published in Passenger Transit. To date, the recruiters have received 20 applications. The Finance Dept. under CJ

Smith is making great progress in bringing stability to the Dept. Currently the Finance staff is working very hard to maintain day-to-day operations while also correcting a number of transactional accounting errors made in the last six months. Staff has been working as a team to balance the workload and to be strategic in an effort to get the department back on track. I am very pleased with that progress and grateful that CJ is here to lead the team. Without her, we would be in a very difficult situation. The Executive team has created a "Task List" that we review weekly; the list currently has 39 projects that are above the day to day functions of the operations. The Department of Labor has still not ruled on union objections to grants based on pension changes in California. Due to the extended delay, SunLine is reviewing options to revise funding arrangements for some capital projects to allow them to begin. Arrangements are being finalized to implement service changes in September, including the new Line 95 for North Shore and bus service on Line 91 to Mountain View Estates (Duroville), as well as increased service on the Line 111 weekends (every 20 minutes instead of 40 minutes, 9 am to 6 pm). New drivers have started training. A kick off meeting was held with COD and COD Alumni representatives, Chairman Miller and Mayor Parks. Everyone is united in a goal of a new low cost, or free, bus pass for COD students. A technical and financial analysis is underway to identify a sustainable way to make this a reality."

At 1:25pm, Chairman Miller suspended the SunLine Transit Agency meeting to move into the SunLine Services Group meeting.

At 2:00pm Chairman Miller reconvened the SunLine Transit Agency meeting and immediately moved into Closed Session. Legal Counsel announced item 23 below.

23. **Closed Session**

- a) Closed Session - Gov. code sec. 54956.9 - CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Significant expose to litigation pursuant to subdivision (b)(1) 1 potential case.

No reportable action.

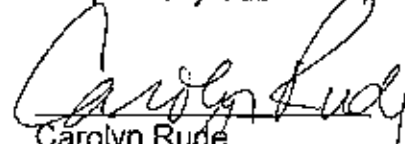
25. **Next Meeting Date**

September 25, 2013
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

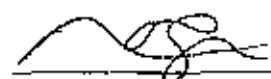
26. **Adjourn**

Chairman Miller adjourned the meeting at 2:10p.m. in memory of SunLine operator Michael Cohen.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

Approved By:



Roger Snoble
Interim General Manager

Date: 9/18/13

MINUTES
SunLine Transit Agency/SunLine Services Group
Special Board of Directors Meeting
September 9, 2013

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 8:15am on Monday, September 9, 2013 in the Executive Conference Room at City of Indian Wells, 44-950 Eldorado Drive, Indian Wells, CA 92210.

1. **Call to Order**

The SunLine Transit Agency Board of Directors and the SunLine Services Group Board of Directors meetings were called to order at 8:15 a.m. by Chairman Glenn Miller.

2. **Roll Call**

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City
Yvonne Parks, Mayor, City of Desert Hot Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Rick Hutcheson, Councilmember, City of Palm Springs

Guests:

None

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board

3. **Public Comments**

NON AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

4. Selection of General Manager Ad Hoc Negotiating Committee

SunLine Legal Counsel, Jeffrey Goldfarb, addressed the Board stating the following: "This item is for the selection of the General Manager Ad Hoc Negotiating Committee. This is going to be a sub-committee of the Board that will meet, take direction from the Board on points of negotiation, meet with the successful applicant and negotiate elements of the contract." It was decided that Chairman Glenn Miller, Board members, G. Dana Hobart and Doug Hanson be appointed to the Ad Hoc Negotiating Committee; in addition, Legal Counsel, Jeffrey Goldfarb and Interim General Manager Roger Snoble will be involved in the negotiations.

Legal Counsel, Jeffrey Goldfarb stated the following: "The Board will move in to Closed Session as listed below - item #5."

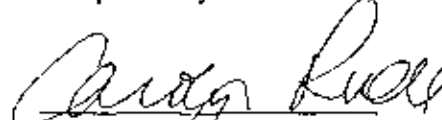
5. Closed Session

Closed Session was held pursuant to Government Code Section 54957 – Public Employee Appointment; position of a General Manager. There was no reportable action.

6. Adjourn

Chairman Miller adjourned the meeting at 2:15 p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board



Roger Snoble
Interim General Manager

Date: 1-18-13

MINUTES
SunLine Transit Agency/SunLine Services Group
Special Board of Directors Meeting
September 13, 2013

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 9:00am on Friday, September 13, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**
The SunLine Transit Agency Board of Directors and the SunLine Services Group Board of Directors meetings were called to order at 9:05 a.m. by Chairman Glenn Miller.
2. **Flag Salute**
Interim General Manager Roger Snoble led all in a salute to our flag.
3. **Roll Call**
Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Yvonne Parks, Mayor, City of Desert Hot Springs
Greg Pettis, Councilmember, City of Cathedral City, via teleconference, Embassy Suites, Down, CA
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
John J. Benoit, Supervisor, County of Riverside

Members Absent

Rick Hutcheson, Councilmember, City of Palm Springs
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella

Chairman Miller announced that Vice Chairman Greg Pettis was participating via teleconference from the Embassy Suites; 8425 Firestone Blvd, Downey, CA 90241

Guests:

Barrett Newkirk, The Desert Sun

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board
Tommy Edwards, Advanced Technology Project Manager
Apolonio Del Toro, Director of Operations
Joe Forgiarini, Director of Transit Planning
CJ Smith, Director of Finance
Donald Bradburn, Director of Human Resources/Marketing

Mike Morrow, Director of Maintenance
Joseph Friend, Senior Information Technology and Systems Analyst

4. Public Comments

NON AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

At 9:06am, Chairman Miller announced that the Board would move into Closed Session. General Counsel, Jeffrey Goldfarb, stated: "Closed Session item is listed as #5 on the agenda."

5. Closed Session (Government Code Section 54957 and 54957.6)

PUBLIC EMPLOYEE APPOINTMENT, POSITION: GENERAL MANAGER

CONFERENCE WITH LABOR NEGOTIATORS; Designated Agency Representatives:

Glenn Miller, Dana Hobart, Doug Hanson, Roger Snoble, Jeffrey Goldfarb.

Unrepresented Position: General Manager.

At 9:20am, Chairman Miller announced that the Board would return to open session.

6. Discussion of Terms and Compensation For General Manager Position; Offer of Employment To General Manager Candidate

Chairman Miller stated the following: "This item is to discuss the terms and compensation for the General Manager position and the offer of employment to a General Manager candidate, discuss the terms and conditions of employment, including compensation and benefits for the position of General Manager and determine whether to make an offer to one of the interviewed General Manager candidates."

Chairman Miller further stated: "We do have a candidate that we would like the Board to consider, Lauren Skiver. We would like to offer a package of \$185,000 salary, a \$37,000 one-time relocation expense that she would be able to utilize, full medical, and the standard benefit package that is available to all represented employees, and a four year contract."

Supervisor Benoit asked if someone could walk the Board through the negotiations as the number is a little different than in the original discussion.

Councilmember Hanson stated the following: "The negotiating team was instructed to meet and discuss with the candidate through our search firm. Through those discussions, the candidate was seeking \$190,000 and seeking a \$25,000 relocation assistance that would be grossed up to cover the tax impact from the \$25,000. In addition to that, she wanted the Agency to pay for three trips from Delaware to the Valley during a period where she would hunt for houses – she and her husband, and then the trip as part of the move. She was also seeking a two month housing

allowance during the relocation period. In order to conserve as much as possible, as we set a limit; we said no, we were not going to gross up, but we would provide the \$25,000, which was in our original offer, which was out there for all the people. We capped any relocation costs to \$12,000, which is why it is a total \$37,000 without any grossing up of the compensation. Basically what we are giving to the General Manager is a flat \$185,000 salary; no car allowance, no other add-ons, if you will. The total cost to relocate this person from Delaware to California is the \$37,000.

Supervisor Benoit stated: "I believe you stated that she was asking for \$190,000, so you negotiated that down a little bit." Councilmember Hanson stated: "We did. She was asking for \$190,000. When they advertised for the candidates, they had put a range in from \$170,000 to \$210,000. She took the mid-range of \$190,000. We had previously been authorized to negotiate up to \$180,000, but through the negotiations, we went up to \$185,000, which was less than the \$190,000 that she was seeking; subject to approval by the Board.

Chairman Miller stated: "We had four very good candidates. Any one of them could have done the job. We were very appreciative to the amount of interest we received. She (*Mrs. Skiver*) seemed to stand out and I think she will do an excellent job.

Councilmember Hobart stated: "The negotiating committee unanimously supported the Board approving the recommendation of the committee.

Chairman Miller further stated: "Forty nine people applied; 22 met the qualifications and then taken down to four." Councilmember Hanson stated: "I was extremely impressed with the four candidates that we interviewed. The Board met in session in Indian Wells. The full Board interviewed all four candidates. They were extremely impressive and from all over the Country. It serves us well that there is so much interest. When talking to the candidates, one of the things that attracted some of them to us is the innovation that we have here at SunLine. They are very knowledgeable about our hydrogen fuel cell program and what is going on. And she too, (*Mrs. Skiver*) is very much interested in hydrogen fuel cell and the innovation that has taken place here at SunLine.

Chairman Miller stated: "She has all the experience of all the operations that we have here and the ones we plan to expand to in the future. Her knowledge of transportation is very well rounded. As we grow, she will help us grow. She is willing and very capable of not only working with this Board, after working with a legislator, but also working with staff. She is a people person. She was in the Army for nine years, in the U.S. Army Intelligence. She is very well rounded, very well respected and very well spoken. We are privileged to have the opportunity to have her come to work with us. She was also candidate for soldier of the year. Vice Chairman Pettis stated: "I am thrilled with this candidate. I think she is going to do an excellent job for us."

Councilmember Spiegel asked when Mrs. Skiver would begin. Mr. Snoble stated that Mrs. Skiver's start date would probably be October 28th. Mr. Snoble stated we are going to try and get her here at the September 25th Board meeting when the contract is brought back to the Board.

Mr. Snoble further stated: "I would like to thank the Board for their patience in working through the process. You did a great job; it was very, very smooth and I appreciate that. I also want to thank Jeff Goldfarb. He did a great job. We had a lot of issues that came up, but we just kept cranking away and getting them solved. It was a pleasure working with Jeff. This is a great Board; the candidates all commented on that. Mrs. Skiver stated that she is thrilled. She rode our bus and commented on the high quality of service here, the cleanliness of the buses, and the courteous drivers."

Councilmember Hobart stated: "I appreciate all the nice things that Roger has said about the Board, but I think the Board would unanimously agree that Roger's leadership in putting together the search team, going through so many applicants and getting it down to four, who were outstanding, he did a wonderful job for us. Tony and his people also did a superb job. Again, going back to the time when you (Roger) first stepped in here, you made all the difference in the world for this transition." The Board agreed. Mr. Snoble stated: "That is what you hired me to do."

Chairman Miller further stated: "Very well said, Dana. I was going to thank to Tony and Roger. It really was a painless process. Our goal was to make it as smooth as possible and Tony, Jeff and Roger – we were able to accomplish that. All we had to do was go in and listen to the candidates, and make a choice from four very qualified individuals – any of them could have helped us to meet the goals and move the organization forward."

Councilmember Bob Spiegel moved for approval of offer of employment and package as stated above to Lauren Skiver. The motion was seconded by Councilmember Dana Hobart and approved unanimously.

Legal Counsel, Jeffrey Goldfarb stated the following: "I will prepare an employment agreement to be circulated and bring that back to you at your next Board meeting."


7. **Adjourn**

Chairman Miller adjourned the meeting at 10:10 a.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board



Roger Snoble
Interim General Manager

Date 9-18-13

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Approval of Conference Expenses

Recommendation

Recommend that the Board of Directors approve the upcoming expenses outlined by Department and by Employee.

Background

Per the direction of the Board, we are presenting expenses for upcoming conferences. These expenses include all travel, meals, and registration and transportation expenses.

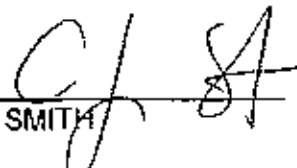
Department	Conference	Employee	Est. Amt	Budgeted
Planning	CTA Conference Oct 17, 2013	Joe Forgianni	300.00	Y
Planning	CTA Conference Oct 16-17, 2013	Anita Petke	450.00	Y
Marketing	CTA Conference Oct 17, 2013	Norma Stevens	300.00	Y
Admin.	CTA Conference Oct 15-18, 2013	Tommy Edwards	1400.00	Y
Operations	CTA Conference Oct 15-18, 2013	Mannie Thomas	1400.00	Y
Operations	APTA Leadership Program*	Polo Del Toro	16,000.00	N

*Details attached.

Fiscal Impact

The expenses being presented today for approval are in the FY 13/14 approved budget except the APTA program for Polo Del Toro. The total fiscal impact of approving this program is an increase of \$16,000.

This increase is also represented in the proposed budget amendment.


CJ SMITH

Leadership APTA 2014 (Pol Del Toro)

Travel	Nights	Total days	Description of travel	Cost
N/A	N/A	N/A	Leadership APTA Class of 2014 program tuition fee is \$4000. The tuition fee covers conference registration fees as well.	\$4,000
2	4	5	Chicago, IL; 2013 APTA Annual Meeting, a special Annual Meeting/Leadership APTA Orientation Program for Leadership APTA incoming members and graduating Class of 2013 members on Sunday morning, September 29 from 7:00-9:00 a.m., followed by your attendance in recommended APTA committee meetings and Leadership APTA events later that day.	\$2,000
2	5	6	Washington, DC; Early Wednesday morning through Saturday evening, December 4-7, with arrival on Tuesday night, December 3 rd . (Recommended departure, Sunday, December 8). APTA will confirm the hotel location soon after the Annual Meeting.	\$2,300
2	6	7	Washington, D.C.; Early Saturday morning through late Wednesday afternoon, March 8-12, 2014 (Recommended arrival Friday March 7, 2014 departure Wednesday March 12 late afternoon or Thursday March 13.)	\$2,600
2	7	8	July Capstone Session: Tuesday morning July 15 through Saturday evening July 19 or Tuesday morning July 22 through Saturday evening July 26. (Recommended arrival Monday, July 14, 2013 or Monday July 21). City location and dates to be confirmed.	\$2,900
2	4	5	Houston, TX: Sunday October 12 through Wednesday, October 15, 2014, 2014 APTA Annual Meeting & EXPO. (Recommended arrival Saturday October 11 for early Sunday morning October 12 program and workshop; departure Wednesday afternoon/evening, October 15, 2014).	\$2,000
			Total Leadership APTA	\$15,800

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Budget Amendment I

Recommendation

Recommend that the Board of Directors approve the attached budget amendment for the FY 13/14 approved budget. Brief justifications are included in the attachment for your review. If approved, the adjustments will be incorporated into the full annual budget.

Background

The budget amendment being presented today represents the changes that have a financial impact.

SUMMARY OF CHANGES

Operations

Amendment: Reduce "Wages" by 20,000 and increase "Training" by 20,000 to account for the APTA program for Polo Del Toro, resulting in a net change of zero.

Justification: Polo Del Toro was accepted into the APTA Leadership Training Program. At the time of the initial budget this information was unknown.

Human Resources

Amendment: Increase "Legal Services - Labor Counsel" by \$30,000 to account for labor negotiations. This is an estimate and may need to be increased in the future.

Justification: Based on initial discussion for labor negotiations the GM and Staff estimated that total legal costs would be higher than originally budgeted.

Agency-wide

Amendment: Reduce "Insurance - Admin" by \$40,000. Estimated employee insurance is only \$60,000 for the FY.

Justification: The Two additional Stops & Zones Technicians are needed to help service the new shelters and assist with the new advertising program. The bus stop advertising revenue will cover the majority of salary and fringe for additional employees.

General Administration

Amendment: Reduced "Salary" by 15,000 and Fringe by 9,000 to account for salary savings from prior GM and accounted for settlement payout. Increased salary and fringe for new GM for 9 months and increased "Misc. Expense" by \$37,000 to account for relocation expenses for new GM. Increased "Misc. Expense" by 5,000 to account for travel reimbursement for recruitment candidates.

Justification: To account for GM salary and fringe for 8 months. Also reduced total salary and fringe from previous GM. Net amounts are shown above.

Amendment: Add additional 10,000 to "Consulting" for Interim General Manager.

Justification: Budgeted amount was based on an estimated hours per week. After calculating current expenses, an additional 10,000 is needed to account for the contract extension.

Revenue

Amendment: Add 75,000 in revenue for bus stop advertising.

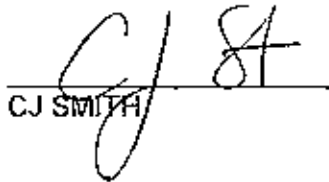
Justification: Projected revenues for the new bus stop advertising program are 100,000 per year. This amount has been reduced based on program start date.

Amendment: Add 100,200 in revenue from outside fuels.

Justification: Additional revenues were recorded for outside fuel to supplement the increase in expenditures.

Fiscal Impact

The net impact to the FY 13/14 budget is an increase of \$175,200. The Agency plans to propose a second amendment in January 2014 that may include operating and capital.


CJ SMITH

BUDGET AMENDMENT - SUMMARY OF CHANGES



Summary of Proposed Budget Changes for FY 13/14

Division	Division Name	FY 13-14 Approved Budget	Variance	FY 13-14 Proposed Budget w/ Amendments	%
9	SunFuels - Outside	322,203	-	322,203	0%
10	SunFuels - Inside	1,118,969	-	1,118,969	0%
11 & 12	Operations - Fixed Route	9,267,770	-	9,267,770	0%
13 & 14	Operations - Paratransit	2,589,485	-	2,589,485	0%
15	Risk Management	374,828	-	374,828	0%
21 & 22	Maintenance - Fixed Route	3,868,799	-	3,868,799	0%
13	Maintenance - Paratransit (Ops)	87,900	-	87,900	0%
23	Facilities Maintenance - T Palms	660,729	-	660,729	0%
24	Facilities Maintenance - Indio	72,354	-	72,354	0%
25	Stops and Zones	484,684	104,600.00	589,284	22%
31	Marketing	364,402	-	364,402	0%
32	Human Resources	441,331	30,000.00	471,331	7%
40	General Administration	1,026,312	80,600.00	1,106,912	8%
41	Finance	1,127,039	-	1,127,039	0%
42	Information Technology	389,134	-	389,134	0%
43	Agency-wide*	1,365,852	(40,000.00)	1,325,852	-3%
49	Planning	564,114	-	564,114	0%
	New Initiatives	824,921	-	824,921	0%
	Total	24,950,824	175,200.00	25,126,024	1%

REVENUE TYPE	FY 13-14 Approved Budget	Variance	FY 13-14 Proposed Budget w/ Amendments	%
Local Transportation Funds (LTF)	11,768,614	0	11,768,614	0%
Measure A	5,217,000	0	5,217,000	0%
FTA Section 5307	2,802,268	0	2,802,268	0%
FTA Section 5311	420,188	0.00	420,188	0%
FTA Section 5316 - North Shore & CommuterLink	108,635	0.00	108,635	0%
FTA Section 5317	46,000	0.00	46,000	0%
SunFuels - Outside Sales	500,000	100,200.00	600,200	20%
CNG Rebate	300,000	0.00	300,000	0%
FTA Section 5316 - Commuter Link 220	100,030	0.00	100,030	0%
RTA Funds (Commuter Link 220)	60,000	0.00	60,000	0%
Farebox (Passenger Fares)	3,550,000	0.00	3,550,000	0%
Taxi Voucher (New Freedom Funds)	18,089	0.00	18,089	0%
Bus Stop Maintenance Fees	60,000	0.00	60,000	0%
Advertising Revenue	-	75,000.00	75,000	100%
Total	24,950,824	175,200.00	25,126,024	1%

BUDGET AMENDMENT JUSTIFICATION/DETAILS BY DEPARTMENT

OPERATIONS

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5010101010 Operator Wages - FT	4,352,610.00	-20000	4,332,610.00
5080200001 Training	0	20000	20,000.00
		<u>0</u>	

Amendment: Reduce "Wages" by 20,000 and increase "Training" by 20,000 to account for the APTA program for Polo Del Toro, resulting in a net change of zero.

Justification: Polo Del Toro was accepted into the APTA Leadership Training Program. At the time of the initial budget this information was unknown.

HUMAN RESOURCES

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5030300002 Legal Services - Labor	50,000.00	30,000.00	80,000.00

Amendment: Increase "Legal Services - Labor Counsel" by 30,000 to account for labor negotiations. This is an estimate and may need to be increased in the future.

Justification: Based on initial discussion for labor negotiations the GM and Staff estimated that total legal costs would be higher than originally budgeted.

AGENCY-WIDE

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5080800000 Insurance Admin	103,105.00	(40,000.00)	63,105.00

Amendment: Reduce "Insurance - Admin" by 40,000. Estimated employee insurance is only 60,000 for the FY.

Justification: The new estimate for Employment Liability Insurance was approximately 60,000 for the year. This allowed for a reduction of 40,000.

STOPS & ZONES

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5010201500 Bargaining Salaries	221,520.00	104,600.00	326,120.00

Amendment: Hire 2 Stops & Zones Technicians. Salary and Fringe totals \$52,300 for each employee.

Justification: The Two additional Stops & Zones Technicians are needed to help service the new shelters and assist with the new advertising program. The bus stop advertising revenue will cover the majority of salary and fringe for additional employees.

GENERAL ADMINISTRATION

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5010200500 Admin Salaries	427,009.00	18,600.00	445,609.00
5020000000 Fringe Benefits	209,553.00	10,000.00	219,553.00
5099900002 Miscellaneous Expense	20,000.00	42,000.00	62,000.00
		<u>70,600.00</u>	

Amendment: Reduced Salary by 15,000 and Fringe by 9,000 to account for salary savings from prior GM and accounted for settlement payout. Increased salary and fringe for new GM for 9 months and increased "Misc Expense" by \$37,000 to account for relocation expenses for new GM. Lastly, increased "Misc. Expense" by 5,000 to account for travel reimbursement for recruitment candidates.

Justification: To account for GM salary and fringe for 8 months. Also reduced total salary and fringe from previous GM. Not amounts are shown above.

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5099900004 Consulting - General	150,000.00	10,000.00	160,000.00

Amendment: Add additional 10,000 to "Consulting" for Interim General Manager.

Justification: Budgeted amount was based on an estimated hours per week. After calculating current expenses, an additional 10,000 is needed to account for the contract extension.

REVENUE

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
4070101000 Bus Stop Adv. Rev	0	75,000.00	75,000.00

Amendment: Add 75,000 in revenue for bus stop advertising.

Justification: Projected revenues for the new bus stop advertising program are 100,000 per year. This amount has been reduced based on program start date.

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
4070300002 Outside Fueling Revenue	500,000	100,200.00	600,200.00

Amendment: Add 100,200 in revenue from outside fuels

Justification: Additional revenues were recorded for outside fuel to supplement the increase in expenditures.

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Operations

RE: Agreement with Apollo Video Technology

Recommendation

- a) The Board of Directors make a find that:
1. SunLine has made a diligent effort to identify a security system that is capable of storing recorded data for one year;
 2. SunLine determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available.
 3. SunLine is purchasing and installing the best available technology with respect to storage capacity that is both economically and technologically feasible at this time.
- b) Recommend that the Board of Directors grant authority to the General Manager to execute an agreement with Apollo Video Technology for a Bus Camera Recording System in the amount of \$269,737. Contract has been approved as to form by SunLine Legal Counsel.

Background

SunLine has been utilizing a GE Penta 3 video system on the fixed route buses since 2006. The system installed at the time was new and the best available technology. Since 2006, other buses including the New Flyer and Eldorado models have been added to the fleet with the GE system. Recently, SunLine discovered GE is limiting support and parts for the Penta 3 system that has been installed in the Fixed Route fleet. SunLine took this opportunity to evaluate and upgrade the bus video system in phases. The first phase will be upgrading the 41 New Flyers buses including the video software and hardware to support these vehicles. As part of the RFP there were other additional features requested such as accelerometers to flag GeForces when accelerating or braking hard, and an additional microphone to clear up noise pollution experienced on the current system. SunLine also requested new DVR's with a 2 Terra Byte storage capacity for up to 21 days of storage instead of the 7 or less we currently have. Wi-Fi was also requested for easy video download. This new feature alone will now streamline the video retrieval process saving time and operational cost.

An RFP was issued on March 7, 2013 and 5 proposals were received. Staff went through the Evaluation process starting in May 2013. During the Evaluation process

there was a need for clarification so clarifications notices were sent out to two of the top three vendors on May 27th, 2013 and all responses were received by June 3rd, 2013. Once the clarifications were received the evaluation process was completed and Apollo Technologies was determined to be the best responsive and responsible proposal.

Since the evaluation process a BAFO was negotiated by the Procurement Officer which included some additional high resolution infrared cameras with microphones built in which increased the cost of the proposal but added value to the project for a superior system than originally proposed.

In approval of a contract for improving the onboard video system for fixed route buses the Board of Directors of SunLine Transit Agency recognize their duty to comply with the required California Government code Sections 53160-53162.

SunLine staff reviewed the capacity of the major video systems for buses to assess their ability to meet the California code requirements. A requirement was placed in Solicitation RFP 13-001 for BUS CAMERA RECORDING SYSTEM Appendix A, item 8.0 Compliance Requirements.

During the research of current available bus videos systems, it was determined it was economically and technically unfeasible to meet the one year requirement because the enormous amount the data that is recorded by the video system. Based on proposed configurations the annual data storage would reach an amount of 960 terabytes. That capacity is not available economically at this time.

Fiscal Impact

Funds for this phase of the project were obtained from Prop 1B for fiscal year 2009. This project funding has been approved in Capital Budget FY13-14, line item SL14-04/SL15-04.


Apolonio Del Toro

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: Execution of Contract for Installation of New Phone System

Recommendation

Recommend that the Board of Directors

- 1) Grant authority to the General Manager to execute an agreement with Packet Fusion, Inc. for the installation of a new telephone system in the amount of \$143,159.65. The total contract value includes one (1) year of customer support. The draft agreement is included for your review but may be slightly modified based on feedback from Legal Counsel.

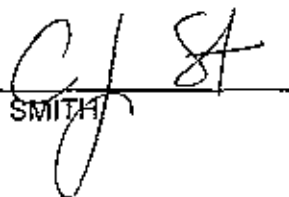
- 2) Approve the amendment of the capital budget from \$115,000 to \$145,000 and to approve the use LTF instead of 5307 capital.

Background

Upon the approval of the SunLine Board of Directors, the Agency would like to enter into a contract with Packet Fusion, Inc. for the installation of a new telephone system. The estimated project schedule is 90 days.

Fiscal Impact

The Not to Exceed amount of the contract is \$143,159.65. This project is included in the FY 13/14 budget for \$115,000. The additional \$30,000 will be amended to the capital budget if approved.



CJ SMITH

13-002 VOIP Phone System Bidders List

Name	email	Company	Address	City	State	ZipCode	Phone
Laurie Melnick	bids1@prime-vendor.com	Prime Vendor Inc.	4622 Cedar Avenue	Wilmington	North Carolina	28403	800-746-9554
Damon Harper	harperdamon@gmail.com		9821 Business Park Drive	Sacramento	California	95827	
Matt Disher	mdisher@southwest-networks.com	Southwest Networks	73700 Dinah shore Dr, Suite 404	Palm Desert	California	92211	760.770.5200
Guy Diaz	guyd@adeptcomm.com	Adept Communications	72126 Adelaid St. Sulte B	thousand palms	California	92276	(760) 333-4145
Christina Campbell	ccampbell@dscomm.com	D&S Communications Inc	1355 North McLean Blvd	Elgin	Illinois	60123	(647)628-4203
Joe Goldring	jgoldring@alluracs.com	Alturics	7776 S. Pointe Pkwy suite 145	Phoenix	Arizona	85044	602-458-4026
Christopher Bell	cbell@b2solutions.us	Better Solufions	704 W Brookhaven Cir	Memphis	Tennessee	38117	901-461-1571
Dylan Smith	dsmith@packetfusion.com	Packet Fusion	18025 Sky Park Circle, suite H	Irvine	California	92614	949.748.8513
Jinda mandala	lmandala@cpacinc.com	CPAC Inc	22700 savi ranch pkwy	Yorba Linda	California	92887	800-778-2722
Casey Earp	casey.earp@ringcentral.com	Ring Central	1400 Fashion Island Blvd 7th Floor	San Mateo	California	94404	303-835-0558
Loretta Lewis	llewis@shopfort1.com	Shop For T1	1919 Sheldon Ave	Colorado Springs	Colorado	80904	800-576-4837
Dylan Smith	dsmith@packetfusion.com	Packet Fusion Inc.	17981 Sky Park Circle	Irvine	California	92614	949 748 8513
Daniel Payomo	daniel.payomo@polycom.com	Polycom	6001 America Center Drive	San Jose	California	95002	408-586-3948

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: Ratification of Bus Shelter Site Improvement Change Orders

Recommendation

Recommend that the Board of Directors ratify the change orders for site improvements at locations receiving new bus shelters, at a total cost of \$171,411.50.

Background

As advised at the January 2013 Board meeting, 46 sites were required to receive improvements, to be constructed by ND Electrical Construction, Inc., the same contractor responsible for shelter construction and installation.

The history of work orders is as follows:

- Work Order 1: First 23 sites with basic concrete pad improvements. Final cost of \$58,574.81.
- Change Order 2: This order began the work at the other 23 sites requiring more complex work including pads, small retaining walls, and sidewalk connections. Final cost \$31,308.90.
- Change Order 3: This order completes most work at the last 23 sites, including additional costs for site compaction reports and increased pad thickness required by some cities. Final cost \$69,739.21.
- Change Order 4: This order was for additional final works at two sites. Final cost \$11,788.58.
- Total costs for the site improvements: \$171,411.50.

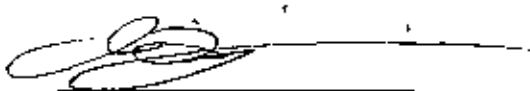
As approved by the Board in 2012, SunLine is providing seventy (70) new bus shelters at SunLine bus stops throughout the Coachella Valley. In order to complete installation of these shelters, a concrete pad is required to accommodate the shelter. This item ratifies all improvement work at the 46 sites, initially approved by this board at the January 2013 meeting.

Financial Impact

These works being ratified are within the planned project funding as listed below. They are contractually separate from the approved \$871,204 contract for the shelter construction and installation contract (also funded in the below budget):

- FTA Section 5307: \$857,262
- State Transit Assistance: \$214,766
- Proposition 1B Safety & Security Funding: \$290,760 (for solar lighting)
- Total: \$1,362,788
- Total Spent: \$1,042,615.50
- Remaining Balance: \$320,172.50

All such funds are immediately available. A final update will be provided once all shelters are accepted (all are installed and are receiving final touch ups). Remaining funds will be invested in additional new shelters and bus stop access improvements, with locations for these to be discussed at a future board meeting.



Joseph Forgiarini
Director of Transit Planning

SunLine Transit Agency

DATE: September 25, 2013 **Action**
TO: Board of Directors
Finance Committee
FROM: Director of Transit Planning
RE: New Transit Service Proposals- North Indio & Desert Edge

Recommendation

Request to the Board to approve, in principal, new deviated fixed route service in North Indio and modification to existing Line 15 at Desert Edge. Subject to funding availability, these new services could be effective in September 2014, at a cost of \$157,444 and \$73,345 respectively per year. Any earlier start would require a budget adjustment for FY 2013/14 (following review of budget position (mid-January), which could allow for May 2014 implementation.

Background

Board member for City of Indio, Mr. Glenn Miller, requested consideration of SunLine providing bus service for the Shadow Hills High School and North Indio area at board meetings during 2013. At the same time, SunLine board member for Desert Hot Springs Yvonne Parks and County Supervisor John Benoit have requested consideration of service for the Desert Edge/Sky Valley area.

The North Indio area has a population of 25,605, with an average income of \$76,695. 16% percent of the North Indio population is seniors (65+ years), 33% are working age (25-64 years) 51%, and 43% are <= 24 years.

By comparison, the Desert Edge/Sky Valley area has a population of 8,803, with an average income of \$38,765. 33% of the Desert Edge/Sky Valley population is seniors, with 44% working age (25-64 years) and 24% are <= 24 years.

Transit Service Options

The following service options were considered. Each is discussed below:

Modified Existing Fixed Route (+ SunDial)	Deviated Fixed Route (No SunDial)
New Fixed Route (+ SunDial)	On-Call Zone (No SunDial)

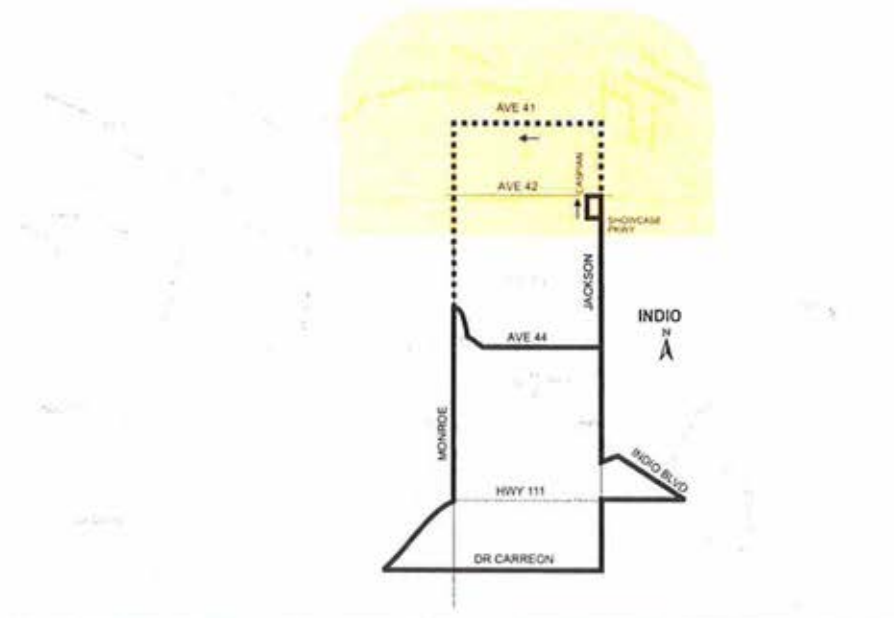
Both the fixed route and deviated fixed route options have a designated route and schedule. However, the deviated fixed route option also allows deviations off the main route (within 3/4 mile), in place of a separate SunDial paratransit service in the area. The on-call zone is flexible in regard to route, except for a hub stop

that the service departs from at a set time for each trip. This option also does not require separate paratransit service. It may be possible to operate under paratransit cost structures (lower mileage cost of vans and paratransit operator wage rate) for the on-call option, but this is also subject to negotiation with union.

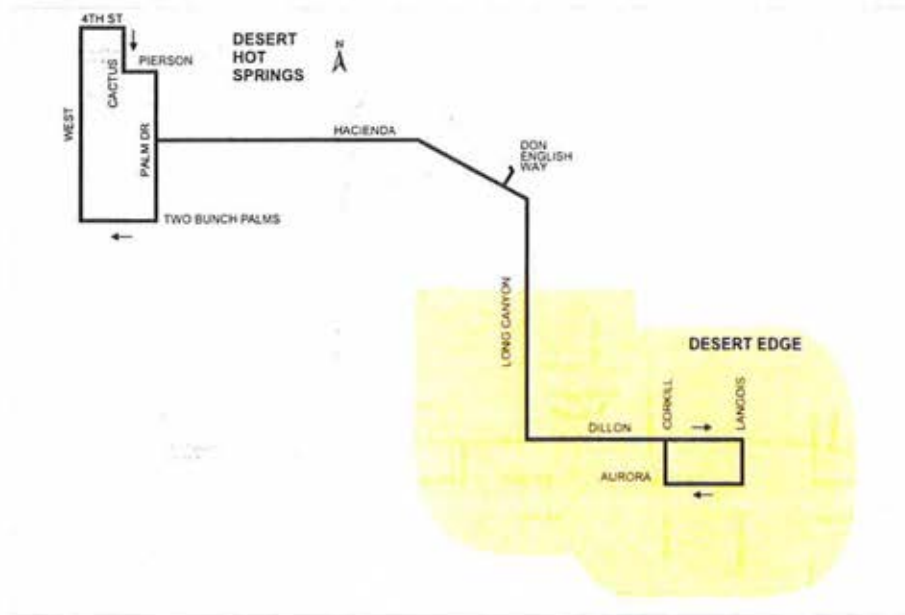
Modified Existing Route:

- North Indio: Existing Indio Line 81 modified to travel via Jackson St., Avenue 41, Monroe St. at existing hourly frequency (see map below).
 - Low fixed route cost but higher cost increase for SunDial service.
 - Does not serve area west of Monroe to Shadow Hills High School.
- Desert Edge/Sky Valley: Extend existing Line 15 Spa City Loop to Desert Edge via Long Canyon and Dillon Rds. (see map below). This option reduces the frequency of Line 15 to 60 minute weekday and 80 minute weekend (currently 45 minute) and requires linked operation with Line 14. Removing coverage of Two Bunch Palms/West Street from Line 15 could mitigate some of the frequency impacts (especially weekends).
 - Low fixed route cost.
 - Reduces existing Line 15 Spa City Loop frequency.
 - Does not serve Sky Valley – this area is considered too low density to warrant transit service (below 3,000 threshold established in service standards).

LINE 81 Option - North Indio
¼ mile buffer



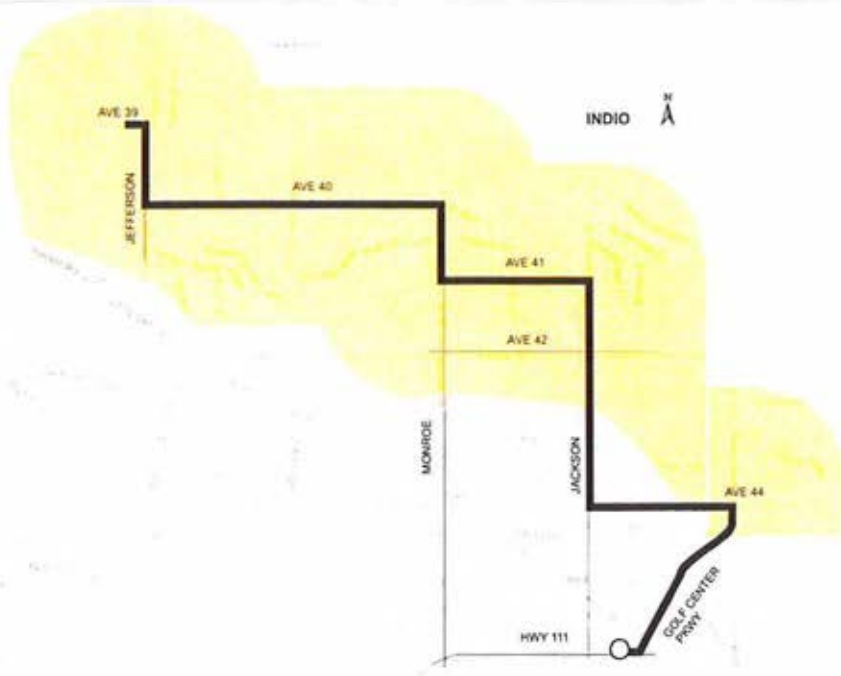
LINE 15 Option - Extended Route to Desert Edge
 ¼ mile buffer



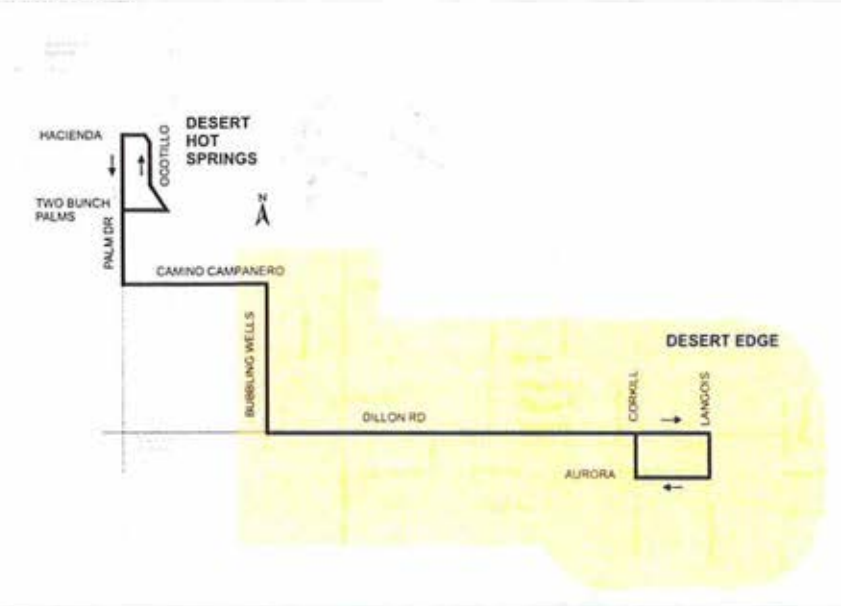
New Fixed Route:

- North Indio/Shadow Hills: See concept map Line 82.
 - Highest cost option, including both hourly fixed route service and complementary SunDial paratransit service.
 - Does serve full area (including Shadow Hills High School)
 - Includes extra trips for high volume of students expected.
- Desert Edge/Sky Valley: See concept map for new Line 16.
 - Highest cost option, including both hourly fixed route and complementary SunDial paratransit service.
 - No negative impact on existing Line 15 frequency.
 - Large vehicle so not able to reach all routes (could use small van if ridership is low per trip).
 - Does not serve Sky Valley – this area is considered too low density to warrant transit service.
 - No significant school ridership expected.

LINE 82 Option - North Indio
¼ mile buffer



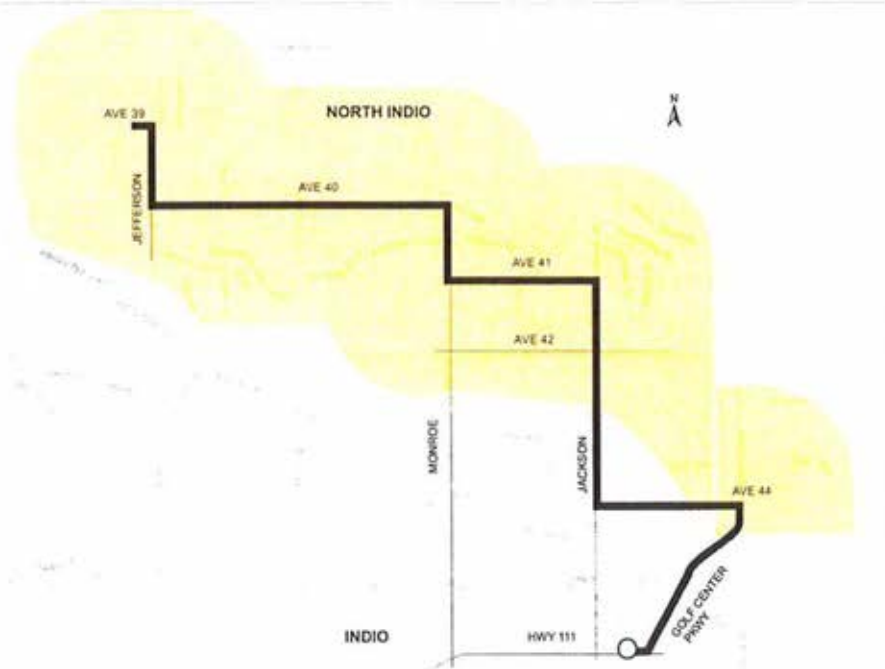
LINE 16 Option - Desert Hot Springs to Desert Edge
¼ mile buffer



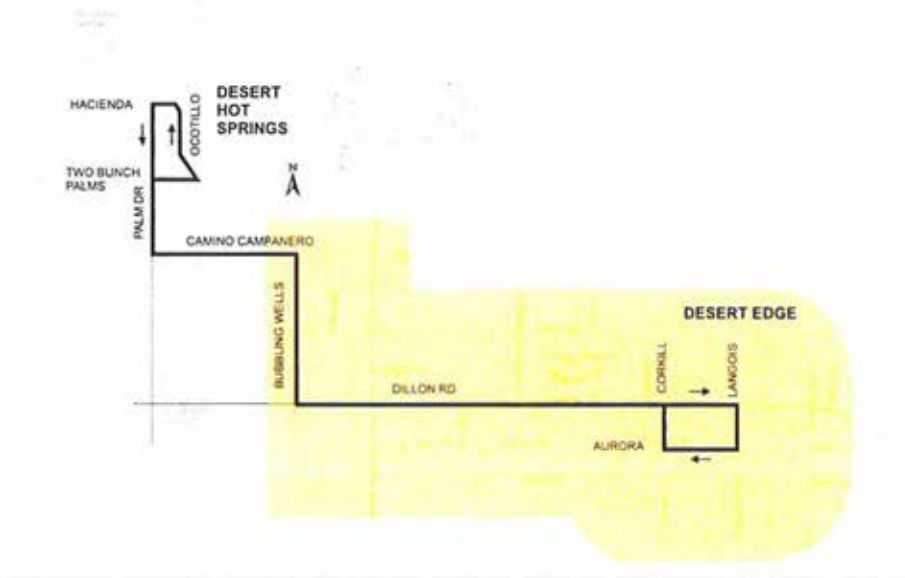
Deviated Fixed Route:

- North Indio/Shadow Hills: See map for Line 82 option with 0.75 mile shadow where deviations could be provided.
 - Avoids need for separate paratransit service.
 - Uses smaller van (but regular fixed route operator), allowing the van to deviate (by reservation) to enter gated estates such as Sun City Shadow Hills, but lowers frequency for service to 90 minute.
 - Requires school tripper bus for school times (included in costs).
- Desert Edge/Sky Valley: See concept map for new Line 16.
 - Avoids need for separate paratransit service.
 - Uses smaller van (but regular fixed route operator), allowing the van to deviate (by reservation) to enter mobile home parks, but lowers frequency for service to 90 minute to accommodate deviations. Does not significantly expand coverage.
 - Some risk of need for school trippers due to use of van (not budgeted)

LINE 82 Option - Deviated Fixed Route North Indio
¼ mile buffer



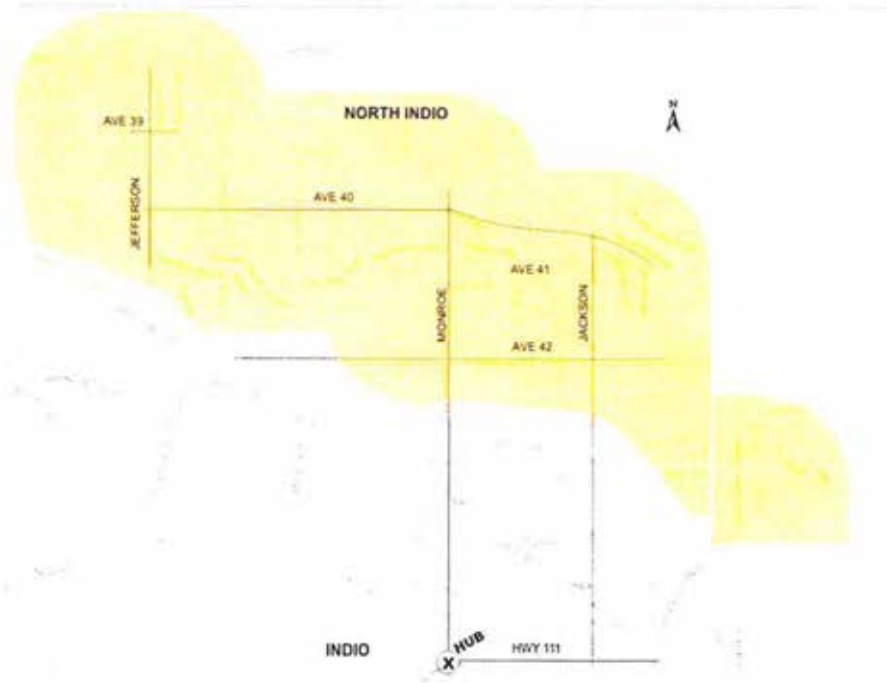
Line 16 Deviated Fixed Route Option - Desert Edge
¼ mile buffer



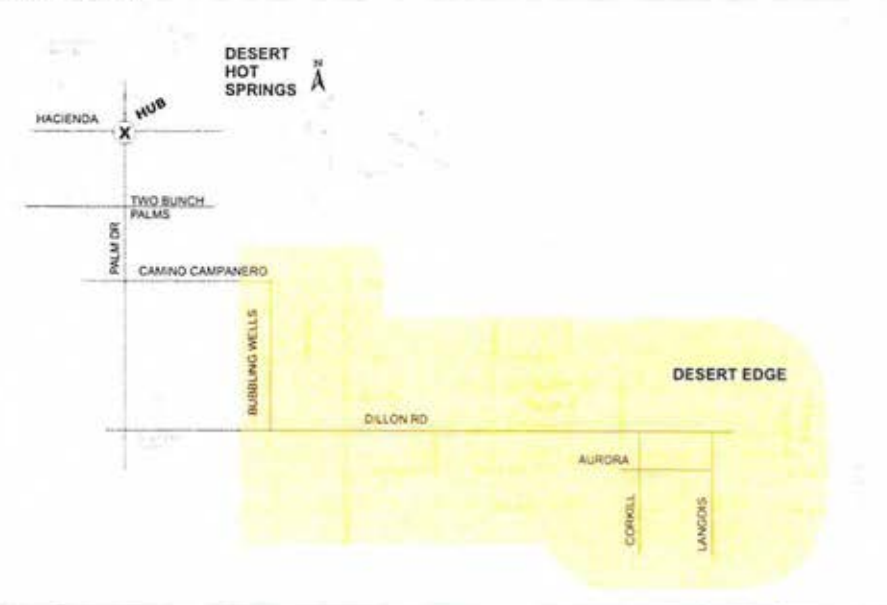
On-Call Zone:

- North Indio/Shadow Hills: See map of service zone and hub.
 - Avoids need for separate paratransit service, but all trips are by reservation. Hub would likely be at Hwy 111/Monroe.
 - Uses smaller van and paratransit operator (subject to union agreement), allowing the van to deviate (by reservation) to enter gated estates such as Sun City Shadow Hills. Frequency 90 minute to accommodate pick ups and trip to/from hub .
 - Distance from hub to zone is 4 miles, longer than ideal.
 - Not suitable to accommodate high levels of school ridership (Shadow Hills High School would need to be excluded from zone), and unable to provide school trippers under this service format.
- Desert Edge/Sky Valley: See map above of service zone and hub.
 - Avoids need for separate paratransit service, but all trips are by reservation. Hub would be at Palm Drive at Desert Hot Springs.
 - Uses smaller van and paratransit operator (subject to union agreement), allowing the van to deviate (by reservation) to enter mobile home parks, so minimally different to deviated fixed route option. Frequency for service 90 minute to accommodate deviations.
 - May need school tripper bus for school times, but format does not allow for this.
 - Distance from hub to zone 4 miles which is not ideal.

North Indio Option - Oncall Zone



**On-Call Zone - Desert Edge
¼ mile buffer**



Fiscal Impact

The table below shows estimated cost, ridership, revenue, subsidy impacts. Highlighted are the staff recommended options for Board consideration.

Route	Estimated Annual Cost	Estimated Annual Fare Revenue	Estimated Annual Subsidy/ Recovery	Estimated Annual Ridership
North Indio Modified Existing Route	\$57,563	\$17,248	\$40,315 (30%)	19,965
North Indio New Fixed Route	\$357,812	63,309	\$294,503 (18%)	74,793
North Indio On-Call Zone	\$105,374	\$28,080	\$77,294 (27%)	18,720
North Indio Deviated Fixed Route	\$157,444	\$31,200	\$126,244 (20%)	41,600
Desert Edge Modified Existing Route	\$73,345	\$9,081	\$64,264 (12%)	7,672
Desert Edge New Fixed Route	\$238,343	\$33,472	\$204,871 (14%)	43,262
Desert Edge On-Call Zone	\$115,175	\$29,250	\$85,925 (25%)	19,500
Desert Edge Deviated Fixed Route	\$133,393	\$19,500	\$113,893 (15%)	26,000

Funds are not included in the FY 2013-14 SunLine Transit Agency budget for these proposals. Implementation of these services could occur either as part of a budget/SRTP adjustment for FY 2013/14 (May 2014) or September 2014 as part of the 2014/15 budget/SRTP processes, subject to funding and public hearings.

Other service improvements listed below are also awaiting funding, having not been funded in FY 2013/14. These need to be prioritized:

- Line 32 Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms, Palm Desert: Frequency increase weekdays (40 min.): Cost: \$191,190, with 29,120 extra passenger trips.
- Line 70 La Quinta, Indian Wells, Bermuda Dunes, Palm Desert: Frequency increase; extend north of I-10 at Sun City (40 min. weekday, 60 min. weekend): Cost: \$461,365, with 93,751 extra passenger trips.
- Line 90 Coachella, Indio: frequency improvement weekdays (30 minute): Cost \$174,060 per year, with extra 30,802 passenger trips.
- Line 220 Riverside Commuter Link: Add six extra trips weekdays: Cost: \$277,970 per year with extra 22,313 passenger trips.



Joseph Forgiarini

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**
TO: Board of Directors
FROM: Director of Human Resources
RE: System Safety Program Plan

Recommendation

Authorize the General Manager to execute the System Safety Program Plan (SSPP).

Background


SunLine is committed to operating a safe transit system. The SSPP presented today will develop, embrace and embed a safety culture in all our public transportation activities. It recognizes the importance and value of effective safety management and acknowledges that safety is the first priority in everything we do.

The SSPP is an operating document to guide SunLine staff in all aspects of safety for passengers, visitors, employees and our facilities. It addresses many safety topics such as, hazard identification, hazardous materials, drug and alcohol programs, safety training, emergency response and contractor safety.

Lastly, the SSPP clearly defines the safety authority and responsibility of staff. This ensures that all safety tasks are delegated without duplication.

Fiscal Implications

No Fiscal Impact.


Donald A. Bradburn

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**
TO: Board of Directors
FROM: SunLine Project Manager
RE: Administration Building Board Room

Recommendation

Recommend that the Board of Directors approve the latest conceptual design of the Administration Building Board Room.

Background

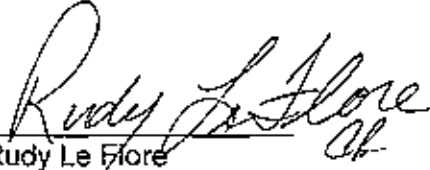
In reviewing the existing plans for the new Administration Building, it was determined that the current configuration of the Board Room did not maximize the efficiency, safety, and accommodations appropriate for the SunLine Board of Directors.

The cost of this change, if implemented at this time, is within the construction budget. The Rough Order of Magnitude cost for this change is \$53,000.

It is recommended that the SunLine Board of Directors approve the latest conceptual design as currently shared by staff in its Presentation.

Financial Impact

The cost of this change will be covered by the contingency already approved by the Board of Directors under the current capital budget for this project.


Rudy Le Flore

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**
TO: Board of Directors
FROM: Director of Transit Planning
RE: Adoption of SunLine Fleet and Facilities Plan 2013

Recommendation

Recommend that the Board of Directors adopt the SunLine Transit Agency Fleet and Facilities Plan 2013. This plan outlines the expected capital needs for new and replacement fleet and facilities for SunLine Transit Agency through 2030. The plan includes both a constrained and unconstrained scenarios. The key action is to begin assembling funds for fleet replacement and the Coachella Valley rail program.

Background

SunLine Transit Agency has a capital plan contained within the Short Range Transit Plan that focuses on the short term (next three years). This plan is also reflected in the agency's annual budget. However, in order to be sustainable for the long term, including accommodating both the needs of SunLine and the new rail program for the Coachella Valley, a long term fleet and facility plan is needed.

Fleet:

Critical to the plan is fleet replacement and expansion. The fleet consists of two revenue vehicle fleets (69 buses and 31 paratransit vans) and a non-revenue fleet of cars, supervisor vans, and trucks (37 vehicles).

The plan contains two scenarios for the revenue vehicle fleet:

- **Constrained Scenario:** Ongoing fleet replacement plus one extra bus added per year and one van every second year for growth of service (as the Coachella Valley grows). By 2030 under this scenario, the SunLine revenue fleet would be 91 buses and 43 vans. A total of 96 bus and 174 van would be purchased between 2018 and 2030.
- **Unconstrained Scenario:** Ongoing fleet replacement plus two extra buses and one van per year for more significant growth in service (as the Coachella Valley grows), as well as a large procurement for Bus Rapid Transit. Fleet purchases would be 168 buses and 203 vans between 2018 and 2030, providing a fleet of 124 buses and 53 vans in 2030.

This fleet plan under the constrained plan is the only realistic scenario given current funding levels. Even under this scenario there is a need to accumulate \$4.55 million in funds from FY 13-14 to FY 16-17 (4 years) then \$4.1 million each year on average from that point forward for revenue fleet purposes. This is a

significant funding commitment, requiring both stockpiling of existing and expected funding, plus some discretionary funding from State Proposition 1B (PTMISEA) and Federal Clean Fuel programs.

The non-revenue fleet will also grow to 51 vehicles (primarily due to growth in relief car fleet as service expands). This will see annual capital budget for the car and truck fleets expand from \$330,000 to \$415,500 by 2030, plus \$330,000 every five years needed for supervisor van fleet replacement. All of these vehicles are CNG fueled, in line with current practice.

Facilities

In addition to fleet, there are annual needs for technology and facilities upkeep and improvement totaling \$975,000 per year. More significant projects are for replacement of the Thousand Palms Operations and Maintenance buildings (estimated \$36 million) as well as the Indio Operating and Maintenance facility (likely at least \$20 million). The constrained funding scenario does not allow for any funding towards these projects, so discretionary funding will need to be found for such projects, once they have been finalized in design. There is an existing funded project which will analyze these needs to complete design work.

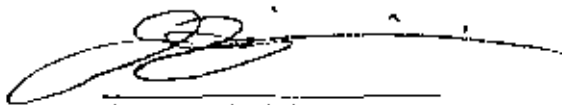
The plan also includes passenger facilities. In both the constrained and unconstrained scenarios, there are at least 25 new bus shelters purchased each year (\$375,000). There will also be new transit stations required for Bus Rapid Transit which is included in the unconstrained plan (\$2.5 million), but these would require discretionary funding.

Financial Impact

The constrained scenario of this plan is believed to be sustainable based on the assumption of stable federal funding and moderate growth (3% annually) of state and local funding, plus some other funding such as Proposition 1B and Federal Clean Fuel grants. These levels of funding are needed both to fund these capital investments and their operation in transit service.

The key issue identified in the plan is that funding must be set aside commencing immediately for both the rail program and the fleet replacement, even though new bus purchases and rail capital investment will not occur until 2018.

The unconstrained scenario for the plan would require access to discretionary funding opportunities (primarily federal), as well as higher growth in existing local, state, and federal funding. This is most likely to occur with an accelerated growth in the economy in the longer term, which remains to be achieved.



Joe Forgiarini

SunLine Transit Agency

DATE: September 25, 2012 **ACTION**
TO: Board of Directors
FROM: Clerk of the Board
RE: Establishing Board Meeting Dates for 2014

Recommendation

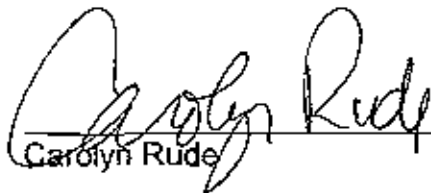
Recommend that the Board of Directors approve the Board meeting dates for 2014 as listed on the attached schedule.

Background

The attached schedule follows SunLine tradition of holding Board meetings on the 4th Wednesday of the month, with a few exceptions. We have combined the July & August meetings to be held on the last Wednesday in July, and have also combined the November & December meetings, holding it on the first Wednesday in December. There are no known conflicts.

Fiscal Implications

None.


Carolyn Rude

SunLine Transit Agency

BOARD MEETING SCHEDULE FOR 2014

January 22

February 26

March 26

April 23

May 28

June 25

July 30

September 24

October 22

December 3

NOTE: The majority of all Board meetings are held at noon on the 4th Wednesday of the month with a few exceptions. There is a combined July/August Board meeting, which is held the last Wednesday in July, and a combined November/December meeting, which is held the first Wednesday in December. Special Board meetings may be called by the Chairman if needed. All meetings are held in the Kelly Board Room at the SunLine Transit Agency Thousand Palms headquarters.

SunLine Transit Agency

DATE: September 25, 2013 **RECEIVE AND FILE**
TO: Board of Directors
FROM: Director of Human Resources
RE: Pension Plan Audits

Recommendation

Receive and file the audited financial statements and independent auditor's reports for the Bargaining and Non-Bargaining Pension plans.

Background

SunLine manages its own Bargaining and Non-Bargaining pension plans through a third party administrator, the Nyhart Epler Company and the funds are managed by US Bank.

In order to fulfill our fiduciary responsibility, SunLine audits the plans annually. This year Kushner, Smith, Joanou & Gregson LLP (KSJG) audited the plans and financial statements as of December 31, 2012 and 2011. The auditor's report was finalized on August 28, 2013. The auditor's opinion was that the financial statements present fairly, in all material respects, the statements of plan net assets as of the respective year ends.

The audited financial statements, the plan valuations and our rate of returns were submitted with the Form 700s to the State Controller on August 29, 2013 prior to the state deadline.

Fiscal Implications

No Fiscal Impact.



Donald A. Bradburn

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	658403	7/31/2013	\$106,791.37	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658254	7/22/2013	\$34,917.12	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658225	7/22/2013	\$19,267.75	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658141	7/11/2013	\$12,991.16	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658157	7/11/2013	\$11,248.93	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658355	7/26/2013	\$8,523.17	Y	N		Operating
CREATIVE BUS SALES, INC.	Cost to purchase vehicle parts	658138	7/11/2013	\$8,158.54	Y	N		Operating
ABC COMPANIES	Cost to purchase vehicle parts	658301	7/26/2013	\$6,282.22	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658394	7/31/2013	\$4,969.44	Y	Y	\$106,322.00	Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658381	7/26/2013	\$3,861.48	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658166	7/15/2013	\$3,845.32	Y	Y	\$111,292.00	Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658292	7/22/2013	\$3,816.56	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	658274	7/22/2013	\$3,675.59	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658376	7/26/2013	\$3,307.57	Y	N		Operating
PDC MACHINES	Cost to purchase SunFuel parts	658162	7/11/2013	\$2,355.00	Y	N		Operating
JIM'S DESERT RADIATOR	Cost to purchase vehicle parts	658152	7/11/2013	\$2,340.00	Y	N		Operating
ALLIED REFRIGERATION	Cost to purchase vehicle parts	658305	7/26/2013	\$2,169.10	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658288	7/22/2013	\$2,142.56	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658318	7/26/2013	\$2,007.82	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	658133	7/11/2013	\$1,843.38	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658250	7/22/2013	\$1,751.70	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	658147	7/11/2013	\$1,733.93	Y	N		Operating
OPW FUELING COMPONENTS	Cost to purchase SunFuel parts	658361	7/26/2013	\$1,714.55	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	658374	7/26/2013	\$1,697.13	Y	N		Operating
TRANSIT RESOURCES	Cost to purchase vehicle parts	658406	7/31/2013	\$1,412.83	Y	N		Operating
AIR & HOSE SOURCE	Cost to purchase vehicle parts	658126	7/11/2013	\$1,405.04	Y	N		Operating
ST. BOARD OF EQUALIZATION	Cost to purchase vehicle parts	658405	7/31/2013	\$1,379.00	Y	N		Operating
FIESTA FORD	Cost to purchase vehicle parts	658326	7/26/2013	\$1,267.54	Y	N		Operating
FRANKLIN TRUCK PARTS, INC	Cost to purchase vehicle parts	658327	7/26/2013	\$1,257.16	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	658281	7/22/2013	\$1,240.00	Y	N		Operating
CERTIFIED LABORATORIES	Cost of purchase of bus stop supplies	658313	7/26/2013	\$1,207.27	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658143	7/11/2013	\$1,185.12	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	658154	7/11/2013	\$1,125.00	Y	N		Operating
PLAZA TOWING	Towing Service	658365	7/26/2013	\$1,075.00	Y	N		Operating
RECARO NORTH AMERICA	Cost to purchase vehicle parts	658270	7/22/2013	\$1,030.89	Y	N		Operating
	Subtotal			\$264,997.24				
Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
HAYWARD TILTON & ROLAPP	Insurance-Physical Damage	658244	7/22/2013	\$118,549.97	Y	N		Operating
C. MIKEL OGLESBY	Payment	658121	7/2/2013	\$95,097.60	Y	N		Operating
RUTAN & TJCKER, LLP	Cost for legal services(Dec 2012 - May 2013)	658277	7/22/2013	\$72,497.23	Y	Y		Operating
ROGER SNOBLE	Cost for General consultant (June)	658124	7/2/2013	\$28,750.00	Y	Y	No not to exceed	Operating
HAYWARD TILTON & ROLAPP	Insurance-Physical Damage	658175	7/15/2013	\$23,813.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	658357	7/26/2013	\$16,997.76	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
KL EXECUTIVE SEARCH, LLC	Cost for recruiter services	658258	7/22/2013	\$11,000.00	Y	Y	\$29,000.00	Operating
ELIZABETH ROSALES		658123	7/2/2013	\$8,500.00	Y	N		Operating
G & K SERVICES	Cost to service uniforms	658329	7/26/2013	\$4,938.42	Y	Y	\$324,455.00	Operating
WOODRUFF, SPRADLIN & SMART,	Cost for legal services	658393	7/26/2013	\$4,891.74	Y	N		Operating
MOORE MAINTENANCE & JANITORIAL	Cost for janitorial services	658259	7/22/2013	\$4,678.00	Y	Y	\$58,718.00	Operating
KUSHNER, SMITH, JOANOU & GREGSON, NYHART COMPANY	Pension Auditors	658341	7/26/2013	\$4,100.00	Y	N		Operating
GREGG FELSEN	Cost for pension consultant	658401	7/31/2013	\$3,368.61	Y	N		Operating
WOODRUFF, SPRADLIN & SMART	Cost for public relations & marketing services	658399	7/31/2013	\$3,200.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for legal services	658407	7/31/2013	\$3,182.00	Y	N		Operating
TIME WARNER CABLE	Cost for temporary employment services	658257	7/22/2013	\$3,170.74	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for utilities	658380	7/26/2013	\$2,204.75	Y	N		Operating
VERIZON WIRELESS	Cost for fax/copy supplies	658297	7/22/2013	\$2,051.64	Y	N		Operating
VALLEY OFFICE EQUIPMENT	Cost for wireless communications	658389	7/26/2013	\$2,014.14	Y	N		Operating
OFFICE DEPOT	Cost for fax/copy supplies	658388	7/26/2013	\$2,010.15	Y	N		Operating
DESERT SUN PUBLISHING	Cost for office supplies	658359	7/26/2013	\$1,860.48	Y	N		Operating
RESORT MARKETING	Cost for public relations & marketing services	658228	7/22/2013	\$1,659.60	Y	N		Operating
EISENHOWER OCCUPATIONAL	Cost for public relations & marketing services	658271	7/22/2013	\$1,384.50	Y	Y	(\$3,866.25)	Operating
ANDERSON COMMUNICATIONS	Medical-Exams and Testing	658323	7/26/2013	\$1,210.00	Y	N		Operating
MORRIS DESERT MEDIA	Cost for radio hill top service (Jun & Jul)	658206	7/22/2013	\$1,200.00	Y	N		Operating
OFFICE DEPOT	Cost for public relations & marketing services	658260	7/22/2013	\$1,008.00	Y	N		Operating
	Cost for office supplies	658184	7/15/2013	\$1,007.06	Y	N		Operating
	Subtotal			\$424,345.39				

Note: (*) This was repaid and processed through Payroll

Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"

B&E SYSTEMS CONTROLS	AFCB 4 & 5 - TIGGER III	658207	7/22/2013	\$590,000.00	Y	Y	\$1,466,042.00	Capital
B&E SYSTEMS CONTROLS	AFCB 4 & 5 - TIGGER III	658127	7/11/2013	\$235,000.00	Y	Y	\$2,056,042.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	658201	7/22/2013	\$200,864.66	Y	Y	\$72,609.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (Apr)	658232	7/22/2013	\$92,312.95	Y	Y	\$10,375,161.00	Capital
IND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	658181	7/16/2013	\$74,811.56	Y	Y	\$796,392.00	Capital
IBI GROUP	Fees for Admin Building (Mar2012-Jun2013)	658151	7/11/2013	\$56,521.22	Y	Y	\$223,662.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (May)	658233	7/22/2013	\$29,076.55	Y	Y	\$10,346,084.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (Mar)	658231	7/22/2013	\$26,863.03	Y	Y	\$10,464,474.00	Capital
PSC/MAS	Bus Stop Improvement	658268	7/22/2013	\$15,083.64	Y	Y	\$45,115.00	Capital
LEFLORE GROUP LLC, THE	Consulting & procurement services	658342	7/26/2013	\$12,346.72	Y	Y	\$66,406.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	658203	7/22/2013	\$4,724.03	Y	N		Capital
TOOLS UNLIMITED	Maintenance Equipment Projects	658289	7/22/2013	\$4,050.00	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	658299	7/22/2013	\$3,700.43	Y	N		Capital
SOFTCHOICE CORP.	IT workstation & equipment	658372	7/26/2013	\$2,638.68	Y	N		Capital
CABCONNECT	Taxi voucher program - federal grant	658209	7/22/2013	\$2,210.05	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658173	7/15/2013	\$1,957.50	Y	N		Operating
CLAIREMONT EQUIPMENT	Bus Stop Improvement	658216	7/22/2013	\$1,867.75	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658239	7/22/2013	\$1,770.00	Y	N		Operating
TOPS N BARRICADES	Bus Stop Improvement	658290	7/22/2013	\$1,575.12	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal grant	658227	7/22/2013	\$1,454.31	Y	N		Capital
ROTC	JARC program - federal grant reimbursement	658366	7/26/2013	\$1,109.82	Y	N		Capital
ELMS EQUIPMENT RENTAL	Bus Stop Improvement	658144	7/11/2013	\$1,077.60	Y	N		Capital
CABCONNECT	Taxi voucher program - federal grant	658130	7/11/2013	\$1,041.57	Y	N		Capital

SunLine Transit Agency
Checks \$1,000 and Over
For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
	Subtotal			\$1,362,057.19				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658194	7/15/2013	\$67,982.97	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658295	7/22/2013	\$65,758.60	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658266	7/22/2013	\$33,499.46	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	658188	7/15/2013	\$15,373.62	Y	N		Operating
METLIFE SBC	Dental insurance	658180	7/15/2013	\$6,791.09	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	658315	7/26/2013	\$6,302.36	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658167	7/15/2013	\$4,475.66	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658202	7/22/2013	\$4,417.02	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658169	7/15/2013	\$2,913.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658210	7/22/2013	\$2,913.92	Y	N		Operating
EYE MED	Employee benefits	658172	7/15/2013	\$2,266.96	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	658179	7/15/2013	\$2,193.51	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST	Pension deposits (paid per payroll)	658294	7/22/2013	\$1,427.30	Y	N		Operating
	Subtotal			\$216,226.42				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.								
Total Checks Over \$1000				\$2,267,626.24				
Summary								
Total of Checks Over \$1,000				\$2,267,626.24				
Total of Checks Under \$1,000				\$47,827.10				
Total of All Checks for the Month				\$2,315,453.34				
Total Amount of Checks Prior Year - Same Month				\$1,137,939.72				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	658733	8/28/2013	\$104,782.68	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658449	8/8/2013	\$23,920.75	Y	Y	\$297,576.00	Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658707	8/28/2013	\$20,329.83	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658545	8/16/2013	\$13,121.74	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658418	8/5/2013	\$11,240.67	Y	Y	\$168,759.00	Operating
NEW FLYER	Cost to purchase vehicle parts	658506	8/16/2013	\$9,669.08	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658637	8/16/2013	\$9,604.94	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658586	8/16/2013	\$7,554.31	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658742	8/28/2013	\$5,644.76	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658699	8/28/2013	\$5,250.00	Y	Y	\$292,326.00	Operating
A & B TRANSMISSION	Cost to repair vehicles	658511	8/16/2013	\$4,818.70	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658681	8/28/2013	\$4,283.49	Y	N		Operating
TURBO IMAGES	Cost to purchase vehicle parts	658744	8/28/2013	\$4,269.15	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658724	8/28/2013	\$3,920.00	Y	N		Operating
A. LIEBARTON SECURITY SERVICES	Onsite security services for facilities	658477	8/12/2013	\$3,816.76	Y	Y	\$102,506.00	Operating
NEW FLYER	Cost to purchase vehicle parts	658719	8/28/2013	\$3,659.41	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	658439	8/8/2013	\$3,457.23	Y	N		Operating
GRANGER	Cost to purchase vehicle parts	658572	8/16/2013	\$3,152.41	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	658445	8/8/2013	\$3,064.80	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658643	8/16/2013	\$3,027.13	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen Maintenance	658614	8/16/2013	\$2,880.00	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	658690	8/28/2013	\$2,837.51	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	658717	8/28/2013	\$2,688.20	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658583	8/16/2013	\$2,324.21	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658705	8/28/2013	\$2,244.09	Y	N		Operating
GREEN ENVIRONMENTAL MANAGEMENT	Cost of hazardous waste testing	658486	8/12/2013	\$2,028.60	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	658417	8/5/2013	\$1,826.36	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	658736	8/28/2013	\$1,778.45	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	658631	8/15/2013	\$1,755.71	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	658413	8/5/2013	\$1,747.89	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658465	8/8/2013	\$1,566.96	Y	N		Operating
FIESTA FORD	Cost to purchase vehicle parts	658558	8/16/2013	\$1,561.84	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658458	8/8/2013	\$1,527.32	Y	N		Operating
H-TECH MACHINING	Cost to purchase vehicle parts	658576	8/16/2013	\$1,520.28	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658542	8/16/2013	\$1,409.31	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658645	8/16/2013	\$1,397.08	Y	N		Operating
TRI-STATE PUMP	Cost to purchase SunFuel parts	658473	8/8/2013	\$1,390.60	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	658464	8/8/2013	\$1,368.71	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	658679	8/28/2013	\$1,279.84	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	658616	8/16/2013	\$1,275.00	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658657	8/28/2013	\$1,266.58	Y	N		Operating
SMART CHEMISTRY CORP	Cost of testing hydrogen samples	658732	8/28/2013	\$1,250.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658515	8/16/2013	\$1,242.36	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658547	8/16/2013	\$1,212.78	Y	N		Operating
WAXIE SANITARY SUPPLY	Cost to repair and service facility	658556	8/16/2013	\$1,187.40	Y	N		Operating
ATLAS COPCO COMPRESSORS	Cost to purchase SunFuel parts	658519	8/16/2013	\$1,182.40	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	658567	8/16/2013	\$1,180.88	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658679	8/28/2013	\$1,014.62	Y	N		Operating
	Subtotal			\$294,327.82				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section I - Check payments issued against the Operating Fund - (Costs related to General Administration)								
ROGER SNOBLE	Cost for General consultant	658411	8/1/2013	\$28,250.00	Y	Y	No not to exceed	Operating
RUTAN & TUCKER, LLP	Cost for legal services	658625	8/16/2013	\$27,043.09	Y	Y		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658593	8/16/2013	\$11,337.25	Y	N	\$318,319.00	Operating
G & K SERVICES	Cost to service uniforms	658584	8/16/2013	\$6,136.35	Y	Y		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658453	8/8/2013	\$5,288.05	Y	N	\$54,040.00	Operating
NYHART COMPANY	Cost for pension consultant	658608	8/16/2013	\$4,832.37	Y	N		Operating
MOORE MAINTENANCE & JANITORIAL	Cost for janitorial services	658598	8/16/2013	\$4,678.00	Y	Y	\$54,040.00	Operating
QUAKE KARE	Agency Emergency Preparedness Supplies	658618	8/16/2013	\$4,433.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Cost for utilities	658427	8/8/2013	\$4,212.11	Y	N	Operating	Operating
KUSHNER, SMITH, JOANOU & GREGSON,	Pension Auditors	658594	8/16/2013	\$3,970.00	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities	658641	8/16/2013	\$3,385.83	Y	N	Operating	Operating
CAL-TEST, INC	D&A Onsite Testing	658528	8/16/2013	\$3,275.85	Y	N		Operating
DESERT AIR CONDITIONING	Cost to repair and service facility	658432	8/8/2013	\$2,943.87	Y	N	Operating	Operating
DESERT AIR CONDITIONING	Cost to repair and service facility	658548	8/16/2013	\$2,585.88	Y	N		Operating
WOODRUFF, SPRADLIN & SMART,	Cost for legal services	658753	8/28/2013	\$2,534.50	Y	N	Operating	Operating
OFFICE DEPOT	Cost for office supplies	658611	8/16/2013	\$2,512.32	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	658469	8/8/2013	\$2,488.70	Y	N	Operating	Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	658686	8/28/2013	\$2,415.00	Y	N		Operating
JOSEPH FRIEND	Reimbursement for Education	658709	8/28/2013	\$2,033.00	Y	N	Operating	Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	658747	8/28/2013	\$1,918.61	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	658655	8/16/2013	\$1,873.93	Y	N	Operating	Operating
VERNON YOUNGDALE	Refund of Fare	658749	8/28/2013	\$1,640.00	Y	N		Operating
BURKE RIX COMMUNICATIONS	Staff development class	658667	8/28/2013	\$1,500.00	Y	N	Operating	Operating
JOSE M. FRANCO	Cost for public relations & marketing services	658422	8/7/2013	\$1,200.00	Y	N		Operating
SOFTCHOICE CORP	Cost for office supplies	658734	8/28/2013	\$1,172.36	Y	N	Operating	Operating
C V WATER DISTRICT	Cost for utilities	658524	8/16/2013	\$1,100.68	Y	N		Operating
CDW GOVERNMENT	Cost for computer supplies	658531	8/16/2013	\$1,099.78	Y	N	Operating	Operating
WESTGATE CENTER	Staff development class	658658	8/16/2013	\$1,095.00	Y	N		Operating
WESTGATE CENTER	Staff development class	658752	8/28/2013	\$1,085.00	Y	N	Operating	Operating
TOTALFUNDS BY HASLER	Cost for postage	658740	8/28/2013	\$1,053.69	Y	N		Operating
GRAVES & KING LLP	Legal Defense Cost	658485	8/12/2013	\$1,028.60	Y	N	Operating	Operating
TOTALFUNDS BY HASLER	Cost for postage	658470	8/8/2013	\$1,000.00	Y	N		Operating
UNITED STATES TREASURY	Fee Pension Plan	658745	8/28/2013	\$1,000.00	Y	N	Operating	Operating
	Subtotal			\$143,107.19				
Note: 1)								
Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"								
IND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	658409	8/1/2013	\$293,222.06	Y	Y	\$503,170.00	Capital
CREATIVE BUS SALES	Cost for new vehicles 2 (DAR)	658541	8/16/2013	\$197,511.95	Y	Y	\$1,185,072.00	Capital
C V WATER DISTRICT	Administration Building Fees	658660	8/23/2013	\$51,100.00	Y	N	\$42,957.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	658408	8/1/2013	\$29,581.75	Y	Y		Capital
PSOMAS	Bus Stop Improvement	658410	8/1/2013	\$26,729.89	Y	Y	\$18,366.00	Capital
CPAC	ITS Project-ARRA	658540	8/16/2013	\$26,004.89	Y	Y	\$0.00	Capital
TRAPEZE GROUP	ITS Project-ARRA	658507	8/12/2013	\$23,825.00	Y	N	\$533,458.00	Capital
ARCADIS	Construction Managing - Admin building	658426	8/8/2013	\$19,710.40	Y	Y		Capital
C.V.A.G.	JARC program - federal grant reimbursement	658525	8/16/2013	\$10,831.42	Y	N	\$533,168.00	Capital
ARCADIS	Construction Managing - Admin building	658421	8/7/2013	\$7,905.74	Y	Y		Capital
COUNTRY CLUB AWNING & BLINDS	Sunfals equipment Hydrogen dispenser	658538	8/16/2013	\$5,620.00	Y	Y	\$0.00	Capital
FIRST TRANSIT, INC.	Inspectors for new vehicles (DAR)	658693	8/28/2013	\$4,740.00	Y	Y	\$1,896.00	Capital

SunLine Transit Agency
Checks \$1,000 and Over
For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
AMERICAN GAS	Taxi voucher program - federal grant	658517	8/16/2013	\$4,608.29	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	658559	8/16/2013	\$3,548.02	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	658621	8/16/2013	\$2,382.91	Y	N		Capital
PERMA - Insurance	Passthrough Monies for WC	658727	8/28/2013	\$2,178.20	Y	N		Operating
COMSERCO, INC.	Radio and Bumper for new vehicles (DAR)	658536	8/16/2013	\$2,108.58	Y	Y		Capital
COUNTY OF RIVERSIDE	Administration Building Fees	658661	8/23/2013	\$2,000.00	Y	Y		Capital
JAMES W. CORNETT	Surveying - Administration Building Fees	658590	8/16/2013	\$1,880.00	Y	Y	\$0.00	Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658560	8/16/2013	\$1,860.00	Y	N		Operating
TOMMY EDWARDS	AFCB 4 & 5 - TIGGER III	658420	8/5/2013	\$1,702.51	Y	N		Capital
TRAPEZE GROUP	ITS Project-ARRA	658471	8/8/2013	\$1,574.18	Y	N		Capital
RUDY LEFLORE	AFCB 4 & 5 - TIGGER III	658419	8/5/2013	\$1,509.52	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal grant	658550	8/16/2013	\$1,507.90	Y	N		Capital
SAFETY-KLEEN CORPORATION	Contracted services	658730	8/28/2013	\$1,123.70	Y	N		Operating
DESERT ALARM	Security monitoring services	658549	8/16/2013	\$1,120.00	Y	N		Operating
AGUA CALIENTE BAND OF CAHUILLA	Fees for Admin Building	658425	8/8/2013	\$1,068.75	Y	Y	\$33,131.00	Capital
	Subtotal			\$727,833.67				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group Health insurance premium	658487	8/12/2013	\$216,457.71	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658726	8/28/2013	\$99,887.09	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658615	8/16/2013	\$87,170.95	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658648	8/16/2013	\$67,311.52	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658509	8/12/2013	\$66,393.51	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658495	8/12/2013	\$20,738.78	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	658497	8/12/2013	\$15,119.73	Y	N		Operating
ME LIFE SBC	Dental insurance	658493	8/12/2013	\$8,699.04	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	658429	8/8/2013	\$6,248.14	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658516	8/16/2013	\$4,851.06	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658478	8/12/2013	\$4,782.62	Y	N		Operating
LOCAL AGENCY WORKERS' COMP	Excess Workers' Comp	658455	8/8/2013	\$4,155.00	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658479	8/12/2013	\$3,160.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658527	8/16/2013	\$3,160.26	Y	N		Operating
EYE MED	Employee benefits	658483	8/12/2013	\$2,308.76	Y	N		Operating
	Subtotal			\$608,445.42				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll								
Total Checks Over \$1000				\$1,772,914.10				
Summary								
Total of Checks Over \$1,000				\$1,772,914.10				
Total of Checks Under \$1,000				\$50,160.64				
Total of All Checks for the Month:				\$1,823,074.74				
Total Amount of Checks Prior Year - Same Month				\$1,128,366.79				

August 2013 Statement



Open Date: 07/20/2013 Closing Date: 08/22/2013

Account: 13

Visa® Business Card
 SWIRLINE TRANSIT

Cardmember Service ☎ 1-866-552-8855
 BUS 13

New Balance	\$750.00
Minimum Payment Due	\$10.00
Payment Due Date	09/17/2013

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$750.00
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$750.00
Past Due	\$0.00
Minimum Payment Due	\$10.00
Credit Line	\$40,000.00
Available Credit	\$39,250.00
Days in Billing Period	34

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000618533

Automatic Payment

24-Hour Cardmember Service: 1-866-552-8855

- ☎ to pay by phone
- ☎ to change your address

Account Number: _____
Your new full balance of \$750.00 will be automatically deducted from your account on 09/16/13.

000038852 1 AB 0384 000638066303771 P

SWIRLINE TRANSIT

32005 MARKET CENTER TRL
 THOUSAND OAKS CA 92276 3501





Important Messages

Your payment of \$750.00 will be automatically deducted from your bank account on 09/16/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$3000. Your new credit line appears on this statement.

Simplify your finances today by consolidating your debt into one monthly payment. Check your mail for a great new offer or call Cardmember Service today for information on how to save with a balance transfer. Call now and start saving.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/16	08/15	5063	AMERICAN PUBLIC TRANS 202-4964800 DC	\$750.00	
TOTAL THIS PERIOD				\$750.00	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____

Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$750.00	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: August 22, 2013

(NO ACTIVITY FOR MONTH OF JULY)

Payments and other credits:

Detail:

08/16/13	American Public Transportation Assn. Conference Registration-Dir. of Operations Apolonio Del Toro - APTA Leadership Program	\$ 750.47
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SunLine Transit Agency
Budget Variance Report
June 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 Budget	YTD Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	450,887	893,202	(442,315)	10,364,678	10,718,420	0
Measure A	4,500,000	375,000	375,000	0	4,500,000	4,500,000	0
FTA Section 5307	2,724,804	366,607	227,067	339,540	2,881,653	2,724,804	156,849
FTA Section 5311	264,566	110,236	22,047	0	264,566	264,566	0
FTA Section 5316	125,310	13,737	10,443	3,295	30,596	125,310	(94,714)
FTA Section 5317	101,951	9,389	8,496	893	18,767	101,951	(83,184)
Fare Box Revenue (Fixed Route)	3,070,000	262,462	255,833	6,629	3,042,172	3,070,000	(27,828)
Fare Box Revenue (Demand Response)	280,000	22,238	23,333	(1,096)	293,343	280,000	13,343
Taxi Vouchers	21,724	6,638	1,810	4,827	55,703	21,724	33,979
Interest and Other Revenue	470,218	503,928	39,183	464,743	1,996,448	470,218	1,526,230
Total Operating Revenue	22,276,993	2,321,120	1,856,416	464,704	23,447,926	22,276,993	1,170,933
Expenses:							
SunFuels (10)	289,540	37,394	24,128	(13,265)	340,960	289,540	(51,420)
Operations-Fixed Route (11 & 12)	9,067,431	711,429	755,619	44,190	8,880,306	9,067,431	187,125
Operations-Dial-A-Ride (13 & 14)	2,478,560	239,723	206,547	(33,176)	2,821,504	2,478,560	(342,944)
Risk Management (15)	836,136	(64,355)	69,678	134,033	938,561	836,136	(102,425)
Maintenance (21 & 22)	4,713,527	499,806	392,794	(107,012)	4,969,798	4,713,527	(256,271)
Facility Maintenance-T.P. (23)	598,415	45,536	49,868	4,331	506,796	598,415	91,619
Facility Maintenance-Indio (24)	66,623	5,409	3,552	143	66,085	66,623	538
Stops & Zones Maintenance (25)	464,297	42,126	38,691	(3,434)	447,446	464,297	16,851
Marketing (31)	320,961	24,352	26,747	2,395	316,447	320,961	4,514
Human Resources (32)	382,828	47,000	31,902	(15,098)	393,491	382,828	(10,663)
General Administration (40)	1,352,837	315,221	112,736	(202,485)	1,728,805	1,352,837	(375,968)
Finance (41)	945,398	106,600	78,783	(27,817)	989,604	945,398	(44,206)
Information Technology (42)	271,790	22,353	22,649	297	310,110	271,790	(38,320)
Planning & Agency Development (49)	488,651	64,087	40,721	(23,366)	758,721	488,651	(270,070)
Total Expenses	22,276,993	2,096,680	1,856,416	(240,264)	23,468,633	22,276,993	(1,191,640)
Total Operating Surplus(Deficit)		\$ 224,440.00			\$ (20,706.95)		



SunLine Transit Agency Monthly Ridership Report July 2013

FY
2013 & 2014

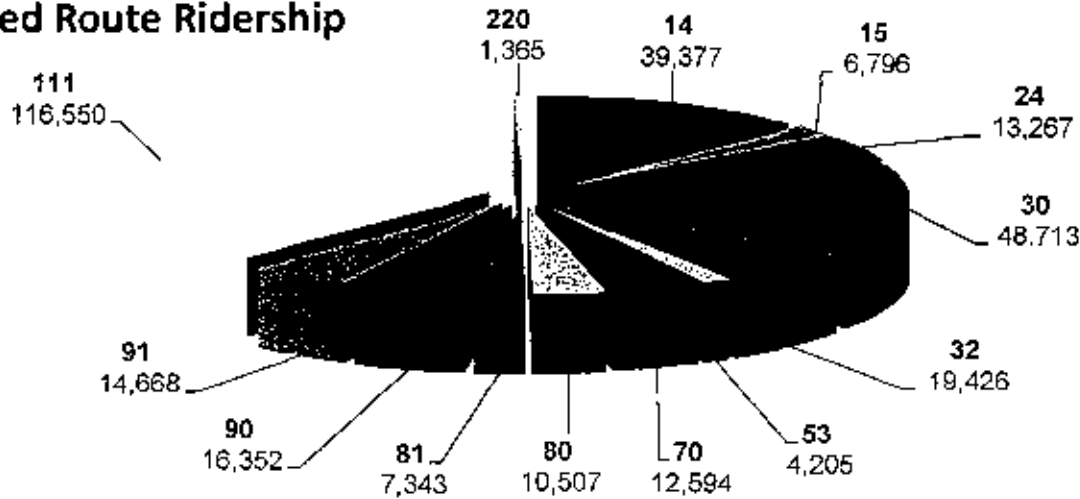
Fixed Route Line	Description	Jul 2013	Jul 2012	Jun 2013	Month Var.	% Var.	FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	OHS/PS	39,377	37,282	40,692	2,095	5.6%	39,377	37,282	2,095	5.6%	1,532	1,532	289	289
15	OHS	6,796	6,259	7,604	537	8.6%	6,796	6,259	537	8.6%	104	104	32	32
24	PS/CC	13,267	12,310	14,849	957	7.8%	13,267	12,310	957	7.8%	398	398	110	110
30	CC/PS	48,713	53,232	56,068	(4,519)	-8.5%	48,713	53,232	(4,519)	-8.5%	1,871	1,871	518	518
32	PD/RM/TP/PS	19,426	17,365	19,750	2,061	11.9%	19,426	17,365	2,061	11.9%	1,113	1,113	125	125
53	PD/IW	4,205	3,572	3,980	633	17.7%	4,205	3,572	633	17.7%	202	202	13	13
70	LQ/BD	12,594	12,850	14,491	(256)	-2.0%	12,594	12,850	(256)	-2.0%	507	507	58	58
80	Indio	10,507	10,457	9,864	50	0.5%	10,507	10,457	50	0.5%	156	156	79	79
81	Indio	7,343	7,039	7,298	304	4.3%	7,343	7,039	304	4.3%	117	117	99	99
90	Coachella/Indio	16,352	15,794	17,132	558	3.5%	16,352	15,794	558	3.5%	355	355	118	118
91	Cch/Th/Mecca	14,888	13,469	16,715	1,199	8.9%	14,668	13,469	1,199	8.9%	372	372	106	106
111	PS/Indio	116,550	113,218	117,330	3,332	2.9%	116,550	113,218	3,332	2.9%	4,421	4,421	867	867
220	PD to Riverside	1,365	-	1,209	1,365	0.0%	1,365	-	1,365	0.0%	42	42	7	7
Fixed route total		311,163	302,847	326,980	8,316	2.7%	311,163	302,847	8,316	2.7%	11,190	11,190	2,421	2,421
Demand Response														
SunDial		11,612	10,353	12,262	1,259	12.2%	11,612	10,353	1,259	12.2%				
System total		322,775	313,200	339,242	9,575	3.1%	322,775	313,200	9,575	3.1%				
		Jul-13	Jul-12	Jun-13										
Weekdays:		23	22	20										
Saturdays:		4	5	5										
Sundays:		4	4	5										
Total Days:		31	31	30										

Please note:

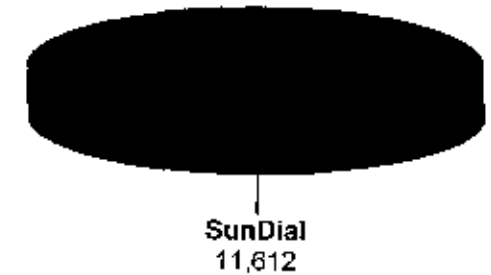
Commuter Link 220 service was implemented on September 10, 2012.

SunLine Transit Agency Monthly Ridership Report July - 2013

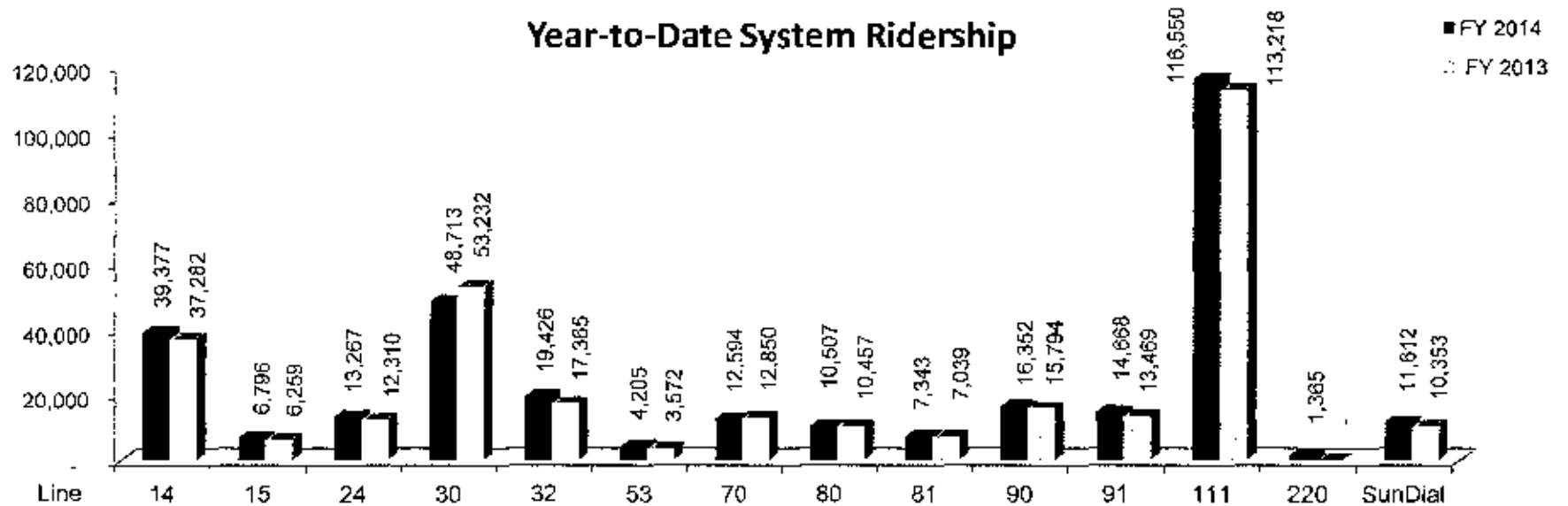
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____ Date: _____ Approved by: _____ Date: _____



SunLine Transit Agency Monthly Ridership Report August 2013

FY
2013 & 2014

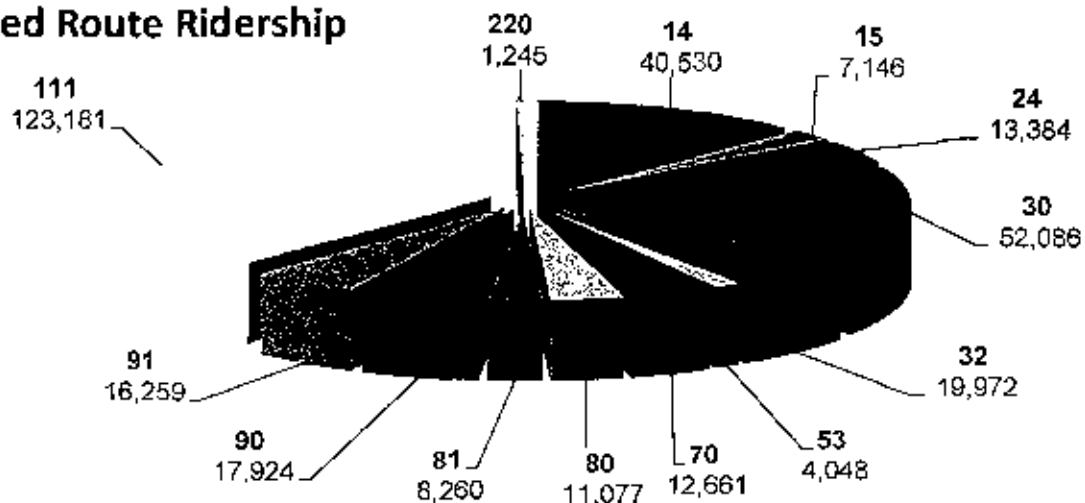
Fixed Route Line	Description	Aug 2013	Aug 2012	Jul 2013	FY 2013 & 2014		FY 2014 YTD	FY 2013 YTD	YTD Var.	%	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	40,530	39,930	39,377	600	1.5%	79,907	77,212	2,695	3.5%	1,438	2,970	419	708
15	DHS	7,146	7,014	6,796	132	1.9%	13,942	13,273	669	5.0%	87	191	58	90
24	PS/CC	13,384	13,297	13,267	87	0.7%	26,651	25,007	1,044	4.1%	401	799	175	285
30	CC/PS	52,086	57,291	48,713	(5,205)	-9.1%	100,799	110,523	(9,724)	-8.8%	1,723	3,594	606	1,124
32	PD/RM/TP/PS	19,972	18,049	19,426	1,323	7.1%	39,398	36,014	3,384	9.4%	1,165	2,278	150	275
53	PD/IW	4,048	4,020	4,205	28	0.7%	8,253	7,592	661	8.7%	188	390	9	22
70	LQ/BD	12,661	14,627	12,594	(1,966)	-13.4%	25,255	27,477	(2,222)	-8.1%	551	1,058	43	101
80	Indio	11,077	12,170	10,507	(1,093)	-9.0%	21,584	22,627	(1,043)	-4.6%	119	275	103	182
81	Indio	8,260	7,675	7,343	585	7.6%	15,603	14,714	889	6.0%	102	219	84	183
90	Coachella/Indio	17,924	17,044	16,352	880	5.2%	34,276	32,838	1,438	4.4%	400	755	212	330
91	Cch/Th/Mecca	16,259	15,775	14,668	484	3.1%	30,927	29,244	1,683	5.8%	471	843	58	164
111	PS/Indio	123,181	123,499	116,550	(318)	-0.3%	239,731	236,717	3,014	1.3%	4,457	8,878	962	1,829
220	PD to Riverside	1,245	-	1,365	1,245	0.0%	2,610	-	2,610	0.0%	43	85	5	12
Fixed route total		327,773	330,991	311,163	(3,218)	-1.0%	638,936	633,838	5,098	0.8%	11,145	22,335	2,884	5,305
Demand Response														
SunDial		11,396	10,973	11,612	423	3.9%	23,008	21,326	1,682	7.9%				
System total		339,169	341,964	322,775	(2,795)	-0.8%	661,944	655,164	6,780	1.0%				
		Aug-13	Aug-12	Jul-13										
Weekdays:		22	23	23										
Saturdays:		5	4	4										
Sundays:		4	4	4										
Total Days:		31	31	31										

Please note:

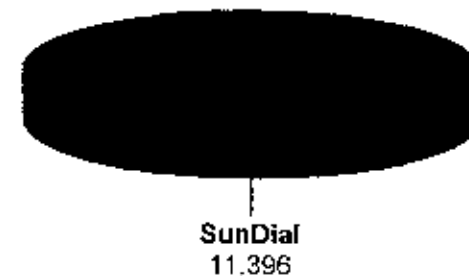
Commuter Link 220 service was implemented on September 10, 2012.

SunLine Transit Agency Monthly Ridership Report August - 2013

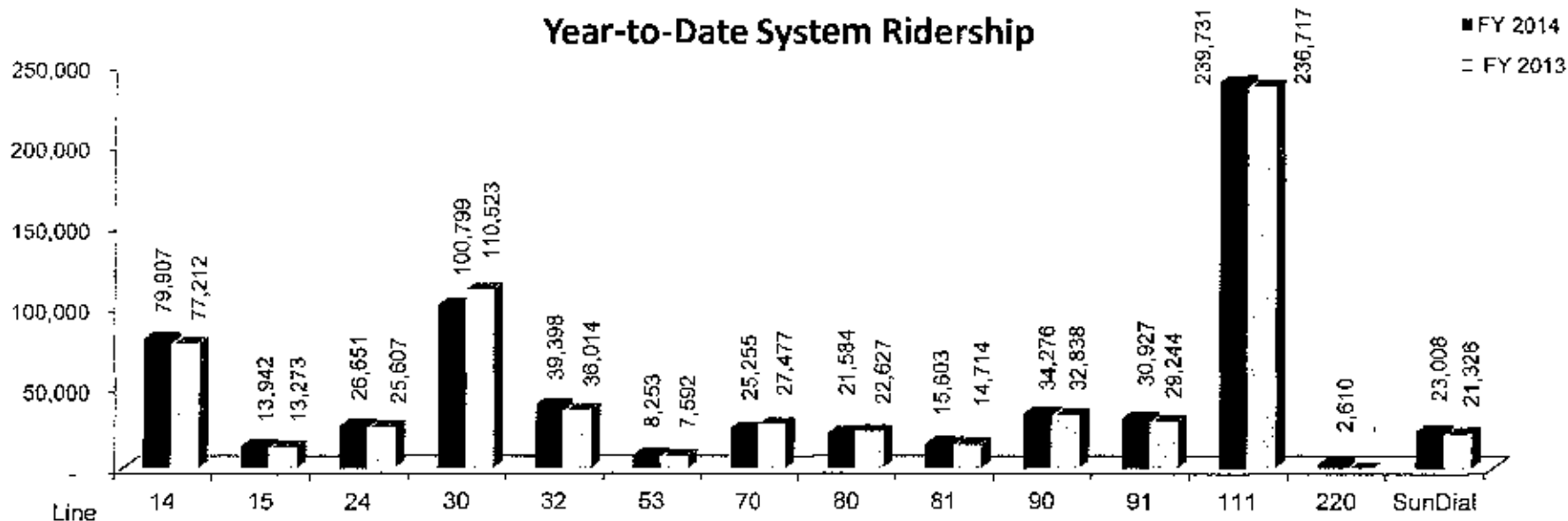
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____ Date: _____ Approved by: _____ Date: _____



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
July 2013

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
92.9%	90.3%	Total trips carried in the on-time window
538	963	Total trips late during the month
9,986	11,317	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
10,353	11,612	Total passengers for the month
86,411	102,099	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
2	0	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
4	6	Total Onboard Inspections
2	1	Total Safety Evaluations

5. DENIALS

<u>Last Year</u>	<u>This Year</u>	
1	1	Total Denied Trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,593	1,602	Total Mobility Device Boarding's

cc: Roger Snoble, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
August 2013

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.8	90.4	Total trips carried in the on-time window
460	1,056	Total trips late during the month
9,885	10,312	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
10,973	11,396	Total passengers for the month
90,936	101,148	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	0	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
0	2	Total Onboard Inspections
0	0	Total Safety Evaluations

5. DENIALS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,827	1,524	Total Mobility Device Boarding's

cc: Roger Snoble, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe



Fleet and Facilities Plan 2013



SunLine Fleet and Facilities Plan 2013

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Introduction

The SunLine Fleet and Facilities Plan is intended to provide SunLine Transit Agency with a plan for future fleet and facility purchases, based on:

- Recent trends in ridership
- Known plans for service expansion, both for growth in communities and for new service formats such as Bus Rapid Transit.
- Fleet and facility asset lifecycles

While the plan is built on the best available information on expected changes over the period to 2030, there will always be uncertainty over the magnitude and sequencing of any changes. Therefore, the plan will require regular updating (perhaps annually) as new and more detailed information emerges.

The plan points to key issues with major implications for funding needs:

- Fleet Replacement/Expansion:
 - 66 existing buses were all purchased in 2006-2009 and will need to be replaced in 2018-2023.
 - Bus Rapid Transit will require significant investment in both fleet and facility investment.
 - Ongoing small average fleet growth annually will also increase the fleet.
 - Continued commitment to new clean fuel technology experimental buses.
- Facility Replacement/Expansion:
 - The Operations and Maintenance facilities at Thousand Palms will need replacing.
 - A plan is required for future investment in the Indio facility.
 - The CNG fuel station at Thousand Palms must be replaced.
 - Fleet expansion must be accommodated.
- Technology:
 - New technology to be used where improved customer service and efficiency will result.

This plan will be used as input to the annual capital budget and short range transit planning processes. The needs as identified here appear to be considerably beyond the available funding, which will be a further challenge with implementing the plan. Competing needs will need to be prioritized and sequenced based on funding levels.

Section One: Fleet

The SunLine vehicle fleet consists of the following vehicles:

- 69 fixed route buses (plus one out of service test vehicle)
- 31 paratransit vans
- 37 non-revenue cars and trucks

Each of these categories is discussed below:

Fixed Route Buses

Existing Fleet

As of June 30, 2013, SunLine Transit Agency owns 69 fixed route vehicles as shown below:

- 15 Orion High Floor 40 ft. buses (delivered 2006)
- 41 New Flyer Low Floor 40ft buses (delivered 2008-2009)
- 10 El Dorado Low Floor 32ft buses (delivered 2010)
- 3 Hydrogen fuel cell experimental buses (delivered 2004, 2006, 2011)

Of these, 68 buses are available for service. FC1 is out of service long term due to the fuel cell being exhausted (requires new cell and reintegration at estimated \$1.5 million cost, which is not cost effective). There is also a test bed bus 550 (New Flyer) not presently in use, awaiting new funding for experimental use as either an electric bus or a mild hybrid project. No other buses from the above fleets are long term out of service, though the 41 bus New Flyer fleet has been plagued with engine problems that solutions are still under development for.

Two additional hydrogen fuel cell buses will be delivered to SunLine by March 31, 2014. Assuming FC1 and the testbed remain out of service, and the two new buses arrive on schedule, the SunLine active fixed route fleet will be 70 buses in FY 14-15 (excluding FC1 and 550).

Existing Service levels

Existing service frequencies as at July 2013 are shown in the table below.

Table 1 – SunLine Service Frequencies as at July 1, 2013

Line Number	Weekday Frequency			Weekend Frequency	
	Peak	Midday	Evening	Day	Evening
14 (6 buses)	35	35	35	45	45
15 (1 bus)	45	45	45	45	45
24 (2 buses)	45	45	45	45	45
30 (4 buses)	30	30	30	40	40

32 (5 buses)	50	50	50	75	75
53 (2 buses)	80	80	80	80	80
70 (4 buses)	45	45	45	90	90
80 (1 bus)	60	60	60	60	60
81 (1 bus)	60	60	60	60	60
90 (2 buses)	35	35	35	35	35
91 (3 buses)	60	60	60	80	80
111 (13 buses)	20	20	20	40	40
220 (2 buses)	2 trips west am 2 trips east pm	-	-	-	-

Peak Fleet and Spare Ratio

Existing Conditions

As of July 1, 2013, peak usage for fixed route buses is 46. This occurs weekday afternoons between approx. 2 and 4 pm. This means an existing spare bus ratio based on the CNG fleet (ignoring the experimental hydrogen fuel cell buses) of $(66-46)/46 = 43.5\%$. This is significantly above the Federal Transit Administration (FTA) mandated level of 20%.

SunLine committed to meeting the 20% spare ratio in its 2010 Triennial Review. Due to the economic conditions and the lower than anticipated funding levels, there has been limited progress meeting this goal. Significant progress towards meeting this goal will occur with the service changes planned for FY 2013-14. This fiscal year will see service added to the extent of 10 additional peak buses. This means peak demand will be 56, and spare ratio $(66-56)/56 = 17.9\%$.

The two new hydrogen fuel cell buses arriving by early 2014, together with FC 2 and FC3, are experimental buses which are not counted towards the spares ratio, but will help SunLine reliably meet the expanded peak vehicle requirement above.

Previous Plans

The reason SunLine has a high spares ratio is the result of bus purchases in preparation for the service expansion recommended in SunLine's 2006 Comprehensive Operations Analysis Study. The economic recession that hit at the end of 2008 resulted in reduced funding levels for SunLine, causing the proposed service expansion to be delayed.

Funding levels have since begun to recover to a level where the agency can feel financially secure in expanding service in FY 2013-14. As mentioned above, this will add ten buses to peak demand weekdays.

Recent Service Changes

Line 15 was created as a separate route in place of Line 14 deviating to service Hacienda Drive at Desert Hot Springs. This change, introduced in September 2010, has resulted in increased ridership on the Desert Hot Springs lines 14 and 15. This change added one bus to peak demand.

Also in September 2010, Line 53 was created in place of Line 50 in Palm Desert to serve the new university campuses at the north end of Cook Street at Palm Desert and to improve the efficiency of this line. There was a reduction from two to one buses with the change, offsetting the Line 15 change above.

In January 2012, Line 81 was created at Indio. This was a modification to the existing Line 80 loop services. No extra buses were added to peak demand as a result of this change.

Commuter Link 220 between Palm Desert and Riverside was launched in September 2012, with two buses providing two westbound a.m. trips and two p.m. eastbound trips weekdays, a trail of this regional service. This added two buses to peak demand.

Recent Ridership Trends/Factors

SunLine ridership has grown over the last five years. This includes growth in the fixed route ridership of almost 28% (+1 million) to 4.57 million annual boardings.

One clear factor in ridership growth for SunLine has been the loss of local yellow school bus operations for high/ middle schools in at least one of Coachella Valley's school districts between 2009 and now. The loss of these services resulted in an immediate spike in ridership on the La Quinta Line 70 in September 2010). One bus had to be added mornings and two buses afternoons to Line 70 to accommodate all ridership.

More recent crowding from school students on Lines 24, 30, and 53 saw extra three trips (two buses) added. This trend appears to have stabilized now. However, each year brings changes to school populations. There are some new high schools that have opened or will open soon (Shadow Hills at North Indio, Rancho Mirage) that may create demand for tripper buses on existing or proposed routes.

Another ongoing cause of ridership growth has been from general growth in population and the recovery of the labor market. There have been two additional trips (one bus) added to the morning Line 14 service in 2012 due to crowding from general ridership (increased worker trips more so than school students). As weekday afternoon is the higher peak for buses, these changes were absorbed within the existing fleet. Other routes have been able to absorb ridership growth to date. See later section on future population projections and their possible impact on fleet growth.

Proposed Service Changes: Immediate Future

During the FY 2013-14 year, the following changes are proposed for the fixed route network:

- **New Lines:**
 - o Line 54 Indio – Palm Desert via Fred Waring Drive (2 buses) – from January 2014.
 - o Line 95 North Shore to Indio (1 bus) – from September 2013
- **Improved Frequencies:**

- Line 14 Desert Hot Springs – Palm Springs peak periods weekdays every 20 instead of every 35 minutes (2 buses) from January 2014.
- Line 30 Cathedral City – Palm Springs every 20 instead of every 30 minutes daytime weekdays (2 buses) from January 2014.
- Line 111 weekend service increase (every 40 to every 20 minutes between 9 am and 6 pm) (no extra buses): from September 2013.
- Other Changes:
 - Lines 15, 24, and 90 will each become every 40 minutes weekdays to improve coordination with other lines (no extra buses): January and May 2014.
 - Line 24 one a.m. and p.m. two school tripper buses (2 buses): from January 2014.
 - Lines 24 and 32 to become every 60 minutes weekends (no extra buses): from January 2014.
 - Line 53 route restructure. No additional buses needed: from January 2014.
 - Lines 90 and 91 to become every 60 minutes weekends (no extra buses): from May 2014.
 - Line 111 extension from Indio to Coachella (all trips/all days) (1 bus): from May 2014.

While not able to be funded in FY 2013/14, the following short term changes are possible options for consideration in FY 14-15 or beyond:

- Line 14: improve weekday off peak to 20 minute (currently 35 minute) (no additional buses).
- Line 32: increase weekday service to every 40 minutes (instead of existing 50 minute frequency) (1 bus).
- Line 70: increase weekday service frequency to every 30 minutes weekdays and every 40 minutes weekends, plus an extension of Line 70 to north of I-10 to near Sun City Del Webb (1 bus).
- Line 80 and 81: increase frequency from every 60 to every 30 minutes (2 buses).
- Line 90: increase from every 40 to 30 minutes weekdays (1 bus).
- Commuter Link 220: add three more round trips weekdays (1 bus).
- New initiatives for Desert Edge/Sky Valley and North Indio (2 buses).
- Total: 8 buses (9 including spares)

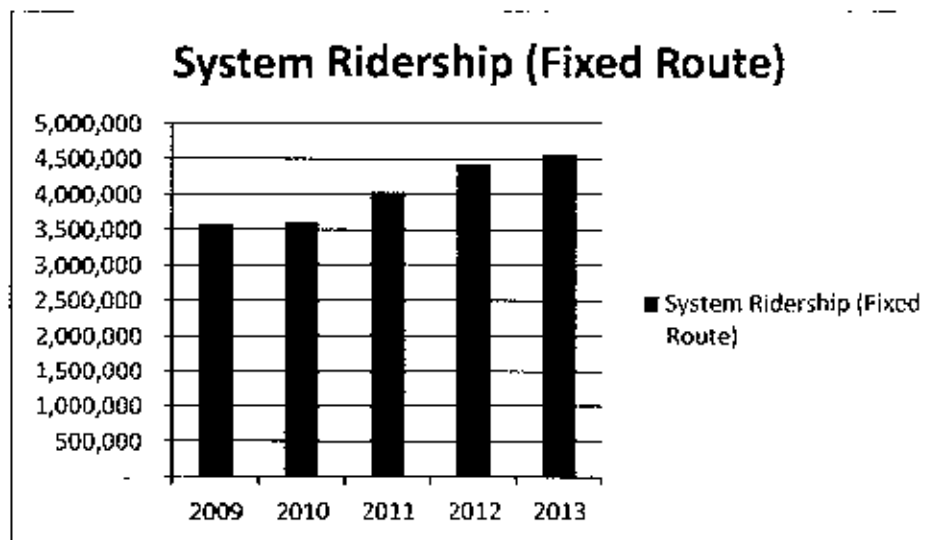
Many of these extra buses can be absorbed into the fleet, especially through midday refueling of El Dorado buses and other efficiencies. However, a peak fleet of 60 buses will be needed (total fleet of 72). This will require restoration of FC1 and test-bed bus 550 to service, or for the agency to manage with a spare ratio under 20%, or for smaller capacity vans on some routes (e.g. Desert Edge/Sky Valley, North Indio). This situation will require careful short term planning for, based on prioritization of needs around available funding/resources.

Future Projections

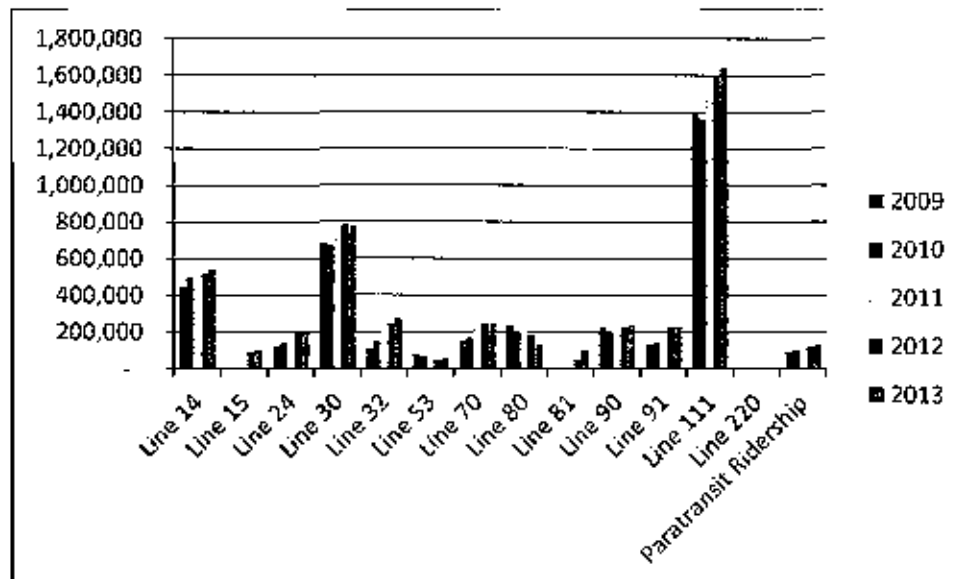
Ridership Trends

Below are charts showing ridership for the fixed route system as well as individual routes. Even with limited service expansion in the last five years, ridership has grown almost 28% in that time, or 7% average annual increases. Growth in ridership has been absorbed by existing services (except schools).

Planned service improvements above should see ridership growth accommodated for the next three years based on a fleet of 78 buses. The most recent year growth was 3%, lower than the previous two years. The proposed service improvements in FY13-14 and ongoing population growth may see the growth rate climb again back towards the average 7%. The years beyond 2016 will be largely driven by population and service improvements (including Bus Rapid Transit) discussed below.

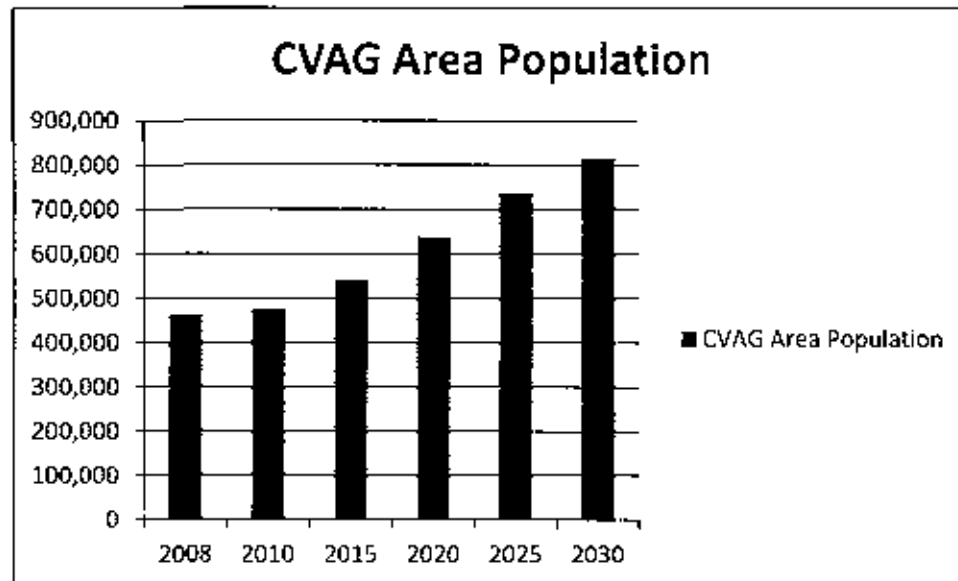


Ridership by Route – FY 2009 to FY 2013



Population Growth

The CVAG area population projections are shown below. The next 17 years to 2030 could see up to 302,000 more residents of the CVAG area, a 59% increase in population.



Among area cities, largest population increases expected between 2010 and 2030 are:

- Coachella: +75,000 (176.5% growth).
 - One new route expected to Ave 50/52 area north to I-10 (La Entrada). Need 3 buses.
 - A second route with 2 buses appears likely (or Line 90 further expanded) due to the high overall projected growth.
 - This adds **6 extra buses** (includes a spare bus).
- Indio: + almost 30,000 (35.6% increase).
 - Lines 80-81 frequency already planned to double (mentioned above – short term).
 - North Indio area is being studied for a new service (mentioned above – short term).
 - Further growth could however require expansion to the south of Indio (1 extra bus).
 - Total **2 extra buses** (includes spare).
- Desert Hot Springs +26,300 (85% increase).
 - Line 14 planned improvements will cater for the short term.
 - Desert Edge/Sky Valley may also gain service in the short term (mentioned above).
 - One bus for line 15 expansion westward and/or increased frequency is likely.
 - This is **1 extra bus** (spare addressed above).
- **Total of all these increases: 9 buses (includes spares)**

Smaller increases in population are predicted in other cities, which may still have implications for SunLine service levels:

- Cathedral City (almost 12,000 or 22%)
- Palm Springs (9,000 or 19%)

- o La Quinta (7,500 or 17%)
- o Palm Desert (7,000 or 14%)
- o Rancho Mirage (4,300 or almost 26%)
- o Indian Wells (800 or 16%).

These smaller increases will likely be handled okay with existing planned service improvements, with the following exceptions:

- o Line 30 Cathedral City: increase to every 15 minutes weekdays (2 buses).
- o Line 32 Palm Springs, Cathedral City, Thousand Palms, Rancho Mirage, Palm Desert: increase to every 30 minutes weekdays (1 bus).
- o Line 53 Palm Desert increase to every 30 minutes (2 buses).
- o Line 70 La Quinta: every 20 mins. (2 buses)
- **Total of all these increases: 8 buses (includes spares)**

There is also significant growth in county unincorporated areas, of around 170,000 or 26%. Known at this stage is significant development at the Salton Sea west side, which could see a 40,000+ community. This would add a new route, with 2 buses. At least three other sizable developments are needed to achieve the growth projected, with each possibly 2 buses (these are typically away from existing routes).

- **Total of all these increases: 10 buses (includes spares)**

The above assumptions total 27 extra buses required to address population growth in the years 2018 to 2030, an average of 2 buses per year (plus spares). While the exact sequence of when various service improvements may be needed, the growth in population will bring immense pressure to expand transit service throughout the Coachella Valley.

Bus Rapid Transit (BRT)

Bus Rapid Transit is a format for bus service modeled on the attributes of rail service that allows it to attract high ridership than traditional bus service. This includes limited stops and signal priority technology to speed up service, as well as modern fleet and a higher standard of passenger amenities and fare collection technology.

If Bus Rapid Transit were to be implemented by SunLine, the most likely corridor would be Highway 111. This corridor is currently served by 12 buses on Line 111 local service operating every 20 minutes. The corridor will be over 30 miles long, stretching from Palm Springs east to Coachella, with links to all but one of the other local bus routes operated by SunLine.

There are two formats for Bus Rapid Transit:

- A new BRT Line overlay on the existing Line 111 service (which would remain but be reduced in frequency).
- Optimization of the existing Line 111 service.

1) New BRT Line

This option would see a new BRT fleet operating a new transit line along the Highway 111 corridor. Assuming a new BRT line has a travel time 20% faster than the approx. 110 min. travel time of Line 111 of today (including the proposed Coachella extension), then this would be 88 min. travel time and a round trip time (incl. layover) of around 200 mins. Assuming 10 minute peak service (FTA guidelines require this for funding), this would be a fleet of 20 buses + 4 spares = 24 buses on the BRT service.

It is assumed that Line 111 all stops would reduce to every 30 minutes when this new BRT line is implemented. This would result in a reduction of 4 buses + 1 spare, so an overall increase of 19 buses for BRT would be needed (though 24 BRT vehicles would need to be purchased, and 5 local buses would be replaced by these, the other 19 BRT buses being for the fleet expansion required by the new line).

2) Optimized Line 111 BRT

This option would see the existing Line 111 be increased in frequency but reduced in its number of stops (though not as significant a reduction that the BRT Line above would require). The Line 111 stops would be enhanced and a new (expanded) fleet purchased for this line.

An optimized Line 111 might see a 10% change in travel time (more stops than a new BRT route) so this would reduce travel time to around 100 mins. end to end, or 230 mins. round trip with layover. This means a fleet of 23 buses (+ 5 spares) compared to the fleet of 12 (+ 2 spares) used now on Line 111. This compares to the 14 buses now (including spares), an increase of 14 buses. This is considered the more sustainable BRT service option and will be planned for 2030 (see discussion of BRT Light below).

BRT Light:

BRT planning is expected to begin in FY 2013-14. However, the above scenarios can only realistically be afforded to be funded for both capital and operations under an unconstrained revenue scenario. Even under such an unconstrained scenario, an express bus scenario on the Highway 111 corridor may have

to be offered in a BRT “light” format from 2018 until such time as funding is adequate to operate a full BRT. Therefore, an assumption of 20 minute Line 111 service (existing service level) plus 30 minute express bus service with seven new buses on Highway 111 will be assumed for the purposes of this report for a constrained revenue scenario pending a full BRT implementation listed in 2030.

In a constrained scenario, the best that could be planned for is an upgrade to 15 minute service weekdays for Line 111 in its current format. This requires an extra 4 buses (+1 spare). This is the scenario reflected in the constrained scenario below.

Summary of Fixed Route Fleet Needs – Constrained Funding Scenario

Fleet	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Existing	60	60	64	65	66	67	68	69	70	71	72	73	74	75
Growth	0	4*	1	1	1	1	1	1	1	1	1	1	1	1
Peak	60	64	65	66	67	68	69	70	71	72	73	74	75	76
Spares	12	13	13	13	13	14	14	14	14	14	15	15	15	15
Total Fleet	72	77	78	79	80	82	83	84	85	86	88	89	90	91
Replacement	0	17	10	10	10	10	10	3	2	0	0	0	0	5
New	0	5*	1	1	1	2	1	1	1	1	2	1	1	1
Total Orders	0	22	11	11	11	12	11	4	3	1	2	1	1	6
Budget (\$M)	0	12.1	6.05	6.05	6.05	6.6	6.05	2.2	1.65	0.55	1.1	0.55	0.55	3.3

*Line 111 upgrade to 15 minute weekdays in 2018.

Summary of Key Changes (Constrained Funding Scenario):

- 2018: 15 Orions, 1 New Flyer, 1 Fuel Cell bus (FC2) to be replaced.
4 new buses (+1 new spare bus) for Line 111 15 min. weekday service.
Total 22 buses.
- 2019 through 2022: 10 New Flyers replaced each year, plus 2/3 buses for growth.
- 2023: 10 El Dorado buses replaced, plus 3 buses for growth.
- 2024: 3 alternative fuel cell buses replaced (550, FC 1, FC3). 2 buses for growth.
- 2025: 2 fuel cell buses replaced (FC4, 5). 3 buses for growth.
- 2026 through 2029: 2/3 new buses for growth. No replacements
- 2030: 5 replacement buses for those purchased in 2018. There are 3 other buses purchased for growth. Then the replacement cycle begins again.

The above numbers will need adjusting as fleet pricing increases. This pricing should be assessed annually based on other agency and SunLine bus orders.

Summary of Fixed Route Fleet Needs – Unconstrained Funding Scenario

Fleet	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Existing	65	65	79	81	83	85	87	89	91	93	95	97	99	101
Growth	0	14	2	2	2	2	2	2	2	2	2	2	2	2
Peak	65	79	81	83	85	87	89	91	93	95	97	99	101	103
Spares	13	16	16	17	17	17	18	18	19	19	19	20	20	21
Total Fleet	78	95	97	100	102	104	107	109	112	114	116	119	121	124
Replacement	0	17*	10	10	10	10	10	3	2	2	2	2	2	34*
New	0	17*	2	3	2	2	3	2	3	2	2	3	2	3
Total Orders	0	34*	12	13	12	12	13	3	5	4	4	5	4	37
Budget (\$M)	0	22.9	6.6	7.15	6.6	6.6	7.15	2.75	2.75	2.2	2.2	2.75	2.2	24.55

*BRT fleet in 2018 and 2030 is 28 buses.

Summary of Key Changes:

- 2014-2016: 8 new buses for short term growth.
- 2018: 15 Orions, 1 New Flyer, 1 Fuel Cell bus (FC2) replaced.
28 buses purchased for BRT (12 new, 16 replacement).
2 buses for growth.
Total 34 buses (28 of these are BRT).
- 2019 through 2022: 10 New Flyers replaced each year, plus 2/3 buses for growth.
- 2023: 10 El Dorado buses replaced, plus 3 buses for growth.
- 2024: 3 alternative fuel buses replaced (550, FC 1, 3). 2 buses for growth.
- 2025: 2 fuel cell buses replaced (FC 4, 5). 3 buses for growth.
- 2026 through 2029: new short term growth buses replaced (2 per year), plus 2/3 buses for growth.
- 2030: 28 bus BRT fleet replaced, plus 6 other buses bought in 2018 (this begins the second cycle of replacement of fleet), plus 3 buses for growth.

The above budgets are based on \$550,000 per standard local bus. \$700,000 is budgeted for a BRT 40 or 45 ft bus (BRT fleet in years 2018 and 2030). Articulated buses are not assumed for the BRT fleet.

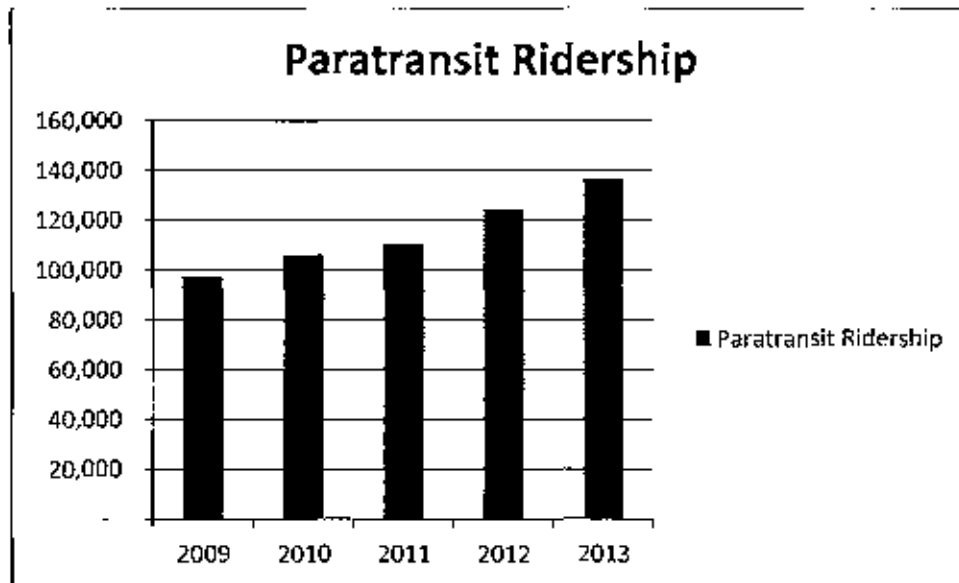
ADA Paratransit Vans

Existing Operations

SunLine offers SunDial ADA paratransit service to the Coachella Valley. Service is provided in line with federal guidelines, for trip origins/destinations within 0.75 miles of local fixed route services. A fleet of 31 vans is used. The existing fleet requires 10 or 11 vehicles to be purchased annually, as the vans have a 3 year 150,000 mile life before they become very expensive to maintain. Each new van is currently around \$110,000 to purchase, meaning a current \$1,210,000 annual budget.

Ridership Trends

Ridership for the SunDial paratransit service has been growing as shown in the chart below, with 40% grow over the last five years (10% average annual growth). The fleet was increased in 2010 from 27 to 31 vans. Currently up to 26 vans are deployed weekdays. An existing grant application is pending for expanding the fleet to 33 vans (if successful, this would occur in 2014), which would allow up to 28 vans to be deployed daily.



The growth in ridership and fleet suggests each 10,000 increase in annual ridership could require an additional van. This relationship should be monitored based on experience. If the current trend holds, 10,000 growth in ridership will occur annually, with one van to be added annually for expansion (2 in selected years for maintaining reasonable spare ratio).

SunDial Fleet Plan

The table below reflects the current fleet of 31 vans increasing to 33 in 2014, with annual growth of 1 van each future year. By 2030, this would see the van fleet at 53, around 60% higher than the fleet of 2014. Fleet replacement cost varies between \$1.32 and \$1.87 million as the annual order grows from 12 to 17 in line with fleet growth. A 20% spare ratio has been assumed in the analysis. This is the unconstrained plan, for which insufficient funding exists.

Unconstrained Plan:

Year	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Existing	26	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
Peak																	
Growth	2*	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Peak	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
Spares	5	6	6	6	6	7	7	7	7	7	8	8	8	8	8	9	9
Total Flt	33	35	36	37	38	40	41	42	43	44	46	47	48	49	50	52	53
Replace	4	11	11	11	13	12	12	13	14	13	14	14	15	16	15	15	16
New	2	2	1	1	1	2	1	1	1	1	2	1	1	1	1	2	1

Total Orders	6	13	12	12	14	14	13	14	15	14	16	15	16	17	16	17	17
Budget (\$M)	0.66	1.43	1.32	1.32	1.54	1.54	1.43	1.54	1.65	1.54	1.76	1.65	1.76	1.87	1.76	1.87	1.87

This plan is fundamentally linked to 10,000 new rides being added each year to total ridership requiring one extra bus. This assumption must be validated each year, as must the new vehicle cost of \$110,000.

The above expansion under constrained capital funding is not considered achievable when viewed in conjunction with fleet replacement. It would be more reasonable to assume an extra van every two years, with 99 vans purchased between 2018 – 2030 (13 years). This is a constrained scenario discussed further below.

Constrained Plan:

Year	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Existing	26	28	29	29	30	30	31	31	32	32	33	33	34	34	35	35	36
Peak Growth	2*	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0
Peak	28	29	29	30	30	31	31	32	32	33	33	34	34	35	35	36	36
Spares	5	6	6	6	6	6	6	6	6	7	7	7	7	7	7	7	7
Total Fft	33	35	35	36	36	37	37	38	38	40	40	41	41	42	42	43	43
Replace	4	11	11	11	11	12	12	12	12	13	13	13	13	14	14	14	14
New	2	1	0	1	0	1	0	1	0	2	0	1	0	1	0	1	0
Total Orders	6	12	11	12	11	13	12	13	12	15	13	14	13	15	14	15	14
Budget (\$M)	0.66	1.32	1.21	1.32	1.21	1.43	1.32	1.43	1.32	1.65	1.43	1.54	1.43	1.65	1.54	1.65	1.54

In terms of fleet operating costs, this would be around \$115,000 per van per year. This is considered sustainable based on Measure A funding growth rate. The greater problem is the capital funding shortfall.

Dial A Ride Alternative Scenarios

A more significant change would be to redefine SunDial. This could include various scenarios:

- Service to anywhere in the service area (not just the 0.75 mile coverage)
- Expansion of ridership to include seniors (60+ years)
- Operate full general public Dial-a-Ride (still could be restricted to 0.75 miles of fixed route)

There are no plans at this time for any such changes. These would need careful planning and would require a significant expansion of the van fleet, and more significant impacts in terms of operating funding. These changes are not included in this plan.

Mid-Life Overhauls

In addition to this, around \$55,000 per fixed route bus should be reserved for a mid-life overhaul. This would address key engine and transmission components. This is already being programmed for the first of the existing fleet, but will be a need for any new fleet purchased from here on. The paratransit vans do not require this work as they only operate for three years.

New Technology

It is important to plan for new technology on vehicles. This will include new fare equipment, cameras, and other systems, possibly including Transit TV. As much as possible these should be rolled into purchase cost of new vehicles, but this may not always be possible. To some extent these costs are captured in Intelligent Transportation System costs discussed in a later section.

Revenue Fleet Funding Challenge

Capital Funding Levels:

The challenge will be accumulating the required funding for fleet replacement, especially the significant fleet growth and replacement caused by a likely express bus initiative (BRT Light) in 2018 and BRT in 2030. Key factors to consider are:

- There is now a Federal formula fund created as part of Map 21 to provide bus and bus facility funding. However, the amount allocated is only a little over \$400,000 annually, well short of even existing needs. This is less than what one bus costs.
- Federal Urbanized Formula Funding Section 5307 will at best be flat and will need to support other capital and some operating needs. \$2.0 million after operating funds are deducted.
- State Transit Assistance (STA) growth is not clear as it is linked to the gas tax rather than a sales tax. \$2.5 million at current levels, with \$1.2 million to be allocated for the Coachella Valley Rail Program.
- State Proposition 1B funding (PTMISEA) will need to be robust and reauthorized into the future. This may be the critical funding source. \$957,860 remains in the current authorization but past annual allocations have been as much as \$3 million.

The above suggests around \$5 million may be available annually, but this is reduced by around \$1.5 million in other capital needs of the agency (non-revenue fleet, facility improvement, technology, excluding major building projects). This leaves around \$3.5 million per year available for fleet replacement. For a fleet of 72 buses (6 per year) and 33 vans (11 per year) vans to be replaced requires \$4.5 million per year, so there is a shortfall of \$1 million even now for fleet needs (ignoring any major facility building projects beyond the already funded new administration building). The further and more significant challenge is growing these funds as quickly as the fleet grows. Finally, some stockpiling of funds is needed as fleet purchases typically are bunched into around six years rather than evenly spread over the twelve year minimum life of a bus before it can be federally funded for replacement.

Operating Funding Levels:

Even before considering the capital needs, SunLine will need to set aside operating funds for expanded service levels. Assuming a 3% growth in LTF funding, this may increase from the \$11.768 million in 2013/14 by about \$3.5 million annually to begin with. This allows for at least. Measure A may also allow for some growth of around \$150,000 annually, though a large part of this must fund paratransit expansion.

Constrained Funding Scenario 2018-2030

Total requirement is:

- \$52.8 million for 96 fixed route buses over 13 years (average \$4.06 million per year).
- \$19.14 million for 174 vans over 13 years (average \$1.47 million per year).
- This averages to a total of \$5.53 million per year.
- This can only be met by accumulating \$4.55 million each year for the next four years, plus budgeting 13 years x \$4.13 million, to accumulate the \$71.89 million required. This is considered achievable.

Unconstrained Funding Scenario 2018-2030

Total requirement is:

- \$96.4 million for 158 fixed route buses over 13 years (average \$7.42 million per year).
- \$21.78 million for 203 vans over 13 years (average \$1.675 million per year).
- This averages to a total of \$9.095 million per year (nearly three times existing funding levels).
- This would require substantial new funding sources, a relatively unlikely scenario (with the possible exception of alternative fuel fleet funding).

Rail Service

While at this time SunLine is not expected to be the lead agency in developing rail service initiatives, it will monitor the needs of a regional and or local rail planning in partnership with Coachella Valley Association of Governments and Riverside County Transportation Commission. The purchase or new rollingstock or construction and upkeep of stations will be key funding issues for the region which may impact funding levels for the other needs of SunLine.

Non-Revenue Vehicle Fleet

SunLine has a fleet of 37 non-revenue vehicles, as follows:

- 6 supervisor vans (\$55,000 each, total \$330,000), replace in 2017.
 - No need to expand this fleet, even with significant bus and van fleet growth.
 - This fleet will need replacing in 2017, 2022, and 2027.
- 13 cars for administrative and bus operator relief transport (\$28,500 each, total \$370,500).
 - Replace 2 to 3 annually based on existing fleet.
 - This fleet will increase as service increases. At least 3 extra cars needed for the short term planned increases in service, plus replacement of 4 existing trucks with cars. This will then be a fleet of 20 cars by 2017, with 4 to replace annually (\$114,000 annual budget).
 - This will continue to grow as fleet expands, assuming one extra car per year, but 4 extra in 2018 when BRT starts. Therefore, by 2030 the car fleet could be as large as 35 in 2030, with 7 cars to be replaced annually (\$199,500 annual budget).
- 18 Trucks for maintenance staff (\$54,000 each, total \$972,000).
 - Replace 4 annually in short term (\$216,000 annual budget).
 - 4 trucks will be replaced by cars in the next two year. 2 other trucks have been withdrawn from service (expired fuel tanks) without replacement.

- o Assume the truck fleet expands back to 16 due to more bus shelters and other equipment maintenance. This will then still be 4 trucks per year to replace (\$216,000 annual budget).

Assuming a five year life, that means average annual car and truck fleet replacement costs of \$330,000 short term and \$415,500 by 2030. There will also be a \$330,000 cost every five years to replace supervisor vans. These estimates are subject to ongoing review.

Section Two: Facilities

The existing bus and van fleets are serviced and maintained at Thousand Palms (52 buses, 31 vans) and Indio (17 buses). These are the location of operations and maintenance facilities. Thousand Palms also includes buildings accommodating administrative staff. These facilities will be discussed below. This section will also discuss passenger facilities.

Agency Structures

Thousand Palms Facilities

The main location for the agency is the Thousand Palms headquarters. This property at 32-505 Harry Oliver Trail includes the following facilities:

- One Maintenance Shed (expanded 2011)
- One Spare Parts Office
- One Board Room
- Five administration buildings
- Three Operations Buildings
- One Bus Wash
- One Fuelling Station (internal – CNG and Hydrogen)
- One fuelling station (external – CNG and Hydrogen)
- One fuel production facility
- One Learning Center (upgraded 2012)
- Solar panels
- One bus storage awning (2011)
- Bus and van parking yard
- Car storage awning

- Car park (staff and visitors)

The following projects will replace facilities listed above:

- New administration building (2014): \$15 million project. Will replace board room and five administration buildings. Will include a new transit hub.
- New Thousand Palms CNG Fueling Station (2014). \$5 million project.
- Thousand Palms yard repaving (2013): \$500,000 project. Will repair/repave the bus and van yard and car park.
- New and replacement solar panels at Thousand Palms (2014): \$1.82 million project. Will replace and add to solar panels.

Potential next projects to develop engineering plan and costing and a funding plan for:

- Demolish office buildings made surplus by new administration building: this would provide space for additional bus, van, and car parking.
- Build new operations and maintenance buildings:
 - Need to develop consistent with expanded fleet sizes and future of Indio facility.
 - Need new facility development plan for Thousand Palms updating previous work.
 - Previous order of magnitude costing for this project was \$36 million.
- New bus wash.
- Expanded parking (as needed).
- Parking shade structures with solar panels.

Indio Facilities

This location is SunLine's satellite facility at Highway 111/corner Flower Street Indio. This is a small facility, limited in capacity to approx. 20 buses. It has operations and maintenance facilities all within a structure that dates to the 1950s and was previously a car yard/show room. The newest facility at Indio is the CNG fueling station which an upgrade was completed in 2010. Yard fencing was replaced in 2013. The location includes three bus shelters (and ticket vending machine) and a small public car park.

Funding exists for a study of options for this facility, taking into account the future opportunities for expansion of the site, the operating savings it affords versus the ongoing operating and upkeep costs, and opportunities to relocate in the east valley versus consolidation of all operations and maintenance at Thousand Palms. To replace the existing buildings could easily be a \$20 million project, especially if expansion onto adjacent properties was contemplated. Once this study is completed, then this section of the report can be updated.

Maintenance of Structures

An annual budget of \$250,000 is recommended for facility maintenance capital needs to maintain and enhance existing facilities. This is based on past experience. This may vary as new facilities are built.

Tools and Technology

In addition to the structural needs above, there are ongoing needs for new and replacement tools and technology, as follows:

- New Information Technology (IT) \$300,000 per year
- New Intelligent Transportation System (ITS) \$300,000 per year
- Facility Maintenance \$250,000 per year
- Tools and Equipment \$100,000 per year
- Office Furniture/Equipment \$25,000 per year

These are average amounts with some fluctuation with various projects, and each may be subject to growth as the fleet and facilities expand.

Passenger Facilities

Bus Shelters

As a result of recent installation of 70 new bus shelters and 12 relocations of inactive shelters, there will be 366 bus stops with bus shelters. This is out of 548 total bus stops, so 66% have shelters.

There are funds allocated for a further 38 shelters in FY 13-14 and 25 in FY 14-15 and subsequent years. Once the area is saturated with new shelters at all feasible locations, a replacement program will commence. With the remaining sites awaiting shelters plus new routes with new stops, the total number of stops with a shelter could easily reach 500 with five years. Hence the idea of 25 shelters per year (20 year life), requiring an annual budget of \$375,000 (at current pricing including site preparation). This is ideally matched to the annual Proposition 1B Safety and Security funding.

Bus Rapid Transit

A bus Rapid Transit initiative for the Coachella Valley could easily see bus stops upgraded with technology at least once per mile along Highway 111 route between Palm Springs and Coachella. That would be around 50 bus stops to be upgraded. A budget of \$2.5 million or \$50,000 per site is recommended. This may be adjusted based on the facility and technology selected.

It is assumed that any infrastructure for signal priority would be funded by the cities that corridor serves, though buses would need to be purchased with special equipment. This is assumed to be within the \$700,000 per BRT bus price (subject to further investigation).

There is funding for developing a BRT plan, and this work should occur in FY 2013/14. However, the high cost of BRT may not see that initiative until 2030.

New Transit Hubs

For this plan, new transit hubs are assumed to be funded by the cities in which they will be built.

The cities of Indio and Coachella both have shorter term plans to develop a hub in their respective cities. Other likely locations longer term would be:

- Palm Desert (Westfield Mall and/or College of the Desert)
- Rancho Mirage (Section 19/new regional rail station)
- Palm Springs downtown

- Cathedral City downtown
- Desert Hot Springs

The investment in such facilities could vary from \$500,000 to \$5.0 million depending on the extent of improvements and facilities proposed.



**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Financial Statements
and
Supplementary Information
Years Ended December 31, 2012 and 2011
(With Independent Auditor's Report Thereon)**

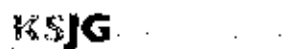
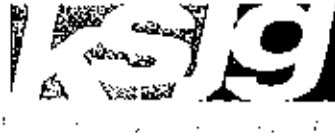


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INDEPENDENT AUDITOR'S REPORT

The Retirement Committee
SunLine Transit Retirement Income Plan for Bargaining Unit Personnel

We have audited the accompanying financial statements of SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan), which comprise the statements of plan net assets as of December 31, 2012 and 2011, and the related statements of changes in plan net assets for the years ended December 31, 2012 and 2011, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the plan's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the plan's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



INDEPENDENT AUDITOR'S REPORT
(Continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the statements of plan net assets of the Plan as of December 31, 2012 and 2011, and the statements of changes in plan net assets for the years ended December 31, 2012 and 2011, in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 and 2 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

 Kushner, Smith, Joanou, and Gregson, LLP

August 28, 2013

Kushner, Smith, Joanou, and Gregson, LLP
8105 Irvine Center Drive, Suite 1000, Irvine, California 92618

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Statements of Plan Net Assets
December 31, 2012 and 2011**

	<u>2012</u>	<u>2011</u>
<u>ASSETS</u>		
Cash and cash equivalents	\$ 576,134	\$ 608,454
Receivables:		
Contributions	42,229	39,445
Interest	32,693	36,167
Dividends	5,294	2,590
Total receivables	80,216	78,202
Investments, at fair value (Note 4):		
U.S. Government obligations	2,377,459	2,664,273
International bonds	76,155	--
Domestic corporate bonds	2,109,463	2,143,207
Domestic stocks	3,918,915	2,201,387
International stocks	248,316	--
Mutual funds	6,507,975	5,946,552
Total investments	15,238,283	12,955,419
Total assets	15,894,633	13,642,075
<u>LIABILITIES</u>		
Accrued expenses	24,429	--
Net assets held in trust for pension benefits (see schedule of funding progress on Page 14)	\$ 15,870,204	\$ 13,642,075

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Statements of Changes in Plan Net Assets
Years Ended December 31, 2012 and 2011**

	<u>2012</u>	<u>2011</u>
Additions to plan net assets:		
Employer contributions	\$ <u>1,045,458</u>	\$ <u>1,028,823</u>
Investment income (loss):		
Interest income	185,316	204,849
Dividend income	241,977	165,493
Net appreciation (depreciation) in fair value of investments	1,194,256	(348,358)
Investment expense	<u>(79,158)</u>	<u>(72,535)</u>
Total investment income (loss)	<u>1,542,391</u>	<u>(50,551)</u>
Total additions	<u>2,587,849</u>	<u>978,272</u>
Deductions from plan net assets:		
Benefits paid to participants and beneficiaries	322,447	276,753
Administrative expenses	<u>37,273</u>	<u>12,146</u>
Total deductions	<u>359,720</u>	<u>288,899</u>
Net increase in plan assets	2,228,129	689,373
Net assets held in trust for pension benefits:		
Beginning of year	<u>13,642,075</u>	<u>12,952,702</u>
End of year	<u>\$ 15,870,204</u>	<u>\$ 13,642,075</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
December 31, 2012 and 2011**

NOTE 1 - DESCRIPTION OF THE PLAN

The following description of the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

General - The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all collective bargaining employees of the Agency, regardless of hours worked.

Plan Restatement - Effective July 1, 2007 the Plan was amended and restated to reflect changes in laws and regulations issued since the last restatement, as well as to incorporate plan amendments made since the last restatement.

Pension Benefits - A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee may retire prior to age 62, provided he/she has attained age 55 and has completed 5 years of credited service, or has completed 25 years of credited service. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit.

Prior to June 30, 2007, the amount of the monthly retirement benefit at the normal retirement date shall be equal to 1/90 of the first \$400 of Final Average Monthly Earnings (FAME) plus 1/60 of the excess of FAME over \$400, times years and completed quarters of credited service. The calculation was amended effective July 1, 2007, whereas benefit payments at the normal retirement date shall be equal to 1/60 of FAME, times years and completed quarters of service. FAME is the average of the thirty-six highest consecutive months of earnings as a participant. If the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

Death, Disability and Termination Benefits - If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing five years of service they shall be entitled to receive an unreduced pension equal to 2.0 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal benefit upon attainment of age 55.

(Note 1 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 1 - DESCRIPTION OF THE PLAN (Continued)

Vesting - An employee covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan regardless of hours worked. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time.

Cost-of-Living Adjustments - There are no cost-of-living adjustments.

Membership Summary - At December 31, 2012 and 2011, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	<u>2012</u>	<u>2011</u>
Retirees and beneficiaries receiving benefits	54	50
Terminated participants entitled to but not yet receiving benefits	83	80
Active plan participants	<u>231</u>	<u>224</u>
Total	<u>368</u>	<u>354</u>

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The financial statements of the Plan are prepared under the accrual method of accounting.

Basis of Presentation - The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 25 "Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans" and GASB No. 50 "Pension Disclosures" which amended GASB No. 25, which prescribe the content and format for the financial statements and the accompanying supplemental schedules.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents - Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

(Note 2 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments - Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

Payment of Benefits - Benefit payments to participants are recorded upon distribution.

Administrative Expenses - Administrative expenses are paid by the Plan. During the years ended December 31, 2012 and 2011, Plan expenses were \$37,273 and \$12,146, respectively.

Recent Accounting Pronouncements - In June 2012, GASB issued Statement No. 67 "Financial Reporting for Pension Plans" (GASB No. 67) which replaces the requirements in GASB No. 25 and GASB No. 50. GASB No. 67 is effective for fiscal years beginning after June 15, 2013. Except for the presentation and disclosure requirements, management does not expect the adoption of GASB No. 67 to have a material impact on the Plan's financial statements.

Subsequent Events - The Plan evaluated subsequent events through August 28, 2013, the date these financial statements were available to be issued. With the exception of the event discussed in Note 7, there were no material subsequent events that required recognition or additional disclosure in these financial statements.

NOTE 3 - FUNDING POLICY

No employee contributions are required or permitted. Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2012 and 2011 were \$1,045,458 and \$1,028,823, respectively.

NOTE 4 - INVESTMENTS

US Bank was the custodian for all of the Plan's investments at December 31, 2012. Union Bank, whose trust department was purchased by US Bank during 2012, was the custodian for all of the Plan's investments at December 31, 2011.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk.

Custodial Credit Risk - The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 4 - INVESTMENTS (Continued)

Concentration of Credit Risk - The following non-participant directed investments are greater than five percent of the Plan's net assets as of December 31, 2012 and 2011:

		<u>2012</u>	<u>2011</u>
iShares MSCI Emerging Markets	Mutual Fund	\$ 1,206,320	\$ -- ♦
iShares TR S&P 500 Value	Mutual Fund	-- ♦	1,421,172
iShares TR S&P 500 Growth	Mutual Fund	-- ♦	992,907
		<u>1,206,320</u>	<u>2,414,079</u>
Aggregate of non-participant directed investments less than five percent of the Plan's net assets:		<u>14,031,963</u>	<u>10,541,340</u>
		<u>\$ 15,238,283</u>	<u>\$ 12,955,419</u>

♦ - Value is less than five percent of the Plan's net assets.

Interest Rate Risk - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The following debt security investments of the Plan are subject to interest rate risk as of December 31, 2012 and 2011:

		<u>December 31, 2012</u>	
<u>Debt Security Type</u>	<u>Market Value</u>	<u>Percentage of All Debt Securities</u>	<u>Portfolio Weighted Average Effectuated Duration (Years)</u>
U.S. Government Obligations	\$ 2,377,459	52.1 %	14.6
International Bonds	76,155	1.7	.4
Domestic Corporate Bonds	<u>2,109,463</u>	<u>46.2</u>	1.7
	<u>\$ 4,563,077</u>	<u>100.0 %</u>	

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 4 - INVESTMENTS (Continued)

<u>Debt Security Type</u>	<u>December 31, 2011</u>		
	<u>Market Value</u>	<u>Percentage of All Debt Securities</u>	<u>Portfolio Weighted Average Effected Duration (Years)</u>
U.S. Government Obligations	\$ 2,664,273	55.4 %	12.5
Domestic Corporate Bonds	2,143,207	44.6	2.2
	<u>\$ 4,807,480</u>	<u>100.0 %</u>	

Credit Risk - Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Plan's investment policies establish general risk measures for the fixed income portfolio. The following debt investments of the Plan at market value are subject to credit risk as of December 31, 2012 and 2011:

<u>Moody's Quality Rating</u>	<u>December 31, 2012</u>	
	<u>Fair Value</u>	<u>Fair Value as a Percent of Total Debt Security Investments</u>
AAA	\$ 652,536	14.3 %
AA3	211,959	4.6
A1	253,501	5.6
A2	814,503	17.9
A3	546,825	11.9
BAA1	251,339	5.5
BAA2	53,517	1.2
NA ¹	1,724,923	37.8
WR ²	53,974	1.2
	<u>\$ 4,563,077</u>	<u>100.0 %</u>

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 4 - INVESTMENTS (Continued)

<u>Moody's Quality Rating</u>	<u>December 31, 2011</u>	
	<u>Fair Value</u>	<u>Fair Value as a Percent of Total Debt Security Investments</u>
AAA	\$ 901,138	18.8 %
AA	50,499	1.0
AA3	161,826	3.4
A1	302,685	6.3
A2	966,137	20.1
A3	551,491	11.5
BAA2	53,778	1.1
NA ¹	1,763,135	36.7
WR ²	56,791	1.1
	\$ 4,807,480	100.0 %

¹ NA represents those securities that are not applicable to the rating disclosure requirements.

² WR represents those securities that have had their ratings withdrawn.

Foreign Currency Risk - Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. No Plan investments were subject to foreign currency risk at December 31, 2012 and 2011.

Net appreciation (depreciation) in fair value of investments during the years ended December 31, 2012 and 2011 is comprised of the following:

	<u>2012</u>	<u>2011</u>
Net realized gains on sale of investments	\$ 539,331	\$ 189,629
Net unrealized appreciation (depreciation) in fair value of investments	654,925	(537,987)
	\$ 1,194,256	\$ (348,358)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 5 - FUNDED STATUS AND FUNDING PROGRESS

The funded status of the Plan as of January 1, 2012, the most recent actuarial valuation date, is as follows:

Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Frozen Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
\$ 13,642,075	\$ 16,334,366	\$ 2,692,291	83.5 %	\$ 6,593,082	40.8 %

The Schedule of Funding Progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial values of Plan assets are increasing or decreasing over time relative to AALs for benefits.

NOTE 6 - ACTUARIAL DATA

The actuarial present value of accumulated plan benefits as of December 31, 2011 was computed by the Plan's consulting enrolled actuary, The Epler Company based on the "Aggregate Actuarial Cost Method." The more significant assumptions underlying the valuations which were performed as of January 1, 2012 are as follows:

Valuation date	January 1, 2012
Actuarial cost method	Aggregate
Amortization method	Level Percent of Pay
Asset valuation method	Market value
Actuarial assumptions:	
Mortality	RP-2000 Mortality Table
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality. The following are sample rates from this table:

(Note 6 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 6 - ACTUARIAL DATA (Continued)

<u>Age</u>	<u>Rates of Termination [%]</u>
25	7.7
30	7.2
35	6.3
40	5.2
45	4.0
50	2.6
55	0.9
60	0.1

Disability The following are sample rates of disablement:

<u>Age</u>	<u>Rates of Disablement [%]</u>
25	0.0
30	0.0
35	0.0
40	0.1
45	0.2
50	0.3
55	0.6
60	0.8

Investment rate of return	6.0% per annum, net of investment expenses
Projected salary increases	3.0%
Retirement	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Marital status	80.0% of the participants are assumed to be married or have eligible dependents.
Cost-of-living adjustments	None
Expenses	An explicit cost for Plan expenses was not included in the valuation; investment return is assumed to be net of expenses.

Source: The Epler Company Annual Actuarial Valuation January 1, 2012.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 7 - TAX STATUS AND SUBSEQUENT EVENT

On January 15, 2013, the Plan obtained its latest determination letter, in which the Internal Revenue Service stated that the Plan, as designed when the Plan was submitted for determination, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since being submitted for determination. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated in compliance with the applicable requirements of the Internal Revenue Code.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Supplementary Information

Schedule of Funding Progress
December 31, 2012

PROJECTED UNIT CREDIT

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAI.) Projected Unit Credit (b)	Unfunded AAI. (UAAL) (b-a)	% Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
1/1/07	\$ 7,873,180	\$ 8,630,795	\$ 757,615	91.2 %	\$ 5,531,108	13.7%
1/1/08	9,167,843	10,033,619	865,776	91.4	5,746,597	15.1
1/1/09	8,581,414	11,246,729	2,665,315	76.3	6,415,771	41.5
1/1/10	10,950,367	12,411,367	1,461,000	88.2	6,688,432	21.8
1/1/11	12,952,702	13,873,641	920,939	93.4	6,514,916	14.1
1/1/12	13,642,075	14,858,000	1,215,925	91.8	6,593,082	18.4

ENTRY AGE

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAI.) Frozen Entry Age (b)	Unfunded AAI. (UAAL) (b-a)	% Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
1/1/08	\$ 9,167,843	\$ 11,298,052	\$ 2,130,209	81.1 %	\$ 5,746,597	37.1%
1/1/09	8,581,414	12,669,583	4,088,169	67.7	6,415,771	63.7%
1/1/10	10,950,367	13,835,015	2,884,648	79.1	6,688,432	43.1
1/1/11	12,952,702	15,390,769	2,438,067	84.2	6,514,916	37.4
1/1/12	13,642,075	16,334,366	2,692,291	83.5	6,593,082	40.8

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

Supplementary Information

**Schedule of Employer Contributions
December 31, 2012**

<u>Year Ended December 31</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage of ARC Contributed</u>
2007	\$ 727,512	107.9%
2008	820,368	108.6
2009	1,118,112	97.9
2010	1,021,656	109.5
2011	959,580	107.2
2012	1,011,840	103.3



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**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Financial Statements
and
Supplementary Information
Years Ended December 31, 2012 and 2011
(With Independent Auditor's Report Thereon)**

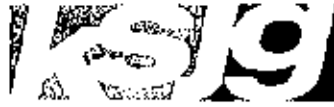
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INDEPENDENT AUDITOR'S REPORT

The Retirement Committee
SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel

We have audited the accompanying financial statements of SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan), which comprise the statements of plan net assets as of December 31, 2012 and 2011, and the related statements of changes in plan net assets for the years ended December 31, 2012 and 2011, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the plan's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the plan's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



INDEPENDENT AUDITOR'S REPORT
(Continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the statements of plan net assets of the Plan as of December 31, 2012 and 2011, and the statements of changes in plan net assets for the years ended December 31, 2012 and 2011, in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 and 2 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

 ; Gregson, LLP

August 28, 2013

Kushner, Smith, Joanou, and Gregson, LLP
8105 Irvine Center Drive, Suite 1000, Irvine, California 92618

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Statements of Plan Net Assets
December 31, 2012 and 2011**

	<u>2012</u>	<u>2011</u>
<u>ASSETS</u>		
Cash and cash equivalents	\$ 546,333	\$ 643,370
Receivables:		
Contributions	44,340	42,974
Interest	33,580	37,945
Dividends	5,670	2,794
Total receivables	<u>83,590</u>	<u>83,713</u>
Investments, at fair value (Note 4):		
U.S. Government obligations	2,815,729	2,994,857
International bonds	66,002	--
Domestic corporate bonds	2,112,255	2,208,783
Domestic stocks	4,207,594	2,376,183
International stocks	266,354	--
Mutual funds	6,949,485	6,419,151
Total investments	<u>16,417,419</u>	<u>13,998,974</u>
Total assets	<u>17,047,342</u>	<u>14,726,057</u>
<u>LIABILITIES</u>		
Accrued expenses	<u>26,129</u>	<u>--</u>
Net assets held in trust for pension benefits (see schedule of funding progress on Page 14)	<u>\$ 17,021,213</u>	<u>\$ 14,726,057</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Statements of Changes in Plan Net Assets
Years ended December 31, 2012 and 2011**

	<u>2012</u>	<u>2011</u>
Additions to plan net assets:		
Contributions:		
Employer	\$ 1,010,554	\$ 965,644
Participants'	110,026	107,136
Total contributions	<u>1,120,580</u>	<u>1,072,780</u>
Investment income (loss):		
Interest income	199,721	225,604
Dividend income	259,925	179,926
Net appreciation (depreciation) in fair value of investments	1,362,841	(368,894)
Investment expense	(84,978)	(79,179)
Total investment income (loss)	<u>1,737,509</u>	<u>(42,543)</u>
Total additions	<u>2,858,089</u>	<u>1,030,237</u>
Deductions from plan net assets:		
Benefits paid to participants and beneficiaries	515,932	446,089
Member refunds	7,885	19,225
Administrative expenses	39,116	12,660
Total deductions	<u>562,933</u>	<u>477,974</u>
Net increase in plan assets	2,295,156	552,263
Net assets held in trust for pension benefits:		
Beginning of year	<u>14,726,057</u>	<u>14,173,794</u>
End of year	<u>\$ 17,021,213</u>	<u>\$ 14,726,057</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
December 31, 2012 and 2011**

NOTE 1 - DESCRIPTION OF THE PLAN

The following description of the SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

General - The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all employees who work over 1,000 hours and are not covered by the collective bargaining agreement of the Agency, provided they agree to make the mandatory employee contributions.

Plan Restatement and Amendment - Effective July 1, 2007 the Plan was amended and restated to reflect changes in laws and regulations issued since the last restatement, as well as to incorporate plan amendments made since the last restatement. Effective January 1, 2010, the Plan was amended to allow the purchase of up to 12 months of service as a contract employee.

Pension Benefits - A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee may retire prior to age 62, provided he/she has attained age 55 and has completed 5 years of credited service, or has completed 25 years of credited service. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit. A participant shall at all times be 100 percent vested in their required contributions.

The amount of the monthly retirement benefit at the normal retirement date shall be equal to the greater of a) 2.5 percent times Final Average Monthly Earnings (FAME) times years of credited service (FAME is the average of the thirty-six highest consecutive months of earnings as a participant) or b) if the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. The maximum benefit is 90% of Final Average Monthly Earnings. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

Death, Disability and Termination Benefits - If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing ten years of service they shall be entitled to receive an unreduced pension equal to 2.5 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal benefit upon attainment of age 55.

(Note 1 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 1 - DESCRIPTION OF THE PLAN (Continued)

Vesting - An employee not covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan if they are a full-time employee as defined. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time. Employees shall at all times be 100 percent vested in their required contributions.

Cost-of-Living Adjustments - Cost-of-living adjustments are based on changes to the Consumer Price Index for the greater Los Angeles-Anaheim-Riverside area limited to 3.0 percent per year.

Membership Summary - At December 31, 2012 and 2011, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	<u>2012</u>	<u>2011</u>
Retirees and beneficiaries receiving benefits	35	32
Terminated participants entitled to but not yet receiving benefits	67	63
Active plan participants	81	83
Total	<u>183</u>	<u>178</u>

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The financial statements of the Plan are prepared under the accrual method of accounting.

Basis of Presentation - The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 25 "Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans" and GASB No. 50 "Pension Disclosures" which amended GASB No. 25, which prescribe the content and format for the financial statements and the accompanying supplemental schedules.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(Note 2 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents - Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

Investments - Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

Payment of Benefits - Benefit payments to participants are recorded upon distribution.

Administrative Expenses - Administrative expenses are paid by the Plan. During the years ended December 31, 2012 and 2011, plan expenses were \$39,116 and \$12,660, respectively.

Recent Accounting Pronouncements - In June 2012, GASB issued Statement No. 67 "Financial Reporting for Pension Plans" (GASB No. 67) which replaces the requirements in GASB No. 25 and GASB No. 50. GASB No. 67 is effective for fiscal years beginning after June 15, 2013. Except for the presentation and disclosure requirements, management does not expect the adoption of GASB No. 67 to have a material impact on the Plan's financial statements.

Subsequent Events - The Plan evaluated subsequent events through August 28, 2013, the date these financial statements were available to be issued. With the exception of the events discussed in Notes 7 and 8, there were no material subsequent events that required recognition or additional disclosure in these financial statements.

NOTE 3 - FUNDING POLICY

Employee contributions are required at three percent of monthly earnings. Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2012 and 2011 were \$1,010,554 and \$965,644, respectively. Employee contributions made during the years ended December 31, 2012 and 2011 were \$110,026 and \$107,136, respectively.

NOTE 4 - INVESTMENTS

US Bank was the custodian for all of the Plan's investments at December 31, 2012. Union Bank, whose trust department was purchased by US Bank during 2012, was the custodian for all of the Plan's investments at December 31, 2011.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk.

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 4 - INVESTMENTS (Continued)

Custodial Credit Risk - The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

Concentration of Credit Risk - The following non-participant directed investments are greater than five percent of the Plan's net assets as of December 31, 2012 and 2011:

		<u>2012</u>	<u>2011</u>
iShares MSCI Emerging Markets	Mutual Fund	\$ 1,286,150	\$ -- ♦
Pimco High Yield Fund Instl	Mutual Fund	856,650	-- ♦
iShares TR S&P 500 Value	Mutual Fund	-- ♦	1,535,387
iShares TR S&P 500 Growth	Mutual Fund	-- ♦	<u>1,070,451</u>
		<u>2,142,800</u>	<u>2,605,838</u>
Aggregate of non-participant directed investments less than five percent of the Plan's net assets:		<u>14,274,619</u>	<u>11,393,136</u>
		<u>\$ 16,417,419</u>	<u>\$ 13,998,974</u>

♦ - Value is less than five percent of the Plan's net assets.

• - Investment was not held by the Plan at year ended.

Interest Rate Risk - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The following debt security investments of the Plan are subject to interest rate risk as of December 31, 2012 and 2011:

<u>Debt Security Type</u>	<u>Market Value</u>	<u>December 31, 2012</u>	
		<u>Percentage of All Debt Securities</u>	<u>Portfolio Weighted Average Effectuated Duration (Years)</u>
U.S. Government Obligations	\$ 2,815,729	56.4 %	14.5
International Bonds	66,002	1.3	0.4
Domestic Corporate Bonds	<u>2,112,255</u>	<u>42.3</u>	1.8
	<u>\$ 4,993,986</u>	<u>100.0 %</u>	

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 4 - INVESTMENTS (Continued)

<u>Debt Security Type</u>	<u>December 31, 2011</u>		
	<u>Market Value</u>	<u>Percentage of All Debt Securities</u>	<u>Portfolio Weighted Average Effected Duration (Years)</u>
U.S. Government Obligations	\$ 2,994,857	57.6 %	13.2
Domestic Corporate Bonds	2,208,783	42.4	2.2
	<u>\$ 5,203,640</u>	<u>100.0 %</u>	

Credit Risk - Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Plan's investment policies establish general risk measures for the fixed income portfolio. The following debt investments of the Plan at market value are subject to credit risk as of December 31, 2012 and 2011:

<u>Moody's Quality Rating</u>	<u>December 31, 2012</u>	
	<u>Fair Value</u>	<u>Fair Value as a Percent of Total Debt Security Investments</u>
AAA	\$ 1,002,995	20.1 %
AA3	211,959	4.2
A1	103,439	2.1
A2	1,017,631	20.4
A3	536,671	10.7
BAA1	201,066	4.0
BAA2	53,517	1.1
NA ¹	1,812,734	36.3
WR ²	53,974	1.1
	<u>\$ 4,993,986</u>	<u>100.0 %</u>

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

Notes to Financial Statements
(Continued)
December 31, 2012 and 2011

NOTE 4 - INVESTMENTS (Continued)

<u>Moody's Quality Rating</u>	<u>Fair Value</u>	<u>December 31, 2011</u> <u>Fair Value as a</u> <u>Percent of Total</u> <u>Debt Security</u> <u>Investments</u>
AAA	\$ 958,806	18.4 %
AA	50,499	1.0
AA2	52,344	1.0
AA3	161,826	3.1
A1	157,042	3.0
A2	1,135,243	21.8
A3	541,259	10.4
BAA2	53,778	1.0
NA ¹	2,036,052	39.2
WR ²	56,791	1.1
	\$ 5,203,640	100.0 %

¹ NA represents those securities that are not applicable to the rating disclosure requirements.

² WR represents those securities that have had their ratings withdrawn.

Foreign Currency Risk - Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. No Plan investments were subject to foreign currency risk at December 31, 2012 and 2011.

Net appreciation (depreciation) in fair value of investments during the years ended December 31, 2012 and 2011 is comprised of the following:

	<u>2012</u>	<u>2011</u>
Net realized gains on sale of investments	\$ 659,382	\$ 231,696
Net unrealized appreciation (depreciation) in fair value of investments	703,459	(600,590)
	\$ 1,362,841	\$ (368,894)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 5 - FUNDED STATUS AND FUNDING PROGRESS

The funded status of the Plan as of January 1, 2012, the most recent actuarial valuation date, is as follows:

Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Frozen Entry Age (b)	Unfunded AAL (JAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
\$ 14,726,057	\$ 17,877,592	\$ 3,151,535	82.4%	\$ 3,295,632	95.6%

The Schedule of Funding Progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial values of Plan assets are increasing or decreasing over time relative to AALs for benefits.

NOTE 6 - ACTUARIAL DATA

The actuarial present value of accumulated plan benefits as of December 31, 2011 was computed by the Plan's consulting enrolled actuary, The Epler Company based on the "Aggregate Actuarial Cost Method." The more significant assumptions underlying the valuations which were performed as of January 1, 2012 are as follows:

Valuation Date	January 1, 2012
Actuarial cost method	Aggregate
Amortization method	Level Percent of Pay
Asset valuation method	Market value
Actuarial assumptions: Mortality	RP-2000 Mortality Table
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951. The following are sample rates from this table:

(Note 6 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)**

December 31, 2012 and 2011

NOTE 6 - ACTUARIAL DATA (Continued)

<u>Age</u>	<u>Rates of Termination [%]</u>
25	7.7
30	7.2
35	6.3
40	5.2
45	4.0
50	2.6
55	0.9
60	0.1

Disability

The following are sample rates of disablement:

<u>Age</u>	<u>Rates of Disablement [%]</u>
25	0.0
30	0.0
35	0.0
40	0.1
45	0.2
50	0.3
55	0.6
60	0.8

Retirement age

Normal retirement age under the Plan, as defined, or the age on the valuation date, if older.

Investment rate of return

6.0% per annum, net of investment expenses

Compensation increases

4.0% per annum

Cost-of-living adjustments

3.0% maximum

Marital status

80.0% of the participants are assumed to be married or have eligible dependents.

Expenses

An explicit cost for Plan expenses was not included in the valuation; investment return is assumed to be net of expenses.

Source: The Epler Company Annual Actuarial Valuation January 1, 2012.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements
(Continued)
December 31, 2012 and 2011**

NOTE 7 - TAX STATUS AND SUBSEQUENT EVENT

On January 15, 2013, the Plan obtained its latest determination letter, in which the Internal Revenue Service stated that the Plan, as designed when the Plan was submitted for determination, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since being submitted for determination. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated in compliance with the applicable requirements of the Internal Revenue Code.

NOTE 8 - SUBSEQUENT EVENT

In January 2013, the Plan was amended to comply with the provisions of the California Public Employees' Pension Reform Act of 2013.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

Supplementary Information

Schedule of Funding Progress
December 31, 2012

PROJECTED UNIT CREDIT

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Projected Unit Credit (b)	Unfunded AAL (UAAL) (b-a)	% Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
1/1/07	\$ 9,195,098	\$ 11,022,943	\$ 1,827,845	83.4%	\$ 3,007,499	60.8%
1/1/08	10,608,363	11,882,834	1,274,471	89.3	3,429,409	37.2
1/1/09	9,749,283	13,287,540	3,538,257	73.4	3,525,248	100.4
1/1/10	12,197,083	14,380,040	2,182,957	84.8	3,725,878	58.6
1/1/11	14,173,794	15,398,417	1,224,623	92.0	3,512,416	34.9
1/1/12	14,726,057	16,734,982	2,008,925	88.0	3,295,632	61.0

ENTRY AGE

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Frozen Entry Age (b)	Unfunded AAL (UAAL) (b-a)	% Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
1/1/08	\$ 10,608,363	\$ 12,878,665	\$ 2,270,302	82.4%	\$ 3,429,409	66.2%
1/1/09	9,749,283	14,628,247	4,878,964	66.6	3,525,248	138.4
1/1/10	12,197,083	15,574,575	3,377,492	78.3	3,725,878	90.6
1/1/11	14,173,794	16,534,758	2,360,964	85.7	3,512,416	67.2
1/1/12	14,726,057	17,877,592	3,151,535	82.4	3,295,632	95.6

**SUNLINE TRANSIT RETIREMENT INCOME PLAN
FOR NON-BARGAINING UNIT PERSONNEL**

Supplementary Information

**Schedule of Employer Contributions
December 31, 2012**

<u>Year Ended December 31</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage of ARC Contributed</u>
2007	\$ 935,508	104.3%
2008	951,600	100.3
2009	1,265,400	86.9
2010	1,162,812	93.4
2011	1,013,700	95.3
2012	1,063,500	95.0



**SUNLINE
SYSTEM SAFETY
PROGRAM PLAN**

SUNLINE SYSTEM SAFETY PROGRAM PLAN

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APPENDIX F: CONTRACTOR SAFETY CERTIFICATION

SECTION 1

POLICY STATEMENT AND AUTHORITY

This SunLine System Safety Program Plan (SSPP) is an operating document to guide SunLine in all aspects of safety for passengers, riders and visitors to any of our facilities. Management will review this document and all safety procedures on an ongoing basis to ensure safe environments and will update documents and procedures as appropriate.

Under Authority of Title 1, Division 7, Chapter 5 of California Government Code Section 6500 et seq. the jurisdictions in the Coachella Valley, by joint exercise of their common power, created and constituted a separate and distinct entity effective July 1, 1977, named SunLine Transit Agency (SunLine). SunLine is a Joint Powers Authority formed by nine cities (Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella) and the County of Riverside. The Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body. The Board hires the General Manager to operate the Agency, and to carry out the policies established by the Board. The Agency complies with all directives of the Transportation Development Act, the Federal Transit Administration and any directives of the Riverside County Transportation Commission, as appropriate.

The General Manager of SunLine hereby authorizes the establishment and implementation of the SSPP as ongoing, dynamic and proactive.

Roger Snoble
General Manager

Date

SECTION 2

DESCRIPTION OF PURPOSE FOR SSPP

The intent of the SSPP is bringing safety awareness to the forefront with all agency employees, the general public, and vendors, so that all concerned with SunLine are aware how serious the safety of passengers and employees is to this organization.

Because the issue of safety can be viewed from many perspectives, and reaches into all aspects of SunLine's operations, this SSPP also is intended to be inclusive of all aspects of SunLine's operations, both on property, on board our buses, at our hundreds of bus stops, and anywhere SunLine operates.

System safety is defined as system-wide coordination of all departments to apply operating, technical management techniques and principles to conserve life and property, prevent and reduce accidents/incidents and to maintain a safe & healthful work environment.

At a minimum, safety aspects include driving vehicles safely, having safe working areas for all employees, bus stops that are inviting and safe for our riders, taking safety into consideration whenever purchasing new vehicles or equipment, or in designing and building any part of the SunLine infrastructure. SunLine takes great pride in the number of accident free miles it drives each year and is determined to make that percentage an ever increasing percentage of our total miles driven. Realizing that zero accidents is nearly impossible to achieve, no matter how safety conscious we may be, it is still a goal of SunLine to be as close to that zero mark as humans can achieve.

This SSPP is designed to provide a means of coordinating all safety issues affecting SunLine, its employees and passengers. Safety issues reach into every department within the organization, inter-departmental relationships, and SunLine's responsibilities to various federal, state and local laws, regulations and ordinances.

Safety also has an obvious relationship to the various kinds of insurance coverage that SunLine maintains. Continued upgrading of our safety record should ensure that the cost of providing these required insurance coverages does not rise.

SECTION 3

GOALS

LONG-TERM GOAL: ZERO ACCIDENTS – ZERO INJURIES!

The purpose of establishing the SSPP is to achieve the single most important goal as stated above.

The guiding policy is to design, construct, test, and operate a transit system that uses alternative fuels in a safe, reliable and efficient manner. The design and operation of the transit system considers the safety of passengers, employees, visitors and contractors, and minimizes loss or damage to property. The SSPP is directed toward achieving this goal within resource constraints. This policy is assessed on an annual basis with the completion of the Internal Assessment. The Internal Assessment will include data, trends, and other performance data.

The SSPP will help identify, minimize and control safety hazards and their attendant risks by establishing lines of authority, levels of responsibility and methods of documenting all of these for SunLine.

Over the past thirty five years SunLine has transformed from a small transit property operating an old fleet of diesel powered buses to the first transit property in the country to operate a total fleet of alternatively fueled buses, powered by compressed natural gas (CNG). As a further step in this transition, SunLine is now establishing a state-of-the-art safety program that will reflect SunLine's dedication to the safety of riders, employees, and the public at large, including the environment shared by all of these groups.

SUNLINE'S MISSION STATEMENT:

To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.

The SSPP is based on several premises, including, but not limited to the following:

- The primary considerations in the conduct of SunLine operations are the safety of the passengers, protection of employees, visitors and contractors and the prevention of loss of Agency assets.
- Management recognizes that while not all injuries and losses are preventable, all employees must work toward the goal of prevention.
- Management is responsible for the safety of employees and for the prevention of losses. Management has the responsibility to provide the necessary training and equipment to employees that safeguards them from of all operation exposure to unsafe working conditions and practices.

- Each employee has the responsibility to receive, understand and apply the training provided by management. In the performance of their assigned work, each employee is expected to do their work safely and follow correct operating procedures, as a condition of employment.
- In the area of safety, SunLine management is charged with the responsibility to protect the Agency's assets, including both employees and physical property. Full accountability and responsibility starts with the General Manager and continues with the department heads, managers/supervisors, and to individual employees.

In the final analysis, it is the first line supervisors who are closest to the work and must be sure that the people under their supervision develop daily safe working habits and stay alert to potential hazards. Each employee is responsible for ensuring they perform their duties in the safest manner possible and report any safety concerns immediately.

SunLine established strategic goals, listing safety at the top of the list, showing that SunLine believes in safety first. The creation of the Risk Management Department is the logical next step for SunLine to achieve those Goals and to establish standards that reflect SunLine's commitment to safety.

SSPP GOALS:

- Promote a responsible transportation system supported by transit-oriented, safety based, passenger-friendly strategies.
- Established a safe work environment that instills unity, teamwork, achievement and trust.
- Pursue the latest transit technologies, including alternative fuels, which assist in providing safe, convenient and reliable transit to the Coachella Valley.

SECTION 4

IDENTIFIABLE AND ATTAINABLE OBJECTIVES

The guiding policy is to design, construct, test, and operate a transit system that uses alternative fuels in a safe, reliable and efficient manner. The design and operation of the transit system considers the safety of passengers, employees, visitors and contractors while minimizing the loss or damage to property. The SSPP is directed toward achieving this goal within the SunLine's resource constraints. This program is assessed on an annual basis in the completion of the Internal Assessment. The Internal Assessment will include data, trend, and other program performance data.

PRIMARY OBJECTIVES

The primary objectives of the SSPP are to develop, implement, and maintain a safety effort comprised of strategies and tactics to improve the safety performance record of SunLine.

- Provide appropriate safety training to all new employees and to employees with assignment changes.
- Conduct Safety Committee meeting every month to identify risks and safety concerns, review program performance and safety issues and address, correct and track safety concerns identified during Safety Committee Meetings.
- Conduct all staff safety training meetings monthly to keep employees informed of the most recent safety procedures and to discuss current safety issues.
- Conduct a quarterly facility evaluation to address all health and safety issues and conditions that exist at all SunLine facilities.
- Provide a copy of SunLine safety rules to all employees so they are adhered to.
- Establish a team oriented safety incentive program that includes every employee and encourages a collective effort directed toward reducing vehicle collision and injuries to employees and the public.
- Provide an opportunity at each weekly Director's Meeting to discuss safety issues and the Safety Program.

SUPPORTING PROGRAM OBJECTIVES

Therefore, specific programs such as the Drug and Alcohol Program, the Injury and Illness Prevention Program, the Hazardous Materials Business Plan and the SunLine Team Incentive Program have been developed and implemented which:

- Identify, eliminate and control hazards to the public, employees, and property.

- Maintain and operate all agency property and equipment in a safe and effective manner to reduce the risk of injuries.
- Provide a working environment that meets or exceeds all government and industry occupational health and safety standards and practices.
- Investigates all accidents/incidents and identifies and documents causes of accidents, for the purpose of implementing corrective action(s) to prevent recurrence.
- Provide emergency response reports on all agency related emergencies.
- Integrate safety and hazard control measures within each SunLine Transit Agency activity.
- Creates an organizational culture which encourages and builds employee teamwork and communication to prevent industrial injuries and collisions.
- Encourage employees and staff to work toward healthy lifestyles through eating healthy and exercise.

ACTIVITIES

The SSPP incorporates public, employee, and property safety to include life safety, fire loss and loss prevention activities:

- Monthly safety meetings for all employees.
- Monthly Safety Committee meetings with employees represented from Operations, Maintenance, Human Resource, Planning and Administrative Staff.
- Training Programs for all new hire personnel.
- Hazardous Material Training for all agency employees.
- CNG training for all new CNG refueling personnel.
- Driver training for agency personnel assigned to specific wheeled vehicle equipment.
- Equipment training on operation and safe handling for all non-wheeled assigned equipment.
- Review, analyze and present monthly safety data to identify and correct unsafe behaviors to proactively prevent collisions and injuries.
- Monthly and annual award program to maintain safety awareness.

- CPR Training for key agency personnel, risk department, supervisors and building coordinators.
- Personnel safety program documentation on training, safety evaluation and testing records.
- Disaster preparedness training in accordance with the "Disaster Preparedness Procedures Reference Manual."
- Educational outreach program.
- Daily and hourly safety messages issued to all SunLine vehicle operators and stops and zones employees.
- Background checks for all potential employees.
- Homeland Security Safety, Awareness and Procedures established.
- Agency safety training for all contracted security personnel assigned to guard SunLine properties.
- Agency safety training awareness for all vendors providing a service which requires access to SunLine Transit Agency properties.
- Bus, Bus Stop and Route Safety Procedures for improvement.

Each of these programs is reviewed in their respective sections.

SECTION 5

SYSTEM DESCRIPTIONS, ORGANIZATIONAL STRUCTURE

The SunLine is a Joint Powers Agreement formed by the County of Riverside and nine cities (cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, & Coachella) in 1977. The Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body. The Board hires the General Manager to carry out the policies established by the Board.

SERVICE AREA DEFINED

SunLine's service area includes the nine cities and the unincorporated areas of east central Riverside County that covers an area of approximately 1,120 square miles. Transit services provided include *SunBus*, which is the fixed route system. It operates 12 fixed routes that operate 7 days a week from as early as 5:00 a.m. and as late as 11:00 p.m. *SunDial* is SunLine's Dial-A-Ride paratransit system, a curb-to-curb service that also operates 7 days per week and is restricted to those eligible riders as defined in the Americans with Disabilities Act.

PHYSICAL

SunLine was the first transit agency to provide a 100% alternatively fueled fleet in the country, and serves the residents and visitors throughout the Coachella Valley. The fixed route fleet consists of alternately powered buses: CNG Orion buses, CNG New Flyer Low Floor buses, CNG El Dorado, and Hydrogen Hybrid Fuel Cell buses (Van Hool, New Flyer, El Dorado). In 2004 SunLine introduced the first Hydrogen fuel cell bus into the service fleet and now operates these vehicles. The SunDial paratransit fleet, also 100% alternately fueled, is made up of CNG El Dorado Cut-Away vehicles to handle the special needs of the ADA community in our desert. SunLine also maintains a fleet of support vehicles for the maintenance of bus stops and shelters, supervisory personnel and other functions. The support fleet is also powered by alternately fueled vehicles.

SunLine's facilities include two maintenance garages. One, a 15,000 square foot facility is located at SunLine's headquarters in Thousand Palms, California. The other is a 10,000 square foot facility located in Indio, California. SunLine also maintains over 500 bus shelters and bus stops.

SAFETY AUTHORITY AND RESPONSIBILITIES

GENERAL MANAGER

- As Chief Safety Officer, provides oversight of all SSPP policies, recommendations, actions, and modifications.
- Delegation of responsibilities as appropriate to Directors and follow-up on all issues and discussions.
- Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

RISK MANAGER

- Inform all employees of new safety issues and regulations to ensure compliance.
- Organize and schedule Safety Committee meetings.
- Ensure the Safety Committee meeting minutes are posted for all employees to see.
- Report to the nearest Occupational Safety and Health Administration (OSHA) office any fatal accidents, or which result in hospitalization of three or more employees.
- Prioritize the safety hazards and post a list of hazards in descending order, starting with the most severe hazard first.
- Coordinate with the Director of Maintenance in Hazard Identification and Resolution.
- Inspect all SunLine facilities on a monthly basis with Director of Maintenance.
- Manage the Hazardous Materials Business Plan with Director of Maintenance.
- Coordinate contractor safety programs with Director of Maintenance.
- Ensure that hazardous materials and waste are dealt with properly.
- Make sure posters, labels and signs are in place to warn employees of potential hazards.
- Investigate every industrial injury for cause, preventability and any necessary post-incident training.
- Track, monitor and manage the modified duty program for employees returning to work with restrictions.

- Establish and manage the SunLine Incentive Program for all agency employees.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- As the Drug and Alcohol Program Manager, (DAPM) ensure compliance with the agency's Drug and Alcohol Program policies and regulations.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Has a dual reporting relationship to both the Director of Human Resources and the General Manager. Reports directly to the General Manager any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment. Keeps the Director of Human Resources and the General Manager informed as to the status of safety and security throughout the agency.

DIRECTOR OF HUMAN RESOURCES

- Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded accidents) in the month of February.
- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all employees go through "Right-To-Know" training annually.
- Ensure a new employee receives "Right-To-Know" training within six months from the date of hire.
- Securely store all health and safety records, files, etc on each employee including items such as training sign-offs and copies of medical exams & records.
- Ensure all Human Resources Department employees attend one employee safety meeting per month.
- Attend monthly employee safety meetings and support the safety message being presented by the Risk Management and Operations departments. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

DIRECTOR OF OPERATIONS

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Prepare and implement safe operating policies, plans, rules and procedures.
- Develop required policies, plans, rules, procedures and contingency plans for safe operation reviewed by Risk Management and approved by the General Manager. Revise when needed to reflect current operating conditions.
- Provide ongoing training and testing of personnel in the proper performance of safety-related operating policies, plans, rules, and procedures.
- Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them.
- Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Risk Manager.
- Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment.
- Ensure all Operation Department employees attend one employee safety meeting per month.
- Attend monthly employee safety meetings and support the safety message being presented by the Operations Department and any other Department with a safety message. Present operations specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

- Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning.

OPERATIONS SAFETY MANAGER

- Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements.
- Organize, plan and present the agency's monthly employee safety meetings to all active employees.
- Investigate all SunLine Transit collisions and injuries for preventability.
- Conduct post collision, injury and incident retraining of SunLine employees.
- Submit monthly safety and security data to the National Transit Data base.

DIRECTOR OF MAINTENANCE

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for the maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Preparation and implementation of safe maintenance policies, plans, rules and procedures.
- Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance department and are approved by the Risk Management department. They are revised when needed to reflect current operating conditions.
- Personnel are systematically trained, tested and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them.
- There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures.

- Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to Risk Management.
- Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment.

In addition to the responsibilities listed, specific actions include:

- Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials.
- Ensures Material Safety Data Sheets (MSDS's) on-line subscription programs are available to all employees.
- Maintain a chemical inventory that is updated at least monthly.
- Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees do not eat in areas where hazardous wastes are used or handled.
- Ensure all Maintenance Department employees attend one agency safety meeting per year.
- Ensure all Maintenance Department employees attend weekly tailgate safety meetings.
- Conduct bus stop safety inspections as part of weekly cleaning and maintenance.
- Attend monthly employee safety meetings and support the safety message being presented by the Risk Management and Operations departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Analyze and review safety KPI's for Maintenance department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

DIRECTOR OF FINANCE

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all purchases comply with applicable FTA and DOT safety requirements.

- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.
- Work closely with the Director of Maintenance to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment.
- Attend monthly employee safety meetings and support the safety message being presented by the Risk Management and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture.
- Ensure all Finance Department employees attend one employee safety meeting per month.
- Participate in emergency disaster planning for the recovery of the financial cost of supporting and providing transit assets during an emergency or disaster situation.
- Analyze and review safety KPI's for Finance department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

DIRECTOR OF PLANNING

- Review SunLine's accident record quarterly, and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Work closely with the Risk Management and Operations departments on review of route and bus stops and shelter establishment and ongoing operations.
- Attend monthly employee safety meetings and ensure departmental staff attends meetings.
- Support and enforce all safety and security policies and procedures established by the agency.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.
- Enter safety and security transit data into the National Transit database for recordable and non-recordable collision, injuries and incidents.

SAFETY COMMITTEE MEMBERS

- Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly.
- Report any safety hazard to the Risk Manager immediately.
- Act as an interface between the employees and the Risk Management Department.
- Ensure employees follow the safety rules and report any employee who violates the safety rules.
- Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
- Have the necessary job knowledge relating to all machines and processes in their jurisdiction.
- Conduct quarterly site inspections and post results in operations and maintenance lounge.

ORGANIZATIONAL STRUCTURE

See Appendix E for an Organization Chart

SECTION 6

CONTROL & UPDATE PROCEDURES

The SSPP will be updated on an annual basis, or at more frequent intervals as appropriate. The update process begins at the weekly Director's meeting as directed by the General Manager. The Risk Manager initiates the process of update which will be based on input from staff, the Safety Committee, Department Directors and General Manager as is discussed in other portions of this document. Approval of any updates is the responsibility of the General Manager.

Recommended changes at the Directors' Meeting are returned to the Risk Department for review, approval, or modification, as appropriate. The Risk Manager is responsible for inserting modifications into the document, once approved by the General Manager and highlighting those modifications and distributing such to SunLine staff.

SECTION 7

HAZARD IDENTIFICATION RESOLUTION PROCESS

HAZARD IDENTIFICATION

The actual hazard identification process includes the use of various sources of information including:

- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions.
- Periodic facility inspections: Quarterly by Safety Committee members.
- Employees:
 - Worker safety suggestions or complaints
 - Reporting of hazards by employees
- Accident or near-miss investigations.
- Review post-accident analysis conducted by Operations department.

In keeping with this hazard identification process, an Inspection Schedule is determined as follows:

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Storage Area	Monthly
Waste Treatment Areas	Monthly
Bus Stops/Route	As needed

SunLine provides employees with both verbal and written forms to inform management of potential hazards or unsafe conditions and has established a suggestion box for input by employees. (Note: Copies of these forms are in Appendix.) Reporting unsafe conditions or practices is protected by law. SunLine will investigate any report or question as required by Title 8 of the California Code of Regulations 3203 and advise the employee who reported the information and the workers in the area it affects of the results of any such investigation. All records and documentation of hazard identification

inspections are maintained by SunLine Transit Agency Risk Management. The Risk Management department also maintains records for collision/injury investigation, safety concern reports and logs for tracking the progress and resolutions.

The objective of hazard identification activities is to define those conditions and faults, which have the potential for causing an accident. Two basic methods exist for orderly and thorough identification of hazards: inductive and deductive.

INDUCTIVE HAZARD ANALYSIS

This method involves the analysis of both system components to identify failure modes and effects on the total system or a part thereof, and of personnel actions. Failure modes are identified as conditions such as: fails to open; fails to close; opens or closes when not required; fails to act; acts improperly or inadequately; fails to act at the appropriate time; etc. Steps in the Inductive Hazard Analysis include:

1. **PRELIMINARY HAZARDS ANALYSIS (PHA):** This is the initial, comprehensive, qualitative analysis/study performed during the design phase to assist in development of criteria for design, equipment or performance specification and for procedure analysis.
2. **SUB-SYSTEM HAZARDS ANALYSIS (SHA):** This is an expansion of PHA, to determine, from safety considerations, the functional relationships of the components and equipment comprising the sub-system.
3. **DETAILED HAZARD ANALYSIS (DHA):** This is a combination of two or more inductive analyses, to display the logical or sequential analytic techniques for identifying and correcting hazards, from early in the design phase through to integrated equipment or pre-revenue testing.

DEDUCTIVE HAZARD ANALYSIS

This method involves defining an undesired effect and deducing combination of conditions or faults of the system and the causes necessary to produce that effect. Steps in the Deductive Hazard Analysis include:

1. **FAULT TREE ANALYSIS:** This tool is used for identifying sequential and concurrent states, which are causally or conditionally required to support a specific effect. This is more rigorous than the inductive methods in terms of data required and complexity of cause, condition and effect.
2. **RISK ASSESSMENT METHODOLOGY:** This is to determine the acceptability of assuming a risk associated with a hazard, the necessity of implementing corrective measures to eliminate or reduce the hazard, or a combination of both. This involves both Hazard Categorization and Probability.

HAZARD CATEGORIZATION

There are four categories of hazard severity:

CATEGORY I - CATASTROPHIC

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies may cause death or major system loss, thereby requiring immediate cessation of the unsafe activity or operation.

CATEGORY II - CRITICAL

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies may cause severe injury or illness or major system damage thereby requiring immediate corrective action including immediate cessation of the unsafe activity or operation.

CATEGORY III - MARGINAL

Operating conditions may cause minor injury or illness or minor system damages such that human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies can be counteracted or controlled without serious injury, illness or major system damage.

CATEGORY IV- NEGLIGIBLE

Operating conditions are such that personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies will result in no, or less than minor, illness, injury or system damage.

HAZARD PROBABILITY

The probability that a hazard will occur during the planned life expectancy of the system element, sub-system or component can be described qualitatively, in potential occurrences per unit of time, events, population, items, or activity. A qualitative hazard probability may be derived from research, analysis, and evaluation of safety data from the operating experience of SunLine or historical safety data from similar systems. An example of a qualitative hazard probability ranking is found in the following:

Descriptive Word	Level	Probable Frequency Of Occurrence
Frequent	A	Likely to occur frequently
Reasonably Probable	B	Will occur several times in life of an item
Occasional	C	Likely to occur sometime in life of an item
Remote	D	Unlikely, but possible to occur in life of an item
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced

Based on this categorization, the Risk Assessment Index is as follows:

Frequency of Occurrence	I Catastrophic	II Critical	III Marginal	IV Negligible
(A) Frequent	1A	2A	3A	4A
(B) Probable	1B	2B	3B	4B
(C) Occasional	1C	2C	3C	4C
(D) Remote	1D	2D	3D	4D
(E) Improbable	1E	2E	3E	4E

HAZARD RESOLUTION

Based on the Risk Assessment Index, Hazard Resolution Criteria by Index are:

Unacceptable	1A, 1B, 1C, 2A, 2B, 3A
Undesirable	1D, 2C, 2D, 3B, 3C
Acceptable with Review	1E, 2E, 3D, 3E, 4A, 4B
Acceptable without Review	4C, 4D, 4E

Procedures have been established for resolution of potential hazards. Upon report of a potential hazard by anyone at the facility involved to an immediate supervisor, such supervisor shall report the hazard to the Director of Maintenance and the Risk Manager, who will notify the Director of Human Resources and the General Manager. At the completion of these procedures, the General Manager and the Director of Human Resources will be notified by the Risk Manager of the outcome. These proactive and reactive procedures are as follow:

UNACCEPTABLE: An unacceptable risk will be corrected immediately after discovery. As soon as it is determined to be unacceptable, all individuals will be removed from the immediate area, any on/off switches will be activated to off, appropriate authorities will be notified and an appropriate contractor(s) will be called to mitigate the hazard. If the hazard is determined to be in a product pending delivery, all hazards will be mitigated by the manufacturer prior to delivery to SunLine.

UNDESIRABLE: An undesirable risk will be corrected within 24 hours after discovery of the hazard. As soon as it is determined to be undesirable, all individuals will be removed from the immediate area, any on/off switches will be activated to off, appropriate authorities will be notified and an appropriate contractor(s) will be called to mitigate the hazard. If the hazard is determined to be in a product pending delivery, all hazards will be mitigated by the manufacturer prior to delivery to SunLine.

ACCEPTABLE WITH REVIEW: An 'Acceptable with Review' risk will be reviewed within 24 hours after discovery and a complete report will be prepared for the General

Manager, Director of Human Resources and Chairman of the Safety Committee. The Safety Committee shall determine resolution, if appropriate.

ACCEPTABLE WITHOUT REVIEW: An 'Acceptable without Review' risk will be reviewed within 24 hours after discovery and a complete report will be prepared by the Risk Manager for the General Manager, Director of Human Resources and Safety Committee. The condition will be monitored at least once weekly and any changes will be reported to the General Manager, Director of Human Resources and Safety Committee.

OSHA REQUIRED BLOODBORNE PATHOGEN ORGANIZATIONAL TRAINING PLAN

PURPOSE: To meet the standards and requirements set by OSHA, (29 CFR 1910.1030), for Agency compliance and to insure all SunLine employees are trained to standards in preventing transmission of bloodborne diseases.

GOALS: Establish guidelines and procedures for blood borne pathogen training, materials and supplies and actions of all employees in the event of exposure to hazardous materials. Ensure each employee and all departments know and understand their role in prevention and treatment for blood borne pathogen exposure. To establish a written Exposure Control Plan for SunLine Transit Agency for implementation into daily safety practices.

I. Training Requirements for SunLine Transit Agency:

- a. Employee Training – Blood borne Pathogen Training for all SunLine Transit Agency drivers concerning how to respond to, recognize hazards, prevent self contamination and report spill incidents on-board vehicles.
- b. Supervisor and Dispatch Training – Blood borne Pathogen Training, plus Procedures and actions for supervisors and dispatchers must take in the event of a hazardous material spill on-board transit vehicles.
 1. Supervisors must be dispatched to all body fluid spill incidents during revenue service.
 2. Supervisor is to assist driver with spill clean-up, document the spill and collect driver report.
 3. Supervisor to provide driver with new spill kit and return used kit to maintenance department.
 4. Supervisor to collect used bio hazard bag and return it to base one or two hazardous waste container.
 5. Supervisor to determine if coach needs to be removed from service due to the body fluid spill.

- c. Maintenance and Facilities Training – Blood borne Pathogen training and also receive training on the specifics of safe decontamination of transit vehicles and facilities to prevent self contamination, and exposing others to unsafe vehicles/facilities due to biological hazards.
- d. Management and Staff Training – Must understand their roll in preventing biological contamination of employee, customers and the general public.

II. Equipment and Materials

- a. SunLine vehicles-Each vehicle must be equipped with Blood borne pathogen spill kits for vehicle operators.
- b. Facility Maintenance-Personal Protective equipment for all employees required to sanitize transit vehicles contaminated with biological and hazardous materials.
- c. Base requirements-Division 1 and 2 must be equipped with biological waste containers for all hazardous materials. Provide gray container with marking for hazardous waste materials at each SunLine facility.

III. Handling Procedures for Hazardous Materials:

- a. Drivers and employees must use personal protective equipment when exposed to or handling contaminated fluids on-board the vehicle. They must also have at their disposal a complete bloodborne pathogen spill kit.
- b. Facility maintenance must use personal protective equipment when exposed to or handling contaminated fluids. They must also have at their disposal a complete bloodborne pathogen spill kit. Employees will ensure that hazardous and bio-hazardous collections containers are secured.
- c. SunLine contracts with qualified vendors for the removal of hazardous and bio-hazardous materials.

IV. Bloodborne Pathogen Kits and Supply, (Maintenance)

- a. Used kit replacement-Maintenance must keep on-hand replacement supply of Blood borne pathogen kits when units in vehicles are used or no longer serviceable.
- b. Drivers Responsibility-Check their assigned vehicle each day during the pre-trip inspection for accountability and serviceability of the on-board spill kit. Report defective or missing Blood borne pathogen kits to maintenance for replacement prior to departing the base. Conduct training with employees to insure they understand their responsibility in maintenance of kits.

- c. Provide supervisors with extra kits for replacement after a spill while vehicle is in service.

V. Employee Exposure Procedures, (HR)

In the event of employee exposure, the employee should wash the exposed area immediately. If the fluid enters the eyes or nose, flush with running water for at least 15 minutes. Immediately report the incident to the supervisor, see the Risk Management and Human Resources departments for post-exposure evaluation, medical evaluation and blood testing. Coordinate with SunLine's Medical Providers for evaluate and treat all employees in the event of exposure.

VI. HBV Vaccination for new worker with risk of occupational exposure. Vehicle operator risk is minimal due to exposed fluids on-board vehicles. Such an occurrence of exposed fluids may exist six to eight times per year for some employees.

- a. New Hire employee drivers should be given an opportunity to request or refuse the HBV vaccination within 10 days of initial assignment.
- b. The employee should sign acceptance sheet or declination sheet for HBV shots during the training process.
- c. Human Resource Department coordinates with SunLine's medical providers to administer HBV vaccine to new hire employees that elect to receive the vaccine shots.
- d. Operations Training Section will issue the acceptance/declination forms to fixed route and paratransit new hire employees during the training class. The acceptance/declination forms are maintained by the Human Resource Department in new hire employee personnel records.

VII. Blood borne Pathogen Spill Kits must contain at minimum the following items:

- a. Absorbent Powder for liquids and fluids
- b. Protective Gloves
- c. Handle Scraper to assist with removal without touching the hazardous materials
- d. Mask and Eye Shield
- e. Cap and Gown
- f. Biohazard Bag with a second bag for double bagging sharp items
- g. Alcohol Wipes, Antiseptic, Antimicrobial Soap
- h. CPR Protector "Mouth to Mouth Barrier" if employees are trained and required to perform first-aid

VIII. Hazardous Waste Disposal, Collection, Handling and Transporting safety:

- a. **Employee responsibility** - Supervisors, dispatchers, drivers, staff and facility maintenance personnel must dispose of all biological waste collected by following these guidelines.
 - i. Place all items and materials that have become contaminated during cleanup into red bio bag from Blood borne pathogen kit.
 - ii. Insure the bio bag is closed to prevent accidental opening.
 - iii. Bring all biological waste back to SunLine Transit Agency for proper collection and disposal.
 - iv. Deposit all used bio bags into the gray bio hazard containers located at Divisions 1 and 2.
- b. **Maintenance responsibility** - collection of biological waste and contaminated items.
 - i. Insure all maintenance and facility maintenance personnel are properly trained concerning disposal procedures. Conduct annual refresher training for all maintenance staff required to clean fluids from vehicles and facilities.
 - ii. Make sure the waste management vendor responsible for collecting biological waste products are certified to collect such waste.
 - iii. Place biological waste collection containers at all SunLine transit facilities for contaminated waste material.
 - iv. Monitor collection of biological waste by contracted agency to ensure consistency and contract requirements for disposal.
- c. **Bio Waste Contracted Vendor responsibility** – Provide biological waste handling and disposal certification to SunLine Transit Agency. Remove all bio waste materials from SunLine properties and dispose of per OSHA, CFR 1910.1030.
- d. **Risk Manager responsibility** – Work with Human Resource department and Maintenance staff to monitor and manage blood borne pathogen training of all SunLine employees. Assist with insuring proper collection and disposal of bio waste materials. Track exposure of employees and their post exposure evaluation and treatment.
- e. **SunLine's responsibility** – Establish contract for bio hazard waste removal and disposal with certified vendor. Maintain a copy of the vendor's certification for collection, transport and disposal of biological waste materials.

Establish and maintain SunLine's Exposure Control Plan per 29 CFR 1910.1030. Maintain Blood borne pathogen training records on all SunLine Transit Agency employees and conduct refresher training annually.

SECTION 8

NOTIFICATION OF INCIDENTS & ACCIDENTS

ANY MINOR INJURY OR COLLISION INVOLVING ANY SUNLINE VEHICLE (SunDial) OR SUNLINE EMPLOYEE OR SUNLINE INVOLVEMENT: (Minor injury being defined as a tiny scratch or bumping of a knee against a stanchion, or similar. Accident might mean a brick thrown that breaks a window, but causes no injuries, or a mirror being knocked off a bus by driving too closely to a tree.)

DRIVER will notify Dispatch by radio immediately. The Driver should be prepared to report the circumstances of the injury and/or accident and request the type of help needed, i.e.: just a supervisor, police, paramedics, etc. Driver should follow any instructions given by Dispatch. Driver should pass out Courtesy Cards to other passengers and encourage them to complete the cards and collect them. The Driver will locate the passengers on board the bus by seat location. These should be attached to the Driver's Report. The Driver's Report should be completed on the scene if possible so as to gather the names, addresses, phone numbers, license plate numbers, etc. Drivers must not downplay any situation, but provide the actual facts to allow dispatchers an opportunity to assess and provide the correct response and assistance.

SUPERVISOR will be notified by Dispatcher immediately and sent to the scene. The Supervisor will be in charge of the injury/accident scene to be certain all SunLine procedures are followed. Remember that the Supervisor is SunLine's first defense, but if the police have been summoned, they have the legal right to make determinations at the scene. Supervisors shall remain in contact with Dispatch so that all necessary help can be summoned, depending on the circumstances. Supervisors should endeavor to keep Dispatch informed of the circumstances as they occur at the scene. Small details can be filled in on the written report, but Dispatch should be informed as quickly and as often as necessary, of the exact circumstances that are occurring at the scene. The Supervisor's are responsible for ensuring emergency services/police are called for every single collision involving vehicles, non-Agency property, and people.

DISPATCHER will notify the Operations Safety Manager, Director of Operations and Maintenance Director. Dispatcher will follow the instructions any or all Directors related to all collisions, injuries, and equipment damage.

DIRECTOR OF OPERATIONS assumes responsibility of notifying other SunLine staff as is warranted under the circumstances. Dispatcher will follow instructions given by the Director of Operations. The Director of Operations will contact the General Manager or others as the situation presents itself.

MORE SERIOUS INJURY OR ACCIDENT: Serious Injury would be defined as an injury that needs medical attention, either immediately or from private physicians later on.) Serious Accidents could be any type of Collision where there is more severe damage to vehicles that require any vehicles to be towed from the accident scene. Also, when there are physical injuries that require emergency services by any party involved.

An incident could be any situation where acts of violence have occurred, or could occur, or anything that would threaten the safety of driver, passengers, the public or SunLine Transit Agency.

(All of these phone and cellular numbers are on the Emergency Call Roster.)

DISPATCH is to maintain a highly visible list for this Emergency Contact for the Operations Safety Manager, Director of Operations, Maintenance Director and the Risk Manager. When Operations Safety Manager or Director of Operations is out of town and unavailable for any reason, he or she will delegate this responsibility to another staff member within his or her department. The list in dispatch will be updated immediately so that there is never a question of whom Dispatch is to notify. Dispatcher will immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene. If during office hours, the Operations Safety Manager and Director of Operations are usually on property. After office hours, the Operations Safety Manager and Director of Operations are to be called on the SunLine cellular phones or home phones. If the Dispatcher is unable to contact the Operations Safety Manager, the Director of Operations or other designated personnel are to be notified immediately. The dispatcher's responsibility also includes contacting law enforcement whenever there is a collision with vehicles, non-Agency property damage, and personal injury and when based on factual information from the scene as to the threat to employees, customers and the general public.

OPERATIONS SAFETY MANAGER will notify other SunLine staff as any particular situation might present. This is set up so that the Dispatcher has only to contact the Operations Safety Manager, Director of Operations and the Maintenance Director and then return to the business of handling the situation with the Driver, Supervisors, and other emergency services or response agency may be involved.

Drug and Alcohol testing requirements, following FTA DOT guidelines and the Agency's established Drug and Alcohol Policy, will be followed.

Judgment is necessary in these calls. It is possible that there could be a situation where none of the examples above pertain, yet would still require notification as listed in the sequence above. It is the Dispatcher who is the key to making this notification system work. It is meant to protect the passengers, our employees, the general public, and the Agency. We would rather you err on the side of notifying us too often, than not often enough.

Response from any on the list will be as quick as possible, but there will be times when a call back might be a few hours or many hours later. There is no way to predict. Obviously the more urgent the situation, the more urgent it is to get that information to those on the list. If you are unsure...make the call.

EMERGENCY CALL ROSTER

In the case of an emergency situation, the following emergency call roster is to be followed:

VEHICLE COLLISION:

1. Call the appropriate police/fire/emergency services (or dial 9-1-1).
2. Notify the Operations Safety Manager (760) 250-5329.
3. Notify the Director of Operations (760) 250-9596.
4. Notify the Director of Maintenance (760) 895-7535, (760) 250-5845.
5. Notify the Director of Human Resources (760)250-8703.
6. Notify the Risk Manger (760) 275-6085.

The Operations Director will notify the General Manager (when appropriate).

SERIOUS EMPLOYEE OR PASSENGER INJURY:

1. Call the appropriate police/fire/emergency services (or dial 9-1-1).
2. Notify the Operations Safety Manager (760) 250-5329.
3. Notify the Director of Operations (760-250-9596).
4. The Operations Director or Safety Manager will notify appropriate Directors and/or the General Manager (when appropriate).
5. Notify the HR Director (760) 250-8703.

SERIOUS FACILITY PROBLEM NEEDING IMMEDIATE ACTION:

1. Call the appropriate police/fire/emergency services (or dial 9-1-1).
2. Notify the Risk Manager (760) 250-6085.
3. Notify the Director of Maintenance (760) 895-7535, (760) 250-5845.
4. The Risk Manager will notify appropriate Directors and/or the General Manager (when appropriate).

NON-URGENT FACILITY PROBLEM:

1. Notify the Maintenance Shop Supervisor (at the appropriate division).
 - a. Division 1 (760) 343-3456 ext. 302
 - b. Division 2 (760) 863-3745
2. The Maintenance Shop Supervisor will notify appropriate Directors and/or the General Manager (when appropriate).

NON-FACILITY PROBLEMS:

1. Notify the appropriate Director:
 - a. Risk Management (760) 250-6085
 - b. Operations (760) 250-9596
 - c. Maintenance (760) 895-7535, (760) 250-5845
 - d. Finance (760) 250-9594
 - e. Information Technology (760) 250-9592
 - e. Planning (760) 275-5570
 - f. Human Resource (760) 250-8703
2. The notified Director will contact the General Manager (when appropriate).

SECTION 9

FACILITIES INSPECTION

As stated in Section 7, Facilities Inspections occur no less than once monthly by the Director of Maintenance or his/her designee and quarter. The following list of facilities/equipment with specific safety-related characteristics will be updated as new equipment is brought on-site to any SunLine facility. This equipment will be inspected in addition to items shown on the Checklists attached. Monthly inspection reports and forms are to be turned into the Risk Management Department for review and filing.

FIRE PROTECTION EQUIPMENT

- Fire Extinguishers in each building
- Water hoses
- Fire blankets

EMERGENCY COMMUNICATIONS EQUIPMENT

- Disaster Preparedness phones
- Dispatch back-up systems
- Emergency cell phones

EMPLOYEE SAFETY DEVICES

- First aid kits
- Access/egress
- Emergency procedures manuals in each building

Facilities inspected include all operating, maintenance and administrative structures and all passenger facilities such as bus stops and shelters. Inspection of bus stops is the responsibility of the Property Maintainers and the Risk Management Department, who must report any unsafe condition to their supervisor upon discovery. Safety inspection documents are maintained, filed and tracked in the Risk Management Department. Safety inspection reports are available for General Manager, Directors and all safety audits and inspections.

SECTION 10

MAINTENANCE AUDITS/INSPECTIONS

The Maintenance Department is assigned the responsibility for the maintenance of all SunLine vehicles. The Risk Manager and Director of Maintenance are assigned responsibility for the operation and maintenance of the facilities. The goal of the Maintenance Department and is to maintain the complete transit infrastructure in a safe condition.

To achieve this goal SunLine Transit Agency's policies are as follows:

- Safe operating plans, policies, rules and procedures are implemented and enforced from the top down.
- The Maintenance Department develops policies, plans, and procedures for the safe operation and maintenance of all equipment. The Risk Management Department develops policies and procedures for the safe operation and maintenance of facilities. The Risk Manager approves all policies, plans and procedures. As operating conditions change policies, plans, and procedures are up-dated to reflect new conditions.
- New personnel are given training in the proper performance of safety related operating and maintenance policies, plans and procedures.
- Personnel are given monthly safety briefings on sections of the policies, plans and procedures.
- Personnel are systematically trained, tested and certified by supervisors in the proper performance of all safety-related policies, plans and procedures. Training covers both normal and emergency conditions as they pertain to the facilities and equipment.
- Personnel are provided with copies of safety and emergency policies, plans and procedures that affect them.
- Operating and maintenance policies, plans and procedures are monitored by supervisors and any violations are reported to the Risk Manager.
- Any condition which has caused or has the potential to cause injury to persons or damage to property/equipment is corrected.
- All safety related documents training records, safety briefing polices plans and procedures are available to all personnel in the Risk Manager's office and Maintenance Director's office.

Specific actions taken to ensure implementation of all safety policies include, but are not limited to:

- The Director of Maintenance or designee will check tool calibrations on an annual basis and will repair or replace the tool as appropriate and maintain documentation to support such checks. The Risk Manager will be notified of the results of such checks.
- The Risk Manager will maintain the database of facility safety issues and will evaluate that list on an annual basis to determine safety trends. Such evaluation will be reported to the Director of Maintenance.
- Reports for all maintenance safety inspections occurring on a monthly basis are to be provided to the Risk Manager.
- The Director of Maintenance will maintain all safety-related records of the Maintenance Department and will provide copies of those reports to the Risk Manager.

The Maintenance Department have developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 3,000 miles between preventive maintenance evaluations. Reported deficiencies and defects to either department in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

SECTION 11

RULES/PROCEDURES REVIEW

All safety rules have been developed, maintained and are to be followed to ensure a safe work environment. The methodology for ensuring uniform, coordinated development and implementation of operating, maintenance and facility procedures include Internal Assessments, as shown in Section 27. Such internal assessment procedures are outlined in that Section.

In addition, as shown elsewhere in the document, the weekly Directors Meetings provide the initial venue to determine if safety rules are being followed or if they need modification. From this venue, the Risk Management Department is notified of any issues, and conversely, the Risk Manager has the ability to notify the Directors at any weekly meeting of any safety concern. However, all input starts with the employees, who notify their immediate supervisors of any potential safety issues.

The Rules and Procedures Review is the direct result of the Internal Assessment which is completed by the Risk Manager on an annual basis. During this review, all completed forms will be reviewed for accurate completion, and the forms will be evaluated for potential modifications. All data and reports will be reviewed for completion, trend analysis, and potential change to rules and procedures. All equipment and facilities reviews will also be evaluated for potential change to any rules and procedures.

The results of all reviews will be reported by the appropriate Department Director, to the Director of Human Resources and the General Manager.

Changes will occur following these steps:

1. Reports or concerns should be brought to the Risk Manager.
2. The proposed solution will be presented to the affected Director and the Director of Human Resources and then to General Manager for the General Manager's approval and then returned to the Risk Manager.
3. The affected Department will implement the approved solution: and
4. The Risk Management Department will report back to the General Manager to close the loop.

SECTION 12

TRAINING AND CERTIFICATION REVIEW/AUDIT

SAFETY TRAINING

All training in the Operations Training Section is performed by Transportation Safety Institute (TSI) certified instructors. All new operators training consist of no less than forty (40) hours of classroom. Classroom consists of TSI courses "Bus Maneuvering and Defensive Driving", "Emergency and Accident Handling Procedures", and "Passenger Relations". These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual. The operators then start behind the wheel training for no less than forty (40) hours before being tested. All new operators are trained on all SunLine vehicles which they will be expected to operate and will take a written final examination for all course subjects. An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170). All training records are kept on file in the Operations Training Supervisor files.

After testing, the operators begin cross training, on route, with line operators, who grade their performance on the "Trainee Progress Report", which are reviewed by the Training Supervisor, Operations Safety Supervisor and Risk Manager. The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on Verification of Transit Training form (DL260).

The Risk Management Department coordinates with transportation and maintenance training instructors in formulating and refining training programs. Training curriculums will be reevaluated for improvements after each training class completed. New hire operators will be provided with course critique sheets to evaluate the driver training course.

Continued safety training is accomplished at monthly safety meetings, special presentations or classes, publications, newsletters, and at work locations, to instruct employees on methods to prevent traffic, passenger, and employee accidents. All training on new Agency vehicles is documented, filed, and Dispatch receives a list of those operators qualified to operate new equipment.

SAFETY INCENTIVE AWARDS

Safety awards are used to encourage individual participation in the SSPP. Presently the Risk Management Department administers Safe Driving Awards, which recognizes individual yearly miles driven accident free by transit operators. Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a monetary reward. The Spot/Fix the Hazard program allows employees who identify and fix hazards to enter a drawing for gift cards. The

employee of the quarter/year award requires the recipient to be accident and injury free to be eligible.

Type of Training	Frequency	Comments
Safety Training	Upon hire	Re-training monthly
OSHA Training	Quarterly	
Blood borne Pathogen	Upon hire	Re-training annually
Right to Know Training	Upon hire	Annual re-training
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon hire	
Alternative Fuel	Upon hire	As appropriate
General/Specific Safety	Monthly (Main., Ops)	Required by MOU
Hazardous Materials	Upon hire	As appropriate
CNG Fueling	Upon hire	As appropriate
Disaster Preparedness	Upon hire	
Fork Lift	Upon hire	Annual re-training

CERTIFICATIONS/AUDITS

CALIFORNIA HIGHWAY PATROL (CHP)

Annual terminal inspections consisting of Maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

DEPARTMENT OF MOTOR VEHICLES (DMV)

Annual inspections of pre-trip, skills, and road test, driver's records, and verify hours on Verification of Transit Training (VTT) forms and required medical certification SunLine employees must pass all for continued enrollment in the DMV Employer Testing Program.

VERIFICATION OF TRANSIT TRAINING (VTT)

All operators are required to possess a VTT. Training Supervisor documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

The Risk Manager will evaluate all training and certifications on an annual basis as part of the Internal Audit.

SECTION 13 EMERGENCY RESPONSE

In the event a situation of moderate to disastrous magnitude occurs, SunLine will implement one of three stages of its emergency-operating plan based on the level of severity. SunLine participates in a county-wide disaster planning effort and coordinates all efforts with other local officials involved in the disaster planning. The levels of magnitude of disasters are as follow:

MODERATE: Minor flooding that would cause some street closures and minor service interruptions.

SEVERE: Flooding or earthquake that would cause numerous road closures and major service interruptions with power outages.

DISASTER: Human and property evacuation with medical and supply transportation. Emergency relief coordination among cities and the county.

Personnel procedures to help working employees contact home, track employees on property and off and evacuation policies are in place. Employees are trained in these procedures and are given written materials on polices and procedures.

Dispatch center is equipped with a map of the area and the AVAIL system, which can be used for charting problem areas and dispatching stand-by buses, or other emergency vehicles to needed locations. The Coachella Valley has been divided into three zones. The three divisions are based on population, number of route miles, and significant geographical needs. These three zones are called the "zones of responsibility". Each zone has a transit operations supervisor assigned to it. Supervisors will work within their own zones and become totally familiar with all characteristics of their zones of responsibility. Each supervisor is assigned a radio-equipped van with a wheelchair lift. With this equipment the supervisors are ready to respond to any type of emergency. All fixed route transit buses are radio equipped. Dial-a-ride system has radio-equipped vans that could be implemented if necessary.

SunLine's supervisors have made themselves known to school officials, police, senior citizen centers, hospitals, day care centers and many other agencies that may need our assistance in an emergency. Key SunLine personnel are certified in First Aid and CPR.

SunLine's dispatch center is equipped with a self-contained generator to supply all of its electrical needs.

Alternative fueling sites are available in the Coachella Valley in the event we are unable to return to our facility.

SunLine has on hand an emergency radio for the disaster preparedness network that is capable of valley-wide communications.

SunLine's policies and procedures along with local law enforcement agencies have developed a rapid response to various emergencies in the Coachella Valley. The policies and procedures will be sufficient to handle magnitude moderate or severe emergencies.

A magnitude level emergency disaster implements another set of policies and procedures. Ongoing oversight of SunLine Transit Agency level of disaster preparedness is the responsibility of the Emergency Operating Committee (EOC). The members of this standing committee are the General Manager, Director of Human Resources, Risk Manager, Director of Maintenance and Director of Operations. In the event of a crisis, one of the committee members will become the Incident Commander, who has primary responsibility in the event of an emergency. The Incident Commander will set-up the command post and implements the emergency operations procedures as outlined as follows:

- Disaster Preparedness Procedures Reference Manuals are located at each exit of every work site.
- The Command Post is the nerve center of the disaster preparedness procedures.
- The Attendance and Accountability is responsible for monitoring the whereabouts of SunLine Transit Agency personnel.
- The Building Coordinators ensure building evacuation and take attendance after.
- The Bus Operations Plan Coordinator will monitor the planned implementation and relay situation reports and assistance requests to and from the dispatcher and the county requests for aid.
- The Communications Coordinator will relay the status of SunLine property and personnel to the Riverside County Emergency Operations Center and appropriate emergency assistance agencies.
- The Damage Assessment Coordinator will immediately secure diesel, water, propane, electricity and natural gas supplies.
- The First Aid Coordinator will direct two first aid volunteers to accompany each search and rescue team.
- The Group Comfort Site Coordinator is responsible for choosing a site, informing other coordinators of the location and for setting up the site.
- The Public Information Coordinator is responsible for setting up a Public Information station at the Group Comfort Site and designating volunteers to staff the center.
- The Search and Rescue Coordinator is responsible for forming teams and recording team activities.

SECTION 14

MODIFICATION, DESIGN REVIEW AND APPROVAL PROCESS

SYSTEM MODIFICATION

The System will be evaluated no less than quarterly, at Safety Committee meetings. Issues that have been raised since the last Committee meeting will be addressed and modifications will occur as are appropriate.

If issues are raised at weekly Director Meetings, the Risk Manager will be called to address any critical safety issues.

SAFETY DESIGN REVIEW

Safety reviews will be held with participation of all Directors to ensure that proposed designs comply with safety requirements. Consideration will be given to such areas as:

- System interactions
- Human factors
- Environmental parameters
- Isolation of energy sources
- Materials compatibility
- Use and long-term storage of critical materials
- Emergency responses, egress and rescue paths
- Fire sources and protection
- Equipment layout
- Lighting requirements
- Operational requirements
- Maintenance requirements
- Document control
- Data entry
- Security Requirements

APPROVAL PROCESS

Directors must first approve all system modifications and designs at weekly Director Meetings. Final approval by the General Manager and Risk Manager will address critical safety issues. The Risk Manager is responsible for making and distributing all modifications to the systems and programs.

SECTION 15

SAFETY DATA ACQUISITION/ANALYSIS

Safety data is collected on several SunLine Forms. The Safety Inspection Checklists (attached) covers in detail such categories as:

- Fire Protection
- Personal Protective Equipment and Clothing
- General Work Environment
- Walkways
- Elevated Surfaces
- Exiting or Egress
- Portable Ladders
- Hand Tools and Equipment
- Portable (Power Operated) Tools and Equipment
- Abrasive Wheel Equipment-Grinders
- Power Actuated Tools
- Machine Guarding
- Welding, Cutting & Brazing
- Compressors & Compressed Air
- Compressed Air Receivers
- Compressed Gas & Cylinders
- Hoist & Auxiliary Equipment
- Industrial Truck-Forklifts
- Spraying Operations
- Environmental Controls

- Hazardous Substances Communications
- Electrical
- Noise
- Fueling
- Material Handling
- Transporting Employees and Materials
- Control of Harmful Substances by Ventilation
- Post accident analysis

The Safety Inspection Checklist is maintained by the Risk Manager in coordination with the Maintenance Safety Training Supervisor. All systems are checked with no less than monthly frequency.

The Safety Audit Checklist (attached) is maintained by the Risk Manager. This Audit is conducted with no less frequency than once yearly. This Checklist includes records retention, identification of hazards, communications systems, training, appropriate hazardous mitigations, actions/occurrences and other internal processes and procedures.

When necessary, such as to update Plans and Policies, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling and hazardous conditions mitigation. SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including the American Public Transportation Association (APTA), Cal ACT, California Transit Association., National Safety Council, CAL/OSHA Compliance Advisor, Safety Compliance Alerts, Injury Prevention Alerts, Facility Manager Alerts and other specific trade organizations.

SECTION 16

INTERDEPARTMENTAL/INTERAGENCY COORDINATION

INTERDEPARTMENTAL COORDINATION

As shown in the SunLine Injury & Illness Prevention Program, consistent with California SB-198, Emergency Coordinators are listed as the General Manager and the Operations Safety Manager, on 1st shift, and the Director of Operations, and the Director of Maintenance on 2nd shift. They are responsible for all emergency communications within and outside SunLine in the case of an emergency.

Hazardous Material/Waste Handler Coordinator is the Risk Manager, who is responsible for all emergency and routine hazardous/waste communications within and outside of SunLine. The Hazardous Material/Waste Administrators are the Director of Maintenance and the Risk Manager of SunLine Transit Agency.

SAFETY COMMITTEE MEMBERS

- Risk Manager
- Training Supervisor
- Security Systems Officer
- A member from the Planning Department
- Safety & Security Coordinator
- Maintenance Mechanic
- A member from the Marketing Department
- A member from the Finance Department
- Motorcoach Operator
- Paratransit Operator

RESPONSIBILITIES

- Attend monthly SunLine Transit Agency safety meetings to help improve the status of the safety environment.
- Conduct monthly facility safety inspections of SunLine Transit property.
- Communicate safety to all SunLine Transit Agency employees.

- Provide feedback to the safety department concerning safety concerns and issues.
- Lead by example and practice safety at all times on and off the job.
- Help to educate SunLine employees concerning safety.

PROCEDURES

1. Monthly Safety Committee Meeting:
 - a. Provide input to the safety topics of the meetings
 - b. Solicit safety information and concerns from employees within their departments and sections.
2. Safety Committee report to the Risk Management Department on all safety sensitive issues.
3. All Departments must work with Committee Members to make sure they are available for attending Safety Meetings.
4. Risk Management Department completes the minutes of the safety committee meeting for the Directors, General Manager and posting.
5. Post copy of minutes for all employee information and feedback.
6. Risk Management, Human Resources Departments and General Manager Work with departments to address concerns and issues entered in the minutes.
7. Provide feedback and responses for SunLine employees and the next scheduled committee meeting.

See Section 5 for a detailed list of other internal communications.

AGENCIES WITH WHOM SUNLINE HAS REGULAR COMMUNICATION

SunLine works with the Emergency Managers of the Coachella Valley, which includes members of the business community. SunLine has also obtained federal grant funding to electronically link communications systems of participants in Emergency Managers Group in the event of an emergency.

SECTION 17

CONFIGURATION MANAGEMENT

The Director of Maintenance is responsible for all SunLine vehicles and associated support equipment. The Director of Maintenance with cooperation of the Risk Manager with regards to safety is responsible for all building facilities, plumbing, electrical, heating and air conditional, pavement management, lighting, parking, bus shelters, and bus stops.

Both functional areas coordinate with all other departments to emphasize acceptable levels of safety in the design of new equipment, facilities, and construction specifications. Both the Director of Maintenance and the Risk Manager monitor and coordinate with others warranty work.

The Director of Maintenance provides procedures which ensure vehicles and equipment with defects or deficiencies are not placed into operation and for the supervision of contractor activities to ensure adherence to safety rules, procedures, and regulations.

At Weekly Director Meetings, Directors are responsible for bringing forward to the group any safety concerns raised by their staff, observed by staff, or otherwise brought to their attention. Each Director with a potential safety issue is responsible for investigating the issue and recommending any changes. Any configuration changes or incorporation of changes into documentation will be accomplished by the Risk Manager and presented at the Director Meetings and finally with the Board of Directors, if modifications of any official documents are required.

SECTION 18

EMPLOYEE SAFETY PROGRAM

The SunLine Employee Safety Program, the Injury & Illness Prevention Program, per California SB-198 (last updated November 2005), is incorporated herein specifically by portion and by overall reference (Appendix C).

This Program outlines the Policies, objectives, responsibilities, investigative procedures, communications policies, and all safety, hazard and accident report forms. Please see attached Program.

SECTION 19

HAZARDOUS MATERIALS PROGRAM

SunLine Transit Agency comes under the jurisdiction of the State of California, County of Riverside, Health Services Agency, Department of Environmental Health, and Hazardous Materials Management Division. SunLine operates two facilities. One is located in Thousand Palms, California and the other in Indio, California.

The Risk Manager with the assistance of the Director of Maintenance is responsible for SunLine's Hazardous Materials Business Plan. The plan is directed towards achieving a safe working environment for employees and minimizing the likelihood of accidents. The program emphasizes the recognition, evaluation, and control of hazards arising in and from the occupational environment. Employees are identified for required Hazardous Materials training which is conducted in accordance with the plan. All Hazardous Materials Inspections are completed by the Risk Manager and the Director of Maintenance, or his/her designees.

The approved Hazardous Materials Business Plan (Appendix D) consists of five sections:

- I. Hazardous Materials Business Plan General Information
- II. Hazardous Materials Business Plan forms
 - A. Business Owner / Operator Identification Page
 - B. Emergency Response Procedures
 - C. Business Emergency training
 - D. Emergency Notification
 - E. Certification Page
- III. Hazardous Materials Inventory Packet
 - A. Hazardous Material Inventory Forms
 - B. Material Safety Sheets
 - C. DOT Hazard Class
 - D. NFPA 704 Hazard Ratings
 - E. UFC Hazard Classification
 - F. Regulated Substance List

IV. Site Map

- A. Site Map #1
- B. Vicinity Map #2
- C. Emergency Evacuation Map #3

V. Contingency Plan

- A. Emergency Procedures Plan Spill Prevention and Response Procedures
- B. Hazard Communication Standard Written Program
- C. Handling of Hazardous / Toxic Chemicals
- D. Hazardous Materials Handling and Disposal Guide & Waste Categories Guide
- E. Hazardous Materials Storage and Control Program
- F. Hazard Assessment and Control Program
- G. Hazardous Materials Record Keeping and Reporting Procedures
- H. Employee Training Outline
- I. Employee Training Hazard Communication Standard Presentations Script
- J. Emergency Procedures for Earthquakes, Floods, Bomb Threats and Fires & Emergency Evacuation Plan

SunLine's Hazardous Materials Business Plan for both facilities is updated annually.

SECTION 20

DRUG & ALCOHOL ABUSE PROGRAM

SunLine's Alcohol & Drug Policy has been prepared and implemented to ensure:

- Employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Creation of a workplace environment free from adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
- Encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

SunLine has a strong commitment to all employees to establish programs promoting high standards of responsibility to the public and reliable performance. This policy was established and adopted by the Board of Directors effective January 1, 1995. The administration and program requirements for this policy are handled by the Risk Management and Human Resources Office. For reference a copy of the complete policy is attached (Appendix B).

SECTION 21

BACKGROUND CHECKS FOR ALL PROSPECTIVE EMPLOYEES

All New Hire Employees of SunLine Transit Agency will be submitted for a complete criminal investigation background check through HireRight, Inc. The New Hire positions are broken down into four specific categories to conduct seven year background checks for each job category and job description.

DRIVERS/SUPERVISORS/DISPATCHERS

- Employment History
- 3 Year Drug & Alcohol Results
- Motor Vehicle Report, (MVR)
- Department of Justice Search
- State Sex Offender
- County Criminal History Search

SHOP MAINTENANCE/FACILITY MAINTENANCE

- Employment History
- 3 Year Drug & Alcohol Results
- Motor Vehicle Report, (MVR)
- Department of Justice Search
- County Criminal History Search
- State Sex Offender

ADMINISTRATIVE

- Employment Verification
- Department of Justice Search
- County Criminal History Search
- State Sex Offender

FINANCE/PAYROLL/FARE COUNT

- Employment Verification
- Department of Justice Search
- County Criminal History Search
- State Sex Offender
- Credit Check & Report

The only designated SunLine representatives authorized to access employee data and information from HireRight, Inc. secure site is Human Recourse department and the Risk Management department. They are authorized to send and receive employee sensitive material and provide the information to only the Director of Human Resources and the General Manager.

SECTION 22

CONTRACTOR SAFETY COORDINATION

The Director of Maintenance and the Risk Manager have specific and related responsibilities for coordinating contractor safety.

The Director of Maintenance coordinates with the Risk Manager with regard to safety aspects including design for all SunLine vehicles with all affected departments. The Maintenance Department coordinates all vehicles and vehicle support equipment warranty work with contractors.

The Risk Manager and Director of Maintenance coordinate the safety aspects including design for all facilities and facility support equipment and mechanical systems. Facilities includes all buildings, bus shelters, bus stops, electrical, air conditioning, plumbing, and landscaping. The Director of Maintenance coordinates all contractor warranty work related to facilities.

The Director of Maintenance and the Risk Manager are responsible for the supervision of contractor activities, in their respective areas, to ensure adherence to safety rules, procedures, and regulations. Each Director is responsible for providing on-site safety information to all contractors brought on-site. When bringing an outside contractor on-site, the Directors will notify the Risk Manager, who will provide the Director with safety information for the contractor. The contractor will also be provided with the emergency phone number list for any accidents/incidents/issues encountered on-site during other than standard office hours.

SECTION 23

PROCUREMENT

OVERVIEW

The SSPP provides the foundation for a continuing safety effort that begins with acceptance of new facilities and equipment and continues into the operational phase. This section identifies and describes the overall safety requirements and activities directed towards achieving established SunLine safety goals and objectives. All purchases will comply with applicable FTA and DOT safety requirements.

NEW SYSTEMS/NEW EQUIPMENT

Procurement of new systems such as facilities, equipment, buses, and light rail vehicles will include safety requirements in specifications, design reviews, testing and configuration control. Procurement is the responsibility of the Director of Finance and Procurement Officer.

SPECIFICATIONS

Basic safety and user requirements will be included in procurement specifications and coordinated with all operational offices, including Risk Management, which have interfaces with the procured facility, hardware, or system. Consideration will be given to the following safety requirements:

- Compatibility with the safety features, design, and procedures of the existing SunLine system.
- Incorporation of "fail-safe" principles when failures would cause a catastrophe resulting in injury to personnel, damage to equipment, or inadvertent operation of critical systems.
- Avoidance, elimination, or reduction of identified safety hazards by design change, safety devices, and parts or materials selection. Composition of hydraulic fluids, lubricants, and other materials shall provide optimum safety characteristics and fire resistant properties.
- Location of equipment components so that access by personnel during operation, maintenance, repair, or adjustment activities shall not require exposure to hazards such as electrical shocks, burns, cutting edges, sharp points or dangerous or toxic materials.
- Design to minimize severe damage to equipment or injury to personnel in the event of an accident.
- Avoidance of undue exposure to physiological and psychological stresses which

might cause errors leading to an accident.

- Provision of suitable warning and cautionary notes in instruction for operation, assembly, maintenance, and repair, and distinctive markings for personnel protection on hazardous components, equipment, and facilities.

Specifications will include the requirement that contractors who provide systems, subsystems, or equipment that affect safe transit operations or passenger/employee safety, establish and maintain a system safety program in accordance with an approved system safety program plan which defines objectives, tasks, and procedures, schedules, and data submittals for the safety activities that will be performed by the contractor. The contractor's system safety program plan and supporting documentation will be approved by the Engineering Department with the concurrence of the Safety Committee, as appropriate.

SAFETY DESIGN REVIEWS

Safety reviews will be held with participation of the Risk Manager, as appropriate, to ensure that proposed designs comply with safety requirements. Consideration will be given to such items as:

- System interactions
- Human factors
- Environmental parameters
- Isolation of energy sources
- Materials compatibility
- Use and long-term storage of critical materials
- Emergency responses, including emergency egress and rescue paths
- Fire sources and protection
- Equipment layout
- Lighting requirements
- Operational requirements
- Maintenance requirements

In these reviews maximum use will be made of existing data, reliability analyses, and other applicable design analyses and information. Analyses or evaluations will be conducted on test plans, procedures, and related test equipment; operational plans,

procedures, and related operational support equipment; demonstration and evaluation plans, procedures, and related support equipment; and on maintenance plans, procedures, and related maintenance equipment. Results of these analyses or evaluations will either verify the required safety level or will require the implementation of changes to incorporate the necessary safety provisions.

SECTION 24

ALTERNATIVE FUELS & SAFETY

The SunFuels Manager and the Risk Manager share in the system safety and safety practices for alternative fuels specifically compressed natural gas (CNG) and Hydrogen.

Safety analysis involves both fixed site compressor stations with ancillary storage vessels and on road vehicles equipped with high-pressure storage tanks.

Procedures to follow during an actual major emergency involving the compressed natural gas fueling facility are contained in the Hazardous Materials Business Plan. These procedures cover the following:

- Emergency turn-off procedures for compressor equipment
- Gross release of natural gas
- Release of gas at the fueling dispenser
- Fire involving compressed natural gas and Hydrogen
- CNG vehicle fueling and Hydrogen
- Combustible debris fire
- Special emergency situations

The CNG and Hydrogen Stations for SunLine come integral with numerous safety devices. At the center of these safety devices is the Emergency Shutdown Button (ESB) which, when activated, systematically shuts-down numerous valves to stop the flow of gas from one piece of equipment to another. The ESB also activates a red rotating beacon located on the compressor skid indicating that a problem exists. These ESB's are situated at the site so that they are readily accessible.

All drivers and maintenance employees are trained in use and fueling of alternative fuels vehicles appropriate to their jobs. When appropriate, employees will be trained in-house by our certified trainers in a comprehensive alternative fuels program.

SECTION 25

OPERATING ENVIRONMENT AND PASSENGER FACILITY MANAGEMENT

Bus stops and shelters are placed only in compliance with the Americans with Disabilities Act and Public Works directives of local jurisdictions. Bus stop placement is consistent with the recently-published Transit Cooperative Research Program (TCRP) guidelines. Safety considerations are paramount in bus stop placement.

BUS STOP SPACING

The agency policy is for an average stop spacing of .5 miles for the system and each route.

STREET SIDE FACTORS

SunLine staff works with local jurisdictions to determine near-side, far-side or midblock placement. Traffic determinations and safety concerns will guide whether a bus stop is placed curbside or in a bus turnout. Availability of pedestrian crossings facilities and visibility for bus operators merging into traffic are of paramount importance.

TRANSFERS

Transfer locations are sited to ensure safety in access and visibility of pedestrians. Transfer locations include bus schedule and fare information for all routes converging at transfer locations.

STOP AMENITIES

Lighting is provided at all bus shelters and through other equipment (I-Stop, PU Stop or local street lighting). Trash cans are provided at all shelters. Bus schedule information is provided at all bus stops.

MAINTENANCE OF BUS STOPS

Bus stops are maintained per the attached Checklist. Facilities are checked for safety and hygiene issues. Shelters are cleaned, graffiti removed and plexi-glass replaced as appropriate to ensure a safe and clean environment for passengers.

SECTION 26

SECURITY

The SSPP provides a proactive, importance prevention-oriented approach to security. Bus transit security emphasizes the importance of identifying potential threats and areas of vulnerability, developing approaches that will minimize those threats and vulnerabilities and demonstrating a clear and pro-active approach to security. A well-designed and implemented security plan can still be breached. Provisions that require reactive law enforcement actions for such incidents are in place. An overview of these provisions for providing safe security to SunLine Transit Agency's customers, employees, facilities, non-revenue equipment and revenue equipment follows:

FACILITIES – RISK MANAGER

- Personnel are on property 24 hours a day seven days a week.
- Personnel are alert for unauthorized persons in an area that is secure.
- Security cameras that are reviewed by SunLine personnel are recording 24 hours a day. The security cameras cover the property gates, parking lots and building.
- Emergency phone listing of SunLine's response personnel.
- Emergency phone listing for police fire department and technicians.

REVENUE EQUIPMENT – DIRECTOR OF OPERATIONS

- Operators are trained to handle minor instances
- Operators are in touch with dispatch by radio. A code system is used between the operator and dispatch to signal a security issue.
- The operator has an emergency switch that will notify dispatch of a security breach, when the operator can not use the radio.
- Dispatch calls the police.

DISASTER PREPAREDNESS – DIRECTOR OF OPERATIONS

- Disaster Preparedness Manuals are located at each exit of every work site.
- The Command Post is the nerve center of the disaster preparedness procedures.
- The Attendance and Accountability Coordinator is responsible for monitoring the whereabouts of SunLine personnel.
- The Building Coordinators ensure building evacuation and take attendance after.

- The Bus Operations Plan Coordinator will monitor the planned implementation and relay situation reports and assistance requests to and from the dispatcher and the county requests for aid.
- The Communications Coordinator will relay the status of SunLine property and personnel to the Riverside County EOC and appropriate emergency assistance agencies.
- The Damage Assessment Coordinator will immediately secure CNG, water, propane, electricity and natural gas supplies.
- The First Aid Coordinator will direct two first aid volunteers to accompany each search and rescue team.
- The Group Comfort Site Coordinator is responsible for choosing a site, informing other coordinators of the location and for setting up the site.
- The Public Information Coordinator is responsible for setting up a Public Information station at the Group Comfort Site and designating volunteers to staff the center.
- The Search and Rescue Coordinator is responsible for forming teams and recording team activities.

SunLine has a proactive employee security plan. Employees are well trained in their role in implementing the security system. An employee based security system greatly increases communications and attentions through-out the system. SunLine Transit Agency uses a lot of technology to assist in security. Security cameras, silent alarm system, radios, and gates and alarm all of these systems require the interface with employees. Security minded employees help to identifying potential threats and areas of vulnerability. Employees assist in developing approaches that will minimize those threats and vulnerabilities.

SunLine works closely with local and state law enforcement as well as other county agencies. SunLine will work closely with local and state law enforcement to secure area, equipment and supplies during a disaster. The first task of SunLine is to ensure that all employees are secured and out of the way of a threatening environment.

SECTION 27

INTERNAL SAFETY ASSESSMENT PROCESS

INTERNAL SAFETY ASSESSMENT

The Internal Safety Assessment is completed on an annual basis to ensure that all organizational elements, equipment, procedures and functions are performing as intended from a system safety perspective.

ASSESSMENT RESPONSIBILITY

The Risk Manager is responsible for all internal safety assessments, to be completed no less frequently than annually.

ASSESSMENT REPORTING

The Risk Manager will provide copies of the assessment reports to all Directors at a weekly Director Meeting. The assessment reports will include assessment of equipment, procedures, reports and data.

ASSESSMENT OBJECTIVES AND TECHNIQUES

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs.
- Verify prior corrective actions for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of the SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.

ASSESSMENT AREAS

- Staff responsibilities
- Planning
- Scheduling of inspections

- Completion of checklists
- Performance of all functions
- Notifications per the SSPP
- Reporting per the SSPP
- Corrective action plans
- Closeout of findings

The Risk Manager will have access to all records and reports in the SSPP. The Assessment will include an examination of all documentation, including trend analysis prepared, since the last Assessment. Safety data and information will be reviewed and compared to prior year data. Equipment, facilities, checklists and other forms will be observed and reviewed. Interviews will also be held with relevant safety personnel. Recommendations for corrective actions may be made as a result of the Assessment.

EVALUATION OF DOCUMENTATION

AGENCY DOCUMENTATION

- System Safety Program Plan
- Emergency Procedures
- Configuration Management Plan
- Hazardous Materials Management Plan
- Injury & Illness Prevention Program
- Fire Codes
- Drug and Alcohol Abuse Program
- Hazard Identification Procedures
- Accident/Incident Procedures
- Training Programs
- Safety Committee Minutes
- Safety Concern Logs and Reports
- Annual Employee Safety Meeting Data

- Safety Evaluation Logs and Reports
- Industrial Injury Policy and Procedures
- Modified Duty Policy and Procedures

DEPARTMENTAL DOCUMENTATION

- Maintenance Procedures
- Training Manuals
- Checklist Completion

INTER-AGENCY DOCUMENTATION

- Emergency Preparedness Plan
- Facility Safety Inspection Reports
- Emergency Evacuation Drill Reports

HISTORICAL DOCUMENTATION

- Accident Investigations
- Collision/Injury Logs
- Collision and Injury Analysis Reports
- Audit Reports
- APTA Audit Corrective Action Matrix
- Checklist Completion
- Maintenance Inspections/Repairs
- Chemical Inventories



AGENDA
FINANCE COMMITTEE

September 25, 2013
2:00 p.m. – 3:00 p.m.

G.M. Conference Room
SunLine Transit Agency
Thousand Palms, CA

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

----- DISCUSSION -----

5. Discussion with Auditors – FY 2013 Audit (CJ Smith) Discussion
Discussion with auditors on moving forward with the FY 2013 Agency Audit. (Page 1)

----- INFORMATION -----

6. FY 2013 Budget Report (CJ Smith) Information
Report to the Board on the year end, unaudited FY 2013 budget. (Page 2)

----- ACTION -----

7. New Transit Service Proposals-North Indio and Desert Edge (Joe Forgiarini) Approve
Request to the Board to approve, in principle, new deviated fixed route service in North Indio and modification to existing Line 15 in Desert Edge. (Pages 3-10)
8. Approval of Conference Expenses (CJ Smith) Approve
Request to the Board to approve transit conference expenses and accommodations of employees attending transit conferences. (Pages 11-12)
9. FY 2014 Budget Amendment (CJ Smith) Approve
Request to the Board to approve the attached FY 2014 budget amendment. (Pages 13-16)

10. **Agreement with Apollo Video Technology (Apolonio Del Toro)** **Approve**
Request to the Board to grant authority to the Interim General Manager to execute an agreement with Apollo Video Technology for a Bus Camera Recording System. (Pages 17-18)
11. **Purchase of New Phone System (CJ Smith)** **Approve**
Request to the Board to approve award of contract for a new phone system. (Pages 19-20)
12. **Ratification of Bus Shelter Site Improvement Change Orders (Joe Forgiarini)** **Approve**
Request to the Board to ratify change orders for site improvements at locations receiving new bus shelters. (Pages 21-22)

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

13. **Receive and File the following:** **Receive and File**
- a) Transit checks over \$1,000 for July, August, 2013 (Pages 23-28)
 - b) Credit card statement August, 2013 (Pages 29-31)
 - c) SunLine Transit Monthly Budget Reports for June, 2013 (Page 32)

14. **Adjourn**

SunLine Transit Agency

DATE: September 25, 2013 **Discussion**
TO: Finance Committee
FROM: Director of Finance
RE: Audit Discussion

Discussion Item

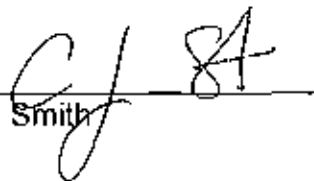
This year we are completing SunLine Transit Agency and SunLine Services Group audits simultaneously in an effort to streamline the process. Fieldwork began the week of August 26, 2013. During the week, we worked with the auditors to begin field testing, finished year-end entries and provided required documents.

This year our audit team consists of our partner auditor, Linda Hurley, a managing auditor, and three field auditors.

The next on-site visit will be September 23 – October 4, 2013. During this week, we plan to continue sample testing, audit adjustments and financial statement preparation.

Financial statements are scheduled to be issued on November 8, 2013 and presented at the December Board meeting.

The Finance department, along with the audit team, will continue to work hard to make this audit as successful as possible.


CJ Smith

SunLine Transit Agency

DATE: September 25, 2013 **INFORMATION**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: FY 12/13 Year End Budget Update

Fiscal Year End Update

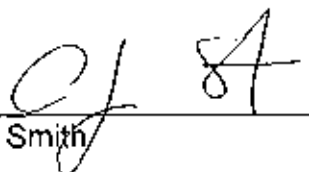
FY 12/13 was a challenging year for the Agency, specifically in the Department of Finance. During the last few months, the department has worked extremely hard to improve the current accounting situation. With the support of the Interim General Manager and other department Directors, we have been able to make strides in the right direction.

FY 12/13 closed \$20,000 over budget. This can be attributed to expenses being under budgeted and some inconsistencies in the budget planning process. In attempt to ensure accuracy of the FY 13/14 budget, all of the Directors were involved in the budget planning and preparation process.

During the latter part of the year, we were also able to correct many of the errors that were found, implement additional checks and balances, and stabilize departmental personnel. We've approved additional training, implemented monthly team building and reaffirmed roles and responsibilities.

We have also started to streamline the procurement process, develop boilerplate templates for contracts, and strengthen internal controls.

The Department of Finance will regularly conduct analysis and assessments to identify areas to improve as we continue throughout this year. Although we have made good progress, we still have a lot of work ahead of us and we are confident that we will successfully get the job done.


CJ Smith

SunLine Transit Agency

DATE: September 25, 2013 **Action**
TO: Board of Directors
Finance Committee
FROM: Director of Transit Planning
RE: New Transit Service Proposals- North Indio & Desert Edge

Recommendation

Request to the Board to approve, in principal, new deviated fixed route service in North Indio and modification to existing Line 15 at Desert Edge. Subject to funding availability, these new services could be effective in September 2014, at a cost of \$157,444 and \$73,345 respectively per year. Any earlier start would require a budget adjustment for FY 2013/14 (following review of budget position (mid-January), which could allow for May 2014 implementation.

Background

Board member for City of Indio, Mr. Glenn Miller, requested consideration of SunLine providing bus service for the Shadow Hills High School and North Indio area at board meetings during 2013. At the same time, SunLine board member for Desert Hot Springs Yvonne Parks and County Supervisor John Benoit have requested consideration of service for the Desert Edge/Sky Valley area.

The North Indio area has a population of 25,605, with an average income of \$76,695. 16% percent of the North Indio population is seniors (65+ years), 33% are working ege (25-64 years) 51%, and 43% are <= 24 years.

By comparison, the Desert Edge/Sky Valley area has a population of 8,803, with an average income of \$38,765. 33% of the Desert Edge/Sky Valley population is seniors, with 44% working age (25-64 years) and 24% are <= 24 years.

Transit Service Options

The following service options were considered. Each is discussed below:

Modified Existing Fixed Route (+ SunDial)	Deviated Fixed Route (No SunDial)
New Fixed Route (+ SunDial)	On-Call Zone (No SunDial)

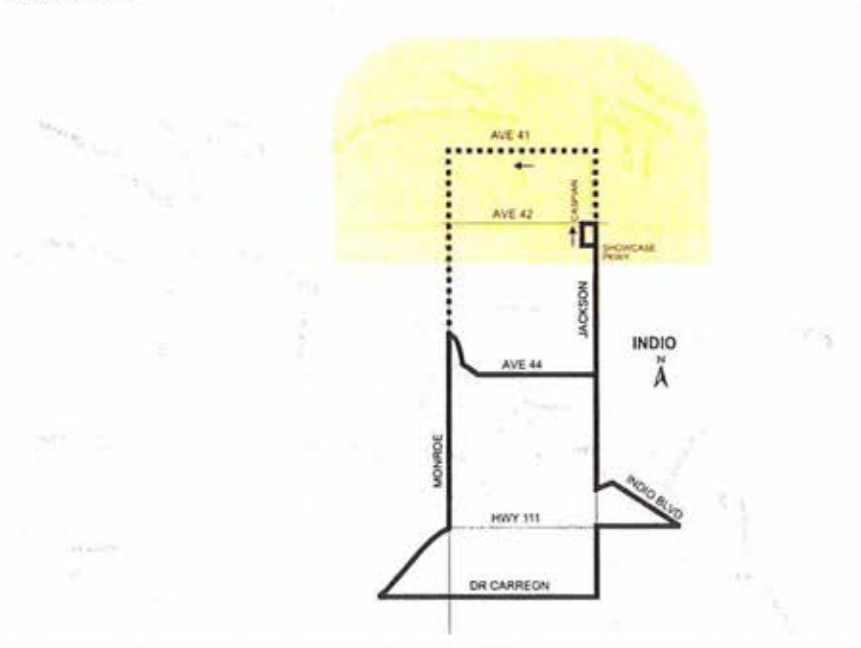
Both the fixed route and deviated fixed route options have a designated route and schedule. However, the deviated fixed route option also allows deviations off the main route (within ¼ mile), in place of a separate SunDial paratransit service in the area. The on-call zone is flexible in regard to route, except for a hub stop

that the service departs from at a set time for each trip. This option also does not require separate paratransit service. It may be possible to operate under paratransit cost structures (lower mileage cost of vans and paratransit operator wage rate) for the on-call option, but this is also subject to negotiation with union.

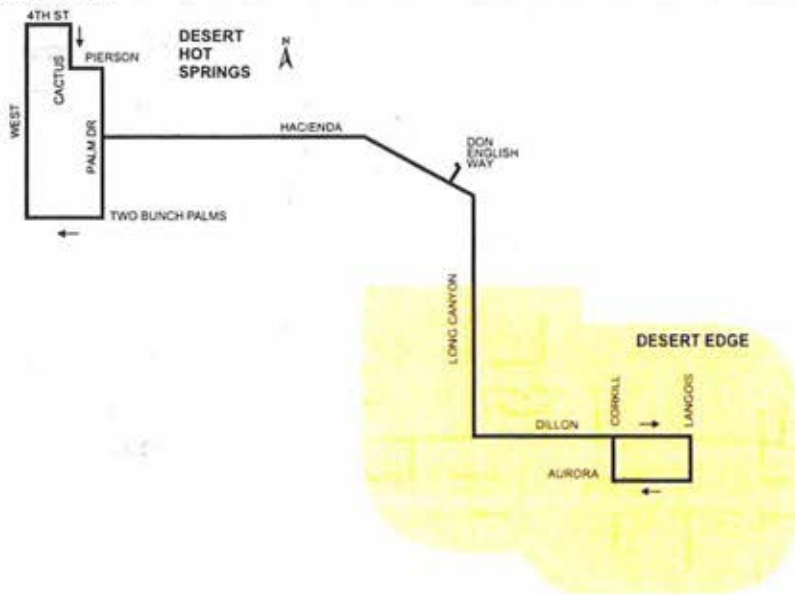
Modified Existing Route:

- North Indio: Existing Indio Line 81 modified to travel via Jackson St., Avenue 41, Monroe St. at existing hourly frequency (see map below).
 - Low fixed route cost but higher cost increase for SunDial service.
 - Does not serve area west of Monroe to Shadow Hills High School.
- Desert Edge/Sky Valley: Extend existing Line 15 Spa City Loop to Desert Edge via Long Canyon and Dillon Rds. (see map below). This option reduces the frequency of Line 15 to 60 minute weekday and 80 minute weekend (currently 45 minute) and requires linked operation with Line 14. Removing coverage of Two Bunch Palms/West Street from Line 15 could mitigate some of the frequency impacts (especially weekends).
 - Low fixed route cost.
 - Reduces existing Line 15 Spa City Loop frequency.
 - Does not serve Sky Valley – this area is considered too low density to warrant transit service (below 3,000 threshold established in service standards).

LINE 81 Option - North Indio
¼ mile buffer



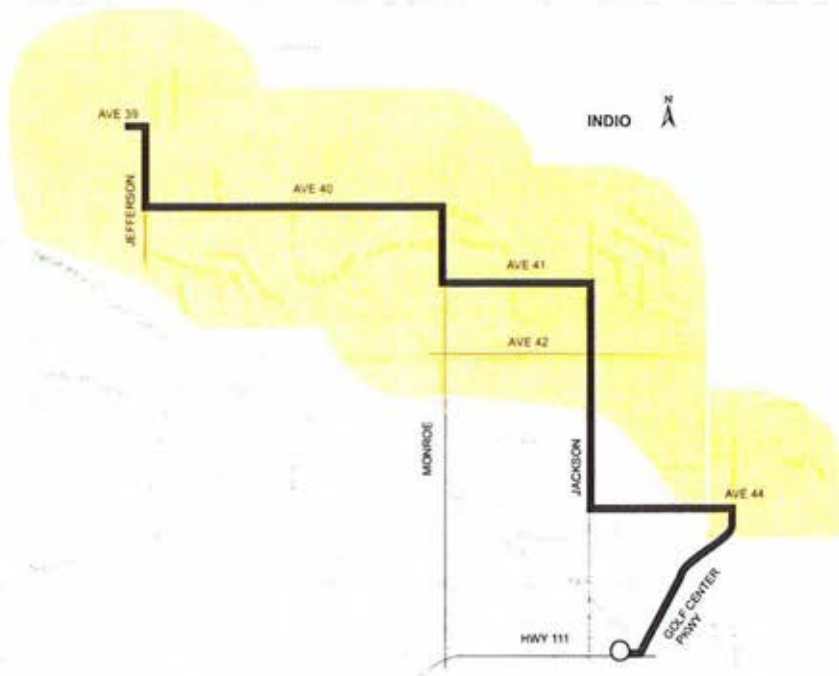
LINE 15 Option - Extended Route to Desert Edge
¼ mile buffer



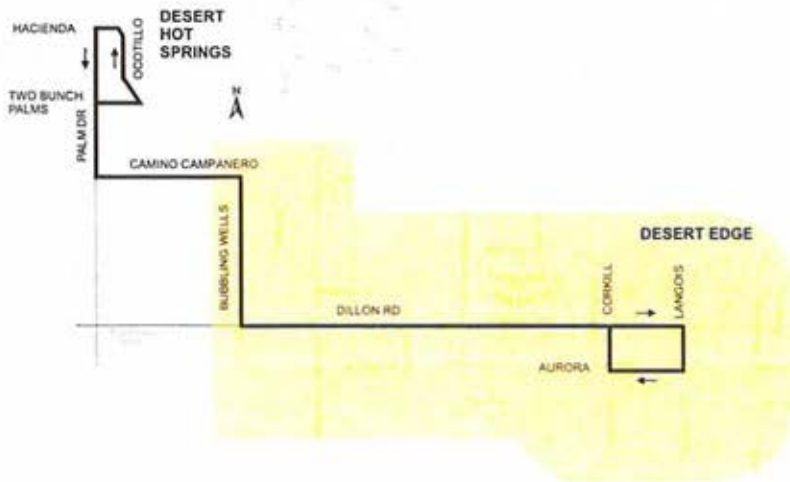
New Fixed Route:

- North Indio/Shadow Hills: See concept map Line 82.
 - Highest cost option, including both hourly fixed route service and complementary SunDial paratransit service.
 - Does serve full area (including Shadow Hills High School)
 - Includes extra trips for high volume of students expected.
- Desert Edge/Sky Valley: See concept map for new Line 16.
 - Highest cost option, including both hourly fixed route and complementary SunDial paratransit service.
 - No negative impact on existing Line 15 frequency.
 - Large vehicle so not able to reach all routes (could use small van if ridership is low per trip).
 - Does not serve Sky Valley – this area is considered too low density to warrant transit service.
 - No significant school ridership expected.

LINE 82 Option - North Indio
¼ mile buffer



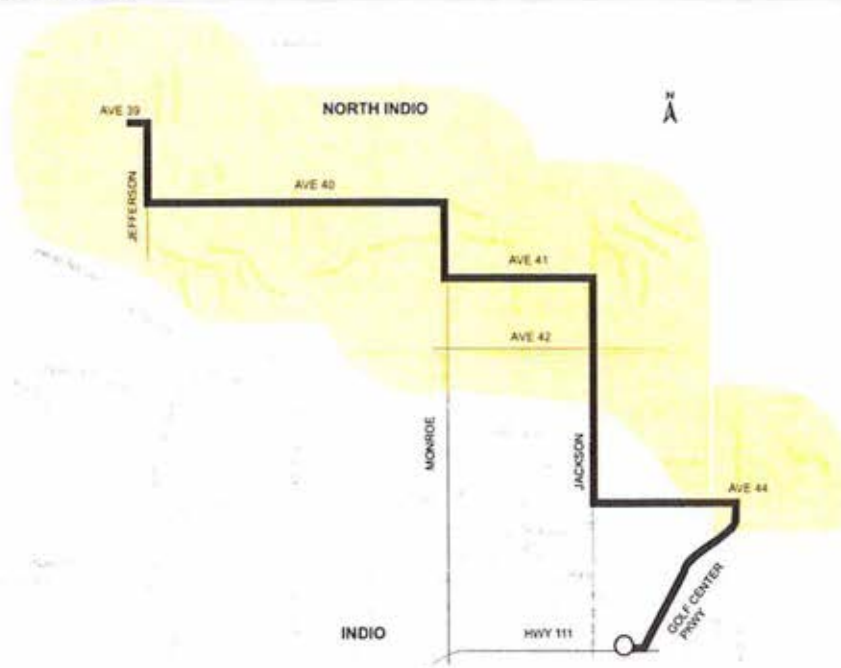
LINE 16 Option - Desert Hot Springs to Desert Edge
¼ mile buffer



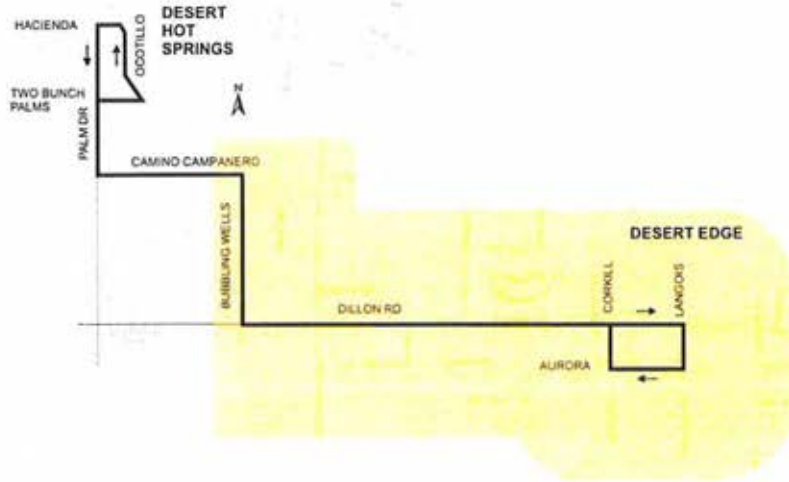
Deviated Fixed Route:

- North Indio/Shadow Hills: See map for Line 82 option with 0.75 mile shadow where deviations could be provided.
 - Avoids need for separate paratransit service.
 - Uses smaller van (but regular fixed route operator), allowing the van to deviate (by reservation) to enter gated estates such as Sun City Shadow Hills, but lowers frequency for service to 90 minute.
 - Requires school tripper bus for school times (included in costs).
- Desert Edge/Sky Valley: See concept map for new Line 16.
 - Avoids need for separate paratransit service.
 - Uses smaller van (but regular fixed route operator), allowing the van to deviate (by reservation) to enter mobile home parks, but lowers frequency for service to 90 minute to accommodate deviations. Does not significantly expand coverage.
 - Some risk of need for school trippers due to use of van (not budgeted)

LINE 82 Option - Deviated Fixed Route North Indio
¼ mile buffer



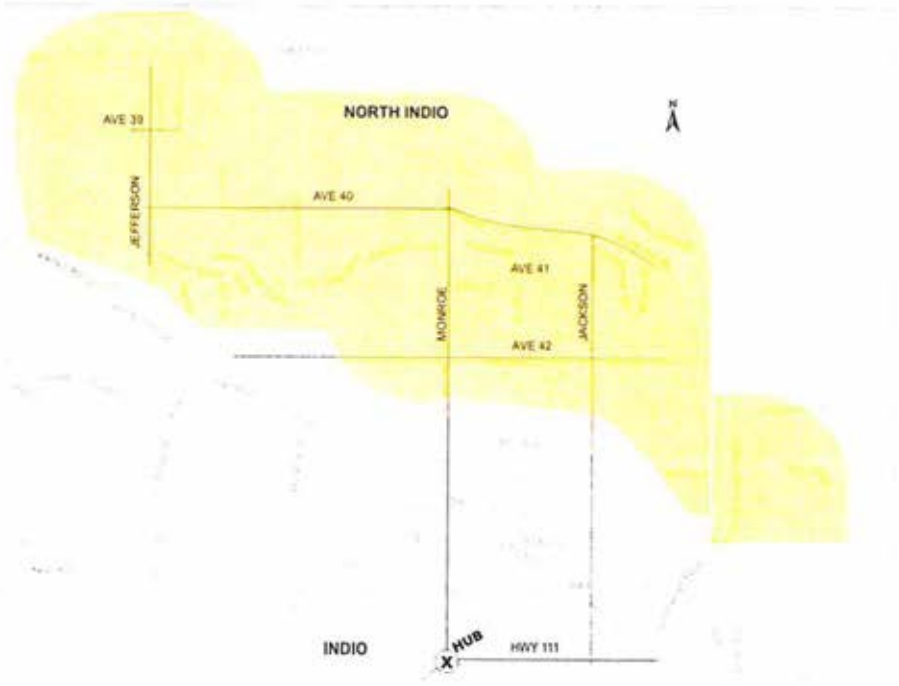
**Line 16 Deviated Fixed Route Option - Desert Edge
¼ mile buffer**



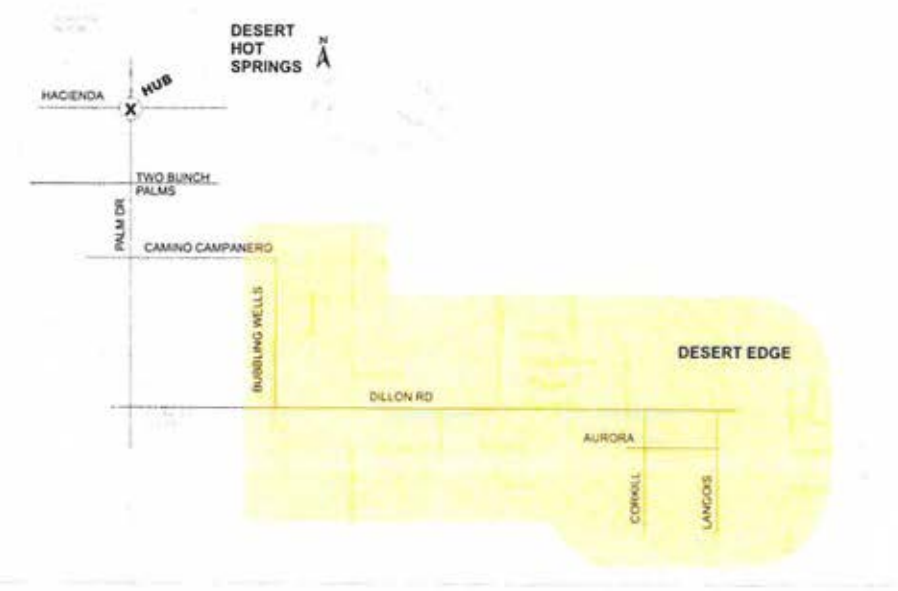
On-Call Zone:

- North Indio/Shadow Hills: See map of service zone and hub.
 - Avoids need for separate paratransit service, but all trips are by reservation. Hub would likely be at Hwy 111/Monroe.
 - Uses smaller van and paratransit operator (subject to union agreement), allowing the van to deviate (by reservation) to enter gated estates such as Sun City Shadow Hills. Frequency 90 minute to accommodate pick ups and trip to/from hub .
 - Distance from hub to zone is 4 miles, longer than ideal.
 - Not suitable to accommodate high levels of school ridership (Shadow Hills High School would need to be excluded from zone), and unable to provide school trippers under this service format.
- Desert Edge/Sky Valley: See map above of service zone and hub.
 - Avoids need for separate paratransit service, but all trips are by reservation. Hub would be at Palm Drive at Desert Hot Springs.
 - Uses smaller van and paratransit operator (subject to union agreement), allowing the van to deviate (by reservation) to enter mobile home parks, so minimally different to deviated fixed route option. Frequency for service 90 minute to accommodate deviations.
 - May need school tripper bus for school times, but format does not allow for this.
 - Distance from hub to zone 4 miles which is not ideal.

North Indio Option - Oncall Zone



**On-Call Zone - Desert Edge
¼ mile buffer**



Fiscal Impact

The table below shows estimated cost, ridership, revenue, subsidy impacts. Highlighted are the staff recommended options for Board consideration.

Route	Estimated Annual Cost	Estimated Annual Fare Revenue	Estimated Annual Subsidy/ Recovery	Estimated Annual Ridership
North Indio Modified Existing Route	\$57,563	\$17,248	\$40,315 (30%)	19,965
North Indio New Fixed Route	\$357,812	63,309	\$294,503 (18%)	74,793
North Indio On-Call Zone	\$105,374	\$28,080	\$77,294 (27%)	18,720
North Indio Deviated Fixed Route	\$157,444	\$31,200	\$126,244 (20%)	41,600
Desert Edge Modified Existing Route	\$73,345	\$9,081	\$64,264 (12%)	7,672
Desert Edge New Fixed Route	\$238,343	\$33,472	\$204,871 (14%)	43,262
Desert Edge On-Call Zone	\$115,175	\$29,250	\$85,925 (25%)	19,500
Desert Edge Deviated Fixed Route	\$133,393	\$19,500	\$113,893 (15%)	26,000

Funds are not included in the FY 2013-14 SunLine Transit Agency budget for these proposals. Implementation of these services could occur either as part of a budget/SRTP adjustment for FY 2013/14 (May 2014) or September 2014 as part of the 2014/15 budget/SRTP processes, subject to funding and public hearings.

Other service improvements listed below are also awaiting funding, having not been funded in FY 2013/14. These need to be prioritized:

- Line 32 Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms, Palm Desert: Frequency increase weekdays (40 min.): Cost: \$191,190, with 29,120 extra passenger trips.
- Line 70 La Quinta, Indian Wells, Bermuda Dunes, Palm Desert: Frequency increase; extend north of I-10 at Sun City (40 min. weekday, 60 min. weekend): Cost: \$461,365, with 93,751 extra passenger trips.
- Line 90 Coachella, Indio: frequency improvement weekdays (30 minute): Cost \$174,060 per year, with extra 30,802 passenger trips.
- Line 220 Riverside Commuter Link: Add six extra trips weekdays: Cost: \$277,970 per year with extra 22,313 passenger trips.



Joseph Forgiarini

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Approval of Conference Expenses

Recommendation

Recommend that the Board of Directors approve the upcoming expenses outlined by Department and by Employee.

Background

Per the direction of the Board, we are presenting expenses for upcoming conferences. These expenses include all travel, meals, and registration and transportation expenses.

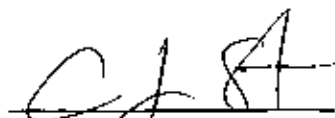
Department	Conference	Employee	Est. Amt	Budgeted
Planning	CTA Conference Oct. 17, 2013	Joe Forgiarini	300.00	Y
Planning	CTA Conference Oct. 16-17, 2013	Anita Petke	450.00	Y
Marketing	CTA Conference Oct. 17, 2013	Norma Stevens	300.00	Y
Admin.	CTA Conference Oct. 15-18, 2013	Tommy Edwards	1400.00	Y
Operations	CTA Conference Oct. 15-18, 2013	Mannie Thomas	1400.00	Y
Operations	APTA Leadership Program*	Polo Del Toro	16,000.00	N

*Details attached.

Fiscal Impact

The expenses being presented today for approval are in the FY 13/14 approved budget except the APTA program for Polo Del Toro. The total fiscal impact of approving this program is an increase of \$16,000.

This increase is also represented in the proposed budget amendment.


CJ SMITH

Leadership APTA 2014 (Pol Del Toro)

Travel	Nights	Total days	Description of travel	Cost
N/A	N/A	N/A	Leadership APTA Class of 2014 program tuition fee is \$4000. The tuition fee covers conference registration fees as well.	\$4,000
2	4	5	Chicago, IL: 2013 APTA Annual Meeting, a special Annual Meeting/Leadership APTA Orientation Program for Leadership APTA incoming members and graduating Class of 2013 members on Sunday morning, September 29 from 7:00-9:00 a.m., followed by your attendance in recommended APTA committee meetings and Leadership APTA events later that day.	\$2,000
2	5	6	Washington, DC: Early Wednesday morning through Saturday evening, December 4-7, with arrival on Tuesday night, December 3 rd . (Recommended departure, Sunday, December 8). APTA will confirm the hotel location soon after the Annual Meeting.	\$2,300
2	6	7	Washington, D.C.: Early Saturday morning through late Wednesday afternoon, March 8-12, 2014 (Recommended arrival Friday March 7, 2014 departure Wednesday March 12 late afternoon or Thursday March 13.)	\$2,600
2	7	8	July Capstone Session: Tuesday morning July 15 through Saturday evening July 19 or Tuesday morning July 22 through Saturday evening July 26. (Recommended arrival Monday, July 14, 2013 or Monday July 21). City location and dates to be confirmed.	\$2,900
2	4	5	Houston, TX: Sunday October 12 through Wednesday, October 15, 2014, 2014 APTA Annual Meeting & EXPO. (Recommended arrival Saturday October 11 for early Sunday morning October 12 program and workshop; departure Wednesday afternoon/evening, October 15, 2014).	\$2,000
			Total Leadership APTA	\$15,800

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: Budget Amendment I

Recommendation

Recommend that the Board of Directors approve the attached budget amendment for the FY 13/14 approved budget. Brief justifications are included in the attachment for your review. If approved, the adjustments will be incorporated into the full annual budget.

Background

The budget amendment being presented today represents the changes that have a financial impact.

SUMMARY OF CHANGES

Operations

Amendment: Reduce "Wages" by 20,000 and increase "Training" by 20,000 to account for the APTA program for Polo Del Toro, resulting in a net change of zero.

Justification: Polo Del Toro was accepted into the APTA Leadership Training Program. At the time of the initial budget this information was unknown.

Human Resources

Amendment: Increase "Legal Services - Labor Counsel" by \$30,000 to account for labor negotiations. This is an estimate and may need to be increased in the future.

Justification: Based on initial discussion for labor negotiations the GM and Staff estimated that total legal costs would be higher than originally budgeted.

Agency-wide

Amendment: Reduce "Insurance - Admin" by \$40,000. Estimated employee insurance is only \$60,000 for the FY.

Justification: The Two additional Stops & Zones Technicians are needed to help service the new shelters and assist with the new advertising program. The bus stop advertising revenue will cover the majority of salary and fringe for additional employees.

General Administration

Amendment: Reduced "Salary" by 15,000 and Fringe by 9,000 to account for salary savings from prior GM and accounted for settlement payout. Increased salary and fringe for new GM for 9 months and increased "Misc. Expense" by \$37,000 to account for relocation expenses for new GM. Increased "Misc. Expense" by 5,000 to account for travel reimbursement for recruitment candidates.

Justification: To account for GM salary and fringe for 8 months. Also reduced total salary and fringe from previous GM. Net amounts are shown above.

Amendment: Add additional 10,000 to "Consulting" for Interim General Manager.

Justification: Budgeted amount was based on an estimated hours per week. After calculating current expenses, an additional 10,000 is needed to account for the contract extension.

Revenue

Amendment: Add 75,000 in revenue for bus stop advertising.

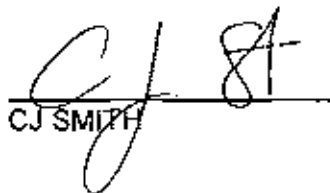
Justification: Projected revenues for the new bus stop advertising program are 100,000 per year. This amount has been reduced based on program start date.

Amendment: Add 100,200 in revenue from outside fuels.

Justification: Additional revenues were recorded for outside fuel to supplement the increase in expenditures.

Fiscal Impact

The net impact to the FY 13/14 budget is an increase of \$175,200. The Agency plans to propose a second amendment in January 2014 that may include operating and capital.


CJ SMITH

BUDGET AMENDMENT - SUMMARY OF CHANGES



Summary of Proposed Budget Changes for FY 13/14

Division	Division Name	FY 13-14 Approved Budget	Variance	FY 13-14 Proposed Budget w/ Amendments	%
9	SunFuels - Outside	322,203	-	322,203	0%
10	SunFuels - Inside	1,118,969	-	1,118,969	0%
11 & 12	Operations - Fixed Route	9,267,770	-	9,267,770	0%
13 & 14	Operations - Paratransit	2,589,485	-	2,589,485	0%
15	Risk Management	374,826	-	374,826	0%
21 & 22	Maintenance - Fixed Route	3,868,799	-	3,868,799	0%
13	Maintenance - Paratransit (Ops)	87,900	-	87,900	0%
23	Facilities Maintenance - T. Palms	660,729	-	660,729	0%
24	Facilities Maintenance - Indio	72,354	-	72,354	0%
25	Stops and Zones	484,684	104,600.00	589,284	22%
31	Marketing	364,402	-	364,402	0%
32	Human Resources	441,331	30,000.00	471,331	7%
40	General Administration	1,028,312	80,600.00	1,108,912	8%
41	Finance	1,127,039	-	1,127,039	0%
42	Information Technology	389,134	-	389,134	0%
43	Agency-wide*	1,385,852	(40,000.00)	1,325,852	-3%
49	Planning	564,114	-	564,114	0%
	New Initiatives	824,921	-	824,921	0%
	Total	24,950,824	175,200.00	25,126,024	1%

REVENUE TYPE	FY 13-14 Approved Budget	Variance	FY 13-14 Proposed Budget w/ Amendments	%
Local Transportation Funds (LTF)	11,768,614	0	11,768,614	0%
Measure A	5,217,000	0	5,217,000	0%
FTA Section 5307	2,802,268	0	2,802,268	0%
FTA Section 5311	420,188	0.00	420,188	0%
FTA Section 5316 - North Shore & CommuterLink	108,635	0.00	108,635	0%
FTA Section 5317	46,000	0.00	46,000	0%
SunFuels - Outside Sales	500,000	100,200.00	600,200	20%
CNG Rebate	300,000	0.00	300,000	0%
FTA Section 5316 - Commuter Link 220	100,030	0.00	100,030	0%
RTA Funds (Commuter Link 220)	60,000	0.00	60,000	0%
Farebox (Passenger Fares)	3,550,000	0.00	3,550,000	0%
Taxi Voucher (New Freedom Funds)	18,089	0.00	18,089	0%
Bus Stop Maintenance Fees	60,000	0.00	60,000	0%
Advertising Revenue	-	75,000.00	75,000	100%
Total	24,960,824	175,200.00	25,126,024	1%

BUDGET AMENDMENT JUSTIFICATION/DETAILS BY DEPARTMENT

OPERATIONS

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5010101010 Operator Wages - FT	4,352,610.00	-20,000	4,332,610.00
5090200001 Training	0	20,000	20,000.00
		<u>0</u>	

Amendment: Reduce "Wages" by 20,000 and increase "Training" by 20,000 to account for the APTA program for Polo Del Toro resulting in a net change of zero.

Justification: Polo Del Toro was accepted into the APTA Leadership Training Program. At the time of the initial budget this information was unknown.

HUMAN RESOURCES

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5030300002 Legal Services - Labor	50,000.00	30,000.00	80,000.00

Amendment: Increase "Legal Services - Labor Counsel" by \$30,000 to account for labor negotiations. This is an estimate and may need to be increased in the future.

Justification: Based on initial discussion for labor negotiations the GM and Staff estimated that total legal costs would be higher than originally budgeted.

AGENCY-WIDE

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5060300000 - Insurance Admin	103,105.00	(40,000.00)	63,105.00

Amendment: Reduce "Insurance - Admin" by \$40,000. Estimated employee insurance is only \$60,000 for the FY.

Justification: The new estimate for Employment Liability Insurance was approximately 60,000 for the year. This allowed for a reduction of 40,000.

STOPS & ZONES

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5010201500 Bargaining Salaries	221,520.00	104,600.00	326,120.00

Amendment: Hire 2 Stops & Zones Technicians. Salary and Fringe totals \$52,300 for each employee.

Justification: The Two additional Stops & Zones Technicians are needed to help service the new shelters and assist with the new advertising program. The bus stop advertising revenue will cover the majority of salary and fringe for additional employees.

GENERAL ADMINISTRATION

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5010200500 Admin Salaries	427,009.00	18,000.00	445,009.00
5020000000 Fringe Benefits	209,553.00	10,000.00	219,553.00
5099900002 Miscellaneous Expense	20,000.00	42,000.00	62,000.00
		<u>70,000.00</u>	

Amendment: Reduced Salary by 15,000 and Fringe by 9,000 to account for salary savings from prior GM and accounted for settlement payout. Increased salary and fringe for new GM for 9 months and increased "Misc. Expense" by \$37,000 to account for relocation expenses for new GM. Lastly, increased "Misc. Expense" by 5,000 to account for travel reimbursement for recruitment candidates.

Justification: To account for GM salary and fringe for 8 months. Also reduced total salary and fringe from previous GM. Net amounts are shown above.

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
5099900004 Consulting - General	150,000.00	10,000.00	160,000.00

Amendment: Add additional 10,000 to "Consulting" for Interim General Manager

Justification: Budgeted amount was based on an estimated hours per week. After calculating current expenses, an additional 10,000 is needed to account for the contract extension.

REVENUE

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
4070101000 Bus Stop Adv. Rev	0	75,000.00	75,000.00

Amendment: Add 75,000 in revenue for bus stop advertising.

Justification: Projected revenues for the new bus stop advertising program are 100,000 per year. This amount has been reduced based on program start date.

GL Accounts	Approved Budget	Adjustments	Budget with Adjustments
4070303002 Outside Fueling Revenue	500,000	100,200.00	600,200.00

Amendment: Add 100,200 in revenue from outside fuels.

Justification: Additional revenues were recorded for outside fuel to supplement the increase in expenditures.

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Operations

RE: Agreement with Apollo Video Technology

Recommendation

- a) The Board of Directors make a find that:
1. SunLine has made a diligent effort to identify a security system that is capable of storing recorded data for one year;
 2. SunLine determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available.
 3. SunLine is purchasing and installing the best available technology with respect to storage capacity that is both economically and technologically feasible at this time.
- b) Recommend that the Board of Directors grant authority to the General Manager to execute an agreement with Apollo Video Technology for a Bus Camera Recording System in the amount of \$269,737. Contract has been approved as to form by SunLine Legal Counsel.

Background

SunLine has been utilizing a GE Penta 3 video system on the fixed route buses since 2006. The system installed at the time was new and the best available technology. Since 2006, other buses including the New Flyer and Eldorado models have been added to the fleet with the GE system. Recently, SunLine discovered GE is limiting support and parts for the Penta 3 system that has been installed in the Fixed Route fleet. SunLine took this opportunity to evaluate and upgrade the bus video system in phases. The first phase will be upgrading the 41 New Flyers buses including the video software and hardware to support these vehicles. As part of the RFP there were other additional features requested such as accelerometers to flag GeForces when accelerating or braking hard, and an additional microphone to clear up noise pollution experienced on the current system. SunLine also requested new DVR's with a 2 Terra Byte storage capacity for up to 21 days of storage instead of the 7 or less we currently have. Wi-Fi was also requested for easy video download. This new feature alone will now streamline the video retrieval process saving time and operational cost.

An RFP was issued on March 7, 2013 and 5 proposals were received. Staff went through the Evaluation process starting in May 2013. During the Evaluation process

there was a need for clarification so clarifications notices were sent out to two of the top three vendors on May 27th, 2013 and all responses were received by June 3rd, 2013. Once the clarifications were received the evaluation process was completed and Apollo Technologies was determined to be the best responsive and responsible proposal.

Since the evaluation process a BAFO was negotiated by the Procurement Officer which included some additional high resolution infrared cameras with microphones built in which increased the cost of the proposal but added value to the project for a superior system than originally proposed.

In approval of a contract for improving the onboard video system for fixed route buses the Board of Directors of SunLine Transit Agency recognize their duty to comply with the required California Government code Sections 53160-53162.

SunLine staff reviewed the capacity of the major video systems for buses to assess their ability to meet the California code requirements. A requirement was placed in Solicitation RFP 13-001 for BUS CAMERA RECORDING SYSTEM Appendix A, item 8.0 Compliance Requirements.

During the research of current available bus videos systems, it was determined it was economically and technically unfeasible to meet the one year requirement because the enormous amount the data that is recorded by the video system. Based on proposed configurations the annual data storage would reach and amount of 960 terabytes. That capacity is not available economically at this time.

Fiscal Impact

Funds for this phase of the project were obtained from Prop 1B for fiscal year 2009. This project funding has been approved in Capital Budget FY13-14, line Item SL14-04/SI15-04.


Apolónio Del Toro

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: Execution of Contract for Installation of New Phone System

Recommendation

Recommend that the Board of Directors

- 1) Grant authority to the General Manager to execute an agreement with Packet Fusion, Inc. for the installation of a new telephone system in the amount of \$143,159.65. The total contract value includes one (1) year of customer support. The draft agreement is included for your review but may be slightly modified based on feedback from Legal Counsel.

- 2) Approve the amendment of the capital budget from \$115,000 to \$145,000 and to approve the use LTF instead of 5307 capital.

Background

Upon the approval of the SunLine Board of Directors, the Agency would like to enter into a contract with Packet Fusion, Inc. for the installation of a new telephone system. The estimated project schedule is 90 days.

Fiscal Impact

The Not to Exceed amount of the contract is \$143,159.65. This project is included in the FY 13/14 budget for \$115,000. The additional \$30,000 will be amended to the capital budget if approved.


CJ SMITH

13-002 VOIP Phone System Bidders List

Name	email	Company	Address	City	State	ZipCode	Phone
Laurie Melnick	bids1@prime-vendor.com	Prime Vendor Inc.	4522 Cedar Avenue	Wilmington	North Carolina	28403	800-746-9554
Damon Harper	harperdamon@gmail.com		9821 Business Park Drive	Sacramento	California	95827	
Matt Disher	mdisher@southwest-networks.com	Southwest Networks	73700 Dinah shore Dr, Suite 404	Palm Desert	California	92211	760.770.5200
Guy Diaz	guyd@adeptcomm.com	Adept Communications	72128 Adelaid St. Suite B	thousand palms	California	92276	(760) 333-4145
Christina Campbell	ccampbell@dscomm.com	D&S Communications Inc	1355 North McLean Blvd	Elgin	Illinois	60123	(847)628-4203
Joe Goldring	jgoldring@alturacs.com	Alturics	7776 S. Pointe Pkwy suite 145	Phoenix	Arizona	85044	602-458-4026
Christopher Bell	cbell@b2solutions.us	Better Solutions	704 W Brookhaven Cir	Memphis	Tennessee	38117	901-461-1571
Dylan Smith	dsmith@packetfusion.com	Packet Fusion	18025 Sky Park Circle, suite H	Irvine	California	92614	949.748.8513
linda mandala	lmandala@cpacinc.com	CPAC Inc	22700 savi ranch pkwy	Yorba Linda	California	92887	800-778-2722
Casey Earp	casey.earp@ringcentral.com	Ring Central	1400 Fashion Island Blvd 7th Floor	San Mateo	California	94404	303-835-0558
Loretta Lewis	llewis@shopfort1.com	Shop For T1	1919 Sheldon Ave	Colorado Springs	Colorado	80904	800-576-4837
Dylan Smith	dsmith@packetfusion.com	Packet Fusion Inc.	17961 Sky Park Circle	Irvine	California	92614	949 748 8513
Daniel Payomo	daniel.payomo@polycom.com	Polycom	6001 America Center Drive	San Jose	California	95002	408-586-3948

SunLine Transit Agency

DATE: September 25, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: Ratification of Bus Shelter Site Improvement Change Orders

Recommendation

Recommend that the Board of Directors ratify the change orders for site improvements at locations receiving new bus shelters, at a total cost of \$171,411.50.

Background

As advised at the January 2013 Board meeting, 46 sites were required to receive improvements, to be constructed by ND Electrical Construction, Inc., the same contractor responsible for shelter construction and installation.

The history of work orders is as follows:

- **Work Order 1:** First 23 sites with basic concrete pad improvements. Final cost of \$58,574.81.
- **Change Order 2:** This order began the work at the other 23 sites requiring more complex work including pads, small retaining walls, and sidewalk connections. Final cost \$31,308.90.
- **Change Order 3:** This order completes most work at the last 23 sites, including additional costs for site compaction reports and increased pad thickness required by some cities. Final cost \$69,739.21.
- **Change Order 4:** This order was for additional final works at two sites. Final cost \$11,788.58.
- **Total costs for the site improvements:** \$171,411.50.

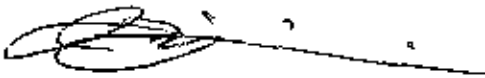
As approved by the Board in 2012, SunLine is providing seventy (70) new bus shelters at SunLine bus stops throughout the Coachella Valley. In order to complete installation of these shelters, a concrete pad is required to accommodate the shelter. This item ratifies all improvement work at the 46 sites, initially approved by this board at the January 2013 meeting.

Financial Impact

These works being ratified are within the planned project funding as listed below. They are contractually separate from the approved \$871,204 contract for the shelter construction and installation contract (also funded in the below budget):

- FTA Section 5307: \$857,262
- State Transit Assistance: \$214,766
- Proposition 1B Safety & Security Funding: \$290,760 (for solar lighting)
- Total: \$1,362,788
- Total Spent: \$1,042,615.50
- Remaining Balance: \$320,172.50

All such funds are immediately available. A final update will be provided once all shelters are accepted (all are installed and are receiving final touch ups). Remaining funds will be invested in additional new shelters and bus stop access improvements, with locations for these to be discussed at a future board meeting.



Joseph Forgiarini
Director of Transit Planning

SunLine Transit Agency
Checks \$1,000 and Over
For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	658403	7/31/2013	\$106,791.37	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658254	7/22/2013	\$34,917.12	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658225	7/22/2013	\$19,267.75	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658141	7/11/2013	\$12,991.16	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658157	7/11/2013	\$11,248.93	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658355	7/26/2013	\$8,523.17	Y	N		Operating
CREATIVE BUS SALES, INC.	Cost to purchase vehicle parts	658138	7/11/2013	\$8,158.54	Y	N		Operating
ABC COMPANIES	Cost to purchase vehicle parts	658301	7/26/2013	\$6,282.22	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658394	7/31/2013	\$4,989.44	Y	Y	\$108,322.00	Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658381	7/26/2013	\$3,881.48	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658166	7/15/2013	\$3,845.32	Y	Y	\$111,292.00	Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658292	7/22/2013	\$3,816.56	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	658274	7/22/2013	\$3,676.59	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658376	7/26/2013	\$3,307.57	Y	N		Operating
PDC MACHINES	Cost to purchase SunFuel parts	658162	7/11/2013	\$2,355.00	Y	N		Operating
JIM'S DESERT RADIATOR	Cost to purchase vehicle parts	658152	7/11/2013	\$2,340.00	Y	N		Operating
ALLIED REFRIGERATION	Cost to purchase vehicle parts	658305	7/26/2013	\$2,169.10	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658288	7/22/2013	\$2,142.56	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658318	7/26/2013	\$2,007.82	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	658133	7/11/2013	\$1,843.38	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658250	7/22/2013	\$1,751.70	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	658147	7/11/2013	\$1,733.93	Y	N		Operating
OPW FUELING COMPONENTS	Cost to purchase SunFuel parts	658351	7/26/2013	\$1,714.55	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	658374	7/26/2013	\$1,697.13	Y	N		Operating
TRANSIT RESOURCES	Cost to purchase vehicle parts	658406	7/31/2013	\$1,412.83	Y	N		Operating
AIR & HOSE SOURCE	Cost to purchase vehicle parts	658126	7/11/2013	\$1,405.04	Y	N		Operating
ST. BOARD OF EQUALIZATION	Cost to purchase vehicle parts	658405	7/31/2013	\$1,379.00	Y	N		Operating
FIESTA FORD	Cost to purchase vehicle parts	658326	7/26/2013	\$1,267.54	Y	N		Operating
FRANKLIN TRUCK PARTS, INC	Cost to purchase vehicle parts	658327	7/26/2013	\$1,257.16	Y	N		Operating
SMARTDRIVE SYSTEMS, INC	Security equipment maintenance agreement	658281	7/22/2013	\$1,240.00	Y	N		Operating
CERTIFIED LABORATORIES	Cost of purchase of bus stop supplies	658313	7/26/2013	\$1,207.27	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658143	7/11/2013	\$1,185.12	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	658164	7/11/2013	\$1,125.00	Y	N		Operating
PLAZA TOWING	Towing Service	658365	7/26/2013	\$1,075.00	Y	N		Operating
RECARO NORTH AMERICA	Cost to purchase vehicle parts	658270	7/22/2013	\$1,030.89	Y	N		Operating
	Subtotal			\$264,997.24				
Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
HAYWARD TILTON & ROLAPP	Insurance-Physical Damage	658244	7/22/2013	\$118,549.97	Y	N		Operating
C. MIKEL OGLESBY	Payment	658121	7/2/2013	\$95,097.60	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services(Dec 2012 - May 2013)	658277	7/22/2013	\$72,497.23	Y	Y	No not to exceed	Operating
ROGER SNOBLE	Cost for General consultant (June)	658124	7/2/2013	\$28,750.00	Y	Y	No not to exceed	Operating
HAYWARD TILTON & ROLAPP	Insurance-Physical Damage	658175	7/15/2013	\$23,813.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	658357	7/26/2013	\$16,997.76	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
KL EXECUTIVE SEARCH, LLC	Cost for recruiter services	658258	7/22/2013	\$11,000.00	Y	Y	\$29,000.00	Operating
ELIZABETH ROSALES		658123	7/2/2013	\$8,500.00	Y	N		Operating
G & K SERVICES	Cost to service uniforms	658329	7/26/2013	\$4,938.42	Y	Y	\$324,455.00	Operating
WOODRUFF, SPRADLIN & SMART,	Cost for legal services	658393	7/26/2013	\$4,891.74	Y	N		Operating
MOORE MAINTENANCE & JANITORIAL	Cost for janitorial services	658259	7/22/2013	\$4,678.00	Y	Y	\$58,716.00	Operating
KUSHNER, SMITH, JOANOU & GREGSON,	Pension Auditors	658341	7/26/2013	\$4,100.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	658401	7/31/2013	\$3,368.61	Y	N		Operating
GREGG FELSEN	Cost for public relations & marketing services	658399	7/31/2013	\$3,200.00	Y	N		Operating
WOODRUFF, SPRADLIN & SMART	Cost for legal services	658407	7/31/2013	\$3,182.00	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658257	7/22/2013	\$3,170.74	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	658380	7/26/2013	\$2,204.75	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	658297	7/22/2013	\$2,051.64	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	658389	7/26/2013	\$2,014.14	Y	N		Operating
VALLEY OFFICE EQUIPMENT	Cost for fax/copy supplies	658388	7/26/2013	\$2,010.15	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	658359	7/26/2013	\$1,860.48	Y	N		Operating
DESERT SUN PUBLISHING	Cost for public relations & marketing services	658228	7/22/2013	\$1,659.60	Y	N		Operating
RESORT MARKETING	Cost for public relations & marketing services	658271	7/22/2013	\$1,384.50	Y	Y	(\$3,866.25)	Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	658323	7/26/2013	\$1,210.00	Y	N		Operating
ANDERSON COMMUNICATIONS	Cost for radio hill top service (Jun & Jul)	658206	7/22/2013	\$1,200.00	Y	N		Operating
MORRIS DESERT MEDIA	Cost for public relations & marketing services	658260	7/22/2013	\$1,008.00	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	658184	7/15/2013	\$1,007.06	Y	N		Operating
	Subtotal			\$424,345.39				

Note: 1) This was repaid and processed through Payroll

Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"

BAE SYSTEMS CONTROLS	AFCB 4 & 5 - TIGGER III	658207	7/22/2013	\$580,000.00	Y	Y	\$1,466,042.00	Capital
SAE SYSTEMS CONTROLS	AFCB 4 & 5 - TIGGER III	658127	7/11/2013	\$235,000.00	Y	Y	\$2,056,042.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	658201	7/22/2013	\$200,864.66	Y	Y	\$72,609.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (Apr)	658232	7/22/2013	\$92,312.95	Y	Y	\$10,375,161.00	Capital
IND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	658181	7/15/2013	\$74,811.56	Y	Y	\$796,392.00	Capital
IBI GROUP	Fees for Admin Building (Mar2012-Jun2013)	658151	7/11/2013	\$66,521.22	Y	Y	\$223,662.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (May)	658233	7/22/2013	\$29,076.55	Y	Y	\$10,346,084.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (Mar)	658231	7/22/2013	\$26,863.03	Y	Y	\$10,464,474.00	Capital
PSOMAS	Bus Stop Improvement	658268	7/22/2013	\$15,083.64	Y	Y	\$45,115.00	Capital
LEFLORE GROUP LLC, THE	Consulting & procurement services	658342	7/26/2013	\$12,346.72	Y	Y	\$66,406.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	658203	7/22/2013	\$4,724.03	Y	N		Capital
TOOLS UNLIMITED	Maintenance Equipment Projects	658289	7/22/2013	\$4,050.00	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	658299	7/22/2013	\$3,700.43	Y	N		Capital
SOFTCHOICE CORP.	IT workstation & equipment	658372	7/26/2013	\$2,638.68	Y	N		Capital
CABCONNECT	Taxi voucher program - federal grant	658209	7/22/2013	\$2,210.05	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658173	7/15/2013	\$1,957.50	Y	N		Operating
CLAIREMONT EQUIPMENT	Bus Stop Improvement	658216	7/22/2013	\$1,867.75	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658239	7/22/2013	\$1,770.00	Y	N		Operating
TOPS N BARRICADES	Bus Stop Improvement	658280	7/22/2013	\$1,575.12	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal grant	658227	7/22/2013	\$1,454.31	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	658366	7/26/2013	\$1,109.82	Y	N		Capital
ELMS EQUIPMENT RENTAL	Bus Stop Improvement	658144	7/11/2013	\$1,077.60	Y	N		Capital
CABCONNECT	Taxi voucher program - federal grant	658130	7/11/2013	\$1,041.57	Y	N		Capital

SunLine Transit Agency
Checks \$1,000 and Over
For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
	Subtotal			\$1,362,057.19				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658194	7/15/2013	\$67,982.97	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658295	7/22/2013	\$65,758.60	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658266	7/22/2013	\$33,499.46	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	658186	7/15/2013	\$15,373.62	Y	N		Operating
METLIFE SBC	Dental insurance	658180	7/15/2013	\$6,701.09	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	658315	7/26/2013	\$6,302.36	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658167	7/15/2013	\$4,475.66	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658202	7/22/2013	\$4,417.02	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658169	7/15/2013	\$2,913.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658210	7/22/2013	\$2,913.92	Y	N		Operating
EYE MED	Employee benefits	658172	7/15/2013	\$2,266.96	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Employee assistance program	658179	7/15/2013	\$2,193.51	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST	Pension deposits (paid per payroll)	658294	7/22/2013	\$1,427.33	Y	N		Operating
	Subtotal			\$216,226.42				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.								
Total Checks Over \$1000				\$2,267,626.24				
Summary								
Total of Checks Over \$1,000				\$2,267,626.24				
Total of Checks Under \$1,000				\$47,827.10				
Total of All Checks for the Month				\$2,315,453.34				
Total Amount of Checks Prior Year - Same Month				\$1,137,939.72				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	658733	8/23/2013	\$104,792.68	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658449	8/8/2013	\$23,920.75	Y	Y	\$297,576.00	Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658707	8/23/2013	\$20,329.83	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658545	8/16/2013	\$13,121.74	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658418	8/5/2013	\$11,240.67	Y	Y	\$168,759.00	Operating
NEW FLYER	Cost to purchase vehicle parts	658606	8/16/2013	\$9,669.08	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658537	8/16/2013	\$9,604.94	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658586	8/16/2013	\$7,554.31	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658742	8/28/2013	\$5,644.76	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658699	8/28/2013	\$5,250.00	Y	Y	\$292,326.00	Operating
A & B TRANSMISSION	Cost to repair vehicles	658511	8/16/2013	\$4,616.70	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658681	8/28/2013	\$4,283.49	Y	N		Operating
TURBO IMAGES	Cost to purchase vehicle parts	658744	8/28/2013	\$4,269.15	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658724	8/28/2013	\$3,920.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658477	8/12/2013	\$3,815.76	Y	Y	\$102,506.00	Operating
NEW FLYER	Cost to purchase vehicle parts	658719	8/28/2013	\$3,659.41	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	658439	8/8/2013	\$3,457.23	Y	N		Operating
GRAINGER	Cost to purchase vehicle parts	658572	8/16/2013	\$3,152.41	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	658445	8/8/2013	\$3,064.80	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658643	8/16/2013	\$3,027.13	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen Maintenance	658814	8/16/2013	\$2,880.00	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	658690	8/28/2013	\$2,837.51	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	658717	8/28/2013	\$2,688.20	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658583	8/16/2013	\$2,324.21	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658708	8/28/2013	\$2,244.09	Y	N		Operating
GREEN ENVIRONMENTAL MANAGEMENT	Cost of hazardous waste testing	658486	8/12/2013	\$2,028.60	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	658417	8/5/2013	\$1,826.36	Y	N		Operating
SPORTWORKS NORTHWEST	Cost to purchase vehicle parts	658736	8/28/2013	\$1,778.45	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	658631	8/16/2013	\$1,755.71	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	658413	8/5/2013	\$1,747.89	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658465	8/8/2013	\$1,566.96	Y	N		Operating
FIESTA FORD	Cost to purchase vehicle parts	658558	8/16/2013	\$1,561.84	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658458	8/8/2013	\$1,527.32	Y	N		Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	658576	8/16/2013	\$1,520.28	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658542	8/16/2013	\$1,409.31	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658645	8/16/2013	\$1,397.08	Y	N		Operating
TRI-STATE PUMP	Cost to purchase SunFuel parts	658473	8/8/2013	\$1,380.60	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	658464	8/8/2013	\$1,366.71	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	658673	8/28/2013	\$1,279.84	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	658616	8/16/2013	\$1,275.00	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658687	8/28/2013	\$1,266.58	Y	N		Operating
SMART CHEMISTRY CORP	Cost of testing hydrogen samples	658732	8/28/2013	\$1,250.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658515	8/16/2013	\$1,242.38	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658547	8/16/2013	\$1,212.78	Y	N		Operating
WAXIE SANITARY SUPPLY	Cost to repair and service facility	658656	8/16/2013	\$1,187.40	Y	N		Operating
ATLAS COPCO COMPRESSORS	Cost to purchase SunFuel parts	658519	8/16/2013	\$1,182.40	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	658587	8/16/2013	\$1,180.88	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658679	8/28/2013	\$1,014.62	Y	N		Operating
	Subtotal			\$294,327.82				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section I - Check payments issued against the Operating Fund - (Costs related to General Administration)								
ROGER SNOBLE	Cost for General consultant	658411	8/1/2013	\$29,250.00	Y	Y	No not to exceed	Operating
RUTAN & TUCKER, LLP	Cost for legal services	658625	8/16/2013	\$27,043.09	Y	Y		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658593	8/16/2013	\$11,337.25	Y	N	\$318,319.00	Operating
G & K SERVICES	Cost to service uniforms	658564	8/16/2013	\$6,135.35	Y	Y		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658453	8/8/2013	\$5,286.05	Y	N	\$54,040.00	Operating
NYHART COMPANY	Cost for pension consultant	658908	8/16/2013	\$4,832.37	Y	N		Operating
MOORE MAINTENANCE & JANITORIAL	Cost for janitorial services	658598	8/16/2013	\$4,678.00	Y	Y	\$54,040.00	Operating
QUAKE KARE	Agency Emergency Preparedness Supplies	658618	8/16/2013	\$4,433.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Cost for utilities	658427	8/8/2013	\$4,212.11	Y	N	Operating	Operating
KUSHNER, SMITH, JOANOU & GREGSON.	Pension Auditors	658594	8/16/2013	\$3,970.00	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities	658641	8/16/2013	\$3,385.63	Y	N	Operating	Operating
CAL-TEST, INC	D&A Onsite Testing	658528	8/16/2013	\$3,275.65	Y	N		Operating
DESERT AIR CONDITIONING	Cost to repair and service facility	658432	8/8/2013	\$2,943.67	Y	N	Operating	Operating
DESERT AIR CONDITIONING	Cost to repair and service facility	658548	8/16/2013	\$2,566.68	Y	N		Operating
WOODRUFF, SPRADLIN & SMART.	Cost for legal services	658753	8/28/2013	\$2,534.50	Y	N	Operating	Operating
OFFICE DEPOT	Cost for office supplies	658511	8/16/2013	\$2,512.32	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	658469	8/8/2013	\$2,488.70	Y	N	Operating	Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	658686	8/28/2013	\$2,415.00	Y	N		Operating
JOSEPH FRIEND	Reimbursement for Education	658709	8/28/2013	\$2,033.00	Y	N	Operating	Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	658747	8/28/2013	\$1,916.61	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	658655	8/16/2013	\$1,873.90	Y	N	Operating	Operating
VERNON YOUNGDALE	Refund of Fare	658749	8/28/2013	\$1,640.00	Y	N		Operating
BURKE RIX COMMUNICATIONS	Staff development class	658667	8/28/2013	\$1,500.00	Y	N	Operating	Operating
JOSE M. FRANCO	Cost for public relations & marketing services	658422	8/7/2013	\$1,200.00	Y	N		Operating
SOFTCHOICE CORP	Cost for office supplies	658734	8/28/2013	\$1,172.36	Y	N	Operating	Operating
CV WATER DISTRICT	Cost for utilities	658524	8/16/2013	\$1,100.68	Y	N		Operating
COW GOVERNMENT	Cost for computer supplies	658531	8/16/2013	\$1,099.78	Y	N	Operating	Operating
WESTGATE CENTER	Staff development class	658658	8/16/2013	\$1,095.00	Y	N		Operating
WESTGATE CENTER	Staff development class	658752	8/28/2013	\$1,095.00	Y	N	Operating	Operating
TOTALFUNDS BY HASLER	Cost for postage	658740	8/28/2013	\$1,053.69	Y	N		Operating
GRAVES & KING LLP	Legal Defense Cost	658485	8/12/2013	\$1,026.60	Y	N	Operating	Operating
TOTALFUNDS BY HASLER	Cost for postage	658470	8/8/2013	\$1,000.00	Y	N		Operating
UNITED STATES TREASURY	Fee Pension Plan	658745	8/28/2013	\$1,000.00	Y	N	Operating	Operating
	Subtotal			\$143,107.19				

Note: 1)

Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"								
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	658409	8/1/2013	\$293,222.06	Y	Y	\$503,170.00	Capital
CREATIVE BUS SALES	Cost for new vehicles 2 (DAR)	658541	8/16/2013	\$197,511.96	Y	Y	\$1,185,072.00	Capital
CV WATER DISTRICT	Administration Building Fees	658660	8/23/2013	\$51,100.00	Y	N	\$42,957.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	658408	8/1/2013	\$29,561.75	Y	Y		Capital
PSOMAS	Bus Stop Improvement	658410	8/1/2013	\$26,729.89	Y	Y	\$18,386.00	Capital
CPAC	ITS Project-ARRA	658540	8/16/2013	\$26,004.89	Y	Y	\$0.00	Capital
TRAPEZE GROUP	ITS Project-ARRA	658507	8/12/2013	\$23,925.00	Y	N	\$533,458.00	Capital
ARCADIS	Construction Managing - Admin building	658426	8/8/2013	\$19,710.40	Y	Y		Capital
C.V.A.G.	JARC program - federal grant reimbursement	658525	8/16/2013	\$10,831.42	Y	N	\$533,168.00	Capital
ARCADIS	Construction Managing - Admin building	658421	8/7/2013	\$7,905.74	Y	Y		Capital
COUNTRY CLUB AWNING & BLINDS	Sunfuels equipment Hydrogen dispenser	658539	8/16/2013	\$5,620.00	Y	Y	\$0.00	Capital
FIRST TRANSIT, INC.	Inspectors for new vehicles (DAR)	658693	8/28/2013	\$4,740.00	Y	Y	\$1,896.00	Capital

SunLine Transit Agency
Checks \$1,000 and Over
For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
AMERICAN CAB	Taxi voucher program - federal grant	658517	8/16/2013	\$4,608.29	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	658658	8/16/2013	\$3,548.02	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	658621	8/16/2013	\$2,382.91	Y	N		Capital
PERMA - Insurance	Passthrough Monies for WC	658727	8/28/2013	\$2,176.20	Y	N		Operating
COMSERCO, INC.	Radio and Bumper for new vehicles (DAR)	658536	8/16/2013	\$2,108.58	Y	Y		Capital
COUNTY OF RIVERSIDE	Administration Building Fees	658661	8/23/2013	\$2,000.00	Y	Y		Capital
JAMES W. CORNETT	Surveying - Administration Building Fees	658590	8/16/2013	\$1,880.00	Y	Y	\$0.00	Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658560	8/16/2013	\$1,860.00	Y	N		Operating
TOMMY EDWARDS	AFCB 4 & 5 - TIGGER III	658420	8/5/2013	\$1,702.51	Y	N		Capital
TRAPEZE GROUP	ITS Project-ARRA	658471	8/8/2013	\$1,574.18	Y	N		Capital
RUDY LEFLORE	AFCB 4 & 5 - TIGGER III	658419	8/5/2013	\$1,509.52	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal grant	658560	8/16/2013	\$1,507.90	Y	N		Capital
SAFETY-KLEEN CORPORATION	Contracted services	658730	8/28/2013	\$1,123.70	Y	N		Operating
DESERT ALARM	Security monitoring services	658549	8/16/2013	\$1,120.00	Y	N		Operating
AGUA CALIENTE BAND OF CAHUILLA	Fees for Admin Building	658426	8/8/2013	\$1,068.75	Y	Y	\$33,131.00	Capital
	Subtotal			\$727,033.67				

Note: 2)
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities

HEALTH NET	Group Health insurance premium	658487	8/12/2013	\$216,457.71	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658726	8/28/2013	\$99,887.09	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658615	8/16/2013	\$87,170.95	Y	N		Operating
U.S BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658648	8/16/2013	\$67,311.52	Y	N		Operating
U.S BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658509	8/12/2013	\$66,393.61	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658495	8/12/2013	\$20,738.78	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	658497	8/12/2013	\$15,119.73	Y	N		Operating
METLIFE SBC	Dental insurance	658493	8/12/2013	\$6,899.04	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins monthly	658429	8/8/2013	\$6,248.14	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658516	8/16/2013	\$4,851.05	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658478	8/12/2013	\$4,782.62	Y	N		Operating
LOCAL AGENCY WORKERS' COMP	Excess Workers' Comp	658455	8/8/2013	\$4,155.00	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658479	8/12/2013	\$3,160.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658527	8/16/2013	\$3,160.26	Y	N		Operating
EYE MED	Employee benefits	658483	8/12/2013	\$2,309.76	Y	N		Operating
	Subtotal			\$608,445.42				

Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.

Total Checks Over \$1000 **\$1,772,914.10**

Summary	
Total of Checks Over \$1,000	\$1,772,914.10
Total of Checks Under \$1,000	\$50,160.64
Total of All Checks for the Month	\$1,823,074.74
Total Amount of Checks Prior Year - Same Month	\$1,128,366.79

August 2013 Statement

Page 1 of 3



Open Date: 07/20/2013 Closing Date: 08/22/2013

Account

Visa® Business Card
SUMMINE TRANSIT

Cardmember Service ☎ 1-866-552-8855
eUS 13

New Balance	\$750.00
Minimum Payment Due	\$10.00
Payment Due Date	09/17/2013
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$750.00
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$750.00
Past Due	\$0.00
Minimum Payment Due	\$10.00
Credit Line	\$40,000.00
Available Credit	\$39,250.00
Days in Billing Period	34

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533

Automatic Payment

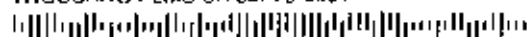
24-Hour Cardmember Service: 1-866-552-8855

- ☎ to pay by phone
- ☎ to change your address

Account Number:
Your new full balance of \$750.00 will be automatically deducted from your account on 09/16/13.

000039852 1 AB 0.384 000638066383771 P
SUMMINE TRANSIT

32005 MAIN STREET, TRIL
THOUSAND OAKS, CA 92276-3501





ST IN LINE TRANSIT

Cardmember Service ☎ 1-866-552-8855

Important Messages

Your payment of \$750.00 will be automatically deducted from your bank account on 09/16/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$3000. Your new credit line appears on this statement.

Simplify your finances today by consolidating your debt into one monthly payment. Check your mail for a great new offer or call Cardmember Service today for information on how to save with a balance transfer. Call now and start saving.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/16	08/15	5063	AMERICAN PUBLIC TRANS 202-4964800 DC	\$750.00	
TOTAL THIS PERIOD				\$750.00	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

** APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$750.00	\$0.00	YES	\$0.00	13.99%		YLS
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: August 22, 2013

(NO ACTIVITY FOR MONTH OF JULY)

Payments and other credits:

Detail:		
08/16/13	American Public Transportation Assn. Conference Registration-Dir. of Operations Apolonio Del Toro - APTA Leadership Program	\$ 750.47

SunLine Transit Agency
Budget Variance Report
June 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 Budget	YTD Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	450,887	893,202	(442,315)	10,364,678	10,718,420	0
Measure A	4,500,000	375,000	375,000	0	4,500,000	4,500,000	0
FTA Section 5307	2,724,804	566,607	227,067	339,540	2,881,653	2,724,804	156,849
FTA Section 5311	264,566	110,236	22,047	0	264,566	264,566	0
FTA Section 5316	125,310	13,737	10,443	3,295	30,596	125,310	(94,714)
FTA Section 5317	101,951	9,389	8,496	893	18,767	101,951	(83,184)
Fare Box Revenue (Fixed Route)	3,070,000	262,462	255,833	6,629	3,042,172	3,070,000	(27,828)
Fare Box Revenue (Demand Response)	280,000	22,238	23,333	(1,096)	293,343	280,000	13,343
Taxi Vouchers	21,724	6,638	1,810	4,827	55,703	21,724	33,979
Interest and Other Revenue	470,218	503,928	39,185	464,743	1,996,448	470,218	1,526,230
Total Operating Revenue	22,276,993	2,321,120	1,856,416	464,704	23,447,926	22,276,993	1,170,933
Expenses:							
SunFuels (10)	289,540	37,394	24,128	(13,265)	340,960	289,540	(51,420)
Operations-Fixed Route (11 & 12)	9,067,431	711,429	755,619	44,190	8,880,306	9,067,431	187,125
Operations-Dial-A-Ride (13 & 14)	2,478,560	239,723	206,547	(33,176)	2,821,504	2,478,560	(342,944)
Risk Management (15)	836,136	(64,355)	69,678	134,033	938,561	836,136	(102,425)
Maintenance (21 & 22)	4,713,527	499,806	392,794	(107,012)	4,969,798	4,713,527	(256,271)
Facility Maintenance-T.P. (23)	598,415	45,536	49,868	4,331	506,796	598,415	91,619
Facility Maintenance-Indio (24)	66,623	5,409	5,552	143	66,085	66,623	538
Stops & Zones Maintenance (25)	464,297	42,126	38,691	(3,434)	447,446	464,297	16,851
Marketing (31)	320,961	24,352	26,747	2,395	316,447	320,961	4,514
Human Resources (32)	382,828	47,000	31,902	(15,098)	393,491	382,828	(10,663)
General Administration (40)	1,352,837	315,221	112,736	(202,485)	1,728,805	1,352,837	(375,968)
Finance (41)	945,398	106,600	78,783	(27,817)	989,604	945,398	(44,206)
Information Technology (42)	271,790	22,353	22,649	297	310,110	271,790	(38,320)
Planning & Agency Development (49)	488,651	64,087	40,721	(23,366)	758,721	488,651	(270,070)
Total Expenses	22,276,993	2,096,680	1,856,416	(240,264)	23,468,633	22,276,993	(1,191,640)
Total Operating Surplus(Deficit)		\$ 224,440.00			\$ (20,706.95)		

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, September 25, 2013

3:00 pm

Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller

2. **Roll Call**

3. **Finalization of Agenda**

4. **Presentations**

5. **Correspondence**
None.

6. **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.

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

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

- 8. Approval of Minutes **Approve****
- a) Minutes of the July 31, 2013 Board of Directors Meeting (Pages 1-8)
 - b) Minutes of the September 9, 2013 Special Board of Directors Meeting. (Pages 9-10)
 - c) Minutes of the September 13, 2013 Special Board of Directors Meeting. (Pages 11-14)

- 9. Review and Approve General Manager Employment Agreement (Jeffrey Goldfarb) **Approve****
Board to review and approve the employment agreement for the new General Manager.

- 10. Second Reading of SSG Revised Ordinance (Jeffrey Goldfarb) **Approve****
Request to the Board to approve the second reading of: "An Ordinance of SunLine Services Group amending Section 1.040 of SunLine Services Group 12-01 regarding extensions of taxi franchises, and adding a new section 1.249 regarding franchisee's obligations to participate in the DMV 'Pull Notice' Program." (Pages 15-18)

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

- 11. Consent Calendar **Receive and 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) SSG/SRA checks over \$1000 issued July, August, 2013 (Pages 19-20)
 - b) SSG/SRA Monthly Budget Reports, June, 2013. (Page 21)
 - c) Taxi Vehicle/Rides Analysis, August, 2013. (Pages 22-23)

12. Next Meeting Date

October 23, 2013

12 o'clock Noon – Kelly Board Room

13. Adjourn

MINUTES
SunLine Services Group
Board of Directors Meeting
July 31, 2013

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, July 31, 2013 at 1:27pm in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**

The meeting was called to order at 1:25p.m. by Chairman Glenn Miller.

2. **Roll Call**

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Kathy DeRosa, Mayor, City of Cathedral City
Yvonne Parks, Mayor, City of Desert Hot Springs
Paul Lewin, Councilmember, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

None.

Guests:

Linda Hurly, MGO Accountants
Barrett Newkirk, The Desert Sun
Mohammad Farooq, Desert City Cab
Mark Triplett, Desert City Cab
Harry Incs, American Cab
Greg Klibanov, American Cab
Michal Brock, Yellow Cab
Bill Meyer, Yellow Cab
Anna May Moss, Public
Joanne Helms, Public
Shirley Bales, Public
Josue Pineda, Public
Joran Pineda, Public
Larry Villalobos, Public
Perfecto Henriquez, Public

Staff:

Roger Snoble, Interim General Manager

Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy LeFlore, G.M.'s Management Staff Analyst
Tommy Edwards, Contracting Officer Technical Representative
Polo Del Toro, Director of Operations
CJ Smith, Interim Director of Finance
Don Bradburn, Director of HR
Mike Morrow, Director of Maintenance
Mike Jones, Taxi Cab Administrator
Joe Forgiarini, Director of Planning
Stephanie Buriel, Senior Administrative Assistant
Harman Singh, Assistant Taxicab Administrator II
Kosmos Argiropoulos, Motor Coach Operator
Anthony Garcia, Motor Coach Operator
Esterio Gonzales, Motor Coach Operator
Rick Barone, Procurement Officer
David Manriquez, Facilities Maintenance Assistant
Fran DePalo, Administrative Assistant
Armando Ozuna, Supervisor/Dispatcher
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Karen Thomas, Senior Administrative Assistant
Manny Garcia, Senior Operations Supervisor

3. **Finalization of Agenda**

No changes to agenda.

4. **Presentations**

None.

5. **Correspondence**

None.

6. **Public Comments**

NON - AGENDA ITEMS

AGENDA ITEMS:

7. **Board Member Comments**

None.

8. **Approval of Minutes**

Mayor Adolph moved to approve the minutes for the June 26, 2013 Board meeting with correction to change title of Mayor Don Adolph from "Mayor Pro Tem, to Mayor" on list of members present. The motion was seconded by Mayor DeRosa and approved unanimously with the abstention of the City of Palm Springs.

9. Appointment of Committees

Chairman Miller stated that at this time there are three committees, The Taxicab Committee, the Taxi Appeals Committee and the Litigation Committee. Chairman Miller asked the Board if they would like to continue with the Litigation Committee that is in place for SunLine Transit Agency, have the same members for SSG Litigation Committee, or should it be the same members that are on the Taxicab Committee.

Councilmember Hobart stated that it should be the same group as the SunLine Transit Agency Litigation Committee members.

Chairman Miller also noted that there are a couple of changes to the Finance Committee and the Taxi Committee. Chairman Miller is no longer on the Finance Committee, along with Councilmember Spiegel, and both have been added to the Taxicab Committee. Chairman Miller stated that the way it is set up, there are going to be four people that are going to be on the Taxicab Committee and five members on the STA Finance Committee, with Supervisor Benoit not on either committee. Supervisor Benoit was invited to be on the Taxi Committee. He stated that he appreciates the offer, but he would prefer not to be on the committees due to time constraints.

Legal Counsel, Jeffrey Goldfarb, made a suggestion to eliminate the Taxi Appeals Committee. He stated it is a remnant to the old Ordinance. Mr. Goldfarb stated that what takes place now is when there is a need for an appeal it goes to an administrative hearing officer.

The SSG Committees are as follows:

Taxicab Committee: Chairman Glenn Miller, Indio; Councilmember Greg Pettis, Cathedral City; Councilmember Dana Hobart, Rancho Mirage; Councilmember Robert Spiegel, Palm Desert.

Litigation Committee: Chairman Glenn Miller, Indio, Councilmember Rick Hutcheson, Palm Springs; Councilmember Dana Hobart, Rancho Mirage; Councilmember Doug Hanson, Indian Wells; Mayor Don Adolph, La Quinta.

Supervisor Benoit moved for approval of Committees as stated above. Councilmember Hanson seconded the motion and was approved unanimously.

10. First Reading of SSG Revised Ordinance

Legal Counsel, Jeffrey Goldfarb, stated the following: "This Ordinance is very similar to the Ordinance that was passed on first reading at the last meeting (*June 26, 2013*). The basic change to the Ordinance is this; originally when we were looking at extending franchises, they were going to be extended for one year terms, potentially five times. After a lot of discussion, it was decided that this was not going to work very well. At the meeting there was discussion about moving forward one of two ways. If we were going to do a taxi study, the idea was that we would extend the franchise term for a one time, four year period. If we were not going to do the taxi study, we would extend it for a one time, five year period. At the June meeting, we took this matter up first. It was taken and approved for first reading with a four year extension because the taxi study was under

contemplation at that time. Later on in the meeting, we decided not to go forward with the taxi study. So we are bringing this back to you with the thought that you might rather do one five-year term. So we are presenting it to you again in the form of a first reading. It includes the pull notice requirements in exactly the same way as they were presented at the last meeting. That has not changed. For simplicity sake, we are including it in the same Ordinance.”

Chairman Miller asked Mr. Goldfarb if the extension is five years, including this year. Mr. Goldfarb stated that it would be five years from the date that the Franchise terminates and the franchise terminates next year. It gives a lot of time for the applications to come in and be reviewed. Councilmember Hobart, Chairman of the Taxi Committee, stated that the Taxi Committee recommended for approval.

Councilmember Hobart moved for approval. Councilmember Spiegel seconded the motion and was approved unanimously.

11. **Contract Extension – Interim General Manager**

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval of an extension to the Interim General Manager's Contract from the expiration date of September 4, 2013 to the first date of service of a new General Manager or October 31, 2013. Moving forward with recruitment for a new General Manager is proceeding effectively, but this would allow for a smooth transition and to keep momentum on a number of projects.

Councilmember Spiegel moved for approval. Supervisor Benoit seconded the motion and was approved unanimously.

12. **Execution of Option for Legal Services**

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval of the exercise of the one-year option for legal services. He stated that we have engaged with Rutan and Tucker for a year and has been very successful. Mr. LeFlore stated the option year agreement will contain a Not to Exceed amount for administrative purposes. Staff would come back to the Board if the cap is exceeded.

Councilmember Spiegel moved for approval. Supervisor Benoit seconded the motion and was approved unanimously.

13. **Consent Calendar**

- a) SSG/SRA checks over \$1000 issued June, 2013
- b) SSG/SRA Monthly Budget Reports, May, 2013.
- c) Taxi Vehicle/Rides Analysis, June, 2013.

Mayor DeRosa moved for approval of the consent calendar. Councilmember Spiegel seconded the motion and was approved unanimously.

14. SSG Audit

Interim Director of Finance, CJ Smith, introduced Lindy Hurley of MGO Accountants to present the audit of SSG for fiscal year 2011 and 2012. Ms. Hurley stated the following: "Today I will again cover what our responsibilities are as auditors and then give the report. We have basic financial statements. Within that document of the financial statements, we also have a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards and annual required communication. We were engaged to provide you an opinion – to obtain reasonable assurance that amounts are fairly stated. The applicable framework that we are working under is generally accepted accounting principles; that is the responsibility of management. Our responsibilities as an auditor is generally accepted auditing standards and generally accepted government auditing standards. For 2011 and 2012, we have issued unqualified opinions. That is the highest level of assurance that we provide to you. In our report on internal controls and compliance, we did have a material weakness in each year. For 2011, what we had identified in our audit, is when we were reviewing the capital asset records, and we also looked at some of the assets that were on the records, we noted that there was a fuel cell truck on the books that was considered impaired. Under the accounting requirements, an impaired asset needs to be evaluated and to the extent that it no longer has a useful life, it should be written down to basically zero. And so we did identify a restatement. The fuel cell truck, whatever value was left over did not come off the books. What SSG has done since then, staff has evaluated their policies and they do have a policy now to consider impairment as part of their annual physical inventory of capital assets. So we did not identify anything in our clear 2012 audit and we noted that they did establish that. In the 2012 audit we did identify another material weakness and that related to year end accruals. We actually noted that legal invoice was not properly recorded, as well as a receivable related to the surcharge collected. And so again, those items were corrected within the financial statements. We recommended to management to revisit the process. With these material weaknesses, there are pretty strong comments. Basically it says if these items are not corrected or addressed, that it is likely that a material misstatement could occur within your financial statement. In this case, we identified material audit adjustments, but these were corrected. So your financial statements are fairly presented. I would like to go over required communications: qualitative aspects of accounting practices. I believe it is in the first or second note of your financial statements is where management is identified all the significant accounting policies. We didn't note any significant changes in those policies. Had we noted those, we would have brought those to your attention. Also there were no new account standards that were required for either year. Difficulties encountered in performing the audit – as I said in my SunLine Transit Agency presentation, due to a lot of staff turnover, there were significant delays within the audit process. I am now working with staff and we are back on track to provide for a more normal audit schedule. You will be seeing a report a lot sooner than you are now. Corrected and uncorrected misstatements – I went over the corrected misstatements talking about the material weaknesses. There were two very minor, trivial, adjustments that we identified in the 2012 audit. We didn't correct those due to timing and the cost benefit practices. But they were communicated to management. I think both items were under \$500. Disagreements with management – we had none during the audit process. Management did sign the representation letter-Naomi Nightingale signed for both audits. Management consultations with other independent

accounts – we were not aware of anything. Other audit findings or issues – There was nothing out of the ordinary that we discussed during the process. That concludes my presentation."

Councilmember Hanson stated that in the Finance Committee, the audit process will begin in September. CJ Smith is going to kick off in August. CJ Smith stated that she is working to complete the audit ahead of time. She stated there will an initial kick off in August starting with the gathering of documents and then meet with the Finance Committee and the audit team in September. There will be a mid-audit meeting to catch the Board up on any issues and provide a progress update, as well as a close out meeting.

Chairman Miller asked why there was an audit for two years. Ms. Hurley stated that the focus was the STA audit. She stated that she was contracted late with management and due to the turnover, it was challenging to complete that audit.

Chairman Miller stated the reports will be received and filed. He thanked CJ Smith for getting it done.

15. Coachella & State Coach Festivals – Taxi Service

Taxi Administrator, Michael Jones, stated the following: "Once a year, Golden Voice organizes and produces the world renowned Coachella and Stage Coach festivals. These April events bring 80,000 to 100,000 attendees and vendors to our Coachella Valley. It has been a constant challenge to find ways to enable the taxi franchises to provide the most efficient taxi services. As the regulator, SunLine Regulatory Administration (SRA) has been working on ways to improve efficiency and increase customer satisfaction. Some of the challenges we face are: Unauthorized taxicab services (bandit taxis); congested access for hire cars (TCP), parent, and bandit transportation; all in competition for the same routes; taxicabs trying to get back to the venue from a customer drop off of a distance less than ten miles can take 40 minutes; taxicab drop off and pick up; the ability to get in and out of the venues area is critical to address taxicab lines that can exceed two hundred customers each night at the end of the festival; after a 1.25 mile walk from the main stage to the taxi stand, passengers can expect to wait up to two hours for a taxicab. Staff would like to begin planning now to resolve long term issues; we have put together a brief presentation." Michael provided a powerpoint presentation that provided the attendance trend and an aerial view of the current venue – Coachella and Stage Coach, showing the main access on Avenue 52. Avenue 52 eastbound is blocked off; there is very restrictive in and out access off of Madison. There is a roundabout at Jefferson and 52; there are buses and all kinds of parents and taxicabs coming in and out. Mr. Jones stated: "It is a scary situation when so many are using the same route. In addition to the congestion, along the roadway, it gets more impacted at the turn on 52 and Madison as everyone is turning into a hill and it is the taxi stands, parents picking up or dropping off, shuttles, including bandits and gypsies. I would like to move the taxi stand back to 50th and Monroe. If the taxis had an exclusive route in and out, it would greatly reduce the congestion for getting taxicabs back and forth. That would greatly reduce the amount of time that the passengers have to wait and encourage our taxicab drivers to get back to the venue. A lot of times when they are held up in traffic and it is 40 minutes, and they know that they can work downtown

Palm Springs and get four or five rides in that same amount of time, they are not coming back to us. Also, dropping off and picking up, there is asphalt and concrete and if we can negotiate an entrance on the yellow path, which is used for the larger buses, drop off and pickup that are contracted out, this would give us a much shorter route for the passengers. At 50th and Monroe, going westbound, is blocked off. It is only blocking traffic. It is very restricted east and west on Monroe, but if we had an exclusive taxi route that would bring us up Jackson, we could do a U-turn in the middle of the street and go back out. We are emphasizing exclusive because if we don't have to compete with parent drop off, if we have law enforcement that is managing at the end of the street to only allow taxicabs in there, we believe that we can get those passengers in and out. Mr. Jones showed a photo of 80,000 people-that is like taking an entire population of Desert Hot Springs, Rancho Mirage and La Quinta and dumping them onto the Polo grounds. Mr. Jones further stated: "The first weekend of the past April event as far as taxicab service goes – the first weekend total rides through the Coachella Valley, we had significant number at the polo grounds, just under 12,000 rides. Keep in mind the average number of passengers in the vehicle is about five. The vans take six and the sedans take four. The second week, it was just under 11,000. With Stage Coach being a much smaller event, you would think that the ride count would be almost half of that, but it isn't. It is just under 10,000. One of the contributing reasons for that is we have a higher number of people that like to partake in alcoholic beverages so they are needing to go back home and sleep it off. The two hour wait line is a reality. We estimate that there were almost 300 people waiting for 180 taxis to come back and pick them up. We are constantly asking the crowd do we have two riders to go to this particular location. Anything we can do to group up and fill those taxis. We never do this other than this three week event. Staff is recommending that we build strong coordination with the City of Indio, Golden Voice all law enforcement personnel to resolve issues with taxi access in and out of the venue area, strengthen partnerships with the Public Utility Commission. The last one, I shared this with the Taxi Committee, we were finally able to get participation from the Public Utility Commission. They sent two investigators down in a few short hours to issue more citations than their entire team does in a 30-day period. If necessary, we want to have an additional back-up plan, and that is to provide conditional use permits. Our first priority is to offer those temporary conditional use permits to the franchises; secondary would be opened up to outside. They would all have to be background checked and carry the same level of insurance; they would all have to be drug and alcohol tested. The plus side of that is that the money would come back into the taxi budget which would allow us to share that back with the taxi franchises. Drivers will be able to meet the demands of the public by decreasing the amount of time from leaving and returning to the venue. If we had an exclusive taxi route, and I just want to keep reinforcing that, would discourage unauthorized taxicab service, therefore providing a higher level of safety and comfort among the passengers."

Chairman Miller stated that the City of Indio has started a long time ago to coordinate and put this together and make sure we get as much coordination as possible.

Mr. Snoble stated that we are regulators, but also partners with the taxi industry and staff is working hard to make sure we have a compelling argument and come up with a plan that makes sense to give a high quality of service. Chairman Miller stated: There are a lot of routes that you can go in and out. It is trying to get the group of concert goers to go in

the right direction. When coming out of the venue, Monroe is open; 50th is closed. On the other side of Monroe it is open so we would have to make sure that we have proper way to get people across Monroe safely over to the area that is blocked off on 50th so that they can utilize the taxis."

Mayor Adolph stated: "The fact that Avenue 52 is mostly in the City of La Quinta, you should be talking to our Sheriff's Dept." Chairman Miller stated that they are all involved. Mayor Adolph stated that Indio has its own Police Dept.; the City of La Quinta contracts with Riverside County. Riverside County handles La Quinta streets, not Indio.

16. Franchise Extension Update

Taxi Administrator, Michael Jones, addressed the Board stating the following: "The SunLine Service Group (SSG) Taxi Ordinance and individual franchise agreements with the taxicab operators allow the franchises to request optional extension to their existing agreements. These options are to be requested within a window specified by the Ordinance to allow adequate time for SunLine Regulatory Administration (SRA) to conduct a thorough analysis of the franchises and to make recommendations to the Board of Directors. Staff would like to present the proposed process to the Board of Directors in order to gain feedback. Staff would like to share the following: Application for Taxicab Franchise Extension Process; key metric indicators to be used in the evaluation of the Franchises. These performance standards are required by the franchise agreement and SSG Board approved Ordinance; the overall performance standards to be used by Staff in making a recommendation; the imposition of an application fee of \$3,000 per franchise to cover SRA administrative costs. The application has been presented to not only the Interim General Manager, but our Legal Counsel has taken a look at this, made corrections, updates and additions in the parameters of the franchise agreement."

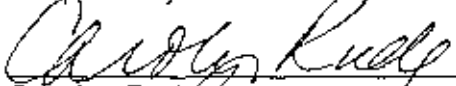
17. Next Meeting Date

Chairman Spiegel announced that the next regular meeting of the Board of Directors will be held September 25, 2013 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

18. Adjourn

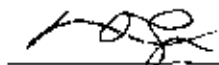
Chairman Spiegel adjourned the meeting at 2:00p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

Approved By:



Roger Snoble
Interim General Manager

Date: 9-18-13

MINUTES
SunLine Transit Agency/SunLine Services Group
Special Board of Directors Meeting
September 9, 2013

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 8:15am on Monday, September 9, 2013 in the Executive Conference Room at City of Indian Wells, 44-950 Eldorado Drive, Indian Wells, CA 92210.

1. Call to Order

The SunLine Transit Agency Board of Directors and the SunLine Services Group Board of Directors meetings were called to order at 8:15 a.m. by Chairman Glenn Miller.

2. Roll Call

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City
Yvonne Parks, Mayor, City of Desert Hot Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Rick Hutcheson, Councilmember, City of Palm Springs

Guests:

None

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board

3. Public Comments

NON AGENDA ITEMS:

None.

AGENDA ITEMS:

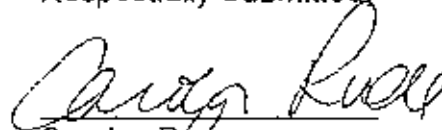
None.

4. **Selection of General Manager Ad Hoc Negotiating Committee**
SunLine Legal Counsel, Jeffrey Goldfarb, addressed the Board stating the following: "This item is for the selection of the General Manager Ad Hoc Negotiating Committee. This is going to be a sub-committee of the Board that will meet, take direction from the Board on points of negotiation, meet with the successful applicant and negotiate elements of the contract." It was decided that Chairman Glenn Miller, Board members, G. Dana Hobart and Doug Hanson be appointed to the Ad Hoc Negotiating Committee; in addition, Legal Counsel, Jeffrey Goldfarb and Interim General Manager Roger Snoble will be involved in the negotiations.

Legal Counsel, Jeffrey Goldfarb stated the following: "The Board will move in to Closed Session as listed below - item #5."

5. **Closed Session**
Closed Session was held pursuant to Government Code Section 54957 – Public Employee Appointment; position of a General Manager. There was no reportable action.
6. **Adjourn**
Chairman Miller adjourned the meeting at 2:15 p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board



Roger Snoble
Interim General Manager

Date: 9-18-13

MINUTES
SunLine Transit Agency/SunLine Services Group
Special Board of Directors Meeting
September 13, 2013

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 9:00am on Friday, September 13, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The SunLine Transit Agency Board of Directors and the SunLine Services Group Board of Directors meetings were called to order at 9:05 a.m. by Chairman Glenn Miller.

2. Flag Salute

Interim General Manager Roger Snoble led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Yvonne Parks, Mayor, City of Desert Hot Springs
Greg Pettis, Councilmember, City of Cathedral City, via teleconference, Embassy Suites, Down, CA
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
John J. Benoit, Supervisor, County of Riverside

Members Absent

Rick Hutcheson, Councilmember, City of Palm Springs
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella

Chairman Miller announced that Vice Chairman Greg Pettis was participating via teleconference from the Embassy Suites; 8425 Firestone Blvd, Downey, CA 90241

Guests:

Barrett Newkirk, The Desert Sun

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board
Tommy Edwards, Advanced Technology Project Manager
Apolonio Del Toro, Director of Operations
Joe Forgiarini, Director of Transit Planning
CJ Smith, Director of Finance
Donald Bradburn, Director of Human Resources/Marketing

Mike Morrow, Director of Maintenance
Joseph Friend, Senior Information Technology and Systems Analyst

4. **Public Comments**
NON AGENDA ITEMS:
None.

AGENDA ITEMS:
None.

At 9:06am, Chairman Miller announced that the Board would move into Closed Session. General Counsel, Jeffrey Goldfarb, stated: "Closed Session item is listed as #5 on the agenda."

5. **Closed Session (Government Code Section 54957 and 54957.6)**
PUBLIC EMPLOYEE APPOINTMENT, POSITION: GENERAL MANAGER
CONFERENCE WITH LABOR NEGOTIATORS; Designated Agency Representatives:
Glenn Miller, Dana Hobart, Doug Hanson, Roger Snoble, Jeffrey Goldfarb.
Unrepresented Position: General Manager.

At 9:20am, Chairman Miller announced that the Board would return to open session.

6. **Discussion of Terms and Compensation For General Manager Position; Offer of Employment To General Manager Candidate**
Chairman Miller stated the following: "This item is to discuss the terms and compensation for the General Manager position and the offer of employment to a General Manager candidate, discuss the terms and conditions of employment, including compensation and benefits for the position of General Manager and determine whether to make an offer to one of the interviewed General Manager candidates."

Chairman Miller further stated: "We do have a candidate that we would like the Board to consider, Lauren Skiver. We would like to offer a package of \$185,000 salary, a \$37,000 one-time relocation expense that she would be able to utilize, full medical, and the standard benefit package that is available to all represented employees, and a four year contract."

Supervisor Benoit asked if someone could walk the Board through the negotiations as the number is a little different than in the original discussion.

Councilmember Hanson stated the following: "The negotiating team was instructed to meet and discuss with the candidate through our search firm. Through those discussions, the candidate was seeking \$190,000 and seeking a \$25,000 relocation assistance that would be grossed up to cover the tax impact from the \$25,000. In addition to that, she wanted the Agency to pay for three trips from Delaware to the Valley during a period where she would hunt for houses – she and her husband, and then the trip as part of the move. She was also seeking a two month housing

allowance during the relocation period. In order to conserve as much as possible, as we set a limit; we said no, we were not going to gross up, but we would provide the \$25,000, which was in our original offer, which was out there for all the people. We capped any relocation costs to \$12,000, which is why it is a total \$37,000 without any grossing up of the compensation. Basically what we are giving to the General Manager is a flat \$185,000 salary; no car allowance, no other add-ons, if you will. The total cost to relocate this person from Delaware to California is the \$37,000.

Supervisor Benoit stated: "I believe you stated that she was asking for \$190,000, so you negotiated that down a little bit." Councilmember Hanson stated: "We did. She was asking for \$190,000. When they advertised for the candidates, they had put a range in from \$170,000 to \$210,000. She took the mid-range of \$190,000. We had previously been authorized to negotiate up to \$180,000, but through the negotiations, we went up to \$185,000, which was less than the \$190,000 that she was seeking; subject to approval by the Board.

Chairman Miller stated: "We had four very good candidates. Any one of them could have done the job. We were very appreciative to the amount of interest we received. She (*Mrs. Skiver*) seemed to stand out and I think she will do an excellent job.

Councilmember Hobart stated: "The negotiating committee unanimously supported the Board approving the recommendation of the committee.

Chairman Miller further stated: "Forty nine people applied; 22 met the qualifications and then taken down to four." Councilmember Hanson stated: "I was extremely impressed with the four candidates that we interviewed. The Board met in session in Indian Wells. The full Board interviewed all four candidates. They were extremely impressive and from all over the Country. It serves us well that there is so much interest. When talking to the candidates, one of the things that attracted some of them to us is the innovation that we have here at SunLine. They are very knowledgeable about our hydrogen fuel cell program and what is going on. And she too, (*Mrs. Skiver*) is very much interested in hydrogen fuel cell and the innovation that has taken place here at SunLine.

Chairman Miller stated: "She has all the experience of all the operations that we have here and the ones we plan to expand to in the future. Her knowledge of transportation is very well rounded. As we grow, she will help us grow. She is willing and very capable of not only working with this Board, after working with a legislator, but also working with staff. She is a people person. She was in the Army for nine years, in the U.S. Army Intelligence. She is very well rounded, very well respected and very well spoken. We are privileged to have the opportunity to have her come to work with us. She was also candidate for soldier of the year. Vice Chairman Pettis stated: "I am thrilled with this candidate. I think she is going to do an excellent job for us."

Councilmember Spiegel asked when Mrs. Skiver would begin. Mr. Snoble stated that Mrs. Skiver's start date would probably be October 28th. Mr. Snoble stated we are going to try and get her here at the September 25th Board meeting when the contract is brought back to the Board.

Mr. Snoble further stated: "I would like to thank the Board for their patience in working through the process. You did a great job; it was very, very smooth and I appreciate that. I also want to thank Jeff Goldfarb. He did a great job. We had a lot of issues that came up, but we just kept cranking away and getting them solved. It was a pleasure working with Jeff. This is a great Board; the candidates all commented on that. Mrs. Skiver stated that she is thrilled. She rode our bus and commented on the high quality of service here, the cleanliness of the buses, and the courteous drivers."

Councilmember Hobart stated: "I appreciate all the nice things that Roger has said about the Board, but I think the Board would unanimously agree that Roger's leadership in putting together the search team, going through so many applicants and getting it down to four, who were outstanding, he did a wonderful job for us. Tony and his people also did a superb job. Again, going back to the time when you (Roger) first stepped in here, you made all the difference in the world for this transition." The Board agreed. Mr. Snoble stated: "That is what you hired me to do."

Chairman Miller further stated: "Very well said, Dana. I was going to thank to Tony and Roger. It really was a painless process. Our goal was to make it as smooth as possible and Tony, Jeff and Roger – we were able to accomplish that. All we had to do was go in and listen to the candidates, and make a choice from four very qualified individuals – any of them could have helped us to meet the goals and move the organization forward."

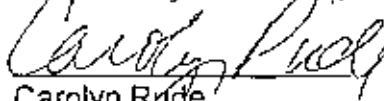
Councilmember Bob Spiegel moved for approval of offer of employment and package as stated above to Lauren Skiver. The motion was seconded by Councilmember Dana Hobart and approved unanimously.


Legal Counsel, Jeffrey Goldfarb stated the following: "I will prepare an employment agreement to be circulated and bring that back to you at your next Board meeting."

7. Adjourn

Chairman Miller adjourned the meeting at 10:10 a.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board



Roger Snoble
Interim General Manager

Date 9-18-13

SunLine Services Group

DATE: September 25, 2013 **ACTION**

TO: SunLine Services Group Board of Directors

FROM: General Counsel, Jeffrey A. Goldfarb

RE: Approve Second Reading for Ordinance Amending Section 1.040 Of SunLine Services Group Ordinance 12-01 Regarding Extensions Of Taxi Franchises For a Single Five-Year Term, And Adding A New Section 1.249 Regarding Franchisees' Obligations To Participate In The DMV "Pull Notice" Program

I. RECOMMENDATION

A. Approve the second reading of the attached ordinance: (1) amending Section 1.040 of Ordinance 12-01 to permit the Board to extend taxi franchises for an extended term of five years, and change the extension application process to ensure that franchisees are notified of the extension determination by the later of either: (a) one year prior to the expiration of the Initial Term; or (b) the second regular Board meeting after SunLine receives a completed application for an Extended Term; and (2) adding a new section implementing Vehicle Code Section 1808.1 sub (n) requiring franchisees to provide a copy of the DMV report for each of their drivers.

II. BACKGROUND

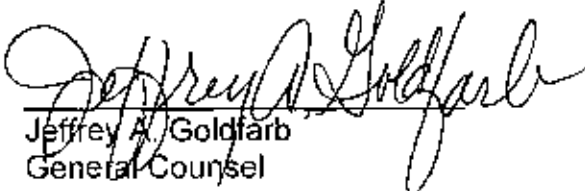
A. *Amendments Regarding the Franchise Term.* SunLine Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley. Section 1.040 of that ordinance establishes the terms during which franchises are valid. That section provides for an initial five year term (the "Initial Term") and further provides that the Board may extend franchises for up to a total of an additional five years, in one year increments. Thus, under Section 1.040, upon the expiration of the Initial Term, the franchise term is limited to single year extensions. Franchisees have uniformly complained that one year extensions provide insufficient security for them to continue to invest in their franchise after the expiration of the Initial Term.

Section 1.040 also provides that SunLine is to let a franchisee know whether their franchise has been extended no later than 60 days before their franchise expires. Franchisees have complained that 60 days notice is insufficient to plan for future operations.

At your July 31, 2013 Board meeting, the Board introduced the attached ordinance: (1) amending Section 1.040 replacing the five individual one year extensions with a single five year Extended Term; and (2) adding a new section 1.249 implementing provisions of Vehicle Code Section 1808.1 relating to "Pull Notices." A "Pull Notice" is a report showing the driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year. Section 1808.1 was recently amended to require each employer of a taxi driver to share the Pull Report with the taxi regulatory authority upon the authority's request.

IV. FINANCIAL IMPACT

The amendment to Section 1.040 of Ordinance 12-01 does not appear to impose any additional financial obligations on SunLine.


Jeffrey A. Goldfarb
General Counsel

ORDINANCE NO. 13-02

AN ORDINANCE OF SUNLINE SERVICES GROUP
AMENDING SECTION 1.040 OF ORDINANCE 12-01
REGARDING EXTENSIONS OF TAXI FRANCHISES,
AND ADDING A NEW SECTION 1.249 REGARDING
FRANCHISEES' OBLIGATIONS TO PARTICIPATE IN
THE DMV "PULL NOTICE" PROGRAM

WHEREAS, SunLine Services Group ("SSG") adopted Ordinance 12-01 pursuant to Government Code Section 53075.5; and

WHEREAS, Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley; and

WHEREAS, Section 1.040 establishes an initial five-year term for a franchise and further provides that the franchise may be extended by SSG, on an annual basis, for five additional years in one year increments; and

WHEREAS, both SSG and taxi franchisees believe that extensions for a term of only one year dis-incentivizes franchisees to reinvest capital in their taxi operations; and

WHEREAS, SSG therefore desires to increase the extended term applicable to taxi franchises as provided for below; and

WHEREAS, Vehicle Code Section 1808.1 annually requires franchisees to obtain from the Department of Motor Vehicles the "Pull Notice," a report showing a driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year; and

WHEREAS, Subsection N of Vehicle Code Section 1808.1 requires a franchise to provide the Pull Notice upon the request of the regulator.

NOW, THEREFORE, the Board of Directors of the SunLine Services Group does hereby ordain as follows:

SECTION 1: Section 1.040 "Franchise Agreement—Term, Extension" is hereby amended to read in its entirety as follows:

- A. The initial term of the franchise shall be five years (the "Initial Term"). The term of the franchise may be extended by the SSG board for one additional five-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the below provisions. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:

1. A franchisee may file an application for an Extended Term no sooner than 18 months from the expiration of the initial Term and no later than one year from the expiration of its Initial Term.
2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determinations, the Board shall consider: the franchisee's history of operations; the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley. The Board shall make a determination on the application no later than the later of one year prior to the expiration of the Initial Term or the second regular Board meeting after SunLine receives a completed application for an Extended Term.

SECTION 2: A new Section 1.249 is hereby added to Ordinance 12-01 as follows:

1.249 Provision of DMV Pull-Notice. All franchisees shall comply with their obligations to participate in the Pull Notice system pursuant to Vehicle Code Section 1808.1. Franchisees shall submit a copy of the Pull Notices to the Taxi Administrator within 10 business days of receiving a copy of the DMV Pull Notices for each of their taxi drivers.

SECTION 3: SSG shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the ____ day of _____, 2013.

Date: _____

 Glenn Miller
 Chairman of the Board of
 Directors of SunLine Services Group

Date: _____

 Roger Snoble
 Interim General Manager of
 SunLine Services Group

Date: _____

 Carolyn Rude
 Clerk of the Board

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month - July 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 7/05/13	89717	7/15/2013	\$7,129.48	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 7/19/13	89724	7/22/2013	\$7,026.05	Y	N		Operating
	Subtotal			\$14,155.53				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER	Legal fees (Feb 2013 -May 2013)	89723	7/22/2013	\$45,790.13	Y	Y		Operating
MACIAS GINI & O'CONNELL	Audit Services (SSG audit 2011)	89720	7/22/2013	\$8,255.00	Y	N		Operating
	Subtotal			\$52,045.13				
Total Checks Over \$1,000				\$66,200.66				
Summary								
Total of Checks Over \$1,000				\$66,200.66				
Total of Checks Under \$1,000				\$4,015.59				
Total of All Checks for the Month				\$70,216.25				
Total Amount of Checks Prior Year - Same Month				\$25,749.33				

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - August 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
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SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 8/16/2013	89743	8/28/2013	\$7,885.63	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 8/2/2013	89738	8/12/2013	\$7,713.84	Y	N		Operating
	Subtotal			\$15,599.47				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER	Legal fees (June2013)	89742	8/28/2013	\$3,249.00	Y	Y		Operating
	Subtotal			\$3,249.00				
Total Checks Over \$1,000				\$18,848.47				
Summary								
Total of Checks Over \$1,000				\$18,848.47				
Total of Checks Under \$1,000				\$1,101.68				
Total of All Checks for the Month				\$19,950.15				
Total Amount of Checks Prior Year - Same Month				\$32,138.73				

SunLine Regulatory Agency
Budget Variance Report
June 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	155,978	155,978	0
Legal Defense Fund*	40,000	3,333	3,333	0	40,000	40,000	0
Revenues:							
Meter Readings	168,000	13,558	14,000	(442)	201,253	168,000	33,253
Revenue Fines	5,000	100	417	(317)	5,453	5,000	453
Vehicle Inspection Revenue	14,700	1,250	1,225	25	18,600	14,700	3,900
Vehicle Reinspection Revenue	500	0	42	(42)	0	500	(500)
New Driver Permit Revenue	5,000	600	417	183	5,350	5,000	350
Driver Transfer Revenue	3,200	0	267	(267)	1,630	3,200	(1,370)
Driver Renewal Revenue	10,450	450	871	(421)	10,550	10,450	100
Driver Permit Reinstatement/Replacement	90	5	8	(3)	155	90	63
Vehicle Transfer Revenue	1,000	0	83	(83)	0	1,000	(1,000)
Vehicle Permit Revenue	84,000	1,465	7,000	(5,535)	99,665	84,000	15,665
Operator Application Fee	7,200	0	600	(600)	0	7,200	(7,200)
Interest Revenue	120	2	10	(8)	35	120	(85)
Total revenue	495,238	33,761	41,270	(7,509)	538,869	495,238	43,631
Expenses:							
Salaries and Wages	194,435	15,429	16,203	774	189,849	194,435	4,586
Fringe Benefits	137,918	11,778	11,493	(285)	137,467	137,918	451
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Miscellaneous	12,885	1,162	1,074	(88)	16,319	12,885	(3,434)
Total Expenses	455,238	61,943	37,937	(24,006)	519,812	455,238	(64,574)
Total Operating Surplus (Deficit)		\$ (28,181.75)			\$ 19,056.69		

*As approved in 2012-2013 Budget.

TRIP vs. VEHICLE ANALYSIS
TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
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NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			#DIV/0!
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			#DIV/0!
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			#DIV/0!
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			#DIV/0!
JAN	156	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			#DIV/0!
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			#DIV/0!
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	307	74,938	244

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	JUL	38,550
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	JUL	154
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423	AUG	252
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236



**AGENDA
TAXI COMMITTEE MEETING**

**September 25, 2013
2:45pm – 3:00pm**

**Board Room
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. **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.

----- ACTION -----

5. **Second Reading of SSG Revised Ordinance** **Approve**
(Jeffrey Goldfarb)
Request to the Board to approve the second reading of: "An Ordinance of SunLine Services Group amending Section 1.040 of SunLine Services Group 12-01 regarding extensions of taxi franchises, and adding a new section 1.249 regarding franchisee's obligations to participate in the DMV 'Pull Notice' Program." (Pages 1-4)

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

6. **Consent Calendar** **Receive and 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) SSG/SRA checks over \$1000 issued July, August, 2013 (Pages 5-6)
 - b) SSG/SRA Monthly Budget Reports, June, 2013. (Page 7)
 - c) Taxi Vehicle/Rides Analysis, August, 2013. (Pages 8-9)
-

7. **Adjourn**

SunLine Services Group

DATE: September 25, 2013 **ACTION**

TO: SunLine Services Group Board of Directors

FROM: General Counsel, Jeffrey A. Goldfarb

RE: Approve Second Reading for Ordinance Amending Section 1.040 Of SunLine Services Group Ordinance 12-01 Regarding Extensions Of Taxi Franchises For a Single Five-Year Term, And Adding A New Section 1.249 Regarding Franchisees' Obligations To Participate In The DMV "Pull Notice" Program

I. RECOMMENDATION

A. Approve the second reading of the attached ordinance: (1) amending Section 1.040 of Ordinance 12-01 to permit the Board to extend taxi franchises for an extended term of five years, and change the extension application process to ensure that franchisees are notified of the extension determination by the later of either: (a) one year prior to the expiration of the Initial Term; or (b) the second regular Board meeting after SunLine receives a completed application for an Extended Term; and (2) adding a new section implementing Vehicle Code Section 1808.1 sub (n) requiring franchisees to provide a copy of the DMV report for each of their drivers.

II. BACKGROUND

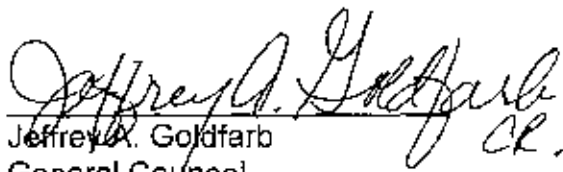
A. Amendments Regarding the Franchise Term. SunLine Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley. Section 1.040 of that ordinance establishes the terms during which franchises are valid. That section provides for an initial five year term (the "Initial Term") and further provides that the Board may extend franchises for up to a total of an additional five years, in one year increments. Thus, under Section 1.040, upon the expiration of the Initial Term, the franchise term is limited to single year extensions. Franchisees have uniformly complained that one year extensions provide insufficient security for them to continue to invest in their franchise after the expiration of the Initial Term.

Section 1.040 also provides that SunLine is to let a franchisee know whether their franchise has been extended no later than 60 days before their franchise expires. Franchisees have complained that 60 days notice is insufficient to plan for future operations.

At your July 31, 2013 Board meeting, the Board introduced the attached ordinance: (1) amending Section 1.040 replacing the five individual one year extensions with a single five year Extended Term; and (2) adding a new section 1.249 implementing provisions of Vehicle Code Section 1808.1 relating to "Pull Notices." A "Pull Notice" is a report showing the driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year. Section 1808.1 was recently amended to require each employer of a taxi driver to share the Pull Report with the taxi regulatory authority upon the authority's request.

IV. FINANCIAL IMPACT

The amendment to Section 1.040 of Ordinance 12-01 does not appear to impose any additional financial obligations on SunLine.


Jeffrey A. Goldfarb
General Counsel

ORDINANCE NO. 13-02

AN ORDINANCE OF SUNLINE SERVICES GROUP
AMENDING SECTION 1.040 OF ORDINANCE 12-01
REGARDING EXTENSIONS OF TAXI FRANCHISES,
AND ADDING A NEW SECTION 1.249 REGARDING
FRANCHISEES' OBLIGATIONS TO PARTICIPATE IN
THE DMV "PULL NOTICE" PROGRAM

WHEREAS, SunLine Services Group ("SSG") adopted Ordinance 12-01 pursuant to Government Code Section 53075.5; and

WHEREAS, Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley; and

WHEREAS, Section 1.040 establishes an initial five-year term for a franchise and further provides that the franchise may be extended by SSG, on an annual basis, for five additional years in one year increments; and

WHEREAS, both SSG and taxi franchisees believe that extensions for a term of only one year dis-incentivizes franchisees to reinvest capital in their taxi operations; and

WHEREAS, SSG therefore desires to increase the extended term applicable to taxi franchises as provided for below; and

WHEREAS, Vehicle Code Section 1808.1 annually requires franchisees to obtain from the Department of Motor Vehicles the "Pull Notice," a report showing a driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year; and

WHEREAS, Subsection N of Vehicle Code Section 1808.1 requires a franchise to provide the Pull Notice upon the request of the regulator.

NOW, THEREFORE, the Board of Directors of the SunLine Services Group does hereby ordain as follows:

SECTION 1: Section 1.040 "Franchise Agreement—Term, Extension" is hereby amended to read in its entirety as follows:

- A. The initial term of the franchise shall be five years (the "Initial Term"). The term of the franchise may be extended by the SSG board for one additional five-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the below provisions. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:

1. A franchisee may file an application for an Extended Term no sooner than 18 months from the expiration of the Initial Term and no later than one year from the expiration of its Initial Term.
2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determinations, the Board shall consider: the franchisee's history of operations; the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley. The Board shall make a determination on the application no later than the later of one year prior to the expiration of the Initial Term or the second regular Board meeting after SunLine receives a completed application for an Extended Term.

SECTION 2: A new Section 1.249 is hereby added to Ordinance 12-01 as follows:

1.249 Provision of DMV Pull-Notice. All franchisees shall comply with their obligations to participate in the Pull Notice system pursuant to Vehicle Code Section 1808.1. Franchisees shall submit a copy of the Pull Notices to the Taxi Administrator within 10 business days of receiving a copy of the DMV Pull Notices for each of their taxi drivers.

SECTION 3: SSG shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the ____ day of _____, 2013.

Date: _____

 Glenn Miller
 Chairman of the Board of
 Directors of SunLine Services Group

Date: _____

 Roger Snoble
 Interim General Manager of
 SunLine Services Group

Date: _____

 Carolyn Rude
 Clerk of the Board

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - July 2013

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SunLine Regulatory Administration
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 For the month - August 2013

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SunLine Regulatory Agency
Budget Variance Report
June 30, 2013

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Vehicle Transfer Revenue	1,000	0	83	(83)	0	1,000	(1,000)
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*As approved in 2012-2013 Budget.

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TRIP vs. VEHICLE ANALYSIS

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OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			#DIV/0!
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			#DIV/0!
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			#DIV/0!
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			#DIV/0!
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			#DIV/0!
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			#DIV/0!
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	307	74,938	244

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148

	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	JUL	38,550
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	JUL	154
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423	AUG	252
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236