



**Wednesday, January 28, 2015
12:00 Noon
New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

AGENDA TOPICS

RECOMMENDATION

1. Call to Order

Chairman Greg Pettis

2. Flag Salute

3. Roll Call

4. Presentations

- a) Dedication of new Board Room. (General Manager/CEO Lauren Skiver)
- b) Transportation Management & Design, Inc. (China Langer)

5. Finalization of Agenda

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.

----- RECEIVE & FILE -----**8. 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) Checks over \$1,000 report, and backup report, for November, 2014 (Pages 1-6)
- b) Credit card statement for November, 2014 (Pages 7-10)
- c) Monthly Budget Variance Report for November, 2014 (Pages 11-14)
- d) Ridership Report for November, 2014 (Pages 15-16)
- e) SunDial Operational Notes for November, 2014 (Page 17)

----- ACTION -----**9. Approval of Minutes****Approve**

- a. Request to the Board to approve the Minutes of the December 3rd, 2014 Board of Directors meeting. (Pages 18-29)
- b. Request to the Board to approve the Minutes of the December 17, 2014 Special Board of Directors meeting. (Pages 30-33)

10. Approval of the Advertising Policy (Norma Stevens)**Approve**

Request to the Board to approve the attached revised Advertising Policy #B-020598 with recommended changes made by the Bylaws, Policies and Procedures Committee. (Pages 34-38)

11. Approval of Revised Checks Policy (Al Hillis, Sr.)**Approve**

Request to the Board to approve the attached revised Checks Policy #B-030493. (Pages 39-45)

12. **Appointment of Retirement Plan Committee Members (Carolyn Rude)** **Approve**
Request to the Board to approve appointments to the Retirement Plan Committees for Non-Union and Union. (Pages 46-47)
13. **Approval of the Short Term Contract with Nyhart (Al Hillis, Sr.)** **Approve**
Recommend that the Board of Directors delegate authority to the General Manager to award a short term agreement to Nyhart, the Agency's current Retirement Income Plan Actuarial firm. (Pages 48-49)
14. **Change of Date for February Board Meeting (Carolyn Rude)** **Approve**
Request to the Board to approve the change of date of the scheduled February 25th Board meeting. (Page 50-51)

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

15. **FY 14 Audit Report (Al Hillis, Sr.)** **Receive and File**
Receive and File the FY 14 Agency audit report. (Page 52)
- Basic Financial Statements & Independent Auditors' Report ([Separate attachment](#))
 - Report on Internal Control. ([Separate attachment](#))

-----DISCUSSION-----

16. **Discuss Current Policy # B-070192 – Evaluation of the General Manager (Carolyn Rude)** **Discussion**
Discuss the current Board approved policy # B-070192, Evaluation of the General Manager. (Pages 53-60)

-----INFORMATION-----

17. **Highway 111 Music Festival Report (Apolonio Del Toro)** **Information**
Provide a report to the Board on the Hwy. 111 Music Festival. (Page 61)
18. **International Fuel Cell Bus Collaborative Workshop (Tommy Edwards)** **Information**
Provide a report to the Board on the International Fuel Cell Bus Collaborative Workshop to be held at SunLine. (Pages 62-64)

19. General Manager's Report**20. Closed Session**

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Names of cases:

1. Gabriel Martinez v. SunLine Transit Agency---WCAB No. 2010107707
2. Janie Reyes v. SunLine Transit Agency---WCAB No. ADJ7365811; ADJ9398570

21. Next Meeting Date

March 4, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

22. Adjourn

SunLine Transit Agency
Checks \$1,000 and Over
For the month-November 2014

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.	CNG Div 1 & 2 (Oct)	663167	11/21/14	\$27,023.56	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Portion of cost to purchase tires	663226	11/30/14	\$25,125.76	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	663121	11/21/14	\$22,959.08	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity/CNG/Hydrogen -Div. 1 (Oct)	663144	11/21/14	\$21,209.39	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	663213	11/30/14	\$19,573.69	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	663153	11/21/14	\$13,297.66	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	663259	11/30/14	\$9,624.64	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	663256	11/30/14	\$7,640.48	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity Div 1 & CNG Div 2 (Nov)	663239	11/30/14	\$7,514.41	Y	N		Operating
FIESTA FORD, INC	Repair Parts/Support	663222	11/30/14	\$7,498.63	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	663289	11/30/14	\$6,831.92	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	663210	11/30/14	\$6,297.13	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	663171	11/21/14	\$6,258.17	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	663274	11/30/14	\$6,220.98	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	663056	11/10/14	\$5,944.71	Y	N		Operating
PALM SPRINGS MOTORS, INC	Cost to purchase vehicle parts	663040	11/10/14	\$5,802.54	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	663119	11/21/14	\$5,352.82	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	663024	11/10/14	\$4,704.93	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	663110	11/21/14	\$4,355.95	Y	N		Operating
ORCOR	Cost to purchase vehicle parts	663112	11/21/14	\$4,324.53	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	663038	11/10/14	\$4,151.04	Y	N		Operating
PETERSON HYDRAULICS, INC.	Cost to repair vehicle	663159	11/21/14	\$3,631.51	Y	N		Operating
HARBOR DIESEL & EQUIPMENT INC.	Cost to purchase vehicle parts	663142	11/21/14	\$2,269.07	Y	N		Operating
FIESTA FORD, INC	Cost to purchase vehicle parts	663027	11/10/14	\$2,259.15	Y	N		Operating
GRAINGER	Cost to purchase vehicle parts	663140	11/21/14	\$2,151.99	Y	N		Operating
FIESTA FORD, INC	Cost to purchase vehicle parts	663132	11/21/14	\$1,774.33	Y	N		Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	663233	11/30/14	\$1,680.00	Y	N		Operating
SMARTDRIVE SYSTEMS	Cost to purchase vehicle parts	663052	11/10/14	\$1,616.77	Y	N		Operating
AMERICAN SEATING COMPANY	Cost to purchase vehicle parts	663192	11/30/14	\$1,530.95	Y	N		Operating
SMART CHEMISTRY CORP	Cost for testing hydrogen samples	663166	11/21/14	\$1,250.00	Y	N		Operating
SMARTDRIVE SYSTEMS	Security equipment maintenance (Nov)	663085	11/14/14	\$1,240.00	Y	N		Operating
UTC FIRE & SECURITY	Cost to purchase vehicle parts	663063	11/10/14	\$1,223.29	Y	N		Operating
ANALYSTS	Cost for sampling oil jars	663193	11/30/14	\$1,169.87	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	663128	11/21/14	\$1,167.74	Y	N		Operating
TRANSIT RESOURCES, INC	Cost to purchase vehicle parts	663059	11/10/14	\$1,162.80	Y	N		Operating
C.V. WATER DISTRICT	Cost of water for property	663202	11/30/2014	\$1,119.80	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	663224	11/30/14	\$1,119.27	Y	N		Operating
WAXIE SANITARY SUPPLY	Cost to purchase cleaning supplies	663182	11/21/14	\$1,063.44	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	663174	11/21/14	\$1,057.11	Y	N		Operating
	Sub-total			\$250,199.11				
Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
ADVANCED WEB OFFSET, INC.	Printing of Rider's Guide	663093	11/21/14	\$12,090.00	Y	N		Operating
SUNLINE REGULATORY ADMINI	Due from STA	663055	11/10/14	\$10,892.47	Y	N		Operating
BEVERLY BARR-FORD	Relocation Cost	663198	11/30/14	\$10,000.00	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (Nov)	663282	11/30/14	\$3,730.54	Y	N		Operating
VALLEY SANITARY DISTRICT	Annual Sewer Charge	663179	11/21/14	\$2,970.00	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones (Oct)	663180	11/21/14	\$2,967.59	Y	N		Operating
BURTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2 (Oct)	663102	11/21/14	\$2,643.38	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month-November 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
TIME WARNER CABLE	Wireless communication between Div. 1 & 2 (T13-T2) (Nov)	663285	11/30/14	\$2,604.32	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	663178	11/21/14	\$2,283.09	Y	N		Operating
GRAVES & KING LLP	Cost of Insurance Losses	663030	11/10/14	\$2,009.48	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	663238	11/30/14	\$1,898.24	Y	N		Operating
FLEET NET CORPORATION	Software Support - Accounting System (Nov)	663072	11/14/14	\$1,860.00	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663127	11/21/14	\$1,830.00	Y	N		Operating
VOLTON MICHAEL WILLIAMS	Relocation Cost	663064	11/10/14	\$1,773.50	Y	N		Operating
SHRED-IT US JV LLC	Records Management	663051	11/10/14	\$1,540.00	Y	N		Operating
4MPRINT, INC	Advertisement items	663091	11/21/14	\$1,486.94	Y	N		Operating
GRAVES & KING LLP	Cost of Insurance Losses	663231	11/30/14	\$1,486.05	Y	N		Operating
DESERT ENTERTAINER	Advertisement	663125	11/21/14	\$1,250.00	Y	N		Operating
ST. BOARD OF EQUALIZATION	Qtr. Self assess Sales Use Tax	663054	11/10/14	\$1,129.00	Y	N		Operating
TOMMY EDWARDS	Travel Expense to APTA conference	663057	11/10/14	\$1,061.04	Y	N		Operating
DESERT AIR CONDITIONING	A/C Repairs on Agency Bldgs.	663122	11/21/14	\$1,060.51	Y	N		Operating
	Sub-total			\$68,566.65				

Note: 1)

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

DOUG WALL CONSTRUCTION	Admin Building Project - Construction (Oct)	663216	11/30/14	\$765,586.44	Y	Y	\$1,226,701.00	Capital
DESERT BUSINESS INTERIORS	Admin Building Project - Furniture	663214	11/30/14	\$255,343.64	Y	Y		Capital
RENOVA ENERGY CORP.	Solar Project	663272	11/30/14	\$241,632.98	Y	Y	\$993,871.00	Capital
RENOVA ENERGY CORP.	Solar Project	663273	11/30/14	\$181,224.38	Y	Y	\$812,646.00	Capital
BP Energy Company	CNG & Hydrogen	663101	11/21/14	\$90,868.48	Y	Y		Operating
CPAC INC	Cost for Computer Equipment	663208	11/30/14	\$63,214.12	Y	N		Capital
ARCADIS	Admin Building - Construction Management (8/25-9/28)	663195	11/30/14	\$58,093.10	Y	Y	\$54,839.00	Capital
SOFTCHOICE CORP.	Cost for Computer Equipment	663279	11/30/14	\$39,552.33	Y	N		Capital
REDHILL GROUP, INC.	Consultant Rider Survey	663270	11/30/14	\$36,791.00	Y	Y	\$14,717.00	Capital
ARCADIS	Admin Building - Construction Management (9/29-10/26)	663196	11/30/14	\$36,754.98	Y	Y	\$18,084.00	Capital
RENOVA ENERGY CORP.	Solar Project	663271	11/30/14	\$36,244.40	Y	Y	\$1,235,504.00	Capital
FTI INTERNATIONAL GROUP INC	Sun Fuels Equip	663188	11/26/14	\$30,500.00	Y	Y		Capital
PSOMAS	Engineer Services Bus Shelter Enhancement	663268	11/30/14	\$28,600.17	Y	Y	\$126,639.00	Capital
THE PUN GROUP, LLP	Audit Services (SLT/SRA)	663172	11/21/14	\$24,650.00	Y	N	\$37,350.00	Operating
CPAC INC	Cost for Computer Equipment	663116	11/21/14	\$23,262.89	Y	N		Capital
AUDIOVISIONS	Equipment for Admin Bldg.	663197	11/30/14	\$23,004.00	Y	N		Capital
SOFTCHOICE CORP.	Cost for Computer Equipment	663086	11/14/14	\$21,526.16	Y	N		Capital
THE PUN GROUP, LLP	Audit Services (SLT/SRA)	663173	11/21/14	\$21,150.00	Y	N	\$16,200.00	Operating
RBF / MICHAEL BAKER CORP	Solar Panel Project	663269	11/30/14	\$17,871.30	Y	Y	\$47,816.00	Capital
SCENE CREATIVE LLC	Music Event Expense	663084	11/14/14	\$10,347.50	Y	Y	\$3,353.00	Operating
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	663032	11/10/14	\$8,379.36	Y	N		Capital
AMERICAN CAB	Taxi voucher program - federal program	663097	11/21/14	\$7,699.35	Y	N		Capital
PETERSON HYDRAULICS, INC.	Maintenance Equipment	663266	11/30/14	\$7,495.60	Y	N		Capital
RUTAN & TUCKER LLP	Cost for legal general services (Oct)	663163	11/21/14	\$6,264.26	Y	Y	\$199,183.00	Operating
PVC CONSULTING	Fuel Cell Bus Project (Tigger III)	663161	11/21/14	\$6,200.00	Y	Y		Capital
G & K SERVICES	Cost to service uniforms (Oct)	663135	11/21/14	\$6,084.93	Y	Y	\$220,798.00	Operating
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	663184	11/21/14	\$6,045.07	Y	N		Capital
GEOCON WEST, INC	Admin Building Project - Material Testing (9/8-10/5)	663226	11/30/14	\$5,540.90	Y	Y	\$7,549.00	Capital
KBM (MOORE MAINTENANCE)	Cost for janitorial services (Nov)	663244	11/30/14	\$4,925.00	Y	Y	\$49,029.00	Operating
PATRICK M BRASSIL	Hydrogen maintenance	663156	11/21/14	\$2,880.00	Y	Y	\$121,998.00	Operating
CDW GOVERNMENT, INC	Cost for Computer Equipment	663111	11/21/14	\$2,778.10	Y	N		Capital
SOUTHWEST NETWORKS	Cost for temp help in TI (10/14-10/31)	663168	11/21/14	\$2,662.50	Y	Y	\$7,523.00	Operating/Capital

SunLine Transit Agency
Checks \$1,000 and Over
For the month-November 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Oct)	663095	11/21/14	\$2,599.34	Y	Y	\$22,993.00	Operating
SOUTHWEST NETWORKS	Cost for temp help in IT (11/30/14)	663280	11/30/14	\$2,400.00	Y	Y	\$5,123.00	Operating/Capital
DESERT CITY CAB	Taxi voucher program - federal program	663124	11/21/14	\$1,865.78	Y	N		Capital
KIMCO STAFFING SERVICES, INC.	Admin Building Project - Cost for temporary employment	663245	11/30/14	\$1,512.00	Y	N		Capital
KIMCO STAFFING SERVICES, INC.	Admin Building Project - Cost for temporary employment	663078	11/14/14	\$1,491.00	Y	N		Capital
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Nov)	663191	11/30/14	\$1,242.36	Y	Y	\$21,751.00	Operating
COUNTY OF RIVERSIDE	Admin Building Project	663044	11/10/14	\$1,224.00	Y	N		Capital
DESERT ALARM	Security monitoring services (Nov)	663123	11/21/14	\$1,120.00	Y	Y	\$8,960.00	Operating
PATRICK M. BRASSIL	Hydrogen maintenance	663263	11/30/14	\$1,120.00	Y	Y	\$120,878.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Oct)	663065	11/14/14	\$1,118.65	Y	Y	\$25,592.00	Operating
CDW GOVERNMENT, INC	Cost for Computer Equipment	663204	11/30/14	\$1,018.09	Y	N		Capital
	Sub-total			\$2,089,882.16				

Note: 2)

Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities

HEALTH NET	Group Health insurance premium (Nov)	663076	11/14/14	\$253,062.73	Y	N		Operating
PERMA Insurance	W/C & General liabilities (Nov)	663265	11/30/14	\$98,018.15	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	663061	11/10/14	\$65,355.73	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	663175	11/21/14	\$64,348.31	Y	N		Operating
METLIFE SBC	Employee benefits (Nov)	663248	11/30/14	\$26,842.76	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	663021	11/10/14	\$5,333.19	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	663096	11/21/14	\$5,260.17	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (Sept/Oct)	663154	11/21/14	\$4,649.01	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	663104	11/21/14	\$3,497.99	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	663022	11/10/14	\$3,324.92	Y	N		Operating
EYE MED	Employee benefits (Nov)	663071	11/14/14	\$2,582.47	Y	N		Operating
	Sub-total			\$532,275.43				

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				\$2,940,923.35				
Summary								
Total of Checks Over \$1,000				\$2,940,923.35				
Total of Checks Under \$1,000				\$42,507.88				
Total of All Checks for the Month				\$2,983,431.23				
Total Amount of Checks Prior Year - Same Month				\$1,628,372.54				

SunLine Transit Agency
Checks \$1,000 and Over
For the month of November 2014

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	663216	11/30/2014	\$765,586.44
Desert Business Interiors	Furniture Fixtures &	663214	11/30/2014	\$255,343.64
HEALTH NET	Group Health Ins Prem	663076	11/14/2014	\$253,062.73
RENOVA ENERGY CORP.	Solar Project	663272	11/30/2014	\$241,632.98
RENOVA ENERGY CORP.	Solar Project	663273	11/30/2014	\$181,224.38
PERMA - Insurance	Gen Lib/WC	663265	11/30/2014	\$98,018.15
BP Energy Company	CNG	663101	11/21/2014	\$90,868.48
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663061	11/10/2014	\$65,355.73
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663175	11/21/2014	\$64,348.31
CPAC INC.COM	Software	663208	11/30/2014	\$63,214.12
ARCADIS U.S., INC.	Construction Managing	663195	11/30/2014	\$58,093.10
SOFTCHOICE CORP.	Software	663279	11/30/2014	\$39,552.33
Redhill Group, INC.	Consulting	663270	11/30/2014	\$36,791.00
ARCADIS U.S., INC.	Construction Managing	663196	11/30/2014	\$36,754.98
RENOVA ENERGY CORP.	Solar Project	663271	11/30/2014	\$36,244.40
FTI INTERNATIONAL GROUP INC	Sun Fuels Equip.	663188	11/26/2014	\$30,500.00
PSOMAS	Enginccr Services	663268	11/30/2014	\$28,600.17
SO CAL GAS CO.	Utilities	663167	11/21/2014	\$27,023.56
METLIFE SBC	Dental Insurance	663248	11/30/2014	\$26,842.76
GOODYEAR TIRE & RUBBER COMPANY,	Bus Tire Lease	663228	11/30/2014	\$25,125.76
The Pun Group, LLP	Audit Services (SLT)	663172	11/21/2014	\$24,650.00
CPAC INC.COM	Software	663116	11/21/2014	\$23,262.89
AUDIOVISIONS	Equipment for Admin Bldg	663197	11/30/2014	\$23,004.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	663121	11/21/2014	\$22,959.08
SOFTCHOICE CORP.	Software	663086	11/14/2014	\$21,526.16
IMPERIAL IRRIGATION DIST	Utilities	663144	11/21/2014	\$21,209.39
The Pun Group, LLP	Audit Services (SLT)	663173	11/21/2014	\$21,150.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	663213	11/30/2014	\$19,573.69
RBF / MICHAEL BAKER CORP	Paving	663269	11/30/2014	\$17,871.30
NEW FLYER	Bus Parts	663153	11/21/2014	\$13,297.66
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	663093	11/21/2014	\$12,090.00
SUNLINE REGULATORY ADMINI		663055	11/10/2014	\$10,892.47
Scene Creative, LLC		663084	11/14/2014	\$10,347.50
Beverly Barr-Ford	Employee Reimbursement	663198	11/30/2014	\$10,000.00
NEW FLYER	Bus Parts	663259	11/30/2014	\$9,624.64
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	663032	11/10/2014	\$8,379.36
AMERICAN CAB	Taxi Voucher Program	663097	11/21/2014	\$7,699.35
NAPA AUTO PARTS	Vehicle Repair Parts	663256	11/30/2014	\$7,640.48
IMPERIAL IRRIGATION DIST	Utilities	663239	11/30/2014	\$7,514.41

SunLine Transit Agency
Checks \$1,000 and Over
For the month of November 2014

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
FIESTA FORD, INC.	Repair Parts/Support	663222	11/30/2014	\$7,498.63
PETERSON HYDRAULICS, INC.	Security Equipment	663266	11/30/2014	\$7,495.60
TRANSIT PRODUCTS & SERVICES	Repair Parts	663289	11/30/2014	\$6,831.92
CREATIVE BUS SALES, INC.	Bus Repair Parts	663210	11/30/2014	\$6,297.13
RUTAN & TUCKER, LLP	Legal fees	663163	11/21/2014	\$6,264.26
STRICKLAND KENNY INC.	Lubricants & Oils	663171	11/21/2014	\$6,258.17
ROMAINE ELECTRIC CORP.	Repair Parts	663274	11/30/2014	\$6,220.98
PVC CONSULTING, LLC	Fuel Cell Bus	663161	11/21/2014	\$6,200.00
G & K SERVICES	Uniform service	663135	11/21/2014	\$6,084.93
YELLOW CAB OF THE DESERT	Taxi Voucher Program	663184	11/21/2014	\$6,045.07
TK SERVICES, INC.	Bus Repair Parts	663056	11/10/2014	\$5,944.71
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	663040	11/10/2014	\$5,802.54
GEOCON WEST, INC.	Administration Building Fees	663226	11/30/2014	\$5,540.90
CREATIVE BUS SALES, INC.	Bus Repair Parts	663119	11/21/2014	\$5,352.82
AMALGAMATED TRANSIT UNION	Union Dues	663021	11/10/2014	\$5,333.19
AMALGAMATED TRANSIT UNION	Union Dues	663096	11/21/2014	\$5,260.17
KBM FACILITY SOLUTIONS	Janitorial Servs	663244	11/30/2014	\$4,925.00
ELLSWORTH TRUCK & AUTO	Repair Parts	663024	11/10/2014	\$4,704.93
NYHART COMPANY	Pension Consultant	663154	11/21/2014	\$4,649.01
CARQUEST OF THE DESERT	Repair Parts	663110	11/21/2014	\$4,355.95
CIRCOR	Fittings	663112	11/21/2014	\$4,324.53
NEW FLYER	Bus Parts	663038	11/10/2014	\$4,151.04
TELEPACIFIC COMMUNICATIONS	Telephone Service	663282	11/30/2014	\$3,730.54
PETERSON HYDRAULICS, INC.	Security Equipment	663159	11/21/2014	\$3,631.51
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663104	11/21/2014	\$3,497.99
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663022	11/10/2014	\$3,324.92
VALLEY SANITARY DISTRICT	Annual Sewer Charge	663179	11/21/2014	\$2,970.00
VERIZON WIRELESS	Wireless Cell Service	663180	11/21/2014	\$2,967.59
PATRICK M. BRASSIL	Hydrogen Maintenance	663158	11/21/2014	\$2,880.00
CDW GOVERNMENT, INC	Software/Hardware	663111	11/21/2014	\$2,778.10
SOUTHWEST NETWORKS, INC.	Network Consultants	663168	11/21/2014	\$2,662.50
BURRTEC WASTE & RECYCLING	Facility Trash Removal	663102	11/21/2014	\$2,643.38
TIME WARNER CABLE	Utilities	663285	11/30/2014	\$2,604.82
ALLIEDBARTON SECURITY SERVICES	Security Services	663095	11/21/2014	\$2,599.34
EYE MED	Employee Benefits	663071	11/14/2014	\$2,582.47
SOUTHWEST NETWORKS, INC.	Network Consultants	663280	11/30/2014	\$2,400.00
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	663178	11/21/2014	\$2,283.09
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	663142	11/21/2014	\$2,269.07
FIESTA FORD, INC.	Repair Parts/Support	663027	11/10/2014	\$2,259.15
GRAINGER	Facility Maintenance	663140	11/21/2014	\$2,151.99

SunLine Transit Agency
Checks \$1,000 and Over
For the month of November 2014

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
GRAVES & KING LLP	Insurance Losses	663030	11/10/2014	\$2,009.48
HOME DEPOT CRD SRVS	Facility Maintenance	663238	11/30/2014	\$1,898.24
DESERT CITY CAB	Taxi Voucher Program	663124	11/21/2014	\$1,865.78
FLEET-NET CORPORATION	Software & Licenses	663072	11/14/2014	\$1,860.00
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	663127	11/21/2014	\$1,830.00
FIESTA FORD, INC.	Repair Parts/Support	663132	11/21/2014	\$1,774.33
Volton Michael Williams	Employee Reimbursement	663064	11/10/2014	\$1,773.50
HI-TECH MACHINING	Repair Parts	663233	11/30/2014	\$1,680.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	663052	11/10/2014	\$1,616.77
Shred-It US JV LLC	Record Management	663051	11/10/2014	\$1,540.00
AMERICAN SEATING COMPANY	Seats and Inserts	663192	11/30/2014	\$1,530.95
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	663245	11/30/2014	\$1,512.00
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	663078	11/14/2014	\$1,491.00
4IMPRINT, INC.	Advertisement	663091	11/21/2014	\$1,486.94
GRAVES & KING LLP	Insurance Losses	663231	11/30/2014	\$1,486.05
DESERT ENTERTAINER	Commuter Link 220	663125	11/21/2014	\$1,250.00
SMART CHEMISTRY CORPORATION	Hydrogen Samples	663166	11/21/2014	\$1,250.00
ALLIEDBARTON SECURITY SERVICES	Security Services	663191	11/30/2014	\$1,242.36
SMARTDRIVE SYSTEMS, INC.	Security Equipment	663085	11/14/2014	\$1,240.00
RIVERSIDE COUNTY - TLMA	Administration Building Fees	663044	11/10/2014	\$1,224.00
UTC FIRE & SECURITY	Security Camera Equipment	663063	11/10/2014	\$1,223.29
ANALYSTS, INC.	Oil Sample Jars	663193	11/30/2014	\$1,169.87
ELLSWORTH TRUCK & AUTO	Repair Parts	663128	11/21/2014	\$1,167.74
TRANSIT RESOURCES, INC.	Bus wheel chair parts	663059	11/10/2014	\$1,162.80
ST. BOARD OF EQUALIZATION	Use Tax 99-246185	663054	11/10/2014	\$1,129.00
PATRICK M. BRASSIL	Hydrogen Maintenance	663263	11/30/2014	\$1,120.00
DESERT ALARM, INC.	Security Services	663123	11/21/2014	\$1,120.00
C V WATER DISTRICT	Utilities	663202	11/30/2014	\$1,119.80
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	663224	11/30/2014	\$1,119.27
ALLIEDBARTON SECURITY SERVICES	Security Services	663065	11/14/2014	\$1,116.65
WAXIE SANITARY SUPPLY	Agency Supplies	663182	11/21/2014	\$1,063.44
TOMMY EDWARDS	Travel/Meetings	663057	11/10/2014	\$1,061.04
DESERT AIR CONDITIONING, INC.	A/C REPAIR AND SALES	663122	11/21/2014	\$1,060.51
TK SERVICES, INC.	Bus Repair Parts	663174	11/21/2014	\$1,057.11
CDW GOVERNMENT, INC	Software/Hardware	663204	11/30/2014	\$1,018.09

Total of Checks Over \$1,000	\$2,940,923.35
Total of Checks Under \$1,000	\$42,507.88
Total of All Checks for the Month	\$2,983,431.23
Total Amount of Checks Prior Years Same Month	\$1,628,372.54



November 2014 Statement



Open Date: 10/22/2014 Closing Date: 11/20/2014

Account:

Visa® Business Card
SUNLINE TRANSIT (CPN

Cardmember Service 1-866-552-8855
BUS 13

New Balance	\$2,708.75
Minimum Payment Due	\$28.00
Payment Due Date	12/17/2014
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	+	\$3,773.27
Payments	-	\$3,369.49CR
Other Credits	-	\$403.78CR
Purchases	+	\$2,708.75
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,708.75
Past Due		\$0.00
Minimum Payment Due		\$28.00
Credit Line		\$40,000.00
Available Credit		\$37,291.25
Days in Billing Period		30

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



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

- to pay by phone
- to change your address

Automatic Payment

Account Number:)
Your new full balance of \$2,708.75 will be automatically deducted from your account on 12/15/14.

SUNLINE TRANSIT
CENTRAL BILL
32505 HARRY OLIVER TRL
THOUSAND PLMS CA 92276-3501





Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$2708.75 will be automatically deducted from your bank account on 12/15/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions RUDE,CAROLYN Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
10/29	10/28	7599	EXPEDIA*189402929616 EXPEDIA.COM NV MÉRCHANDISE/SERVICE RETURN	\$403.78cr	_____
Purchases and Other Debits					
10/22	10/21	0062	CALACT 800-422-5228 CA	\$475.00	_____
10/23	10/22	3550	GRILL CONCEPTS - P PALM DESERT CA	\$318.60	_____
10/23	10/22	7134	EXPEDIA*189402929616 EXPEDIA.COM NV	\$403.78	_____
11/04	11/03	0036	WWW TOYSWEBMART COM 510-224-4895 WY	\$9.27	_____
Total for Account				\$802.87	

Transactions SKIVER,LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
10/30	10/28	9116	UNITED 0167552919204 800-932-2732 TX SKIVER/LAURA L 11/11/14 LOS ANGELES TO MONTEREY CAL MONTEREY CAL TO LOS ANGELES	\$389.20	_____
11/13	11/11	6283	UNITED 0162607604295 800-932-2732 TX SKIVER /FIR 11/11/14 LOS ANGELES TO MONTEREY CAL	\$25.00	_____
11/14	11/13	3207	USPS 05510603034604835 MONTEREY CA	\$16.29	_____
11/17	11/14	3641	AMERICAN 0010275612665 MONTEREY CA SKIVER/LAURA L 11/14/14 XAA TO XAE	\$25.00	_____
11/17	11/14	2906	LAX AIRPORT LOT P 7 LOS ANGELES CA	\$111.00	_____
11/17	11/15	8761	MARRIOTT 337N5 MONTERE MONTEREY CA	\$935.61	_____
Total for Account				\$1,502.10	



November 2014 Statement 10/22/2014 - 11/20/2014

Page 3 of 3

SUNLINE TRANSIT (CPN)

Cardmember Service ☎ 1-866-552-8855

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/14	11/14		PAYMENT THANK YOU	\$3,369.49CR	
			Total for Account	\$3,369.49CR	

2014 Totals Year-to-Date	
Total Fees Charged in 2014	\$0.00
Total Interest Charged in 2014	\$0.00

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
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$2,708.75	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us

<p>☎ Phone</p> <p>Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053</p>	<p>? Questions</p> <p>Cardmember Service P.O. Box 6353 Fargo, ND 58125-6353</p>	<p>✉ Mail payment coupon with a check</p> <p>Cardmember Service P.O. Box 790408 St. Louis, MO 63179-0408</p>	<p>🖱 Online</p> <p>myaccountaccess.com</p>
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End of Statement

SUNLINE TRANSIT

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: November 20, 2014

Carolyn Rude - Detail:

CREDIT:

10/28/14	Expedia – Return	Cancellation of airfare for attendance by Deputy Operations Officer Transportation, Mannie Thomas at the APTA Conference.	\$ 403.78
Purchases:			
10/21/14	CALACT	Conference Registration for CalAct Conference for Chief Performance Officer, Rudy Le Flore	\$ 475.00
10/22/14	Grill Concepts, P.D.	Lunch for October Board meeting.	\$ 318.60
10/22/14	Expedia	Airfare fir Deputy Operations Officer-Transportation, Mannie Thomas to attend APTA Conference.	\$ 403.78
11/03/14	www.toyswebmart	Charge to be credited. Merchandise not ordered, nor delivered.	\$ 9.27
Total Amount			\$ 802.87

Lauren Skiver - Detail:

10/28/14	United Airlines	Airfare – General Manager, Lauren Skiver, to attend Calif. Transit Assn. Conference in Monterey, CA. L.A. to Monterey; Nov. 11–14.	\$ 389.20
11/11/14	United Airlines	Airline luggage fee – General Manager, Lauren Skiver, to attend Calif. Transit Assn. Conference in Monterey, CA. L.A. to Monterey; Nov. 11–14.	\$ 25.00
11/14/14	USPS	Package sent to General Manager attending CTA Conference.	\$ 16.29
11/14/14	American	Airline luggage fee – General Manager, Lauren Skiver, to attend Calif. Transit Assn. Conference in Monterey, CA. L.A. to Monterey; Nov. 11–14.	\$ 25.00
11/14/14	LAX Airport Lot P 7	Airport parking, General Manager, Lauren Skiver, to attend Calif. Transit Assn. Conference in Monterey, CA. L.A. to Monterey; Nov. 11–14.	\$ 111.00
11/15/14	Marriott Hotel	Hotel – General Manager, Lauren Skiver, during attendance at the Calif. Transit Assn. Conference in Monterey, CA. L.A. to Monterey; Nov. 11–14.	\$ 935.61
Total Amount			\$1502.10

Credit:			
11/14/14	Payment		\$3369.49CR

SunLine Transit Agency
Budget Variance Report
November 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	19,946,938	1,472,209	1,662,245	190,036	7,810,825	8,311,224	500,399
Services	2,060,490	204,881	171,708	(33,173)	844,671	858,538	13,866
Fuels & Lubricants	1,706,158	129,903	142,180	12,277	729,740	710,899	(18,840)
Tires	267,330	2,541	22,278	19,737	157,514	111,388	(46,127)
Materials and Supplies	1,139,813	113,457	94,984	(18,473)	446,977	474,922	27,945
Utilities	1,752,697	148,471	146,058	(2,413)	798,940	730,290	(68,649)
Casualty & Liability	1,817,625	29,852	151,469	121,617	524,381	757,344	232,963
Taxes and Fees	128,800	12,960	10,733	(2,227)	60,738	53,667	(7,072)
Miscellaneous Expenses	769,914	28,296	64,160	35,864	113,027	320,798	207,771
Self Consumed Fuel	(1,544,841)	(119,695)	(128,737)	9,042	(676,833)	(643,684)	(33,150)
Total Operating Expenses (Before Depreciation)	28,044,924	2,022,874	2,337,077	314,203	10,809,979	11,685,385	875,406
Revenues:							
Passenger Revenue	3,650,635	277,558	304,220	(26,662)	1,361,593	1,521,098	(159,505)
Other Revenue	1,270,670	113,781	105,889	7,892	590,140	529,446	60,694
Total Operating Revenue	4,921,305	391,339	410,109	(18,770)	1,951,733	2,050,544	(98,811)
Net Operating Gain (Loss)		\$ (1,631,535)			\$ (8,858,246)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	419,051	494,931	75,880	2,275,192	2,474,656	199,464
State - LTF	13,506,121	952,952	1,125,510	172,558	5,173,954	5,627,550	453,596
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	259,532	306,527	46,995	1,409,100	1,532,635	123,535
Total Subsidies	23,123,619	1,631,535	1,926,968	295,433	8,858,246	9,634,841	776,595
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
November 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,650,635	277,558	304,220	(26,662)	1,361,593	1,521,098	(159,505)
Other Revenue	1,270,670	113,781	105,889	7,892	590,140	529,446	60,694
Total Operating Revenue	4,921,305	391,339	410,109	(18,770)	1,951,733	2,050,544	(98,811)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	582,758	681,187	98,429	3,109,083	3,405,935	296,852
Operator & Mechanic Overtime	795,920	64,260	66,327	2,067	420,113	331,633	(88,480)
Administration Salaries & Wages	3,897,652	274,831	324,804	49,974	1,552,027	1,624,022	71,995
Administration Overtime	15,770	1,246	1,314	68	8,144	6,571	(1,573)
Fringe Benefits	7,063,352	549,114	588,613	39,498	2,721,458	2,943,063	221,606
Communications	114,380	8,945	9,532	586	45,578	47,658	2,081
Legal Services - General	195,460	6,050	16,288	10,238	43,751	81,442	37,691
Computer/Network Software Agreement	268,581	23,433	22,382	(1,052)	112,313	111,909	(405)
Uniforms	79,100	5,791	6,592	801	34,737	32,958	(1,779)
Contracted Services	423,620	23,742	35,302	11,559	155,984	176,508	20,524
Equipment Repairs	4,000	-	333	333	809	1,667	858
Security Services	70,000	5,282	5,833	551	27,845	29,167	1,322
Fuel - CNG	1,431,912	103,790	119,326	15,536	610,531	596,630	(13,901)
Fuel - Hydrogen	146,546	15,799	12,212	(3,586)	65,666	61,061	(4,605)
Tires	267,330	2,541	22,277	19,737	157,514	111,387	(46,127)
Office Supplies	73,893	3,824	6,158	2,334	17,204	30,789	13,584
Travel/Training	127,300	5,439	10,608	5,169	33,079	53,042	19,963
Repair Parts	840,950	92,717	70,079	(22,638)	347,310	350,396	3,086
Facility Maintenance	29,000	4,117	2,417	(1,700)	16,816	12,083	(4,733)
Electricity - CNG & Hydrogen	171,000	12,276	14,250	1,974	62,410	71,250	8,840
Natural Gas	1,333,000	109,923	111,083	1,161	630,072	555,417	(74,655)
Water	5,200	383	433	51	1,470	2,167	697
Insurance Losses	375,000	(87,913)	31,250	119,163	(150,916)	156,250	307,166
Insurance Premium - Property	9,919	-	827	827	8,063	4,133	(3,931)
Repair Claims	45,000	10,297	3,750	(6,547)	43,914	18,750	(25,164)
Fuel Taxes	128,800	12,960	10,733	(2,227)	60,738	53,667	(7,072)
Other Expenses	3,502,836	310,963	291,903	(19,060)	1,351,099	1,459,515	108,416
Self Consumed Fuel	(1,544,841)	(119,695)	(128,737)	9,042	(676,833)	(643,684)	(33,150)
Total Operating Expenses (Before Depreciation)	28,044,924	2,022,874	2,337,077	314,203	10,809,979	11,685,385	875,406
Operating Expenses in Excess of Operating Revenue		\$ (1,631,535)			\$ (8,858,246)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	419,051	494,931	75,880	2,275,192	2,474,656	199,464
State - LTF	13,506,121	952,952	1,125,510	172,558	5,173,954	5,627,550	453,596
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	259,532	306,527	46,995	1,409,100	1,532,635	123,535
Total Subsidies	23,123,619	1,631,535	1,926,968	295,433	8,858,246	9,634,841	776,595
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - Sunline Transit

Passenger Revenue - Unfavorable

- YTD passenger fare revenue up 4% from last fiscal year, however, it is not reaching the projected 8% in the budget.

Other Revenue - Favorable

- YTD Outside fueling revenue is up 22% over FY14.
- General retail CNG customers have increased usage.
- More CNG credit customers have been added.
- YTD advertising revenue above budgeted amount by \$47K.

Operator & Mechanic Salaries & Wages - Favorable

- Operators on extended leave for long term disability or workers compensation.

Operator & Mechanic Overtime - Unfavorable.

- Operators on extended leave for long term disability or workers compensation.

Administration Salaries & Wages - Favorable

- Vacant positions in Operations, HR, Finance & IT account for the salary savings for administration.
- A portion of the salary savings will be offset by an increase in temporary help services in the respective divisions.

Administration Overtime - Unfavorable

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

Fringe Benefits - Favorable

- Vacant positions in HR, Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- Sunline currently employees four contracted employees. These employees do not receive fringe benefits
- Operators on extended leave for long term disability or workers compensation.

Communications - Favorable

- Communication expenses are within an acceptable range of the budgeted amount.

Legal Services - General - Favorable

- YTD use of legal counsel is lower than projected.

Computer/Network Software Agreement - Unfavorable

- Software agreement expenses are within an acceptable range of the budgeted amount.

Uniforms - Unfavorable

- Uniform expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable

- Expenses for hydrogen support are lower than projected.
- Community and Customer Relations contracted services below budget. Outsourced marketing not being utilized.

Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Unfavorable

- The current unfavorable amount is attributed to a 18% increase in expenses to produce fuel and a 10% increase of fuel usage over the same period in FY14.

Fuel - Hydrogen - Unfavorable

- All Fuel Cell buses operating and using more hydrogen than projected.

Tires - Unfavorable

- Sunline Transit Agency changed tire vendor to Michelin from Goodyear. The Goodyear tires were expensed to a single period. Entire amount will be paid over a 6 month period.

Office Supplies - Favorable

- Office supply expense savings across multiple divisions account for the current surplus.

Travel/Training - Favorable

- Travel & training savings can be attributed low YTD expenses in Sunfuels, Admin Operations, HR, Executive Office, IT and Performance Office.

Repair Parts -Favorable

- Repair parts expenses for fixed route vehicles are lower than projected.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for the ice machine at Indio driver's lounge.
- Facility maintenance expenses over budget in Thousand Palms due to an inspection and following repairs for the hydraulic lifts in the shop.

Electricity - CNG & Hydrogen - Favorable

- YTD electricity expense savings largely due to hydrogen production through October being lower than projected.

Natural Gas - Unfavorable

- The unfavorable balance is due to an increase in CNG production and natural gas charges.

Water - Favorable

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

Insurance Losses - Favorable

- The current favorable balance is attributed to recoveries claimed by PERMA on the behalf of Sunline.

Insurance Premium - Property - Unfavorable

- Full FY15 premium property insurance payment made in July 2014.

Repair Claims - Unfavorable

- Repairs for bus 569 from February 4, 2014 accident. Work completed in July 2014.
- Repairs for bus 713 from August 2014 accident. Work completed in September.
- Repairs for bus 710 from April 3, 2014 accident. Work Completed in November 2014.

Fuel Taxes - Unfavorable

- Fuel tax expenses are over budget due to retail CNG sales being higher than expected.

Other Expenses - Favorable

- The surplus is attributed to amounts being re-allocated from different expenses. The amounts were adjusted to the Finance department miscellaneous expense for control purposes.

Self Consumed Fuel - Unfavorable

- The current unfavorable amount is attributed to a 18% increase in expenses to produce fuel and a 10% increase of fuel usage over the same period in FY14.



SunLine Transit Agency Monthly Ridership Report November 2014

FY
2014 & 2015

Fixed Route Line	Description	Nov 2014	Nov 2013	Oct 2014	Month Var.	% Var.	FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	54,731	47,996	65,404	6,735	14.0%	281,976	228,596	53,380	23.4%	1,557	8,908	516	3,119
15	DHS	9,658	9,204	11,904	454	4.9%	47,451	44,761	2,690	6.0%	247	1,371	10	86
24	PS	15,263	17,531	18,764	(2,268)	-12.9%	78,464	81,885	(3,421)	-4.2%	389	2,138	217	1,027
30	CC/PS	64,600	61,071	74,956	3,529	5.8%	329,755	288,386	41,369	14.3%	1,888	10,641	351	2,006
32	PD/RM/TP/CC/PS	24,495	24,707	28,696	(212)	-0.9%	122,522	117,688	4,834	4.1%	992	5,351	222	1,098
53	PD/IW	4,442	5,306	5,767	(864)	-16.3%	23,281	25,043	(1,762)	-7.0%	150	736	35	155
54	Indio/LQ/IW/PD	7,938	-	10,628	7,938	0.0%	36,623	-	36,623	0.0%	264	1,567	82	281
70	LQ/BD	17,950	23,450	23,025	(5,500)	-23.5%	86,044	99,137	(13,093)	-13.2%	807	3,759	44	175
80	Indio	10,902	12,171	13,020	(1,269)	-10.4%	56,955	58,597	(1,642)	-2.8%	175	1,124	95	387
81	Indio	7,099	9,101	8,847	(2,002)	-22.0%	39,267	43,818	(4,551)	-10.4%	92	861	86	399
90	Coachella/Indio	18,258	19,210	20,907	(952)	-5.0%	90,666	95,209	(4,543)	-4.8%	511	2,744	143	510
91	I/Cch/Th/Mec/Oas	19,083	19,240	22,684	(157)	-0.8%	93,296	91,949	1,347	1.5%	553	2,504	48	244
95	I/Cch/Th/Mec/NS	2,457	2,336	2,911	121	5.2%	13,021	7,250	5,771	79.6%	79	385	3	29
111	PS to Indio	126,295	138,588	139,987	(12,293)	-8.9%	631,849	662,598	(30,749)	-4.6%	4,190	23,577	947	4,814
220	PD to Riverside	1,158	1,136	1,342	22	1.9%	5,533	6,348	(815)	-12.8%	72	325	10	40
Fixed route total		384,329	391,047	448,842	(6,718)	-1.7%	1,936,703	1,851,265	85,438	4.6%	11,966	65,991	2,809	14,370
Demand Response														
SunDial		11,716	10,765	14,312	951	8.8%	63,028	57,802	5,226	9.0%				
System total		396,045	401,812	463,154	(5,767)	-1.4%	1,999,731	1,909,067	90,664	4.7%				
		Nov-14	Nov-13	Oct-14										
	Weekdays:	*19	*20	23										
	Saturdays:	5	5	4										
	Sundays:	5	4	4										
	Total Days:	29	29	31										

Please note:

*No transit service on Thursday, November 27, 2014 and Thursday, November 28, 2013 due to Thanksgiving Day Holiday.

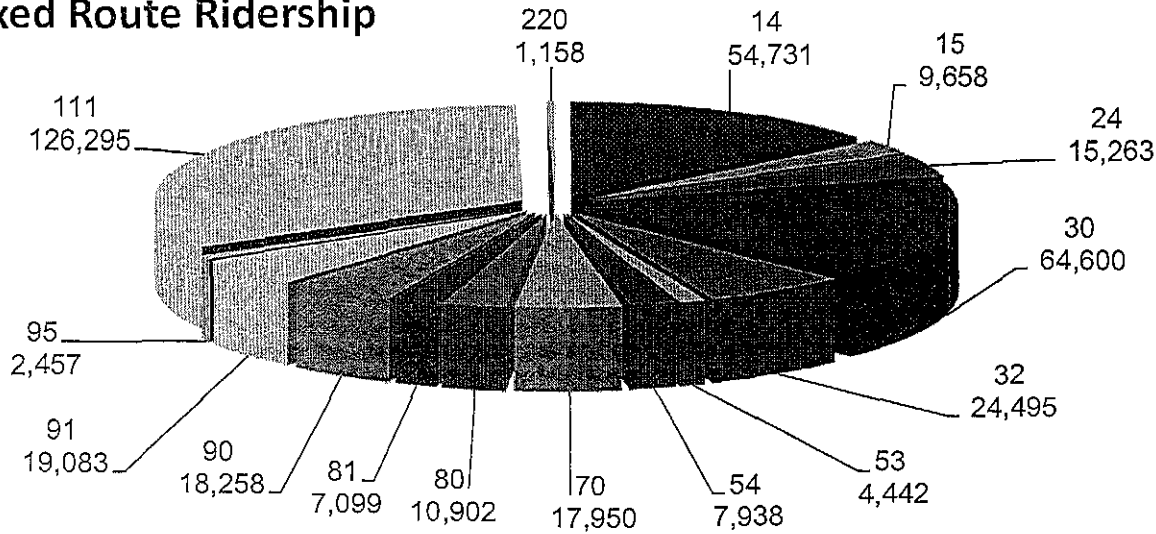
Schools out for Thanksgiving break from Monday, November 24, 2014 to Friday, November 28, 2014.

Route 54 implemented on January 6, 2014 - Weekday service only.

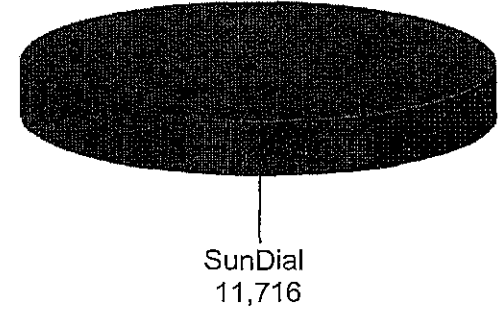
Issued: 12/29/2014

SunLine Transit Agency Monthly Ridership Report November - 2014

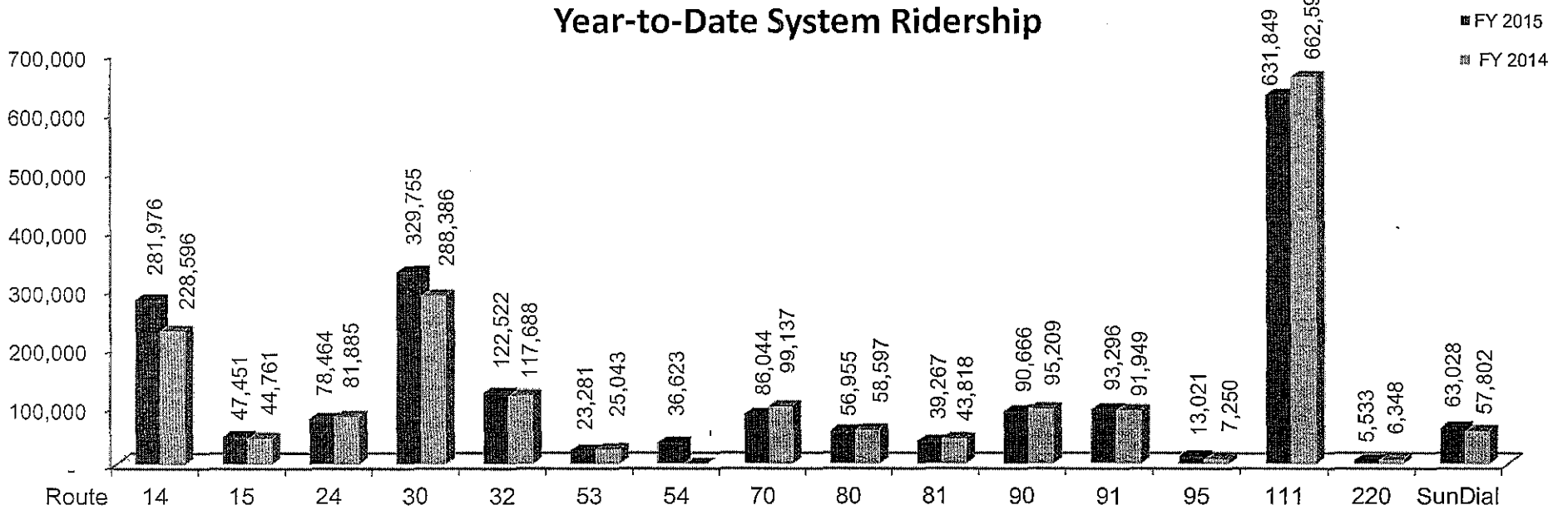
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
November 2014

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.9%	89.3%	Total trips carried in the on-time window
839	1204	Total trips late during the month
9,690	10,542	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
10,765	11,716	Total passengers for the month
95,663	99,633	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	5	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>	
1,439	1,781	Total mobility device boarding's

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

MINUTES
SunLine Transit Agency
Board of Directors Meeting
December 3, 2014

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:37 pm on Wednesday, December 3, 2014 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 12:37 p.m. by Chairman Greg Pettis.

2. **Roll Call**
Completed.

Members Present

Greg Pettis, Chairman, Councilmember, City of Cathedral City
Rick Hutcherson, Mayor Pro Tem, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Ty Peabody, Mayor Pro Tem, City of Indian Wells
Troy Strange, Councilmember, City of Indio
Emmanuel Martinez, Councilmember, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
City of La Quinta

3. **Presentations**
Presentations to the "Fill the Bus" participants was moved to SSG Agenda.
4. **Finalization of Agenda**
No changes.
5. **Public Comments**
Non-Agenda Items - None.

Agenda Items – None.
6. **Board Member Comments**
None.

7. Consent Calendar

- a) Checks over \$1,000 and backup report, for October, 2014
- b) Credit card statement for October, 2014
- c) Monthly Budget Report September, October, 2014
- d) Ridership Reports for October, 2014
- e) SunDial Operational Notes for October, 2014

Councilmember Spiegel moved to receive and file the consent calendar. The motion was seconded by Supervisor Benoit. Chairman Pettis asked if there was opposition. Given none, the consent calendar was approved by a unanimous vote with abstention from Councilmember Strange, City of Indio.

8. Approval of Minutes

Councilmember Spiegel moved to approve the minutes of the October 22, 2014 Regular Board meeting. The motion was seconded by Supervisor Benoit. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Mayor Pro Tem Rick Hutcheson, City of Palm Springs and Councilmember Troy Strange, City of Indio.

9. Approval of Contract for Telephone Lines in Division 2

Rick Barone, Purchasing Administrator, addressed the Board. He stated that Staff recommends that the Board of Directors delegate authority to the General Manager to negotiate and execute a contract with TelePacific Communications for the Administration Building Project, for Division II, for a value Not To Exceed \$15,991.72, which includes 36 months of service. SunLine approved an agreement for a new ShoreTel phone system at the September 24, 2014 Board meeting. This new system is for both Division I & II. Last month the Board approved a contract for TelePacific for Division I; we also need the new lines for Division II. This item is being brought to the Board of Directors for approval because the agreement extends for 36 months. Policy requires that any agreement in excess of one (1) year needs approval of the Board of Directors. This item covers a one-time installation charge of \$250.00, and a monthly charge of \$437.27 for 36 months.

Mayor Pro Tem Hutcheson moved to approve staff recommendation. The motion was seconded by Councilmember Hobart. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

10. Approval of Contract with Transportation Management and Design, Inc.

Chief Performance Officer, Rudy Le Flore, addressed the Board. Staff is requesting approval of a contract with Transportation Management and Design (TMD), Inc. This is for transportation planning services. TMD has performed work for SunLine in the past. They have a well established reputation in the industry. This is a short term need until the Agency has a long term solution; however, we want to make sure that we get the planning in line with budgeting and other things that should be conducted in the near future. Staff is requesting approval

for the Board to delegate authority to the General Manager for an amount not to exceed \$160,000 for seven months.

Councilmember Spiegel asked why the Agency did not go out to bid. Mr. Le Flore answered that time was an issue. We do not have internal Staff that can put together a short range and long range transit plan to go concurrently with our budget session that begins in January. We currently have a vacancy for a senior planning position. The previous Director of Planning left the Agency and we are recruiting for staff to fill that position. In the interim, we have some needs that have to happen. It would have taken three months to go through a procurement process and that would have sacrificed decision making, as well as integrating with the budgeting efforts. The costs will be absorbed by salary savings by vacancies in the budget. Councilmember Hobart asked if we have been under contract with TMD in the past. Mr. Le Flore stated yes, but not in the past six or seven years.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Supervisor Benoit. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

11. Approval of Advertising Policy

Public Outreach Specialist, Norma Stevens, addressed the Board. She stated that staff recommends that the Board move forward with approval of the proposed Advertising Policy presented, based on the earlier meeting of the Bylaws, Policy and Procedures Committee. The two main changes that were recommended by staff, were the addition of allowing bartering with media outlets and any other purposes that would benefit the Agency. In addition, there was a limit of advertising on 15 buses for exterior bus advertising. Staff recommends that we have no limits to maximize the revenue potential for the Agency. Staff also recommends to include political advertising within guidelines.

Ms. Skiver stated that we are going to make a few changes to the Policy based on input from the Bylaws, Policy and Procedures Committee. We are asking for approval on the Policy, as presented today, to go forward with expanding the amount of advertising that we are doing now. We will bring back an amended policy in January with three changes. Two items gives the Board some latitude of decision over advertising content; if the General Manager makes a determination on some advertising that the Board wants to have further discussion, there would be that latitude in the policy. Also, if there is an approach by a company for advertising and the General Manager feels the Board should be weighing in on the decision; that would be added to the policy. In addition, we are going to add to our check list and our process for shelter advertising, that the Cities are in agreement with what we are putting in shelters within their jurisdictions. The request today is to approve the policy as presented.

Councilmember Hobart stated that the reason the Committee is requesting a temporary approval is because we don't want to lose the advertising potential, as staff has things going and is building on them. The changes that the Committee is offering are not likely to come into play within the next month.

Chairman Pettis stated that he had asked staff about a potential issue - three cities in the Valley have legalized the sale and consumption of marijuana, and others will probably be moving in that direction. Palm Desert would have a different attitude if the bus came down the street in the city than Cathedral City. Chairman Pettis wanted the Board to think about the issue.

Ms. Stevens stated that currently, our policy does not allow advertising that contains messages of alcohol and drugs; marijuana is still illegal as a Federal law. Ms. Skiver stated that it would probably fall under the category of cigarettes and alcohol. Chairman Pettis stated that it might not be the marijuana itself, but could be the byproducts that are coming from marijuana. Walgreens is about to launch in the first of the year, some creams and lotions made entirely from marijuana. There are things that we need to be looking at that are probably going to be coming sooner than later.

Mayor Pro Tem Hutcheson moved to approve Advertising Policy as presented. The motion was seconded by Councilmember Spiegel. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

12. Resolution to Obtain Grant Funding

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this item is before the Board for housekeeping. We just went through a recent audit. The previous Planning Director believed that he had obtained approval of a resolution authorizing the General Manager to execute certain grants. We could not locate the resolution and therefore ask that the Board ratify this now. This resolution would allow us to complete the grant applications for Prop 1B safety and security funds. We typically bring this to the Board every year. We want to make sure this is in place.

Supervisor Benoit moved to approve staff recommendation. The motion was seconded by Councilmember Spiegel. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

13. City of Palm Springs "BUZZ" Pilot Project

Transit Manager, Anita Petke, provided the following presentation to the Board.

PALM SPRINGS "BUZZ" Trolley Pilot Project

November 2013

- City of Palm Springs staff presented BUZZ to City Council

January 2014

- Request for Proposals (RFP) was issued

February 2014

- City held a pre-proposal conference
- SunLine did not bid - the scope of work changed from the original service plan

April 2014

- MV Transportation was awarded the contract

What is the Palm Springs "BUZZ"?

- Trolley Pilot Project
- A FREE shuttle service runs on Thursday, Friday, Saturday and Sunday
- Service span 11:00 a.m. to 1:00 a.m.
- Service will run tentative from North Palm Springs at Palm Canyon and Via Escuela to South Palm Springs at E. Palm Canyon and Smoke Tree Ln.
- Deliver service every 15 minutes

Cost and Funding:**Lower Cost Alternatives**

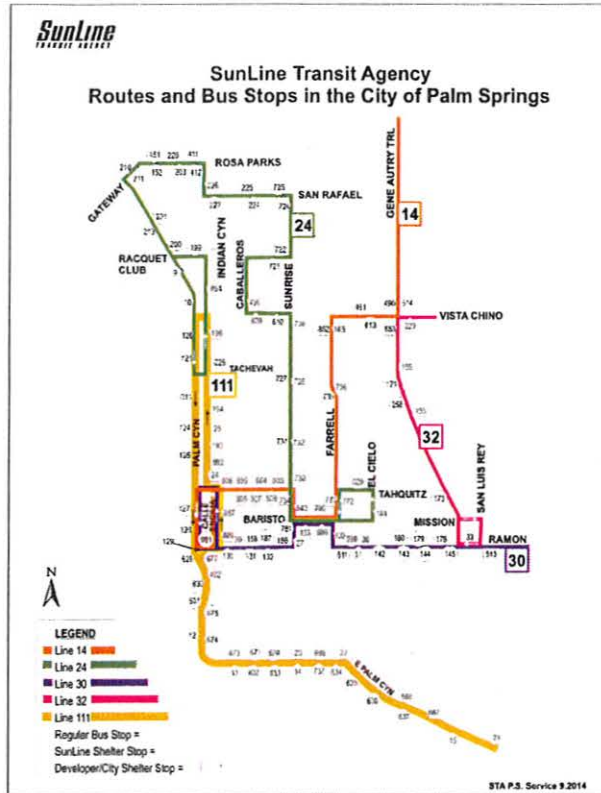
- Reducing the number of hours in service by starting service later at 5:00pm instead of 11:00am
- Reducing the length of route by not going to the Parker
- Reducing the days of service from four days, to three

Funding sources

- Measure J
- Private Sector - \$100,000, through the Palm Springs resort.

SunLine Services and Routes:**SunLine service within the Palm Springs area:**

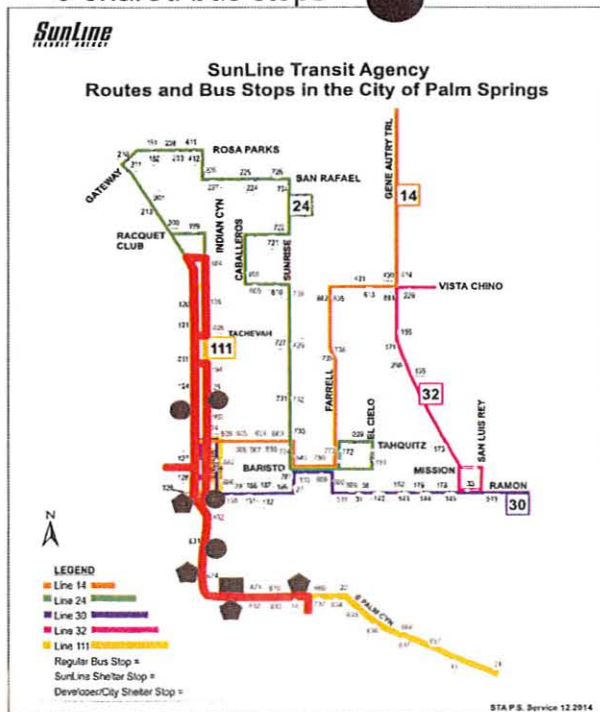
- 5 Fixed Routes
(Lines 14, 24, 30, 32 & 111)
- 131 Bus Stops
- Estimated annual ridership at 5 major time points
Alightings 613,000
Boardings 697,000
With a combined total of 1,400,000



Shared Services:

Palm Springs BUZZ service:

- 10 miles round trip [REDACTED]
- 30 BUZZ stops
- 9 shared bus stops – ●



Shared stops between SunLine and the City of Palm Springs:

- Of the 9 shared stops, the City maintains 4 and SunLine maintains 5.

**Draft partnership agreements between SunLine and the City of Palm Springs:**

- Memorandum of Understanding (MOU)
- Cooperative Service Agreement (CSA)

Service Pitfalls

- Passenger Confusion – passengers not knowing what bus to catch
- Operator Confusion - operators not knowing what bus passengers are waiting for
- Service Duplication – large vehicles sharing a road
- Frequency Battles – SunLine providing 20 minutes service and the Buzz providing 15.

Funding Impacts

- Pursuit of Measure A
- Federal Transit Administration (FTA Section 5311 Non-urbanized population funding)
- Local Transportation Funds (LTF) and State Transportation Assistance (STA)

As a claimant, they may be entitled funds directed to the Coachella Valley through the Transportation Development Act that includes LTF and STA funds that SunLine uses.

SunLine Joint Powers Authority (JPA) was established in 1977

JPA – Legal Ramifications

SunLine Legal Counsel, Bob Owen, addressed the Board. He stated that he was asked by Staff to make a few comments on the legalities. He stated that as stated, SunLine was formed in 1977 through a Joint Powers Agreement which was signed by the nine cities and the county. He stated that the operative language in that agreement is that "The SunLine Board shall have the common power of the parties hereto to own, operate and maintain a public transportation system." Mr. Owen stated that the legal issue is whether or not one of the member entities can still exercise its public transportation authority despite having delegated it to the JPA. The short answer is yes, probably it can. There is nothing in the agreement that specifically prevents any JPA member from providing public transportation services on its own in addition to those provided by the JPA. Mr. Owen stated that he did a lot of research and there is not law that states that a member of a JPA does not automatically give up all of its powers to perform a certain function due to the fact that it joined a JPA, except perhaps, and there is no case that says it, but he is thinking that the agreement specifically provides for that. If you are giving up all your powers, then okay, but he did not see that in the SunLine JPA. Mr. Owen stated that the way he looks at things legally is if you took an action to try and stop an entity from doing something, and it wouldn't come to this, but if SunLine tried to take legal action to prevent Palm Springs from operating the Buzz, it would not prevail. Mr. Owen stated with that being said, if the Buzz service continues to expand and operate beyond the one year trial period, the SunLine Board has the lawful discretion to alter its services in whatever area it chooses.

Mayor Pro Tem Hutcheson stated that in the City of Palm Springs, there is broad public support, as well as Council support for this exciting pilot project named the Buzz. Mayor Pro Tem Hutcheson stated that it is important to emphasize that this is a free trolley and that it is a pilot project. He stated that they do not know if it will be used as much as suspected. This has been a dream of the retail businesses and tourism for many, many years. It will be interesting to see if it is used by tourists and residents if they want to shop along the entire Palm Canyon strip, or use it for traveling to restaurants for lunch and dinner. Mayor Pro Tem Hutcheson further stated that one thing that is an appeal of the Buzz service is that Palm Springs is increasingly a venue for entertainment in the evening and the ability for persons to go and have a drink or two during the late hours when SunLine does not provide service, they can get on a safe trolley. This is very compelling to those in the City of Palm Springs; there is a very high concern for the safety of people within the City. Mayor Pro Tem Hutcheson stated that there is a lot of excitement about the Buzz. The City has no interest in pursuing competitive funding. The funding impact is not the intention of the City of Palm Springs. Mayor Pro Tem Hutcheson stated that they are going to spend a great deal of effort and resources branding the Buzz, in terms of the way the buses are branded and wrapped. There is very little likelihood of confusion. This is the free Palm Springs Trolley and is branded as such. Mayor Pro Tem Hutcheson stated that he thinks it will work well. The service begins in about one week.

Councilmember Hobart asked Legal Counsel, in respect to his legal analysis, is there any source available from legal counsel to take a look at the legislative history as to why we formed the Joint Powers Agreement and to get some kind of idea as to whether or not everybody intended to abandon their own individual rights to put up their own bus company. Mr. Owen stated that there is a way if the records still exist. Mr. Owen stated that he will look to see if there are records. Councilmember Hobart further stated that he didn't know what the maximum ridership for the Buzz is going to be, but asked if SunLine has made any effort to determine what the economic impact we can still cover with respect to income generally coming through Palm Springs so that we will know if we are in danger in some manner, by the successful operation.

Ms. Skiver stated that the impact to the farebox isn't as great as if we have a loss of ridership. We get funded by the amount of rides we provide on subsidy funding. The farebox is one thing that staff can look at. Ms. Skiver stated that we are looking at the Line. That's why we pulled the data of how many boardings we do in Palm Springs so we can start to narrow the data on covering this same footprint. Ms. Skiver stated that as Mayor Pro Tem Hutcheson said, a lot of this service is running when SunLine service is not – in the late evening. Ridership is what we will be watching. If ridership gets lower in Palm Springs, it could affect the amount of funding we get through our state and federal partners.

Supervisor Benoit stated that he thinks that passengers riding SunLine would be traveling to other cities. Ms. Skiver stated that she believes that is accurate. Ms. Petke agreed.

Chairman Pettis asked how fixed route service affects ADA requirements. Ms. Skiver stated that there are ADA requirements for both services – SunLine service and the Buzz service. She stated that she is sure the City is planning for an alternate service that people can call who cannot access fixed route. Just because you have a lift, does not mean you are ADA compliant as far as someone who cannot access a bus; you still have to have door to door service available during the hours and service days of anything you are running.

A taxi representative stated the following: "I think one of the impacts that has not been thought through on this, perhaps, was the idea that Thursdays, Fridays, Saturdays and Sundays, during season are prime times when the taxis are going to be out; they are going to be losing revenue directly from this. You are going to see fewer taxis able to stay out after 1:00am, so you are going to have a black hole between 2:00am and 6:00am. Drivers who are not getting those rides in the evening, they are not going to stay around to pick up people later. That is realistically how it works. So we are going to see an impact on the income of any driver. They are going to sit out in front of the Marriott or the Red Barn or someplace else if they are not getting those rides generated. I don't know if there was ever the concept floated about doing some sort of a subsidy for taxis downtown, or reduced rates for taxis downtown versus implementation of the bus

service itself. Just something else to think about. I think it will have a negative impact on ride availability on those weekends."

Chairman Pettis asked Mayor Pro Tem Hutcheson, for public input and discussion, are these discussions happening at the Council level or would they be at the Tourism Board meetings or small hotels? Mayor Pro Tem Hutcheson stated that it is a combination of all of the above. He stated as a major funder of the bus service, the Palm Springs Hoteliers, has been extremely involved and has been one of the primary leaders in seeking to establish the service. One can speculate out all sorts of positive or negative consequences, but that is why you have a pilot project - to get yourself some real data to see what in fact the impact is. Mayor Pro Tem Hutcheson stated that they think it fits a completely different niche in terms of what their tourists and residents are seeking and they will learn more.

Taxi representative asked another question – Has the City of Palm Springs thought about contracting with other taxicab service or entering into some type of agreement with SunLine and subsidizing those services for what you are trying to do? Was there other ideas?

Mayor Pro Tem Hutcheson stated that all ideas are welcome and they will continue in conversation with all stake holders in moving forward.

Chairman Pettis asked if the current contract is for one year. Mayor Pro Tem Hutcheson stated yes. Councilmember Hobart asked if the City has the option. Mayor Pro Tem Hutcheson answered that the City does.

14. Administration Building Update

Chief Financial Officer, Rudy Le Flore, addressed the Board. He stated that some of the Board members went on a tour of the new Administration Building. Staff is proud to have received a Temporary Certificate of Occupancy today, with the help of Staff, specifically Tommy Edwards. Mr. Le Flore stated that Staff will be incrementally moving in at Ms. Skiver's direction. Mr. Le Flore stated that there may be some revenue remaining for supplemental parking – covered parking, for Staff. We put in the infrastructure for solar parking with the project without the knowledge that we would have the funding to move forward. Covered solar parking would cost approximately \$320,000. Staff will pursue that further and bring back to the Board for approval. Mr. Le Flore stated that there are some existing change orders that are being negotiated with the General Contractor. There is still some administrative work to be completed.

15. General Manager's Report

General Manager, Lauren Skiver, addressed the Board. She stated that yesterday, she, along with Tommy Edwards and Mike Hayes from the Maintenance Department, were in Sacramento. She stated that the FC4 bus was in Sacramento in front of the Capitol, in front of the Christmas tree. A photo was

taken. The purpose of the meeting was to educate newly elected legislators on the benefits of alternative fuels and the hydrogen program. It was put on by the Hydrogen Fuel Cell Partnership. SunLine was there to speak from a production environment – what a real transit agency that is using the technology is doing. There were many people there speaking about research development and projects that are all about hydrogen and alternative fuels. They asked SunLine to be there to talk from the perspective of a transit agency that is actually doing it. Ms. Skiver stated that it was nice to have the bus there; it was a rainy day, but there were people there who came and looked at the bus. Ms. Skiver thanked Mike Morrow and his team in making sure the bus got there. Complete Coach Works provided a driver who came and picked the bus up and hauled it on a flatbed. It is now back safely. Ms. Skiver stated that the Board's support of the alternative fuels program is why we do things like this. The Agency is asked to do many innovative things as a leader. SunLine will be hosting the International Fuel Cell Bus Workshop here in February. The Board will be informed as we get closer to the event. Ms. Skiver stated that it is through the Board's leadership that we continue to be pioneers in transit. It brings a lot of attention and funding to the Agency. Ms. Skiver stated that SunLine's year-end audit test work is complete. That is exciting. She stated that the test work is complete and we are waiting for the draft statements and management letter. Ms. Skiver stated that last year, the outcome was a lot different, as well as the timeline. She thanked staff, who has worked incredibly hard to ensure that we delivered an audit on time. Ms. Skiver stated that she is very proud. We had a great auditing firm that came in. There is a lot of work to still do, but we will be talking more with the Board on plans for the financial future and how we are changing things to ensure that transparency is what we are providing both to the Board and to the public, through the Agency website and dashboards. Ms. Skiver reminded the Board that the Holiday Gala takes place December 12th at the La Quinta Resort and Spa. She invited the Board to join Staff. Board member schedules are busy in December, but Ms. Skiver asked the Board to drop by for a bit. The Clerk of the Board will be providing details; an invitation was mailed. Ms. Skiver stated that Staff has discovered through our Actuary that we need to make an amendment to the Bargaining Pension to clear up a change that was made by our Actuary that changes the qualifications of benefits. Staff had hoped to have the item ready for approval at this meeting; however, when you have a Pension, there is a Pension Committee. The Pension Committee could not get together to meet to approve the change before bringing it to the Board for approval. Staff will be meeting with the Bargaining Pension Committee soon. There will be a need for a Special Board meeting prior to December 31, 2014, to get it approved. Ms. Skiver stated that she, and the Clerk of the Board, will work to find a date that will work, via teleconference if necessary, with a quorum of Board members. She apologized for impacting the Board's schedules during the holidays. It is important that we get this approved.

16. Next Regular Board Meeting Date

January 28, 2015

12 o'clock Noon, New Board Room

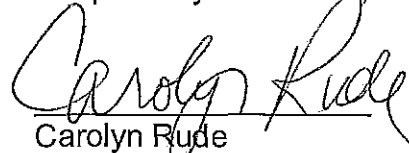
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

17. Adjourn

Chairman Pettis adjourned the meeting at 1:14p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

MINUTES
SunLine Transit Agency
Special Board of Directors Meeting
December 17, 2014

A Special meeting of the SunLine Transit Agency Board of Directors was held at 10:00 am on Wednesday, December 17, 2014 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

Board Member Rick Hutcheson participated via teleconference from the following location: 1276 N. Palm Canyon, Palm Springs, CA 92262

1. Call to Order

The meeting of the SunLine Transit Agency Board was called to order at 10:00 a.m. by Chairman Greg Pettis.

2. Pledge of Allegiance

Mayor Pro Tem Russell Betts led all in a salute to the flag.

3. Roll Call

Completed.

Members Present

Greg Pettis, Chairman, Mayor Pro Tem, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs (via teleconference)
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Troy Strange, Councilmember, City of Indio

Members Absent

John J. Benoit, Supervisor, County of Riverside
Steven Hernandez, Mayor, City of Coachella
City of La Quinta

4. Finalization of Agenda

No changes.

5. Public Comments

Non-Agenda Items:

Agenda Items – None.

6. **Board Member Comments**

Councilmember Spiegel asked what is going on with American Cab. Councilmember Hobart asked about American Cab as well and asked that there be an item on the agenda at the next meeting so that the Board can understand what American Cab is doing. Chairman Pettis asked if staff can provide a quick report, but no discussion.

Taxi Administrator, Michael Jones, stated that American Cab is doing, which is allowed under Article 14 of the Ordinance, a Franchise can sub-contract one person to one car. Mr. Klibanov with American Cab is trying to entice drivers that may have left the industry to come back and maybe bring their car. As far as regulation goes, we have not received a full business plan from American Cab, so this is just information that is appearing in the newspaper at the time. Mr. Jones stated that as it goes for regulation, Staff will follow the Franchise Agreement, the Ordinance and the RFP. The intent is to bring newer cars and bring people back into the taxi industry to compete. It is not to piece out any part of their business.

7. **Approval of Amendment to Restated Bargaining Retirement Plan and Resolution**

Chief Financial Officer, Al Hillis, addressed the Board. He stated that staff is asking for approval for an amendment to the Bargaining Union Pension Plan. He stated that the Plan was amended in January, 2014, and inadvertently there was an error made pertaining to one of the benefit calculation. The follow change is requested for approval:

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

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

Section 5.01(b) should read:

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

This changed the method of interpolation. The pension committee met on December 10, 2014, which included the Union, and approved the amendment to revert the interpolation method to what it was prior to change. The Union is in full agreement. There is no impact.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hobart. Chairman Pettis asked if there was opposition. Chairman Pettis asked for a roll call vote: Councilmember Spiegel – yes; Mayor Pro Tem Peabody – yes; Councilmember Hobart – yes; Chairman Pettis – yes; Mayor Pro Tem Betts – yes; Councilmember Strange – yes; Mayor Pro Tem Hutcheson – yes. The motion carried by a unanimous vote.

8. **Award of Grant Writing Services Agreement**

Chairman Pettis stated that he has done consulting work for this company, and while he is not involved in this contract, he recused himself, stepping outside. Chairman Pettis asked Councilmember Hobart to Chair in his absence. Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that SunLine has the need for additional grant writing services for some time. Staff has put out a solicitation and had three proposers – California Consulting was the recommended proposer. One aspect of the RFP that was put out is that there be a guarantee that they would bring in more money than it would cost the Agency; \$60,000 per year. The agreement is for one year, with no obligation beyond that one year. SunLine is an innovative Agency, and Staff thought there were many grant opportunities that the Agency needs to pursue.

Councilmember Hobart asked if this person would not only write the grant, but search through available sources and come up with suggestions to whom we would apply with for a grant. Mr. Le Flore stated yes, that we will provide recommendations in areas that staff is looking for, provide them areas where we are looking for infrastructure improvement, and they will search for the grant and complete the grant application on behalf of SunLine.

Councilmember Hobart asked if there is evidence that we have missed opportunities in the past year. Ms. Skiver stated that we have multiple opportunities for infrastructure improvements, funding for facilities, not just in infrastructure, but in our programing, which we have not been able to pursue. Ms. Skiver stated that grants are good, but you have to have the money – if it is an operating expense, you have to plan. We have one person on staff that not only searches, writes proposals, but then manages the grants once we receive them. This does not leave time to search for grant opportunities. Mr. Le Flore stated that this independent contractor would be responsible for both the performance and the guarantee.

Councilmember Spiegel stated that the recommended firm was not the lowest bidder. He also asked why we picked California Consulting. Mr. Le Flore stated that the process was a Request for Proposal, so there were other factors other than price. He stated that the lowest proposed price was only guaranteed for six months. Mr. Le Flore stated that we asked to guarantee for one year. After six months, it was at a \$150 per hour rate, which was unacceptable to Staff. There was no cap on the amount. There was a tie with responsive prices between the

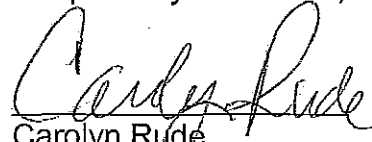
two firms; however, the firm chosen scored higher in terms of experience, depth of knowledge in association with experience with transit agencies.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Betts. Councilmember Hobart asked for a roll call vote: Councilmember Spiegel – yes; Mayor Pro Tem Peabody – yes; Councilmember Hobart – yes; Mayor Pro Tem Betts – yes; Councilmember Strange – yes; Mayor Pro Tem Hutcheson – yes; Chairman Pettis – recused. The motion carried by a unanimous vote.

9. **Adjourn**

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

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Transit Agency

DATE: January 28, 2015 **ACTION**
TO: Bylaws, Policy & Procedures Committee
Board of Directors
FROM: Public Outreach Specialist
RE: Approval of Advertising Policy # B-020598

Recommendation

Recommend that the Board of Directors approve the attached revised Policy #B-020598, the Advertising Policy, which reflects the revisions recommended by the By-Laws, Policies & Procedures Committee.

Background

At the December 3, 2014 meeting the Board of Directors approved the Policy brought forth, with direction to bring back the Policy to the January meeting with changes requested by the Bylaws, Policies and Procedures Committee. Attached Policy reflects the changes.

- Political advertising is permitted, which must state "Paid Advertisement" as part of the artwork.
- General Manager may refer controversial proposed ad content to the Board for approval; Board may override any decision by the General Manager on ad content by majority vote.
- SunLine will submit bus shelter ad content to corresponding city for approval. City must respond within five business days.

Fiscal Impact

The fiscal impact will depend on market demand.


Norma Stevens

ADVERTISING POLICY

STATEMENT OF PURPOSE

SunLine, acting in a proprietary capacity, operates public bus service in the Coachella Valley. STA's desire to sell advertisement space stems from the recognized need to earn revenues to supplement operating costs that are not otherwise met through farebox revenue and local, state and federal levies, taxes and grants.

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It is STA's policy that its buses, bus shelters and any and all other forums for advertising under this policy are not public forums for political discourse or expressive activity.

These areas are not intended to provide a forum for all types of advertisements, but only the limited advertisements accepted under the policy. All advertising shall be subject to this uniform, view point neutral policy.

Advertising Guidelines

Excluded advertising: Copy may not be displayed and, if displayed, will be removed by STA if it falls within the categories listed below.

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In excluding said advertising, STA seeks to maintain a professional advertising environment that will maximize advertising revenue and minimize interference with or disruption to its transit system.

It further seeks to maintain an image of neutrality on political, religious and other issues that are not the subject of commercial advertising and may instead be the subject of public debate and concern. Finally, STA's goal is to continue to build and retain ridership.

Subject thereto, a proposed advertisement will be excluded if it:

1. Contains defamatory, libelous or obscene matter.
2. Is false, misleading or deceptive.
3. Supports or opposes any labor organization or any action by, on behalf of or against any labor organization.
4. Relates to or promotes any illegal activity.

5. Contains explicit sexual references, pictures or text, or includes material harmful to minors.
6. Depicts or promotes the sale of alcohol, tobacco products, any illegal products, service or entity and/or firearms.
7. Depicts or advocates violence.
8. Includes language that is obscene, vulgar or profane.
9. Demeans, degrades or has the effect of promoting discrimination against any group or individual on the basis of race, color, religion, national origin, age, sex, disability, ancestry or sexual orientation.
10. ~~Supports or~~ Opposes the nomination or election of a candidate for public office, the investigation, prosecution or recall of a public official or the passage of a levy or bond issue. Constitutes an unauthorized endorsement defined as advertising that implies or declares that STA endorses a product, service, viewpoint, event or program. This definition does not include advertising for a service, event or program for which STA is an official sponsor, co-sponsor or participant.
11. Constitutes a religious advertisement defined as advertising that contains direct or indirect reference to religion, a deity or which includes reference to the existence, non-existence or other characteristics of a deity or any religious creed, denomination, belief, tenet, cause or issue relating to, opposing or questioning any religion. This includes, text, symbols, images commonly associated with any religion or deity or any religious creed, denomination, belief, tenet, cause or issue relating to, opposing or questioning any religion.

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Permitted Advertising

In permitting limited advertising, STA seeks only to supplement fare revenue and other income that funds its operations and to promote its services.

STA does not desire to have its passengers subject to advertisements containing controversial material relating to political, religious or other issues about which public opinion can be widely divergent and which some passengers may find offensive.

To realize the maximum benefit from the sale of space, all advertising programs must be managed in a manner that will generate as much revenue as practicable while ensuring that the advertising does not discourage use of the system, does not diminish STA's reputation in the communities it serves and is consistent with the goal of providing safe and efficient public transportation.

1. Commercial advertising has a sole purpose of promoting a business or to sell products, goods or services. It does not include advertising that both promotes a business or offers to sell products, goods or services and also conveys a political or religious message or can be construed as issue advocacy or which expresses an opinion or position.
2. Operations advertising is permitted. This is defined as advertising that promotes STA and its services.
3. Governmental advertising is permitted. This is defined as advertising that promotes programs and events of governmental entities, political subdivisions and state agencies.
- 3.4. Political advertising is permitted. Ad content must be approved and must state "Paid Advertisement" as part of the creative artwork.
- 4.5. Entering into barter deals in exchange for media advertising or employee development programs is permitted if there is a benefit to SunLineTransit Agency.

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Adminlstration and Enforcement of Policy

Review by the General Manager.

The General Manager or designee shall review all advertisement content and determine whether it complies with this policy.

If the General Manager or designee determines that the advertisement does not comply, written notification of same shall be provided to the advertiser with a copy of this policy.

On an as needed basis, the General Manager may refer any controversial proposed ad content to the Board for approval or rejection with a majority vote.

The Board of Directors may override any decision by the General Manager on ad content with a majority vote.

SunLine Transit Agency shall submit bus shelter ad content to the corresponding city for approval. The cities have five business days to respond. SunLine Transit Agency will have ad content approval discretion, if the corresponding city fails to respond within the five day period.

SunLine specifically rescinds the previously approved Bus Advertising Policy as was approved on May 23, 2012, and replaces it with this new Policy.

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The Board designates the General Manager to administer the Advertising Policy. This delegation is with the power of re-delegation to appropriate staff

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SunLine Transit Agency

DATE: January 28, 2015 **ACTION**
TO: Bylaws, Policy & Procedures Committee
Board of Directors
FROM: Chief Financial Officer
RE: Checks Policy #030403 Revision Approval

Recommended Action

Recommend that the Board of Directors approve the attached revised Checks Policy# B-030403, with the following changes:

1. Amend Article III, Section 6, "Signature Authority", Paragraph 2, to raise from \$25,000 to \$50,000, the threshold for the Chairman or Vice Chairman of the Board to cosign checks.
2. Change of position titles due to Agency reorganization.

Background

In 2004, the signature authority of the General Manager and delegated signatories was increased from \$5,000 to \$25,000. To accommodate the changes in the costs to SunLine for operating and administrative expenses, the proposed amendment increases the signing authority of the General Manager and delegated signatories from \$25,000 to \$50,000.

Under the list of reoccurring vendors that does not require the signature of the Board Chairman or Vice Chairman for a check over the proposed \$50,000 increase, Southern California Gas would be removed and BP Energy Company will be added. BP Energy Company supplies SunLine Natural Gas for the production of hydrogen and compressed natural gas.

Due to the Agency reorganization, position titles were changed. The changes in the proposed policy reflects the changes.

Financial Impact

No fiscal impact.


Al Hillis, Sr.

CHECKS POLICY

I. PURPOSE

The purpose of this document is to outline the policy and procedures on checks for SunLine Transit Agency (hereafter referred to as "SunLine").

II. POLICY

It is the policy of SunLine to use checks as its principal means of disbursement. Checks minimize the amount of cash on hand; require expenditure preauthorization and justification; and are easier to record than credit transactions. Weak or nonexistent internal controls, however, could result in check fraud losses for SunLine since the Uniform Commercial Code has shifted a greater proportion of such losses to the check issuer.

1. Scope

The provisions of this policy shall apply to all checks that SunLine originates or receives.

2. Objectives

SunLine's objectives shall be to minimize the risk of:

- a. Theft by third parties after checks have been ordered or mailed in payment of bills.
- b. Forgery of check signatures by public officials or employees, or by third parties who have intercepted checks in the mail.
- c. Embezzlement by public officials or employees through the improper use of checks.
- d. Fraud by public officials or employees through the misrepresentation or omission of a material fact concerning checks.

III. PROCEDURE

1. Segregation of Duties

The duties of public officials and employees with respect to check custody, preparation, and execution shall be segregated so that embezzlement will not be facilitated by a concentration of responsibilities in one person (e.g., cash handling and financial statement preparation). Individuals, independent of one another, shall therefore discharge the following duties:

- a. **Check Stock Custody.** ~~The Director of Finance~~Chief Financial Officer or designees shall have exclusive custody ~~to of the safe combination. The key to the locked unit in which the check stock is kept should be held in the safe.~~ Only the Accounting Technician (accounts payable) and the Payroll Accountant ~~Accounting Technician (payroll)~~ shall be allowed to use the key.
- b. **Check Preparation.** The Accounting Technician (accounts payable) and the Accounting Technician (payroll) shall have exclusive responsibility for preparing all checks.
- c. **Check Signing.** The Chairman or Vice-Chairman, and the General Manager/CEO, ~~Chief of Staff~~Chief Performance Officer, ~~Director of Finance~~Chief Financial Officer, or ~~Director of Operations~~Chief Operations Officer shall have exclusive responsibility for signing all checks.
- d. **Batches Reviewed and Posted.** Either the ~~Director of Finance~~Chief Financial Officer or designee shall review and post all accounting batches. ~~The General Manager/CEO will review all accounting batches.~~
- e. **Bank Statement Reconciliation.** The Accountant or designee shall have exclusive responsibility for reconciling SunLine's bank statements to its general ledger on a monthly basis.
- f. **Mail.** Two Accounting Technicians (or designees) shall have exclusive responsibility for receiving, opening, and reviewing all incoming checks and for distributing ~~on~~ receipts for checks.
- g. **Stop Payments.** The Accountant or designee shall have exclusive responsibility for placing stop payments on outstanding checks.
- h. **Vendor Verification.** No check will be issued to any vendor until their Federal ID# and mailing address have been verified.

If any of the above-referenced Finance Department employees are unavailable, then Finance Department management may assign those responsibilities to other Finance Department employees.

2. Control Reports

A criminal typically attempts to conceal embezzlement by increasing or decreasing reported monthly expenditures, or by doing both. SunLine shall address this risk by requiring that the Chief Financial Officer ~~Director of Finance~~ or designee prepare and review SunLine's monthly statements of financial position; statements of revenues and expenditures; check registers; and bank reconciliation's. The Board Finance Committee shall receive a copy of each check register and each statement of revenues and expenditures, on a monthly basis.

3. Procurement

SunLine's check stock shall be pre-numbered, and shall have the following security features:

- a. Artificial watermarks on both sides of the check that cannot be scanned or photocopied.
- b. The word "VOID" will appear on the check if it is scanned or photocopied.
- c. Chemical-reactive paper that voids the check if an ink eradicator is applied.
- d. Microprinting that prevents details from being matched if the check is scanned or photocopied.
- e. Warning banners that advise tellers to inspect a check before accepting it, and that may deter criminal experimenting.

The ~~Director of Finance~~ Chief Financial Officer or designee shall be responsible, upon receipt of new check stock, for its immediate review in order to verify consecutive check numbering, and the accuracy of account information. If either individual is unavailable, then the Chief Operations Officer ~~Director of Operations~~ shall perform these duties.

4. Custody

The ~~Director of Finance~~ Chief Financial Officer shall designate a locked unit for the storage of all check stock. The ~~Director of Finance~~ Chief Financial Officer or designees shall have exclusive custody of the safe combination in which the key to that unit is held. ~~The Chief Financial Officer or designees~~ and shall release it only to authorized Accounting Technicians, or to their authorized replacements.

The Accounting Technician (accounts payable) and the ~~Payroll Administrator~~ Payroll Accountant who prepare the checks shall maintain a log that lists the checks that have been issued. The Accountant shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

5. Request for Payment

The Accounting Technician (accounts payable) shall prepare and submit to the ~~Director of Finance~~ Chief Financial Officer or designee, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

6. Signature Authority

Only the General Manager/CEO, ~~Chief of Staff~~ Chief Performance Officer, ~~Director of Finance~~ Chief Financial Officer or ~~Director of Operations~~ Chief Operations Officer, the Chairman and the Vice-Chairman shall have check-signing authority on SunLine's behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

The Chairman or Vice Chairman must sign all checks over ~~\$25,000~~ \$50,000 with an original signature with the exception of the following list of reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed by the Finance Committee:

U.S. Bank – Pension fund payments
Health-Net – Health Care Vendor
~~Southern California Gas – Natural Gas~~
PERMA – Insurance Vendor
Imperial Irrigation - Electricity
BP Energy Company – Provide hydrogen and compressed natural gas

All checks shall require two original signatures. Payroll checks may be signed as follows: original of Chairman, Vice-Chairman or General Manager/CEO, ~~Chief of Staff~~ Chief Performance Officer, ~~Director of Finance~~ Chief Financial Officer or ~~Director of~~

~~Operations~~ Chief Operations Officer. All other Board Members and employees are prohibited from having check-signing authority. Exceptions can be approved by the General Manager.

7. Mailing

Checks should always be mailed directly to the vendor or payee by Finance. They shall not be returned to the requesting department, division, or individual, in order to minimize the likelihood that such checks will be altered, and negotiated by someone other than the intended payee.

8. Manually-Issued Checks

SunLine periodically must issue manual checks that are subsequently entered into SunLine's computerized accounting system. In order to minimize the potential for forgery, all manual checks shall be prepared on a typewriter.

9. Cancelled Checks

SunLine shall request that its commercial bank return all of SunLine's cancelled checks, or a disk with a copy of each check on both sides, on a monthly basis, by mail, so that the SunLine will possess the requisite financial records for its annual financial audit.

10. Reconciled Bank Accounts

The Accountant or designee shall promptly reconcile all bank statements within 30 days of statement mailing. That accountant shall immediately report any discrepancy to the ~~Director of Finance~~ Chief Financial Officer, and shall provide a supporting reconciliation report. The ~~Director of Finance~~ Chief Financial Officer or designee shall perform a final review of the bank reconciliation, and shall approve the bank reconciliation by initialing it.

11. Voided Checks

All checks that are spoiled or mutilated or that have been defectively prepared shall be voided by:

- a. Stamping or by writing, in ink, the word "VOID" in the check amount field, and in the vendor name/address field; and
- b. Excising the signature blocks from the check.

The check shall also be voided on SunLine's computerized accounting system.

12. Stop Payments

When one of SunLine's checks is lost in the mail or otherwise cannot be accounted for, then SunLine shall immediately contact the bank upon which the check is drawn, and place a stop payment on the check for at least one year. The check shall also be voided on SunLine's computerized accounting system.

13. Destruction of Obsolete Check Stock

Upon notification of obsolete check stock by the ~~Director of Finance~~ Chief Financial Officer or designee, checks shall be destroyed within 48 hours and never discarded intact. Check stock shall be deemed to be obsolete when an address change occurs or a bank account is closed. An assigned Accounting Technician, in the presence of another Finance employee, shall shred all obsolete check stock and personally attest in writing to the check destruction. Alternatively, the ~~Director of Finance~~ Chief Financial Officer or designee may retain a commercial shred company with bonded employees for that purpose.

14. Disciplinary Action

SunLine employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.

Approved:

C. Mikel Oglesby Lauren Skiver
General Manager/CEO

SunLine Transit Agency

DATE: January 28, 2015 **ACTION**
TO: Board of Directors
FROM: Clerk of the Board
RE: Appointment of Pension Plan Committee Members

Recommendation

Recommend the Board to a) appoint Chief Financial Officer and Deputy Chief Administration Officer to the Non-bargaining Pension Plan Committee and remove previous Director of Finance; and b), appoint Chief Financial Officer to the Bargaining Pension Plan Committee and remove previous Director of Human Resources. General Manager/CEO remains on both committees.

Background

Each Pension Plan defines the requirements for the Committee to administer the Plan. The appropriate sections of each Plan are listed below.

SunLine Employees Pension Plan for Non-Union Personnel

Article II, Section 2.01. Committee to Administer Plan. The Plan shall be administered by a Committee. The Committee shall consist of at least three members appointed by the Board of Directors of the Employer. Such members shall hold office until resignation, death or removal by said Board of Directors.

Article II, Section 2.02. Resignation and Removal of Members. Any member of the Committee may resign at any time by giving written notice to other members and to the Board of Directors of the Employer, effective as therein stated. Any member of the Committee may at any time be removed by the Board of Directors of the Employer.

SunLine Transit Pension Plan for Bargaining Personnel


Article II, Section 2.01. Committee to Administer Plan. The Plan shall be administered by a Committee. The Committee shall consist of five (5) members. The Board of Directors of the Employer and the Union shall appoint two (2) members and a fifth member shall be appointed by the four (4) members.

Article II, Section 2.02. Resignation and Removal of Members. Any member of the Committee may resign at any time by giving written notice to other members and the Board of Directors of the Employer, effective therein stated. At any time, the Board of

Directors of the Employer, the Union of the Committee shall remove or appoint members by written notice.

Fiscal Implications

This action will not have a fiscal impact.


Carolyn Rude¹

SunLine Transit Agency

DATE: January 28, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Financial Officer

RE: Interim Agreement with Nyhart

Recommendation

Recommend the Board of Directors to delegate authority to the General Manager to negotiate and execute an interim agreement with Nyhart, one of the nation's leading independent actuary and employee benefits consulting firms, in an amount not to exceed \$90,000, with a term of engagement not to exceed six months, subject to review and approval by SunLine Legal Counsel.

Background

Staff has been working with its procurement personnel to ensure that a process is in place to anticipate the solicitation of needed recurring services. During this review we revealed that the actuary service being provided by Nyhart was not under contract. Staff has the need for continued services from Nyhart until a properly approved and executed agreement can be put in place.

The not to exceed value has been established based on historical costs of these services.

This interim agreement will provide sufficient time for staff to undertake a proper solicitation for these services.

Why Procurement Method Chosen

This procurement action was not subject to competition based on the pressing financial needs of the Agency.

Why Contract Type Selected

A labor hour contract is appropriate because the contractor will be compensated based on his time and an hourly rate.

Why Contractor Selected

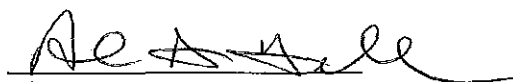
SunLine Staff is recommending that we continue with the incumbent supplier until a formal RFP can be issued and the selection and contracting process be executed in accordance with SunLine policy.

How Price Was Determined Fair and Reasonable

Staff will perform a price analysis and negotiate a fair and reasonable price for the services within the Not To Exceed value identified in this staff report.

Fiscal Impact

There is no fiscal impact to the SunLine operating budget. Both Plans will pay the associated expenses from their Plan.



Al Hillis, Sr.

SunLine Transit Agency

DATE: January 28, 2015 ACTION
TO: Board of Directors
FROM: Clerk of the Board
RE: Reschedule February 25, 2015 Board Meeting

Recommendation

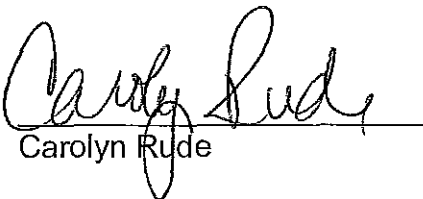
Recommend that the Board of Directors approve the rescheduling of the previously approved Board meeting date of February 25, 2015 to Wednesday, March 4, 2015.

Background

Due to the participation of the Agency as host of the 2015 International Fuel Cell Bus Workshop scheduled for February 24–26, 2015, the Board approved meeting for February 25th needs to be changed to the following week, Wednesday, March 4th, 2015.

Fiscal Implications

None.


Carolyn Rude

SunLine Transit Agency
REVISED
BOARD MEETING SCHEDULE FOR 2015

January 28

March 4

March 25

April 22

May 27

June 24

July 29

September 23

October 28

December 2

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 Regular meetings are held in the Board Room at the SunLine Transit Agency Thousand Palms headquarters.

SunLine Transit Agency

DATE: January 28, 2015
TO: Board of Directors
FROM: Chief Financial Officer
RE: FY 14 Audit Report

RECEIVE AND FILE

Recommendation


Recommendation the Board of Directors to Receive and File the Annual fiscal year 2014 Audit.

Background

The Joint Powers Agreement requires SunLine to have an independent audit of its finances conducted annually. In addition, State Law requires that recipients of Transportation Development Act (TDA) funds undergo an annual fiscal audit. TDA funds comprise the majority of SunLine's Operating revenues, which are dispersed by Riverside County Transportation Commission (RCTC), the planning agency for SunLine.

Finally, Federal law requires under the Single Audit Act that Agencies produce a single fiscal audit to meet the requirements set forth in OMB Circular A-133 and those of the funding agency. The federal aspect of the audit will be completed prior to the March deadline and submitted to this Board to receive and file.

This year's audit was completed by The Pun Group. This audit was completed prior to the TDA deadline of December 31st.


Al Hillis, Sr.

SunLine Transit Agency

DATE: January 28, 2015 **DISCUSSION**
TO: Board of Directors
FROM: Clerk of the Board
RE: Evaluation of the General Manager Policy # B-070192

Background

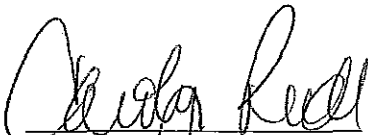
At the February 26, 1992 Board of Directors meeting, the Board approved the attached Policy # B-070192, Evaluation of the General Manager, which includes an Evaluation form, to provide a process for evaluating the performance of the General Manager. Staff believes that it would benefit the Board and the General Manager, to review and discuss this policy and its applicability going forward.

The current Board-approved Policy #B-070192 states in relevant part:

1. The Board agrees to annually develop with the General Manager, a set of performance objectives/goals.
2. Performance will be reviewed, in part, in accordance with these specified goals. The Evaluation Form also provides the ability to assess the General Manager's performance based on set criteria in five categories, in addition to set goals.
3. In May of each year, the Board will devote a portion or all of one meeting to discussion the working relationship between the General Manager and the Board and set goals.

Staff is bringing this item to the Board to discuss:

- The Board's desire to implement the policy as written.
- Establishment of roles and responsibilities applicable to the implementation of this process.
- Confirm the timing of this review.
- The applicability of the established criteria.


Carolyn Rude

SunLine Transit Agency Policy on Evaluation of the General Manager

The General Manager is accountable for all aspects of the agency operation. The Board will conduct an annual evaluation of the General Manger's performance. The primary purpose of annually evaluating the General Manger's performance is to provide for rational, structured communications between the Board and its General Manager in charting the objectives for the growth and development of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through evaluation of the General manager, the Board shall strive to accomplish the following:

1. Develop and maintain with the General Manager, his/her role in the leadership of the Agency as seen by the Board.
2. Develop harmonious working relationships between the Board and the General Manager.
3. Review of performance in carrying out Board policies relating to service delivery, organization, budget and business affairs.

As part of the evaluation process, the Board has agreed to annually develop with the General Manager, a set of performance objectives/goals. Performance will be reviewed, in part, in accordance with these specified goals.

In May of each year, the Board will devote a portion or all of one meeting to a discussion of the working relationship between the General Manager and the Board.

Each member of the Board will evaluate the General Manager according to criteria and specific performance objectives previously adopted for the General Manager. The evaluation instrument will be cooperatively developed with the General Manager. The individual evaluations will be submitted to the Chairman of the Board, or his/her designee, who will compile a summary profile of Board Member ratings for use at the Annual Performance Review meeting.

During, or subsequent to, the Annual Performance Review meeting, an Annual Performance Review Summary will be prepared by the Board Chairman or his/her Board Member designee. This Summary will contain the major points of merit and needs presented in the evaluation discussions.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the General Manager's service to the Agency.

Subsequent to the Board's development of the Annual Performance Review Summary, the General Manager will provide information on current goals/objectives outcomes. These will be incorporated into the body of performance objectives toward which the General manager will work during the ensuing year. In addition, proposed goals/objectives for the ensuing Fiscal years will be provided by the General Manager.

SUNLINE TRANSIT

GENERAL MANAGER EVALUATION FORM

Evaluator: _____

Date: _____ Time period covered: _____ thru _____

Please assess the General Manager's performance by rating actions in each area listed below. One overall rating should be given based on the extent to which the General Manager has successfully met the criteria identified under each category. Comments may be added after each rating to provide commendation and/or suggestion for professional growth.

I RELATIONSHIPS WITH THE BOARD

Rating (check one):

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

COMMENTS:

Criteria:

- A. Keeps the Board informed on issues, needs and progress of Agency.
- B. Keeps the Board informed of possible sources of revenue which might be available to implement present or contemplated Agency programs.
- C. Provides Agendas with appropriate backup materials to Board in timely manner, consistent with Board policy.
- D. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations, based on thorough study and analysis.
- E. Understands and supports the Board's policy-making role and the General Manager's policy implementation role.
- F. Acts as advisor to the Board in areas needing policy development or revision and assists in the formulation of such policies.
- G. Interprets and implements Board policies and incorporates such interpretations into written administrative rules, regulations and/or procedures.
- H. Goes immediately and directly to the source when he feels an honest, objective difference of opinion exists between him/her and any or all members of the Board, in an honest effort to resolve such differences.
- I. Maintains liaison between the Board and Agency personnel, through functioning committees, working toward a high degree of understanding and respect between the staff and Board.

II. STAFF & PERSONNEL RELATIONSHIPS

Rating (check one):

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

COMMENTS:

Criteria:

- A. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.
- B. Encourages participation of appropriate staff members and groups in planning, developing procedures and policy interpretation.
- C. At the direction of the Board, supervises negotiations with bargaining unit, representing to the best of his/her ability the will of the Board.
- D. Keeps staff members informed of Agency issues, mission, goals and other activities.
- E. Uniformly enforces Board adopted personnel policies and related MOU provisions.
- F. Supervises and evaluates all staff members assigned.
- G. Maintains good working relationships with the total staff and maintains open lines of communication with employee groups as well as individual employees.

III. BUSINESS & FINANCIAL MATTERS

Rating (check one):

- | | | | |
|--------------------------|----------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Exceeds requirements | <input type="checkbox"/> | Needs improvement |
| <input type="checkbox"/> | Meets requirements | <input type="checkbox"/> | Unsatisfactory |

COMMENTS:

Criteria:

- A. Analyzes current financial position and recommends to the Board short and long-range financial needs and proposals.
- B. Supervises the preparation of the detailed Agency budget, interpreting and presenting it to the Board for adoption.
- C. Administers and monitors the budget while keeping the expenditures within the limits established by the Board.
- D. Provides the Board with periodic reports on operating budget accounts and the overall financial condition of the Agency.
- E. Interprets the Agency budget to staff and the community according to need.
- F. Recommends to the Board allocation of resources in accordance with Board adopted priorities and policies.
- G. Keeps informed of the Agency's facilities, equipment and supply needs.

IV. COMMUNITY RELATIONS

Rating (check one):

- Exceeds requirements Needs improvement
- Meets requirements Unsatisfactory

COMMENTS:

Criteria:

- A. Participates actively in community life, but does not permit such involvement to interfere with Agency responsibilities.
- B. Interprets the programs and activities of the Agency before various community groups.
- C. Establishes effective working relationships with the news media in order to inform the community of Agency activities and needs and programs.
- D. Plans for the utilization of community resources to assist in furthering program development and service delivery.
- E. Is responsive to concerns and complaints from the public to maintain positive relationship with all segments of the communities served.
- F. Demonstrates respect and cooperation in relationships with the Board, staff and community.

V. PERSONAL QUALITIES

Rating (check one):

- Exceeds requirements Needs improvement
- Meets requirements Unsatisfactory

COMMENTS:

Criteria:

- A. Maintains high standards of ethics, honesty and integrity in professional matters.
- B. Exercises good judgment and demonstrates democratic processes in arriving at decisions.
- C. Maintains poise and emotional stability in the full range of professional activities.
- D. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.
- E. Maintains professional development by reading, conference and workshop attendance, visiting exemplary properties and meeting with other Transit Chief Executives.
- F. Demonstrates ability to work well with a variety of individuals and groups.
- G. Communicates both orally and in writing in a clear and concise manner.

VI. ACHIEVEMENT OF OBJECTIVES/GOALS

Rating (check one):

- | | | | |
|--------------------------|----------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Exceeds requirements | <input type="checkbox"/> | Needs improvement |
| <input type="checkbox"/> | Meets requirements | <input type="checkbox"/> | Unsatisfactory |

OBJECTIVES/GOALS FOR RATING PERIOD ENUMERATED BELOW:

COMMENTS:

VII. CONCLUSIONS:

A. Overall assessment of Performance

Rating (check one):

- Exceeds requirements Needs improvement
 Meets requirements Unsatisfactory

B. Summary comments and/or recommendations to be incorporated as specific performance objectives/goals for the next evaluation period.

SIGNATURES:

Board Chairman: _____

Date: _____

General Manager: _____

Date: _____

SunLine Transit Agency

DATE: January 28, 2015
TO: Board of Directors
FROM: Chief Operations Officer
RE: Highway 111 Music Festival

INFORMATION

Background

The Highway 111 Music Festival was a collaboration effort between Coachella Valley Art Scene (CVAS) and SunLine Transit Agency. The Music Festival was the first of its kind at SunLine Transit Agency. The intent was to promote SunLine bus service, as well as the music, art and culture of the Coachella Valley. It was anticipated that this event would bring awareness about public transportation showing that riding the bus can be hip.

This interactive festival promoted public transportation by making the 111 Line a mobile music venue. Twenty-four bands performed on five buses for a four hour period, between 3:00 pm and 7:00. After months of meetings, planning and raising funds, the event took place on November 1, 2014 to much success.

Every Department at SunLine had a part in the success of this event and demonstrates the true spirit of teamwork and collaboration. The total budget for this event was \$15,500 with \$7,500 in sponsorship revenues from local Cities and Riverside County. There was an increase in ridership for the day of approximately 200-250 when comparing to the average Saturday for the month before and after the music event.

This event was covered by local television stations, CBS, ABC, and NBC, and was also featured in the Desert Sun and Press Enterprise, making this a huge publicity success for the Agency.


Apolonio Del Toro *CR*

SunLine Transit Agency

DATE: January 28, 2015 **INFORMATION**
TO: Board of Directors
FROM: Deputy Chief of Performance
RE: 2015 International Fuel Cell Bus Workshop (IFCBW)

Background

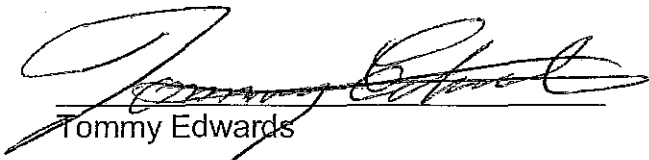
The IFCBW is the yearly gathering for the IFCB Working Group, an information sharing group formed in 2003. Since inception, the Working Group has strived to harmonize fuel cell bus data collection and information dissemination. The Working Group includes technology developers, vehicle manufacturers, transit agencies and demonstration partners, government sponsors, and leading research and non-profit organizations from around the world.

The IFCBW's primary audience includes current fuel cell bus stakeholders who are familiar with the industry. The secondary audience includes parties such as transit agencies, manufacturers and policy makers with little current experience, but who are interested in increasing their engagement.

The Center for Transportation and the Environment (CTE) CTE facilitates annual workshops on behalf of the Collaborative and the FTA's National Fuel Cell Bus Project.

SunLine Transit Agency was chosen to host the 2015 IFCB Workshop here in the Coachella Valley at our new Administration Facilities February 24th-26th. The last IFCB Workshop was held in Hamburg, Germany. SunLine is very proud to host this event which will include over 150 visitors from all over the world. Please see the attached flyer and agenda, which includes the names and titles of the speakers and sessions.

SunLine Transit Agency Staff will be speaking at several of the sessions and we would encourage any Board Member that is interested in attending any of the sessions to notify the Clerk of the Board.



Tommy Edwards



2015 INTERNATIONAL FUEL CELL BUS WORKSHOP

SunLine Transit • Thousand Palms • February 24th - 26th

Tuesday February 24

4:30 - 8pm Welcome Reception & Tour of SunLine Transit Hydrogen and Fuel Cell Facilities

Wednesday February 25

8:30 Coffee

9:00 Official Opening & Welcome

Dan Raudebaugh :: Executive Director, CTE
 Lauren Skiver :: General Manager, SunLine Transit
 Christina Gikakis :: US Department of Transportation
 Bert de Colvenaer :: Executive Director, EU Fuel Cells & Hydrogen Joint Undertaking
 Dr. Christian Schlosser (invited) :: German Federal Ministry of Transport & Digital Infrastructure
 Wade Crowfoot (invited) :: Deputy Chief of Staff, California Governor's Office
 Alberto Ayala (invited) :: Deputy Executive Officer, California Air Resources Board

10:15 Coffee

10:30 Global Deployments & Performance Results

Paul Jenné :: Program Manager, High V. LO City and 3EMotion Update
 Sabine Skiker (invited) :: CHIC Representative, CHIC Emerging Conclusions
 Dan Raudebaugh :: Executive Director, CTE, National Fuel Cell Bus Program Deployments
 Larry Wnuk :: Senior Director, CALSTART, National Fuel Cell Bus Program FCB Deployments
 Gus Block :: Nuvera Fuel Cells, NAVC National Fuel Cell Bus Program FCB Deployments
 Leslie Eudy :: Senior Project Leader, NREL, US Fuel Cell Bus Performance Results
 Dr. Michio Hashimoto (invited) :: Director General, NEDO, Japan's Fuel Cell Bus Activities

12:00 Lunch (provided)

1:00 Commercialization Strategies

MODERATOR: Heinrich Klingenberg :: Executive Director, hySOLUTIONS
 Carlos Navas :: Program Manager, EU Fuel Cells & Hydrogen Joint Undertaking, EU Commercialization Study
 Catherine Dunwoody :: Fuel Cell Program Chief, California Air Resources Board
 Dr. Klaus Bonhoff :: Managing Director, NOW, German Infrastructure Rollout
 Dimitrios Papageorgopoulos :: US Department of Energy
 TBD :: Ballard Power
 TBD :: Hydrogenics

2:30 Coffee

2:45 Working Group Sessions :: Consensus based exploration of topics in fuel cell bus commercialization

Working Group A

HYDROGEN INFRASTRUCTURE READINESS

Mike Beckman, Linde
 Ed Kiczek (invited), Air Products
 Bob Oesterreich (invited), Air Liquide
 Andreas Pagel, H2Mobility
 Ben Madden (invited), Element Energy
 Nico Bouwkamp, CaFCP

Working Group B

CURRENT OPERATORS' BEST PRACTICES

Tommy Edwards, SunLine
 Salvador Llamas (invited), AC Transit
 Lee Jackson (invited), MAX
 Alexander Hablé, Netherlands
 TBD (invited), Bolzano
 Bruce Rothwell, Consultant

Working Group C

FUEL CELL & BATTERY ELECTRIC BUSINESS CASE

Paul Jenné :: Van Hool
 Stefan Baguette :: Solaris
 David Warren :: New Flyer
 Gustav Tuschen :: EvoBus
 Robert Devine :: BAE Systems
 Heinrich Klingenberg :: HOCHBAHN
 Mike Weston :: Transport for London
 Mr. Gondo (invited) :: HINO

4:45 Coffee

5:00 Workshop Group Session Reports & Plenary Discussion

6:00 Day One Adjourn



2015 INTERNATIONAL FUEL CELL BUS WORKSHOP

Thursday February 26

8:30 Coffee

9:00 Sharing Risk on the Path to Commercialization

TBD (invited) :: US Department of Transportation

Jason Hanlin :: Technology Development Director, CTE, Results of US Zero Emission Bus Procurement Committee

Carlos Navas :: Program Manager, EU Fuel Cells & Hydrogen Joint Undertaking

10:00 Coffee

10:15 Case Studies & Status Updates

Lauren Skiver :: SunLine

David Armijo :: AC Transit

Heinrich Klingenberg :: Hamburg

Mike Weston :: London

M. Scheerders (invited) :: Rotterdam

Aivars Starikovs :: Riga

TBD (invited) :: Bolzano

12:00 Lunch (provided)

1:00 Operational Practicalities and Total Cost of Ownership

Why Fuel Cell Bus? :: Kirt Conrad :: SARTA

Preparations & Planning :: Mike Lewis :: UT-CEM

Acceptance & Implementation :: Jason Hanlin :: CTE

Performance & Cost Results :: Steve Miller (invited) :: Golden Gate Transit

Evaluating TCO :: Frederik Vries (invited) :: Zero Emission Foundation Netherlands

2:30 Coffee

2:45 Regulatory & Financial Commitments

TBD (invited) :: US Department of Transportation

Bert de Colvenaer :: Executive Director, EU Fuel Cells & Hydrogen Joint Undertaking

Wade Crowfoot (invited) :: Deputy Chief of Staff, California Governor's Office

Alberto Ayala (invited) :: Deputy Executive Officer, California Air Resources Board (CARB)

Dr. Christian Schlosser (invited) :: German Federal Ministry of Transport & Digital Infrastructure

Alexander Hablé :: Program Manager, Dutch Ministry of Infrastructure & Environment

TBD (invited) :: California Energy Commission

4:15 Synthesis & Closing

5:00 Adjourn





FINANCE COMMITTEE AGENDA

March 4, 2015

11:30 a.m.

**Conference Room 2
SunLine Transit Agency
Thousand Palms, CA**

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

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

5. **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) Checks over \$1,000 report for December, 2014 (Pages 1-2)
b) Credit card statement for December, 2014 (Pages 3-6)
c) Monthly Budget Variance Reports for December, 2014 (Pages 7-10)
d) Performance Metrics (Pages 11-15)

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

6. **Approval of Purchase of Six Non-Revenue Vehicles** **Approve**
(Apolonio Del Toro)
Request to the Board to approve the purchase of six non-revenue vehicles. (Pages 16-17)
7. **Approval with Apollo Video Technology** **Approve**
(Apolonio Del Toro)
Request to the Board to grant authority to the General Manager to execute a change order agreement with Apollo Video Technology to add 27 buses to the contract. (Pages 18-19)

8. **Construction Change Order Approval** (Rudy Le Flore) **Approve**
Request to the Board to delegate authority to the General Manager to execute change orders for \$119,903 and a credit for \$2,800 with Doug Wall Construction for various owner requested changes. (Pages 20-22)
9. **Design Change Order Approval** (Rudy Le Flore) **Approve**
Request to the Board to delegate authority to the General Manager to negotiate and execute change orders for an amount Not to Exceed \$22,093.12 with IBI Group for design and support during construction. (Pages 23-25)
10. **Resolution to Accept Bus Transfer** (Tommy Edwards) **Approve**
Request to the Board to approve the attached Resolution granting the General Manager authority to transfer a New Fuel Cell Electric Bus from the Connecticut Department of Transportation to SunLine. (Pages 26-28)
11. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of December 2014

NOTE: 1). **Bold** check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific employees.

Vendor Name	Description	Check #	Check	Amount
<u>HEALTH NET</u>	Group Health Ins.	663293	12/3/2014	\$247,703.35
PERMA - Insurance	Gen Liab/WC	663422	12/19/2014	\$97,999.86
BP ENERGY COMPANY	CNG/Hydrogen	663296	12/9/2014	\$90,868.48
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663449	12/19/2014	\$65,777.46
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	663342	12/12/2014	\$64,201.03
PACKET FUSION, INC.	VOIP Phone System	663345	12/17/2014	\$32,066.17
PACKET FUSION, INC.	VOIP Phone System	663346	12/17/2014	\$32,016.00
SOFTCHOICE CORP.	Computer Equipment	663295	12/3/2014	\$30,291.39
IMPERIAL IRRIGATION DIST	Utilities	663392	12/19/2014	\$28,174.82
<u>METLIFE SBC</u>	<u>Dental/Supplement Ins.</u>	663294	12/3/2014	<u>\$26,448.91</u>
GOODYEAR TIRE & RUBBER COMPANY,	Bus Tire Lease	663292	12/3/2014	\$25,125.76
SO CAL GAS CO.	Utilities	663433	12/19/2014	\$24,087.95
NEW FLYER	Bus Parts	663414	12/19/2014	\$14,901.15
RBF / MICHAEL BAKER CORP	Solar Panel Project	663425	12/19/2014	\$11,137.04
CUMMINS PACIFIC, LLC	Bus Repair Parts	663467	12/30/2014	\$10,773.84
CREATIVE BUS SALES, INC.	Bus Repair Parts	663306	12/12/2014	\$10,297.39
CALIFORNIA TRANSIT ASSOCIATION	Membership & Subscriptions	663358	12/19/2014	\$10,181.00
C.V.A.G.	Federal JARC Funding	663355	12/19/2014	\$9,897.57
CREATIVE BUS SALES, INC.	Bus Repair Parts	663373	12/19/2014	\$9,301.28
STRICKLAND KENNY INC.	Lubricants & Oils	663440	12/19/2014	\$8,555.99
MICHELIN NORTH AMERICA, INC.	Tire Leasing	663405	12/19/2014	\$8,023.42
AMERICAN CAB	Taxi Voucher Program	663349	12/19/2014	\$7,363.94
GEOCON WEST, INC.	Administration Building Fees	663388	12/19/2014	\$6,615.00
RUTAN & TUCKER, LLP	Legal fees	663429	12/19/2014	\$6,575.00
<u>LA QUINTA RESORT</u>	<u>Holiday Event items</u>	663327	12/12/2014	<u>\$6,244.57</u>
PATRICK M. BRASSIL	Hydrogen Maintenance	663483	12/30/2014	\$5,924.10
YELLOW CAB OF THE DESERT	Taxi Voucher Program	663454	12/19/2014	\$5,429.87
AMALGAMATED TRANSIT UNION	Union Dues	663297	12/12/2014	\$5,212.15
AMALGAMATED TRANSIT UNION	Union Dues	663348	12/19/2014	\$5,212.15
KBM FACILITY SOLUTIONS	Janitorial Servs	663398	12/19/2014	\$4,925.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	663447	12/19/2014	\$4,657.14
COMPLETE COACH WORKS	Repair/Paint Buses	663367	12/19/2014	\$4,438.94
NATIONWIDE RETIREMENT SOLUTIONS	Deferred Compensation	663330	12/12/2014	\$4,213.16
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	663393	12/19/2014	\$4,177.08
SOUTHWEST NETWORKS, INC.	Network Consultants	663487	12/30/2014	\$4,125.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	663472	12/30/2014	\$4,051.95
NYHART COMPANY	Pension Consultant	663415	12/19/2014	\$3,974.46
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	663488	12/30/2014	\$3,836.73
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663357	12/19/2014	\$3,812.00
GAS COMPANY, THE	Indio Facility Gas	663386	12/19/2014	\$3,770.83
ALLIEDBARTON SECURITY SERVICES	Security Services	663347	12/19/2014	\$3,549.60
NAPA AUTO PARTS	Vehicle Repair Parts	663410	12/19/2014	\$3,546.80
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	663304	12/12/2014	\$3,497.99
LUMINATOR HOLDING LP	Signage	663479	12/30/2014	\$3,029.31

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month of December 2014

NOTE: 1). **Bold** check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific employees.

Vendor Name	Description	Check #	Check	Amount
SOFTCHOICE CORP.	Computer Equipment	663434	12/19/2014	\$2,980.60
VERIZON WIRELESS	Wireless Cell Service	663452	12/19/2014	\$2,958.68
<u>EYE MED</u>	Employee Benefits	663312	12/12/2014	\$2,491.63
ALLIEDBARTON SECURITY SERVICES	Security Services	663455	12/30/2014	\$2,484.72
TRANSIT RESOURCES, INC.	Bus wheel chair parts	663448	12/19/2014	\$2,465.54
STRICKLAND KENNY INC.	Lubricants & Oils	663489	12/30/2014	\$2,446.48
CDW GOVERNMENT, INC	Software/Hardware	663462	12/30/2014	\$2,433.19
CARQUEST OF THE DESERT	Repair Parts	663461	12/30/2014	\$2,333.60
CAL-TEST	D&A Onsite Testing	663359	12/19/2014	\$2,307.65
TIME WARNER CABLE	Utilities	663443	12/19/2014	\$2,200.00
DESERT CITY CAB	Taxi Voucher Program	663377	12/19/2014	\$2,182.36
CUMMINS PACIFIC, LLC	Bus Repair Parts	663374	12/19/2014	\$2,126.67
GENFARE	Farebox Repair Parts	663387	12/19/2014	\$2,064.96
BP ENERGY COMPANY	CNG/Hydrogen	663353	12/19/2014	\$2,015.10
ROMAINE ELECTRIC CORP.	Repair Parts	663486	12/30/2014	\$2,001.30
MAGALDI & MAGALDI, INC.	Repair Parts	663403	12/19/2014	\$1,967.67
KIMCO STAFFING SERVICES, INC.	Temp. Emp Admin Bldg.	663399	12/19/2014	\$1,963.50
FLEET-NET CORPORATION	Software & Licenses	663314	12/12/2014	\$1,860.00
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	663495	12/30/2014	\$1,856.96
PALM SPRINGS CITY OF	Bus Shelter Revenue	663419	12/19/2014	\$1,600.00
KIMCO STAFFING SERVICES, INC.	Temp. Emp Admin Bldg.	663477	12/30/2014	\$1,596.00
JENNIFER TRAN	Staff Dev Reimbursement	663395	12/19/2014	\$1,529.94
DAHL-VAUGHN	Sun Fuel Parts	663468	12/30/2014	\$1,423.33
ROMAINE ELECTRIC CORP.	Repair Parts	663427	12/19/2014	\$1,330.11
FAST UNDERCAR PALM DESERT	Repair Parts	663382	12/19/2014	\$1,255.55
SMARTDRIVE SYSTEMS, INC.	Security Equipment	663339	12/12/2014	\$1,240.00
WESTFIELD, LLC	Commuter Link 220	663344	12/12/2014	\$1,200.00
OFFICE DEPOT	Office Supplies	663418	12/19/2014	\$1,144.08
DESERT ALARM, INC.	Security Services	663376	12/19/2014	\$1,120.00
BURRTEC WASTE & RECYCLING	Facility Trash Removal	663458	12/30/2014	\$1,109.39
CPAC INC.COM	Software	663368	12/19/2014	\$1,054.95
INDIO CITY OF	Bus Shelter Revenue	663394	12/19/2014	\$1,050.00
INDOFF INC.	Office Supplies	663321	12/12/2014	\$1,036.80
BURRTEC WASTE & RECYCLING	Facility Trash Removal	663354	12/19/2014	\$1,035.54
AUTOZONE COMMERCIAL	Repair Parts	663457	12/30/2014	\$1,004.06
TOTALFUNDS BY HASLER	Postage Supplies	663445	12/19/2014	\$1,000.00

Total of Checks Over \$1,000	\$1,033,574.40
Total of Checks Under \$1,000	\$29,565.90
Total of All Checks for the Month	\$1,063,140.30
Total Amount of Checks Prior Years Same Month	\$3,215,138.36 2



December 2014 Statement



Open Date: 11/21/2014 Closing Date: 12/18/2014

Account:

Visa® Business Card
SUNLINE TRANSIT (...)

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

New Balance	\$3,588.60
Minimum Payment Due	\$36.00
Payment Due Date	01/17/2015
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	+	\$2,708.75
Payments	-	\$2,708.75 ^{CR}
Other Credits		\$0.00
Purchases	+	\$3,588.60
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$3,588.60
Past Due		\$0.00
Minimum Payment Due		\$36.00
Credit Line		\$40,000.00
Available Credit		\$36,411.40
Days in Billing Period		28

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 000848533

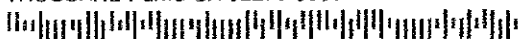


24-Hour Cardmember Service: 1-866-552-8855

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

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SUNLINE TRANSIT
CENTRAL BILL
32505 HARRY OLIVER TRL
THOUSAND PLMS CA 92276-3501



Automatic Payment

Account Number:
Your new full balance of \$3,588.60 will be automatically deducted from your account on 01/14/15.



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$3588.60 will be automatically deducted from your bank account on 01/14/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions RUDE,CAROLYN Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/24	11/20	6693	USAIRWAYS0377529475978 CHICAGO IL MORA/VANESSA 01/06/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$203.20	_____
12/04	12/03	5227	GRILL CONCEPTS - P PALM DESERT CA	\$226.80	_____
Total for Account				\$430.00	

Transactions SKIVER,LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
11/24	11/21	8646	SOUTHWES 5262462755004 800-435-9792 TX HAYES/MICHAEL 12/01/14 ONTARIO CAL TO SACRAMENTO SACRAMENTO TO ONTARIO CAL	\$398.70	_____
11/24	11/21	8653	SOUTHWES 5260656130599 800-435-9792 TX EDWARDS/TOMMY 11/21/14 DALLAS LOVE TO DALLAS LOVE DALLAS LOVE TO ONTARIO CAL	\$727.40	_____
11/24	11/22	9544	EXPEDIA*191348280808 EXPEDIA.COM NV	\$414.00	_____
12/01	12/01	1649	YOURGARMENT.COM 559-202-0440 CA	\$6.95	_____
12/03	12/02	2323	ALAMO RENT-A-CAR SACRAMENTO CA	\$51.78	_____
12/04	12/02	4334	SOUTHWES 5262464851334 800-435-9792 TX HAYES/MICHAEL 12/02/14 SACRAMENTO TO ONTARIO CAL	\$64.00	_____
12/04	12/02	3065	ARCO AM/PM SACRAMENTO CA	\$10.16	_____
12/15	12/12	1275	USAIRWAYS0377512761318 BELLEVUE WA HAYES/MICHAEL 12/16/14 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO CHARLOTTE CHARLOTTE TO HARTFORD	\$853.70	_____



December 2014 Statement 11/21/2014 - 12/18/2014

Page 3 of 4

SUNLINE TRANSIT

Cardmember Service ☎ 1-866-552-8855

Transactions SKIVER, LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			HARTFORD TO CHARLOTTE		
12/15	12/13	0280	EXPEDIA*193016628111 EXPEDIA.COM NV	\$631.91	
Total for Account 4798 5100 5089 1353				\$3,158.60	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
12/15	12/15		PAYMENT THANK YOU	\$2,708.75cr	
Total for Account				\$2,708.75cr	

2014 Totals Year-to-Date	
Total Fees Charged in 2014	\$0.00
Total Interest Charged in 2014	\$0.00

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
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$3,588.60	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: December 18, 2014

Carolyn Rude - Detail:
 CREDIT:

11/20/14	US Airways	Airfare EEO Officer, Vanessa Mora, to attend training in Phoenix, AZ	\$ 203.20
12/03/14	Grill Concepts, P.D.	Lunch for December Board meeting.	\$ 226.80
Total Amount			\$ 430.00

Lauren Skiver - Detail:

11/21/14	Southwest Airlines	Airfare – Maintenance Training Supervisor, Mike Hayes, to travel to Sacramento – FC4 demonstration.	\$ 398.70
11/21/14	Southwest Airlines	Airfare – CEO/General Manager, Lauren Skiver, Deputy Chief Performance Officer, Tommy Edwards, to travel to Sacramento FC4 demonstration.	\$ 727.40
11/22/14	Expedia	Hotel charges – CEO/General Manager, Lauren Skiver, Deputy Chief Performance Officer and Maintenance Training Supervisor, Mike Hayes to travel to Sacramento – FC4 demonstration. (one night)	\$ 414.00
12/01/14	Yourgarment.com	Charge to be disputed.	\$ 6.95
12/02/14	Alamo rent-a-car	Car rental – CEO/General Manager, Lauren Skiver – Sacramento trip FC4 demonstration.	\$ 51.78
12/02/14	Southwest Airlines	Airfare charge – flight change - Maintenance Training Supervisor, Mike Hayes, to travel to Sacramento – FC4 demonstration.	\$ 64.00
12/02/14	Arco AM/PM	Gas for car rental – CEO/General Manager, Lauren Skiver – Sacramento trip	\$ 10.16
12/04/14	US Airways	Airfare – Maintenance Training Supervisor, Mike Hayes, to travel to Vanhool – bus review.	\$ 853.70
12/13/14	Expedia	Hotel – Maintenance Training Supervisor, Mike Hayes, to travel to Vanhool – bus review.	\$ 631.91
Total Amount			\$3,158.60

Credit:			
12/15/14	Payment		\$2,708.75CR

SunLine Transit Agency
Budget Variance Report
December 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,650,636	271,651	304,220	(32,569)	1,633,244	1,825,318	(192,073)
Other Revenue	1,270,670	101,029	105,889	(4,860)	691,169	635,335	55,834
Total Operating Revenue	4,921,305	372,680	410,109	(37,428)	2,324,413	2,460,653	(136,239)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,174,244	623,436	681,187	57,752	3,732,518	4,087,122	354,604
Operator & Mechanic Overtime	795,920	51,460	66,327	14,867	471,573	397,960	(73,613)
Administration Salaries & Wages	3,897,652	338,380	324,804	(13,576)	1,886,174	1,948,826	62,652
Administration Overtime	15,770	507	1,314	807	8,650	7,885	(765)
Fringe Benefits	7,063,352	546,550	588,613	42,062	3,280,780	3,531,676	250,896
Communications	114,380	9,273	9,532	259	54,850	57,190	2,340
Legal Services - General	195,460	7,096	16,288	9,190	50,849	97,730	46,881
Computer/Network Software Agreement	268,581	22,998	22,382	(616)	135,311	134,291	(1,021)
Uniforms	79,100	6,989	6,592	(397)	41,726	39,550	(2,176)
Contracted Services	423,620	33,821	35,302	1,481	187,514	211,810	24,296
Equipment Repairs	4,000	654.22	333	(321)	1,463	2,000	537
Security Services	70,000	5,462	5,833	371	33,307	35,000	1,693
Fuel - CNG	1,431,912	108,432	119,326	10,894	718,963	715,956	(3,007)
Fuel - Hydrogen	146,546	13,097	12,212	(884)	78,762	73,273	(5,489)
Tires	267,330	6,417	22,277	15,860	163,931	133,665	(30,266)
Office Supplies	73,893	4,952	6,158	1,206	22,157	36,947	14,790
Travel/Training	127,300	2,570	10,608	8,039	35,649	63,650	28,001
Repair Parts	840,950	83,722	70,079	(13,643)	431,032	420,475	(10,557)
Facility Maintenance	29,000	2,512	2,417	(96)	19,328	14,500	(4,828)
Electricity - CNG & Hydrogen	171,000	11,443	14,250	2,807	73,854	85,500	11,646
Natural Gas	1,333,000	110,908	111,083	176	740,979	666,500	(74,479)
Water	5,200	912	433	(479)	2,382	2,600	218
Insurance Losses	375,000	306,070	31,250	(274,820)	155,154	187,500	32,346
Insurance Premium - Property	9,919	-	827	827	8,063	4,960	(3,104)
Repair Claims	45,000	-	3,750	3,750	43,914	22,500	(21,414)
Fuel Taxes	128,800	12,175	10,733	(1,442)	72,914	64,400	(8,514)
Other Expenses	3,502,836	(225,264)	291,903	517,167	1,125,711	1,751,418	625,707
Self Consumed Fuel	(1,544,841)	(121,643)	(128,737)	7,094	(798,476)	(772,421)	(26,056)
Total Operating Expenses (Before Depreciation)	28,044,924	1,962,931	2,337,077	374,146	12,779,034	14,022,462	1,243,428
Operating Expenses in Excess of Operating Revenue		\$ (1,590,251)			\$ (10,454,620)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	408,447	494,931	86,484	2,685,212	2,969,587	284,375
State - LTF	13,506,121	928,839	1,125,510	196,671	6,106,370	6,753,061	646,691
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	252,965	306,527	53,562	1,663,039	1,839,162	176,123
Total Subsidies	23,123,619	1,590,251	1,926,968	336,717	10,454,620	11,561,810	1,107,189
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
December 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	19,946,938	1,560,332	1,662,245	101,913	9,379,696	9,973,469	593,773
Services	2,060,490	120,278	171,708	51,429	962,840	1,030,245	67,405
Fuels & Lubricants	1,706,158	133,665	142,180	8,515	863,405	853,079	(10,326)
Tires	267,330	6,417	22,278	15,860	163,931	133,665	(30,266)
Materials and Supplies	1,139,813	105,939	94,984	(10,955)	552,610	569,907	17,297
Utilities	1,752,697	141,430	146,058	4,628	940,370	876,349	(64,022)
Casualty & Liability	1,817,625	(10,331)	151,469	161,799	514,050	908,813	394,762
Taxes and Fees	128,800	12,175	10,733	(1,442)	72,914	64,400	(8,514)
Miscellaneous Expenses	769,914	14,668	64,160	49,492	127,695	384,957	257,262
Self Consumed Fuel	(1,544,841)	(121,643)	(128,737)	7,094	(798,476)	(772,421)	(26,056)
Total Operating Expenses (Before Depreciation)	28,044,924	1,962,931	2,337,077	374,146	12,779,034	14,022,462	1,243,428
Revenues:							
Passenger Revenue	3,650,635	271,651	304,220	(32,569)	1,633,244	1,825,318	(192,073)
Other Revenue	1,270,670	101,029	105,889	(4,860)	691,169	635,335	55,834
Total Operating Revenue	4,921,305	372,680	410,109	(37,428)	2,324,413	2,460,653	(136,239)
Net Operating Gain (Loss)		\$ (1,590,251)			\$ (10,454,620)		
Subsidies:							
Local - Measure A, RTA Funds	5,939,174	408,447	494,931	86,484	2,685,212	2,969,587	284,375
State - LTF	13,506,121	928,839	1,125,510	196,671	6,106,370	6,753,061	646,691
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	252,965	306,527	53,562	1,663,039	1,839,162	176,123
Total Subsidies	23,123,619	1,590,251	1,926,968	336,717	10,454,620	11,561,810	1,107,189
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - Sunline Transit

Passenger Revenue - Unfavorable

- YTD passenger fare revenue up 4% from last fiscal year, however, it is not reaching the projected 8% in the budget.

Other Revenue - Favorable

- General retail CNG customers have increased usage by 10 %.
- More CNG credit customers have been added and current customers have increased usage. Thus increasing usage by 21% compared to the same period in FY14.
- YTD advertising revenue above budgeted amount by \$50K.

Operator & Mechanic Salaries & Wages - Favorable

- Operators on extended leave for long term disability or workers compensation.

Operator & Mechanic Overtime - Unfavorable

- Operators on extended leave for long term disability or workers compensation.

Administration Salaries & Wages - Favorable

- Vacant positions in Operations, HR, Finance & IT account for the salary savings for administration.
- A portion of the salary savings will be offset by an increase in temporary help services in the respective divisions.

Administration Overtime - Unfavorable

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

Fringe Benefits - Favorable

- Vacant positions in HR, Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.
- Sunline currently employees four contracted employees. These employees do not receive fringe benefits
- Operators on extended leave for long term disability or workers compensation.

Communications - Favorable

- Communication expenses are within an acceptable range of the budgeted amount.

Legal Services - General - Favorable

- YTD use of legal counsel is lower than projected.

Computer/Network Software Agreement - Unfavorable

- Software agreement expenses are within an acceptable range of the budgeted amount.

Uniforms - Unfavorable

- Uniform expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable

- Expenses for hydrogen support are lower than projected.
- Community and Customer Relations contracted services below budget. Outsourced marketing not being utilized.

Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Unfavorable

- CNG fuel expenses are within an acceptable range of the budgeted amount.

Fuel - Hydrogen - Unfavorable

- All Fuel Cell buses operating and using more hydrogen than projected.
- Repair parts expenses for hydrogen are higher than expected. This increases the cost of internal consumption.

Tires - Unfavorable

- Sunline Transit Agency changed tire vendor to Michelin from Goodyear. The Goodyear tires were expensed to a single period. Entire amount will be paid over a 6 month period.

Office Supplies - Favorable

- Office supply expense savings across multiple divisions account for the current surplus.

Travel/Training - Favorable

- Travel & training savings can be attributed low YTD expenses in Sunfuels, Admin Operations, HR, Executive Office, IT and Performance Office.

Repair Parts -Unfavorable

- There was an increased need to conduct vehicle repairs in December resulting from unexpected failures.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for the ice machine at Indio driver's lounge.
- Facility maintenance expenses over budget in Thousand Palms due to an inspection and following repairs for the hydraulic lifts in the shop.

Electricity - CNG & Hydrogen - Favorable

- YTD electricity expense savings largely due to hydrogen production through December being lower than projected.

Natural Gas - Unfavorable

- The unfavorable balance is due to an increase in CNG production and natural gas charges.

Water - Favorable

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

Insurance Losses - Favorable

- The current favorable balance is attributed to recoveries claimed by PERMA on the behalf of Sunline.

Insurance Premium - Property - Unfavorable

- Full FY15 premium property insurance payment made in July 2014.

Repair Claims - Unfavorable

- Repairs for bus 569 from February 4, 2014 accident. Work completed in July 2014.
- Repairs for bus 713 from August 2014 accident. Work completed in September.
- Repairs for bus 710 from April 3, 2014 accident. Work Completed in November 2014.

Fuel Taxes - Unfavorable

- Fuel tax expenses are over budget due to retail CNG sales being higher than expected.

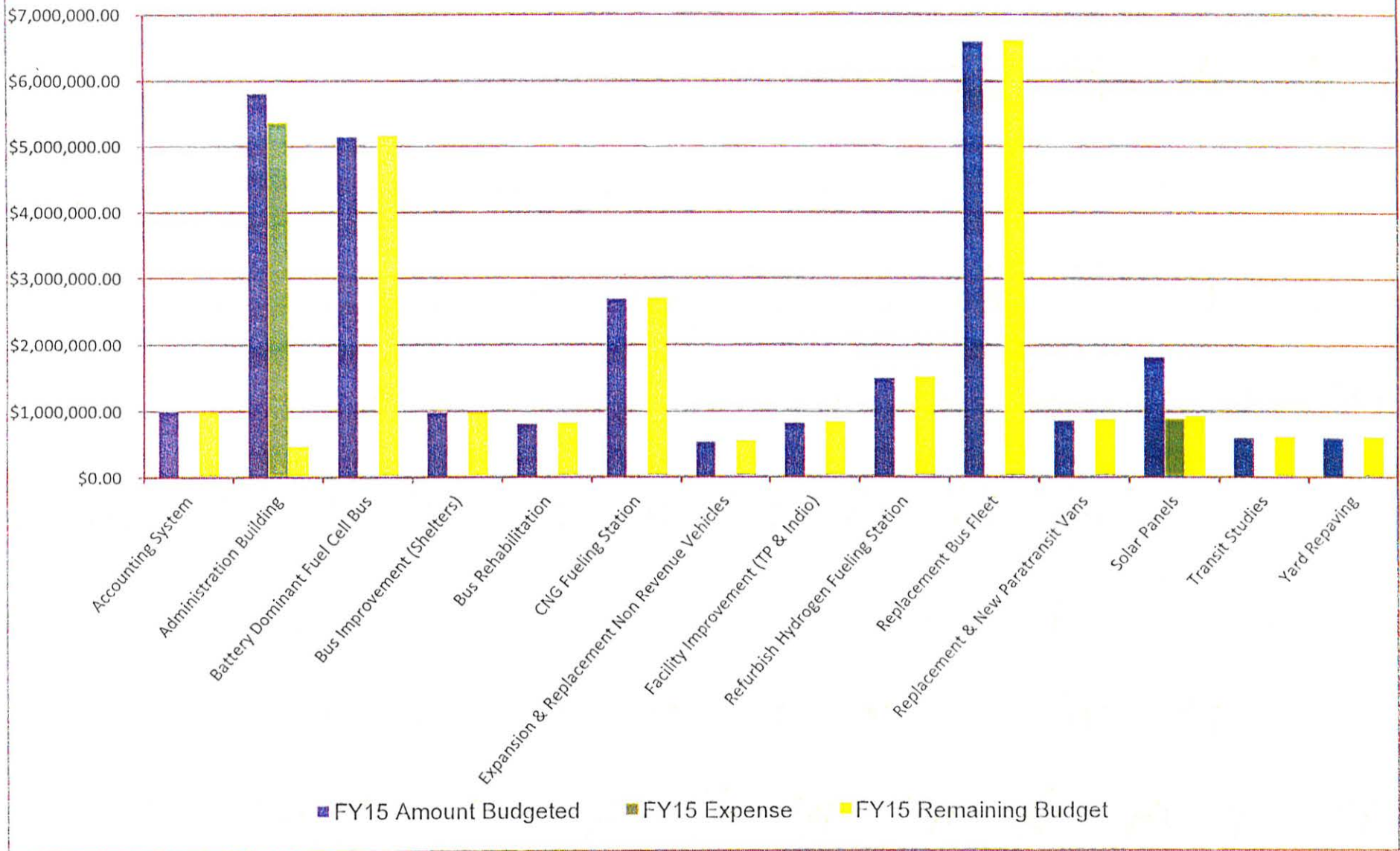
Other Expenses - Favorable

- The surplus is attributed to unused expenses being re-allocated from different accounts. The amounts were adjusted to the Finance department miscellaneous expense for control purposes. The funds will be kept as a surplus unless they are needed.
- A journal entry was entered in December to reconcile workers compensation insurance accounts. Year to date amount is stated correctly.
- Insurance recovery received in December has reduced general liability expense.
- After reconciling insurance accounts, the budgeted amount for insurance premium workers compensation is more than sufficient to cover the premiums & thus results in a large surplus.
- There was an adjustment of funds that reduced wages and fringe in Human Resources and increased the Consulting expense in Planning. This was a result of wage and fringe savings in Human Resources and a need for planning and grant services in Planning. As of December, there were no consulting expenses in the Planning department.

Self Consumed Fuel - Unfavorable

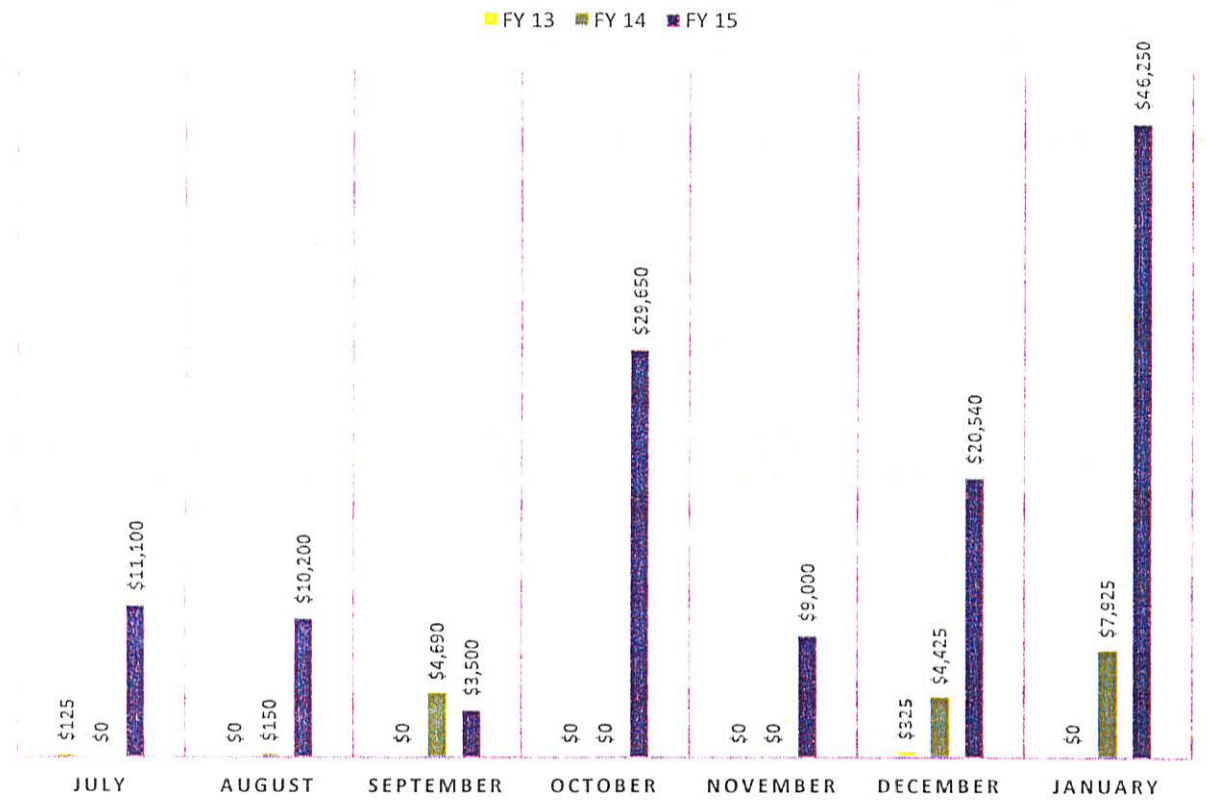
- The current unfavorable amount is attributed to a 24% increase in expenses to produce fuel and a 13% increase of fuel usage over the same period in FY14.

FY15 Capital Projects Over \$500K

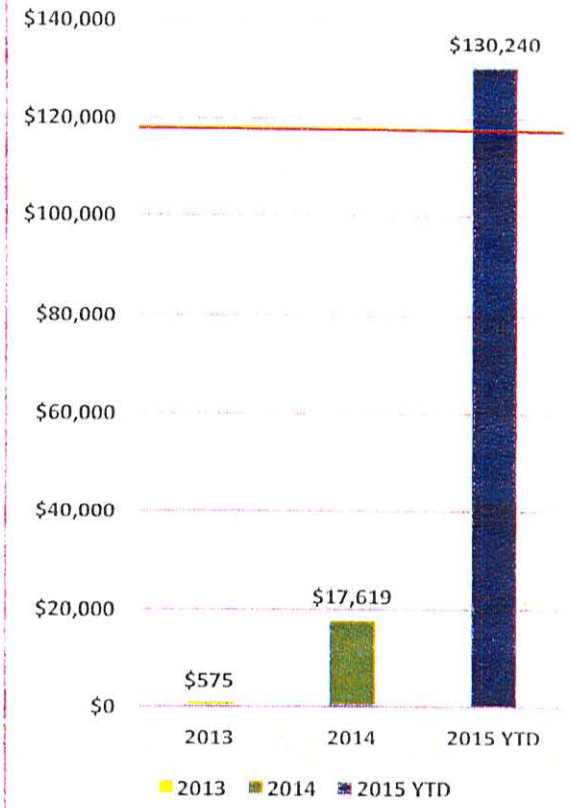


These numbers indicate the FY15 Capital Projects Budget vs. FY15 Expenses for project under \$500,000.00.

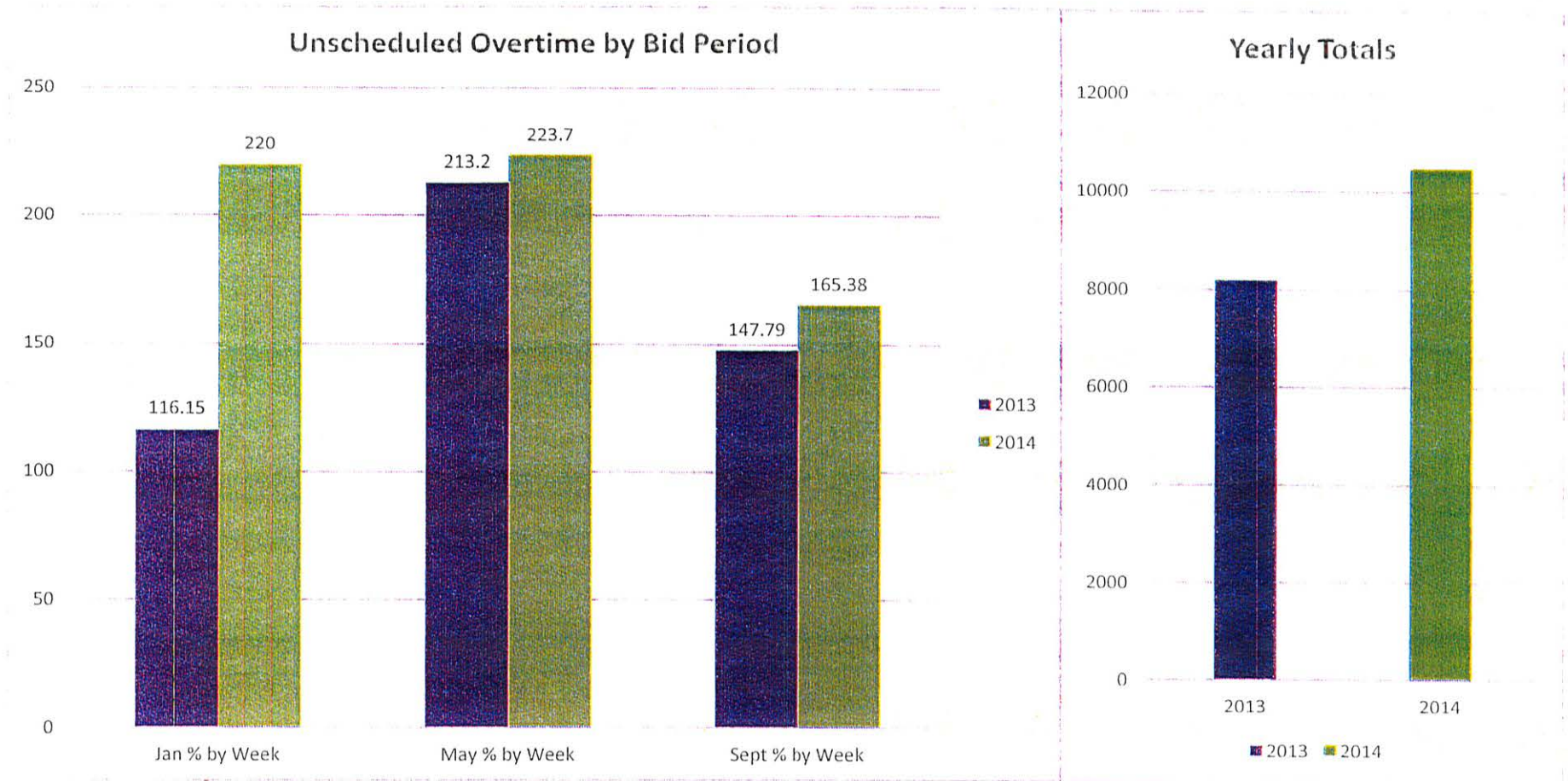
ADVERTISING REVENUE



Yearly Totals

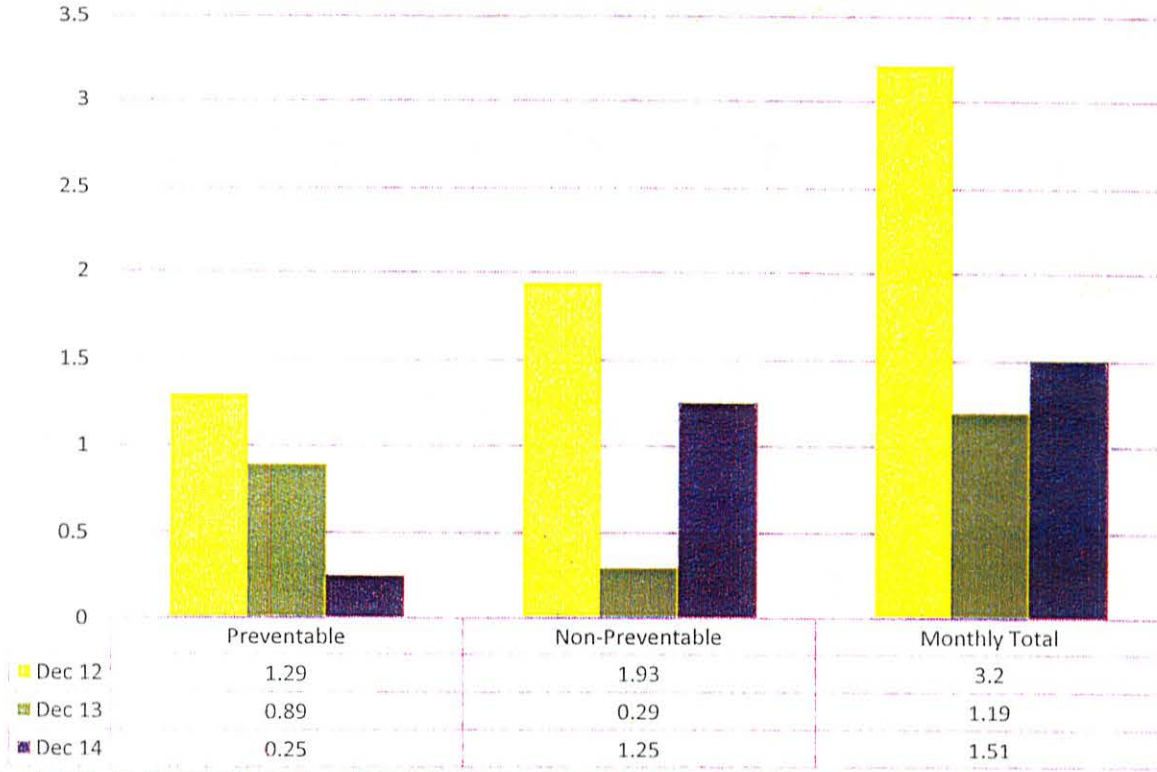


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. SunLine Transit Agency budgeted \$75,000 in advertising revenue for FY 14/15. The red line represents the goal for FY 14/15.

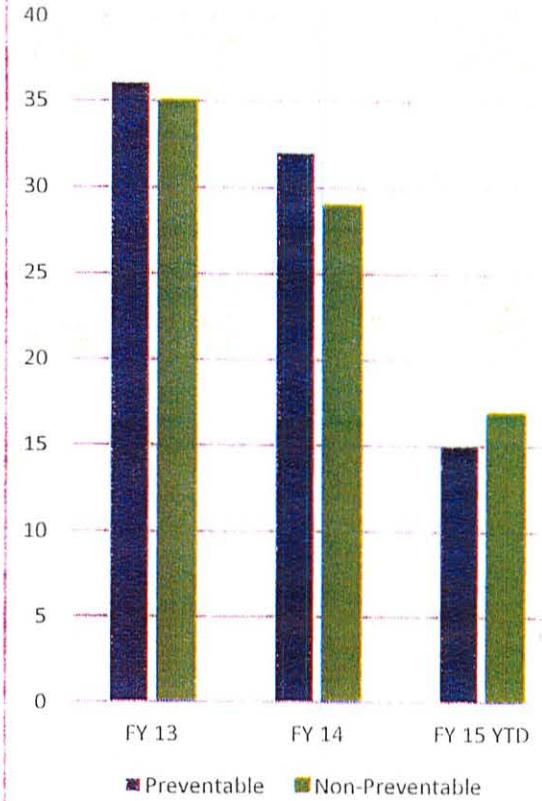


Unscheduled overtime is working on a scheduled day off.
 Goal: to reduce the unscheduled overtime by 50%

Collisions Per 100,000 Service Miles December 2014



Yearly Totals

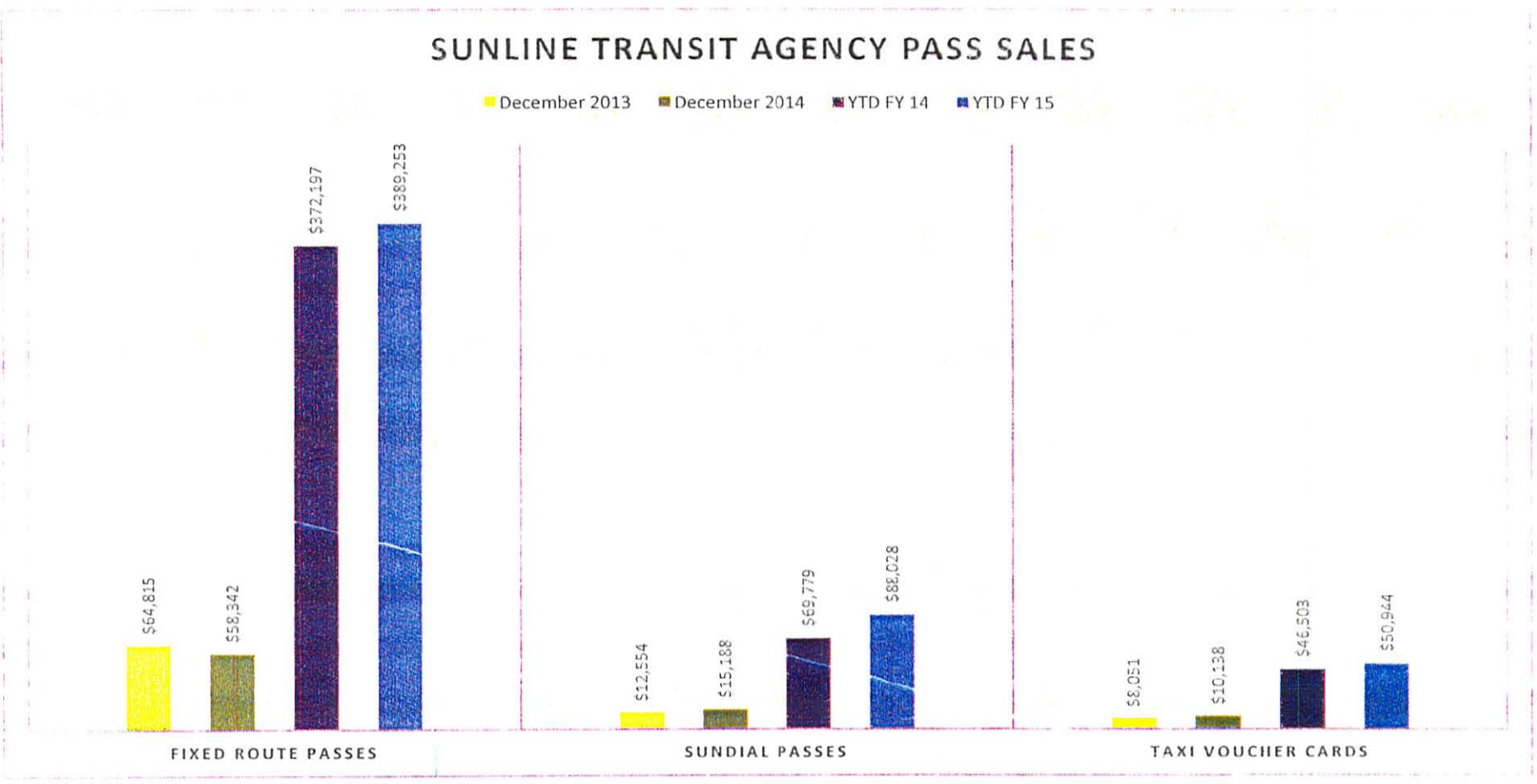


Collisions are defined as any contact made between a vehicle in motion and another vehicle, fixed object or pedestrian.

Per standard transit industry practice, collisions are measured as a ration of collision(s) per 100,000 service miles. This reporting is a change from the previous reports.

SUNLINE TRANSIT AGENCY PASS SALES

■ December 2013
 ■ December 2014
 ■ YTD FY 14
 ■ YTD FY 15



Represents the amount of sales for Fixed Route, SunDial and Taxi Voucher cards.

SunLine Transit Agency

DATE: March 4, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Operations Officer

RE: Purchase of Six CNG Pickup Support Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Galpin Ford for the purchase of six (6) support vehicles, CNG F-150 4x2 regular cab trucks, to sustain SunLine operations, subject to approval as to form by Legal Counsel. The total cost for this purchase is Not to Exceed \$216,864.

Background

SunLine operates several support vehicles such as pickup trucks, vans and sedans for day to day functions including, Operation Supervisor duties, bus stop cleaning and maintenance, driver relief and attendance at meetings. These vehicles will replace the existing pickup trucks that have met their useful life.

Reason for Selection of the Procurement Process

These vehicles will be purchased under a Sole Source Justification from Galpin Motors, Inc. in Los Angeles. Galpin Motors is currently the only dealer in the country to have these vehicles available in stock and converted to operate on dedicated CNG. All six units meet all CARB standards and the Ford F-150 CNG truck meets "buy America" requirements.

Reason for Selection of the Contract Type

SunLine chose a Firm Fixed Price Contract because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of Ford F 150

Keeping the support vehicle fleet consistently uniformed helps SunLine in minimizing inventory and training for these types of vehicles. SunLine mechanics are very familiar with these vehicles and have a long history maintaining them. There are currently six (6)

2014 F150 vehicles available as a new purchase, with warranties for these vehicles at 3 years/36,000 mile, bumper to bumper, and five (5) year 60,000 mile powertrain.

How Price was Determined Fair and Reasonable

SunLine compared the price of vehicles with previous purchases made for the same type of vehicles and has determined the cost to be fair and reasonable.

Fiscal Implications

Estimated cost of these vehicles is \$36,144 each, for a total of \$216,864. This project is in the capital FY15 budget and will be paid for using State & Local Funds.



Apolonio Del Toro,
Chief Operations Officer

SunLine Transit Agency

DATE: March 4, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Operations Officer

RE: Contract Modification with Apollo Video Technology

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate a contract modification with Apollo Video Technology for the installation of a bus camera recording system on 27 buses in an amount not to exceed \$175,142, subject to approval as to form by Legal Counsel.

Background

The original contract with Apollo Video Technology was approved by the Board in September 25, 2013 for the installment of equipment on 41 buses. This contract modification will enable SunLine to have the remaining buses utilizing the same Apollo platform and software for all fixed route buses, streamlining the video retrieval and archiving process. This contract modification will also minimize the additional software and equipment currently maintained by having different vendor systems on the exiting bus fleet.

Reason for Selection of the Procurement Process

This is a single source procurement because of the like equipment already installed on 41 buses. This will be the new platform with any new bus procurement.

Reason for Selection of the Contract Type

A contract modification was selected because the Agency currently has an open contract with Apollo Video Technology. For the original contract type, SunLine chose a Firm Fixed Price Contract because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of Contractor

The video upgrade RFP for the original contract to upgrade 41 New Flyers buses, including the video software and hardware to support these vehicles, was issued on March 7, 2013; five proposals were received and the evaluation process was completed. Apollo Technologies was determined to be the best responsive and responsible proposal.

How Price was Determined Fair and Reasonable

SunLine procurement conducted a price analysis of the upgrades for the additional buses and determined the prices fair and reasonable.

Fiscal Implications

Funds for this contract modification were obtained from Prop 1B for fiscal year 13/14. This project funding has been approved in Capital Budget FY15.


Apolohio Del Toro

SunLine Transit Agency

DATE: March 4, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Performance Officer

RE: Construction Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order for \$119,903 with Doug Wall Construction to cover costs for storm damage, as well as various owner requested changes.

Background

The Board of Directors authorized the General Manager authority to execute change orders under a contingency amount of 10 percent of the contract value of \$10,070,000. These are the first changes that exceed that contingency threshold which is why Board of Directors approval is being requested. SunLine also received a back charge for credit of \$2,800 to cover re-inspection costs for the structural steel as previously discussed with the Board.

These changes are a mix of owner requested improvements, credits for work not performed, and storm damage. A general description of each change is included in the attached matrix.

Each of these changes is supported by an independent technical evaluation from the Construction Management firm of Arcadis.

Financial Impact

These amounts are included in Administration Building and Transit Hub Construction Budget of \$16,838,170. This project is expected to underrun the budget by approximately \$600,000.



Rudy Le Flore



COST ANALYSIS
 Invitation for Bids
 Administration Building
 12-025
 Cost Analysis for Change Order 26

Misc. Design Revisions and Owner Requests			
PCO 160 Site Low Voltage Wiring		PCO 163-Sub 1 Delete Sidewalk	
DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>	DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>
\$ 20,860.19	\$ 20,860.19	\$ (1,314.99)	\$ (1,314.99)
Settlement	\$ 20,860.19	Settlement	\$ (1,314.99)
<i>Difference</i>	\$ -	<i>Difference</i>	\$ -
PCO 163-Sub 2 Add DG in place of deleted sidewalk		PCO 164 Board Room Valve Engineered Scope	
DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>	DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>
\$ 1,072.31	\$ 1,072.31	\$ (22,933.53)	\$ (22,933.53)
Settlement	\$ 1,072.31	Settlement	\$ (22,933.53)
<i>Difference</i>	\$ -	<i>Difference</i>	\$ -
PCO 165-Sub 1 Add DG where concrete was deleted by IBI		PCO 165-Sub 2 Credit for Deleted Concrete	
DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>	DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>
\$ 914.67	\$ 914.67	\$ (931.34)	\$ (931.34)
Settlement	\$ 914.67	Settlement	\$ (931.34)
<i>Difference</i>	\$ -	<i>Difference</i>	\$ -
PCO 168-Sub 1 Add Admin Low Voltage		PCO 168-Sub 2 Add Admin Low Voltage Demo, Drywall, Paint	
DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>	DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>
\$ 4,289.70	\$ 4,289.70	\$ 1,271.56	\$ 1,271.56
Settlement	\$ 4,289.70	Settlement	\$ 1,271.56
<i>Difference</i>	\$ -	<i>Difference</i>	\$ -
PCO 174 Additional Handrails at Transit Hub		PCO 175-Sub 1 LEED Signage	
DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>	DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>
\$ 2,911.32	\$ 2,911.32	\$ 1,202.16	\$ 1,202.16
Settlement	\$ 2,911.32	Settlement	\$ 1,202.16
<i>Difference</i>	\$ -	<i>Difference</i>	\$ -
PCO 175-Sub 2 LEED Strping Signage		PCO 176 Add Base to Harry Oliver Road per County Transportation	
DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>	DWC Original Proposed Cost	<i>Tech. Review Calculated Cost</i>
\$ 418.08	\$ 418.08	\$ 4,134.61	\$ 4,134.61
Settlement	\$ 418.08	Settlement	\$ 4,134.61
<i>Difference</i>	\$ -	<i>Difference</i>	\$ -

PCO 177 Phase II Flood Damage Repairs		PCO 178-Sub 1 & 2 Future Solar Conduit Owner Requested	
DWC Original Proposed Cost	Tech. Review Calculated Cost	DWC Original Proposed Cost	Tech. Review Calculated Cost
\$ 86,126.32	\$ 86,126.32	\$ 15,137.42	\$ 15,137.42
Settlement	\$ 86,126.32	Settlement	\$ 15,137.42
Difference	\$ -	Difference	\$ -

PCO 179 Delete Weed Fabric and Add Weed Killer Owner Requested		PCO 183 Phase II Costs Flood Damage Repairs Kincaid Only	
DWC Original Proposed Cost	Tech. Review Calculated Cost	DWC Original Proposed Cost	Tech. Review Calculated Cost
\$ (1,961.08)	\$ (1,961.08)	\$ 4,058.65	\$ 4,058.65
Settlement	\$ (1,961.08)	Settlement	\$ 4,058.65
Difference	\$ -	Difference	\$ -

PCO 184 Vinyl Flooring Admin Bldg Stair Landings		PCO 188 Flex Connectors at Roof HVAC	
DWC Original Proposed Cost	Tech. Review Calculated Cost	DWC Original Proposed Cost	Tech. Review Calculated Cost
\$ 3,544.60	\$ 3,544.60	\$ 1,102.35	\$ 1,102.35
Settlement	\$ 3,544.60	Settlement	\$ 1,102.35
Difference	\$ -	Difference	\$ -

DWC Original Proposed Cost Total	\$ 119,903.00
Negotiated Savings	\$ -
Total Settlement Amount for Change Order 26	\$ 119,903.00

SunLine Transit Agency

DATE: March 4, 2015 **ACTION**

TO: Finance Committee
Board of Directors

FROM: The Chief Performance Officer

RE: Design Change Order Approval

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order for an amount Not to Exceed \$22,093.12 for additional meeting support with IBI Group for design and support during construction.

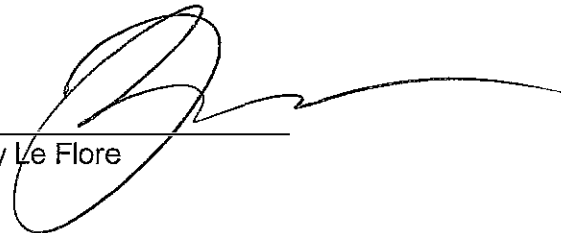
Background

This item is being brought to the Board of Directors as it exceeds the General Manager's change order authority.

SunLine received a proposal from IBI Group in the amount of \$31,562 for increased participation at construction meetings beyond those budgeted in their original proposal. This was verified by Staff. However, Staff took exception to reimbursing 100 percent of the charges for additional meetings because a review of the minutes showed that approximately 30 percent of these meetings were made necessary due to design issues. Therefore, Staff reduced the proposed amount by 30 percent to \$22,093.12.

Financial Impact

This amount is included in Administration Building and Transit Hub Construction Budget of \$16,838,170.



Rudy Le Flore

CHANGE ORDER LOG
May 2014

Original Contract Value \$359,532.00

<p style="text-align: center;">Modification No. 1 (Expand IBI Group's services to assist SunLine Transit Agency with a Design/Bid/Build Deliver system for this project.)</p>	\$272,000.00
<p style="text-align: center;">Change Order No. 1 (Additional Renderings: Court Yard & Interior Board Room)</p>	\$7,999.85
<p style="text-align: center;">Change Order No. 2 (County of Riverside Processing Fee)</p>	\$28,000.00
<p style="text-align: center;">Modification No. 2 (Expand the Architect's services to assist the Owner with Construction Administration and Support Services for the Administration Building and Transit Hub Project.)</p>	\$244,000.00
<p style="text-align: center;">Change Order No. 3 (Scope of Commissioning Services)</p>	\$25,300.00
<p style="text-align: center;">Change Order No. 4 (Board Room & Related Spaces Phase I)</p>	\$4,413.40
<p style="text-align: center;">Change Order No. 5 (Maintenance & Operations Modular Bldg. - Utilities Infrastructural Phase I)</p>	\$19,858.00
<p style="text-align: center;">Change Order No. 6 (Emergency Power Generator)</p>	\$20,742.00
<p style="text-align: center;">Change Order No. 7 (Revise Asphalt Paved Road to Concrete Road)</p>	\$6,542.30
<p style="text-align: center;">Change Order No. 8 (Assistance to Owner in preparing the Owner's Project Requirements (OPR) for LEED Commissioning Requirement)</p>	\$3,025.60
<p style="text-align: center;">Change Order No. 9 (Harry Oliver Trail - Modified Curb Inlet/Catch Basin and Existing Verizon Line Support)</p>	\$4,678.60
<p style="text-align: center;">Change Order No. 10 Board Room & Related Spaces - Redesign Phase III</p>	\$13,737.00

<p align="center">Change Order No. 11 General Manager's Office/Employee Work Room/Miscellaneous Casework Revisions - Redesign Phase II</p>	<p>\$8,034.20</p>
<p align="center">Change Order No. 12</p> <p>*Maintenance & Ops. Mod. Bldg./Bus Wash Waste Water Pre-Treatment System - Utilities Infrastructure Phase II \$5,108.20</p> <p align="center">*Trash Enclosure Mod. \$3,810.80</p> <p>*Field Verification of Existing Grades at West Wall/Future Roadway/Drive Approach \$1,827.60</p> <p>*Off-Site Water & Sewer Revisions \$12,513.80</p>	<p>\$23,260.40</p>
<p>Maintenance & Operations Modular Building/Bus Wash Waste Water Pre-Treatment System – Utilities Infrastructure Phase III.</p>	<p>\$7,474</p>
<p>Total CO's</p>	<p>\$689,065.35</p>

SunLine Transit Agency

DATE: March 4, 2015 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Deputy Chief Performance Officer
RE: Resolution to Accept Bus Transfer

Recommendation

Recommend that the Board of Directors approve the attached Resolution granting the CEO/General Manager authority to transfer a New Fuel Cell Electric Bus from the Connecticut Department of Transportation to SunLine Transit Agency.

Background

With the Agency's experience as a leader in fuel cell bus technology, through the leadership of the Board of Directors, Connecticut Transit approached SunLine with an opportunity to acquire a new fuel cell bus through an agency transfer. This bus is being provided free of charge to SunLine. The Federal Transit Administration requires a Board Resolution to effectuate this transfer.

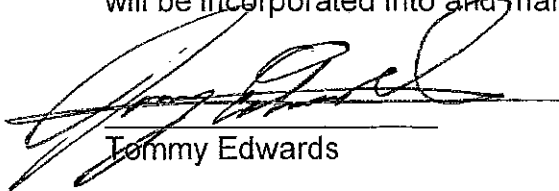
This bus has companion technology to buses in the current SunLine hydrogen fuel cell electric bus fleet. This bus comes with a level of support and training beneficial to SunLine. The training and support would be useful to the SunLine's Fuel Cell Electric Bus Program.

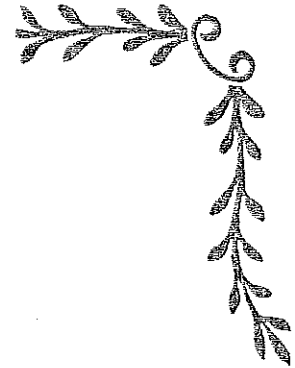
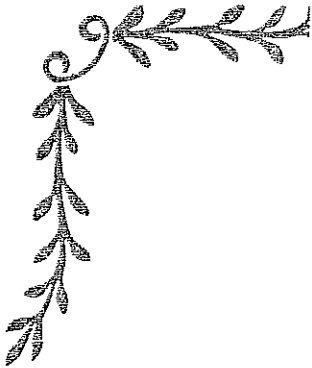
The platform for the design of this bus is SunLine's American Fuel Cell Bus. Like the American Fuel Cell Bus, this vehicle will be used in revenue service. The remaining federal interest in this vehicle is approximately \$3,605,000. This interest will be subject to straight-line depreciation like all other federally funded buses.

This bus will be maintained in accordance with and in compliance with FTA requirements. This vehicle will be included on SunLine's equipment inventory records.

Fiscal Implications

SunLine will acquire an asset and support valued at approximately \$3,605,000. This bus will be incorporated into and maintained consistent with SunLine's existing fleet.


Tommy Edwards



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE RECEIPT OF
A FUEL CELL ELECTRIC VEHICLE FROM THE
CONNECTICUT DEPARTMENT OF
TRANSPORTATION VEHICLE IDENTIFICATION
NUMBER (VIN) 1N9APAF17EC084121**

WHEREAS, the Federal Transit Administration has authorized a process to transfer Rolling Stock among Grantees, and

WHEREAS, SunLine is a grantee receiving federal funding subject to the requirements under 49 CFR 18 and FTA Circular 5010D, and

WHEREAS, the bus Vehicle Identification Number is 1N9APAF17EC084121, and

WHEREAS, the vehicle is needed for revenue service, and

WHEREAS, the vehicle will be maintained in accordance and in compliance with FTA requirements, and

WHEREAS, the vehicle will be included in SunLine's inventory records, and

WHEREAS, the remaining federal interest in the vehicle is \$3,605,000

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute all necessary paperwork to effectuate the transfer of the aforementioned vehicle.

ADOPTED THIS 4th DAY OF MARCH, 2015

ATTEST:

 Carolyn Rude
 CLERK OF THE BOARD
 SunLine Transit Agency

 Greg Pettis
 CHAIRMAN of the Board
 SunLine Transit Agency



**AGENDA
BYLAWS, POLICY AND PROCEDURES COMMITTEE**

**March 4, 2015
11:00 a.m. – 11:30 a.m.**

**Conference Room #2
SunLine Transit Agency
Thousand Palms, CA**

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

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

5. **Approval of Checks Policy** (Al Hillis, Sr.) **Approve**
Discuss request to the Board to approve the attached revised Checks Policy.
(Pages 1-7)
6. **Approval of Revised Litigation Committee Bylaws** (Robert Owen) **Approve**
Discuss request to the Board to approve the attached revised Litigation
Committee Bylaws. (Pages 8-11)

-
7. **Adjourn**

SunLine Transit Agency

DATE: March 4, 2015 **ACTION**
TO: Bylaws, Policy & Procedures Committee
Board of Directors
FROM: Chief Financial Officer
RE: Checks Policy #B-030403 Revision Approval

Recommended Action

Recommend that the Board of Directors approve the attached revised Checks Policy# B-030403, with the following changes:

1. Change of position titles due to Agency reorganization.
2. Update list of reoccurring vendors exempt of required signature.

Background

At the January 28, 2015 Board meeting, the Bylaws, Policy and Procurement Committee gave Staff direction for the update of this Policy. The attached Policy reflects those changes.

Due to the Agency reorganization, position titles were changed. The changes in the proposed policy reflects the changes.

Under the list of reoccurring vendors that does not require the signature of the Board Chairman or Vice Chairman for a check over the \$25,000, Staff requests the following vendors to be added:

1. BP Energy Company. BP Energy Company supplies SunLine natural gas for the production of hydrogen and compressed natural gas.
2. Michelin North America. Tire Leasing.
3. MetLife SBC Supplemental (LTD/STD), Group Life and Dental Insurance.


The current list consists of:

1. U.S. Bank – pension fund payments.
2. Health-Net – health care vendor.
3. Southern California Gas – natural gas transmission charge.
4. PERMA – insurance vendor.
5. Imperial Irrigation – electricity.

Approving the list of vendors enables Staff to pay the invoice by the 30 day deadline.

Financial Impact

No fiscal impact.



Al Hillis, Sr.

CHECKS POLICY

I. PURPOSE

The purpose of this document is to outline the policy and procedures on checks for SunLine Transit Agency (hereafter referred to as "SunLine").

II. POLICY

It is the policy of SunLine to use checks as its principal means of disbursement. Checks minimize the amount of cash on hand; require expenditure preauthorization and justification; and are easier to record than credit transactions. Weak or nonexistent internal controls, however, could result in check fraud losses for SunLine since the Uniform Commercial Code has shifted a greater proportion of such losses to the check issuer.

1. Scope

The provisions of this policy shall apply to all checks that SunLine originates or receives.

2. Objectives

SunLine's objectives shall be to minimize the risk of:

- a. Theft by third parties after checks have been ordered or mailed in payment of bills.
- b. Forgery of check signatures by public officials or employees, or by third parties who have intercepted checks in the mail.
- c. Embezzlement by public officials or employees through the improper use of checks.
- d. Fraud by public officials or employees through the misrepresentation or omission of a material fact concerning checks.

III. PROCEDURE

1. Segregation of Duties

The duties of public officials and employees with respect to check custody, preparation, and execution shall be segregated so that embezzlement will not be facilitated by a concentration of responsibilities in one person (e.g., cash handling and financial statement preparation). Individuals, independent of one another, shall therefore discharge the following duties:

- a. **Check Stock Custody.** The ~~Director of Finance~~Chief Financial Officer, Accounting Manager or Senior Accountant designees shall have exclusive custody ~~to of~~ the safe combination. The key to the locked unit in which the check stock is kept should be held in the safe. Only the Accounting Technician (accounts payable) and the ~~Payroll Accountant Accounting Technician (payroll)~~ shall be allowed to use the key.
- b. **Check Preparation.** The Accounting Technician (accounts payable) and the Accounting Technician (payroll) shall have exclusive responsibility for preparing all checks.
- c. **Check Signing.** The Chairman or Vice-Chairman, and the General Manager/~~CEO, Chief of Staff~~Chief Performance Officer, Director of Finance~~Chief Financial Officer,~~ or ~~Director of Operations~~Chief Operations Officer shall have exclusive responsibility for signing all checks.
- d. **Batches Reviewed and Posted.** Either the ~~Director of Finance~~Chief Financial Officer, Accounting Manager or ~~Senior Accountant designee~~ shall review and post all accounting batches. ~~The General Manager/CEO will review all accounting batches.~~
- e. **Bank Statement Reconciliation.** The ~~Senior~~ Accountant ~~or designee~~ Accounting Technician-fixed assets shall have exclusive responsibility for reconciling SunLine's bank statements to its general ledger on a monthly basis.
- f. **Mail.** Two Accounting Technicians ~~(or—designees)~~ shall have exclusive responsibility for receiving, opening, and reviewing all incoming checks and for distributing ~~ngen~~ receipts for checks.
- g. **Stop Payments.** The ~~Senior~~ Accountant or designee shall have exclusive responsibility for placing stop payments on outstanding checks.

- h. **Vendor Verification.** No check will be issued to any vendor until their Federal ID# and mailing address have been verified.

If any of the above-referenced Finance Department employees are unavailable, then Finance Department management may assign those responsibilities to other Finance Department employees.

2. Control Reports

A criminal typically attempts to conceal embezzlement by increasing or decreasing reported monthly expenditures, or by doing both. SunLine shall address this risk by requiring that the ~~Chief Financial Officer, Accounting Manager-Director of Finance or designee Senior Accountant~~—prepare and review SunLine's monthly statements of financial position; statements of revenues and expenditures; check registers; and bank reconciliation's. The Board Finance Committee shall receive a copy of each check register and each statement of revenues and expenditures, on a monthly basis.

3. Procurement

SunLine's check stock shall be pre-numbered, and shall have the following security features:

- a. Artificial watermarks on both sides of the check that cannot be scanned or photocopied.
- b. The word "VOID" will appear on the check if it is scanned or photocopied.
- c. Chemical-reactive paper that voids the check if an ink eradicator is applied.
- d. Microprinting that prevents details from being matched if the check is scanned or photocopied.
- e. Warning banners that advise tellers to inspect a check before accepting it, and that may deter criminal experimenting.

The ~~Director of Finance~~Chief Financial Officer, Accounting Manager or designee Senior Accountant shall be responsible, upon receipt of new check stock, for its immediate review in order to verify consecutive check numbering, and the accuracy of account information. If either individual is unavailable, then the ~~Chief Operations Officer~~Director of Operations shall perform these duties.

4. Custody

The ~~Director of Finance~~Chief Financial Officer shall designate a locked unit for the storage of all check stock. The ~~Director of Finance~~Chief Financial Officer, Accounting Manager or designees Senior Accountant shall have exclusive custody of the safe combination in

~~which the~~ key to that unit ~~is held.~~~~The Chief Financial Officer, Accounting Manager or designees and Senior Accountant~~ shall release it only to authorized Accounting Technicians, or to their authorized replacements.

The Accounting Technician (accounts payable) and the ~~Payroll Administrator~~ ~~(payroll)~~ ~~Payroll Accountant~~ who prepare the checks shall maintain a log that lists the checks that have been issued. The Accountant shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

5. Request for Payment

The Accounting Technician (accounts payable) shall prepare and submit to the ~~Director of Finance~~ ~~Chief Financial Officer, Accounting Manager~~ or ~~designee~~ ~~Senior Accountant~~, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

6. Signature Authority

Only the General Manager/~~CEO, Chief of Staff~~ ~~Chief Performance Officer, Director of Finance~~ ~~Chief Financial Officer~~ or ~~Director of Operations~~ ~~Chief Operations Officer~~, the Chairman and the Vice-Chairman shall have check-signing authority on SunLine's behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

The Chairman or Vice Chairman must sign all checks over \$25,000 with an original signature with the exception of the following list of reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed by the Finance Committee:

U.S. Bank – Pension fund payments
Health-Net – Health Care Vendor
Southern California Gas – Natural Gas
PERMA – Insurance Vendor
Imperial Irrigation - Electricity
~~BP Energy Company – Provide hydrogen and compressed nNatural gGas~~
~~MetLife SBC – Supplemental (LTD/STD), Group Life and Dental Insurance~~

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Michelin North America--Tire Leasing

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All checks shall require two original signatures. Payroll checks may be signed as follows: original of Chairman, Vice-Chairman or General Manager/~~CEO, Chief of Staff~~~~Chief Performance Officer, Director of Finance~~~~Chief Financial Officer~~ or ~~Director of Operations~~~~Chief Operations Officer~~. All other Board Members and employees are prohibited from having check-signing authority. Exceptions can be approved by the General Manager.

7. Mailing

Checks should always be mailed directly to the vendor or payee by Finance. They shall not be returned to the requesting department, division, or individual, in order to minimize the likelihood that such checks will be altered, and negotiated by someone other than the intended payee.

8. Manually-Issued Checks

SunLine periodically must issue manual checks that are subsequently entered into SunLines computerized accounting system. In order to minimize the potential for forgery, all manual checks shall be prepared on a typewriter.

9. Cancelled Checks

SunLine shall request that its commercial bank return all of SunLine's cancelled checks, or a disk with a copy of each check on both sides, on a monthly basis, by mail, so that the SunLine will possess the requisite financial records for its annual financial audit.

10. Reconciled Bank Accounts

The Accountant or designee shall promptly reconcile all bank statements within 30 days of statement mailing. That accountant shall immediately report any discrepancy to the ~~Director of Finance~~~~Chief Financial Officer~~, and shall provide a supporting reconciliation report. The ~~Director of Finance~~~~Chief Financial Officer~~ or designee shall perform a final review of the bank reconciliation, and shall approve the bank reconciliation by initialing it.

11. Voided Checks

All checks that are spoiled or mutilated or that have been defectively prepared shall be voided by:

- a. Stamping or by writing, in ink, the word "VOID" in the check amount field, and in the vendor name/address field; and
- b. Excising the signature blocks from the check.

The check shall also be voided on SunLine's computerized accounting system.

12. Stop Payments

When one of SunLine's checks is lost in the mail or otherwise cannot be accounted for, then SunLine shall immediately contact the bank upon which the check is drawn, and place a stop payment on the check for at least one year. The check shall also be voided on SunLine's computerized accounting system.

13. Destruction of Obsolete Check Stock

Upon notification of obsolete check stock by the ~~Director of Finance~~ Chief Financial Officer, Accounting Manager or ~~designee~~ Senior Accountant, checks shall be destroyed within 48 hours and never discarded intact. Check stock shall be deemed to be obsolete when an address change occurs or a bank account is closed. An assigned Accounting Technician, in the presence of another Finance employee, shall shred all obsolete check stock and personally attest in writing to the check destruction. Alternatively, the ~~Director of Finance~~ Chief Financial Officer, Accounting Manager or ~~designee~~ Senior Accountant may retain a commercial shred company with bonded employees for that purpose.

14. Disciplinary Action

SunLine employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.

Approved:

G. Mikel Oglesby Lauren Skiver
General Manager/CEO

SunLine Transit Agency

DATE: March 4, 2015 ACTION
TO: Board of Directors
FROM: Legal Counsel
RE: Litigation Committee Bylaws Revision

Recommended Action

Recommend that the Board of Directors approve the attached revised Litigation Committee Bylaws.

Background

At the May 22, 2013 Board meeting, the Board approved the Bylaws for the Litigation Committee. The attached revision clarifies that litigation arising out of Workers' Compensation claims shall not be subject to the policies and procedures established by these Litigation Committee Bylaws. In addition, the proposed Bylaws will delegate to the General Manager the authority to take any necessary actions regarding litigation arising out of Workers' Compensation claims.

Financial Impact

No fiscal impact.



Robert Owen

Revised March 4, 2015

SunLine Transit Agency and SunLine Services Group
Litigation Committee Bylaws

All appointments of this Committee shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

Whenever SunLine Transit Agency ("STA"), SunLine Services Group ("SSG"), or SunLine Regulatory Administration (collectively "SunLine") are parties or subject to becoming parties to litigation, whether judicial, arbitration or other forum, the following policies and procedures shall be followed:

1. A Litigation Committee of three Board members is hereby created. The Litigation Committee shall consist of three Board Members who shall be appointed by the Board of Directors. The Committee members shall elect a Chair and Vice-Chair from among their members.
2. SunLine's staff or Board Counsel shall promptly notify each member of the Board of Directors ("BOD" or "Board") by email or telephone when a claim or lawsuit is filed against a SunLine entity.
 - a. The report to the Board shall include the names of all parties identified in the moving documents and their attorneys. The notification shall also include the substance of the allegations.
 - b. Each such notification to Board members shall contain a brief statement concerning the procedural status of the litigation and SunLine's attorneys' proposed initial response to the litigation, if formulated.
 - c. Each such communication to Board members must include a conspicuous warning that the material communicated is Confidential and subject to the Attorney-Client privileges of privacy.
3. Unless the litigation is to be handled by PERMA-appointed attorneys, determination of the law firm to represent SunLine shall be made tentatively by the Litigation Committee, the General Manager and SunLine's Legal Counsel conferring together to make such a decision. Except for PERMA-appointed attorneys, any attorney or law firm selected shall be subject to approval or ratification by the BOD.
4. If SunLine is represented by PERMA-appointed counsel, the reporting of the case status will be made to SunLine's staff and Board Counsel, who are, thereafter, charged with the reporting the case status to the Board as noted in 5, below. Non-PERMA legal counsel shall keep the Litigation Committee and the General Manager fully apprised of the ongoing status and changes in the status of the litigation on a regular basis.

Revised March 4, 2015

5. During the pendency of any litigation involving STA and/or SSG and/or SRA, the Board of Directors shall meet in closed session at each regular meeting of the BOD where they shall be apprised of the status of the litigation and given the opportunity to fully express their views and opinions.
6. Excluding litigation matters being handled by PERMA, when Legal Counsel, or the General Manager or the Litigation Committee concludes that significant tactical or strategic decisions are required and there is inadequate time to call for a special meeting of the Board of Directors, the Litigation Committee and the General Manager shall meet with Legal Counsel to make such decisions as may be required. Such meeting(s) can be called by whoever requests the meeting(s). Such meetings may be held telephonically.
 - a. Such decisions shall be reported to the BOD at their next regular or special meeting, whichever occurs first.
 - b. If it can be done without prejudice, the Board shall have the authority to rescind, ratify, or approve the decisions made and/or to suggest other approaches that it deems worthy of consideration.
 - c. When there is disagreement as to a tactical or strategic decision being contemplated, great deference to the opinion of Legal Counsel shall be accorded.
7. When Settlement Demands are made by one or more of those suing or threatening suit against STA, SSG or SRA, the proposed response shall be discussed and tentatively formulated at a meeting of PERMA claims staff (if PERMA is handling the claim) or other SunLine Legal Counsel, the Litigation Committee and General Manager.
 - a. The terms of settlement demands may require expeditious decisions by the SunLine entity involved. Nothing herein shall limit the mode or speed of securing needed decisions by the Committee or the BOD.
 - b. Once a response is formulated and placed in draft form, the matter will be submitted to the BOD for a final decision on the response as quickly as Legal Counsel deems essential. The Board may modify such response as it deems appropriate.
 - c. The above notwithstanding, if PERMA is handling the claim or litigation PERMA shall have the authority to make tentative offers to compromise claims in an amount above \$10,000.00 subject to Board approval. If such an offer is tentatively accepted by the opposing party a Board meeting to approve, disapprove or modify the settlement offer shall be called as expeditiously as possible.
 - d. PERMA shall have the authority to settle, without approval of the General Manager, the Litigation Committee or the BOD, any personal injury and/or property damage claim for \$10,000.00 or less.
8. Except as provided in section 7c, when Legal Counsel, the Litigation Committee or General Manager deem it advisable to present a Sunline actual or proposed Offer of Settlement, a meeting of Counsel, the Litigation Committee and the General Manager shall be called as quickly as possible to approve or disapprove making any contemplated settlement offer and the form it is to take.

Bylaws approved by the Board May 22, 2013

Revised March 4, 2015

- a. If making a settlement offer is deemed advisable a recommendation to that effect shall be made to the BOD as quickly as Legal Counsel deems advisable.
 - b. An offer of settlement cannot be made without advance Board approval.
9. Except as provided above in section 7c, neither -Legal Counsel, the General Manager, nor the Litigation Committee has authority to unilaterally make a decision to accept a settlement offer or to make an offer of settlement to the litigation opposition without first securing approval of the Board of Directors.
10. The Board of Directors and the Litigation Committee shall be informed monthly of the expense incurred by SunLine in the defense or prosecution of all litigation or arbitration actions.
- a. If either the General Manager or the Litigation Committee holds the opinion that litigation expenses should be the subject of further discussion, either shall call a meeting among themselves for the purpose of considering the matter of cost.
 - b. Either the General Manager or a majority of the Litigation Committee can refer the issue to the Board of Directors for guidance and/or a decision on the issue at hand.
1. When in doubt or disagreement if a (closed) session meeting of the full board should be called to obtain the BOD's guidance and/or approval on any litigation issues, the decision shall be to call the meeting.
2. Any notification required to be made to the Board of Directors by PERMA can be accomplished by PERMA informing SunLine's General Counsel of the situation, and the report to the Board may be given by General Counsel.
3. All reports provided to Sunline by PERMA representatives concerning pending claims or litigation shall be forwarded to Sunline General Counsel, who will inform the Board of such developments at the next scheduled meeting of the Board.
4. The scope of duties and responsibilities assigned to the Litigation Committee shall include those identified in these Bylaws and such further responsibilities as the Board of Directors shall formally assign from time to time.
5. Litigation arising out of Workers' Compensation claims shall not be subject to the policies and procedures established by these Litigation Committee Bylaws. The Board of Directors hereby delegates to the CEO/General Manager the authority to make a settlement decision for a Workers' Compensation claim; the CEO/General Manager reserves the right to submit settlement offer to full Board for approval.

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SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, March 4, 2015
12:00 pm
New 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 Greg Pettis

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

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.

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

8. **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 December, 2014. (Page 1)
 - b) SSG/SRA Monthly Budget Reports December, 2014. (Page 2-3)
 - c) Taxi Vehicle/Rides Analysis (Pages 4-6)

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

9. **Approval of Minutes** **Approve**
Minutes of the January 28, 2015 Board of Directors Meeting. (Pages 7-11)
10. **Committee Assignments (Chairman Pettis)** **Approve**
Board to approve any changes to current committee assignments. (Pages 12-13)
11. **Approval of Revised Litigation Committee Bylaws (Robert Owen)** **Approve**
Request to the Board to approve the attached revised Litigation Committee Bylaws. (Pages 14-17)

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

12. **Update on Taxi Ridership Decline (Michael Jones)** **Information**
Provide the Board an update on the current decline in taxi ridership And the affects to SunLine Regulatory Administration. (Pages 18-22)
13. **Next Meeting Date**
March 25, 2015, or as needed
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
14. **Adjourn**

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month of December 2014

NOTE: 1). **Bold** check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements	89977	12/12/2014	\$11,094.36
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements	89982	12/19/2014	\$10,947.59
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements	89978	12/12/2014	\$5,441.37
RUTAN & TUCKER, LLP	Legal fees (November)	89981	12/19/2014	\$2,222.00

Total of Checks Over \$1,000	\$29,705.32
Total of Checks Under \$1,000	\$654.62
Total of All Checks for the Month	\$30,359.94

Total Amount of Checks Prior Years Same Month	\$11,677.06
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SunLine Regulatory Agency
Budget Variance Report
December 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	325,000	22,779	27,083	(4,304)	133,045	162,500	(29,455)
Revenue Fines	5,000	400	417	(17)	6,800	2,500	4,300
Vehicle Inspection Revenue	17,000	2,500	1,417	1,083	10,800	8,500	2,300
New Driver Permit Revenue	6,000	1,540	500	1,040	4,830	3,000	1,830
Driver Transfer Revenue	1,620	120	135	(15)	1,240	810	430
Driver Renewal Revenue	9,200	480	767	(287)	3,575	4,600	(1,025)
Driver Permit Reinstatement/Replacement	165	20	14	6	245	83	163
Vehicle Permit Revenue	102,000	16,100	8,500	7,600	49,126	51,000	(1,874)
Interest Revenue	110	4	9	(5)	19	55	(36)
Other Revenue	0	800	-	800	3,800	-	3,800
Carryover Taxi Funds	8,950	-	746	(746)	-	4,475	(4,475)
Total revenue	475,045	44,743	39,587	5,102	213,480	237,523	(24,043)
Expenses:							
Salaries and Wages	226,918	20,090	18,910	(1,180)	113,789	113,459	(330)
Fringe Benefits	135,624	10,988	11,302	314	62,391	67,812	5,421
Services	75,028	376	6,252	5,877	36,964	37,514	550
Supplies and Materials	10,300	708	858	151	3,573	5,150	1,577
Miscellaneous	27,175	2,034	2,265	230	12,299	13,588	1,288
Total Expenses	475,045	34,195	39,587	5,392	229,016	237,523	8,507
Total Operating Surplus (Deficit)	\$ -	\$ 10,547			\$ (15,536)		

Budget Variance Analysis - Sunline Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the following peak months will continue to decrease the unfavorable balance.
- Taxi companies were given the opportunity to pay the full year's vehicle permits during the peak months of October through April.
- \$3,000 of unexpected revenue were recorded to the unbudgeted "Other Revenue" account. This represents a non refundable application fee for a transfer of assets for American Cab.
- Transportation Network Companies, such as Uber, have had a slightly larger effect on taxi trips than expected.

Salaries and Wages - Unfavorable

- Salaries and wages are within acceptable range of budget.

Fringe Benefits - Favorable

- Savings comprise of employees not cashing in vacation pay sell backs.
- Open positions in Sunline Transit reduce the allocated payroll factors charged to Sunline Regulatory.

Services - Favorable

- Service expenses are within an acceptable range of the budget.

Supplies and Materials - Favorable

- Supplies and materials expenses are within acceptable range of budget.

Miscellaneous - Favorable

- Miscellaneous expenses are within acceptable range of 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
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	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254	157	39,715	253
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	2052	637,756	311

FY14/15

FY 12/1

MOST VEHICLES	NOV	167											
LEAST VEHICLES	JUL	140											
MOST TRIPS/VEH	OCT	311											
LEAST TRIPS/VEH	JUL	260											

MINUTES
SunLine Services Group
Board of Directors Meeting
January 28, 2015

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, January 28, 2015 at 12:00 p.m. 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 1:10 p.m. by Chairman Greg Pettis.

2. Roll Call

Completed. Chairman Pettis had all Board members and staff introduce themselves as there are new Board members present.

Members Present

Greg Pettis, Chairman, Councilmember, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Councilmember, City of Palm Springs
G. Dana Hobart, Mayor Pro Tem, City of Rancho Mirage
Robert Spiegel, Mayor Pro Tem, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Kristy Franklin, Mayor Pro Tem, City of La Quinta
Troy Strange, Councilmember, City of Indio
Steven Hernandez, Mayor, City of Coachella

Members Absent

John J. Benoit, Supervisor, County of Riverside

3. Finalization of Agenda

Chairman Pettis moved the SunLine Transit Agency Closed Session to take place after the close of the SunLine Services Group meeting. There was no objection.

4. Presentations

5. Correspondence

None.

6. Public Comments

NON - AGENDA ITEMS:

No public comments.

AGENDA ITEMS:

None.

7. Board Member Comments

None.

8. Consent Calendar

- a) SSG/SRA checks over \$1000 issued September, November, 2014
- b) SSG/SRA Monthly Budget Reports November, 2014.
- c) Taxi Vehicle/Rides Analysis.

Mayor Pro Tem Spiegel moved to receive and file the consent calendar. The motion was seconded by Councilmember Hutcherson. Chairman Pettis asked Board Members to vote. The consent calendar was approved by a vote of eight yes and one abstention from the City of Desert Hot Springs.

9. Approval of Minutes

a) Mayor Pro Tem Spiegel moved to approve the minutes of the December 3, 2014 Board meeting. The motion was seconded by Mayor Peabody. Chairman Pettis asked the Board Members to vote. The vote was as follows: Yes: Cathedral City, Indian Wells, Indio, Palm Desert, Palm Springs; abstention from City of Coachella, City of Desert Hot Springs and City of La Quinta. (Board Member Dana Hobart temporarily stepped out of the building.) Chairman Pettis stated that the motion carries.

10. American Cab Expanded Driver Options

Taxi Administrator, Michael Jones, addressed the Board with the following report: During the Special SunLine Transit Agency Board meeting held December 17, 2014, Board Members asked to add an information item to the January 28 Board meeting concerning articles that ran in the Desert Sun newspaper on December 14, 2014 entitled "American Cab has new option to fight Uber". There was a misunderstanding of how that was presented in the paper.

Mr. Jones provided the following report: American Cab's expanded driver option allows driver to bring his or her vehicle under a slightly different lease agreement with a less cost to it. Under this program, a taxicab driver could bring their vehicle to American Cab if it meets American Cab's parameters. It can be outfitted, including paint, top light, and meter to operate as a valid taxi. This however, does not change the franchise agreement; it does not change the relationship between SunLine Services Group and the franchise. They are still responsible for that vehicle. In addition, the taxicab driver that brings his or her vehicle, has no claim to that franchise whatsoever. If there is any deviation or defects to the vehicle as it affects the franchise agreement, the franchise then will be held accountable and SRA will take corrective action. It is also important to know that the permitted taxis, should any of them be brought to us, would have to fall under the non-temporary franchise award. For those who are new, a non-temporary are the

number of awards that this Board awarded each of the franchises. During peak time, they have what is called a non-permanent award. It allows each franchise to go up 25% to meet the demands of customers.

Mayor Pro Tem Spiegel asked Mr. Jones – they have to use their own personal vehicle? Mr. Jones stated that under this program, a taxicab driver can bring their own vehicle to American Cab if it meets American Cab's parameters and it can be outfitted. Mr. Jones stated that there was concern that there have been some permitted taxicab drivers that are moonlighting as Uber drivers. This had nothing to do with it; this was strictly to give another option for drivers to retain their knowledge in the transportation industry and taxi.

Ms. Skiver asked Mr. Jones does this give the drivers relief because it is their own vehicle, on leasing a vehicle from American Cab. They are no longer leasing a vehicle from American Cab, they are now using their vehicle, but outfitting it as an American Cab vehicle. Mr. Jones stated that their lease will be a little bit less. They still have other fees that they have to pay such as dispatching fees and the use of the equipment in their cars. Ms. Skiver stated that in looking at what American Cab may be doing is they are not creating an Uber, they are creating a way to be more competitive by creating other ways for taxi operators to compete with Uber, have more choices in the way that they deliver the service through either a leased vehicle of the owner – franchise owner, or their own. Ms. Skiver stated that Mr. Jones' point to bring before the Board today is that this is not outside of the Ordinance and we will still be operating under the Ordinance. American Cab can't add 300 of these cars onto the road and not have to pay attention to the Ordinance.

Chairman Pettis stated that with the lower cost to the driver, it increases the driver's profit, but does not reduce the cost to the passengers. Mr. Jones stated that it does not reduce the cost to the passenger.

Mayor Pro Tem Hobart asked if the passenger, in this situation, at a fixed price. Mr. Jones stated, yes. Mayor Pro Tem Hobart further stated – they don't have to have a meter in the other vehicle. Mr. Jones stated that the vehicle that they bring to use has to be completely outfitted as a typical taxicab for that franchise – paint, top light, meter, tablets, and signage on the outside and inside. It has to look transparent to the passenger – everything will function exactly the way that their fleet owned vehicles operate.

Mayor Pro Tem Hobart asked – they do not have to have a fixed ride that they have arranged in advance – they can circulate and pick up business? Mr. Jones stated yes, they are still under the franchise agreement – they can flag and post at taxi stands. Mayor Pro Tem Hobart further asked if, from the other taxi cab's perspective, how will they see this new situation from American Cab – will they see it as being okay because it is not Uber, or will it be more competition just like Uber? Mr. Jones stated that all three franchises are coming together on this.

They are looking for innovative ways to meet the new technologies of today and tomorrow. They are all on board. Not all are offering at this time, but one of the second franchises is looking at this option as well.

Mayor Pro Tem Hobart asked if this reduces the number of American Cab taxicabs that will be in the standard typical lease situation on the road, or does this not affect that? Mr. Jones stated it does not reduce the number of Board approved awards.

Councilmember Strange stated that he heard that it would not reduce the cost to the passenger; he asked how this creates more competition. Is the passenger looking for more reduced costs or just timeliness? Mr. Jones stated that the difference between a taxicab and a Transportation Network Company (TNC) is that the SRA has a set amount that is charged at all times. They can always charge less than the meter rate, but they can't charge more. The TNC technologies, in times of increased ridership, they have put into play, surged pricing and the fares go up. To the passenger, this remains the same. To the franchise, this gives them another option to provide a potential driver or a current driver that may be looking at utilizing their own vehicle to be a little bit more of an independent contractor.

Ms. Skiver stated that she believes they, the franchises, are looking at ways to retain their drivers and so are offering incentives. They are all very innovative and looking at ways to offer incentives to keep taxi operators in business and making money here in the Valley, while competing with Uber, which has a right to operate. Ms. Skiver stated that she is proud of the franchises as they are thinking outside of the box and do things different.

Mayor Pro Tem Spiegel stated that during the Coachella Fest, he would rather be an Uber driver than a taxi driver. People that lived in Palm Desert had to pay \$800 to get to the Coachella Fest from a rental property in Palm Desert because they used Uber. American Cab would not cost that much.

Ms. Skiver stated that she would like to ask that everyone in the room honor a driver, Doug Barnett, who has recently passed away with a moment of silence. Mr. Barnett was an excellent employee.

Ms. Skiver also called the attention to the plaque in front of the new building for people who have worked at SunLine and have passed away. There is also a plan for something near the worksite of the operators and they are helping with the planning, for a fountain or some sort of memorial. The team has been working with the union on what kind of memorial they would like to see for folks that we have lost over the years.

11. Next Meeting Date

Chairman Pettis announced that the next regular meeting of the Board of Directors, if needed, will be held March 4, 2015 12 noon – New Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

11a. Item 20 of SunLine Transit Agency Agenda**Closed Session for SunLine Transit Agency moved to take place at the end of the SunLine Services Group meeting**

Legal Counsel, Bob Owen announced the following closed session item; the Board moved into Closed Session at 1:27pm. Meeting to be adjourned following Closed Session.

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Names of cases:

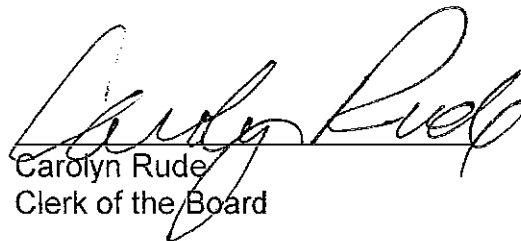
1. Gabriel Martinez v. SunLine Transit Agency---WCAB No. 2010107707
2. Janie Reyes v. SunLine Transit Agency---WCAB No. ADJ7365811;
ADJ9398570

No reportable action.

12. Adjourn

Chairman Pettis adjourned the meeting at 2:20 p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board

SunLine Services Group

DATE: March 4, 2015 **ACTION**
TO: Board of Directors
FROM: Greg Pettis, Chairman of the Board
RE: Changes of Committee Appointments

Recommendation

Recommend that the Board of Directors approve any changes of appointment of Board Members to the Taxi Committee and the Litigation Committee.

Background

Due to the new appointment of several Board Members, we are providing an opportunity to request a change on committee appointments and to then be approved by the full Board. The attached document provides the current committees and members.

**SunLine Services Group
Updated Board Committee Assignments**

FY 2015

	Taxicab Meet prior to each Board meeting as needed	Litigation Committee Meet prior to each Board meeting as needed
Cathedral City	C	
Indian Wells		M
Desert Hot Springs		
Palm Springs		M
Rancho Mirage	M	M
Palm Desert	V	
Indio	M	M
La Quinta		M
Coachella		
Riverside County		

**M indicates Committee Member; C indicates Committee Chair;
V indicates Committee Vice Chair**

SunLine Services Group

DATE: March 4, 2015 **ACTION**
TO: Board of Directors
FROM: Legal Counsel
RE: Litigation Committee Bylaws Revision

Recommended Action

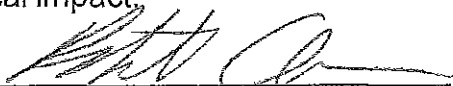
Recommend that the Board of Directors approve the attached revised Litigation Committee Bylaws.

Background

At the May 22, 2013 Board meeting, the Board approved the Bylaws for the Litigation Committee. The attached revision clarifies that litigation arising out of Workers' Compensation claims shall not be subject to the policies and procedures established by these Litigation Committee Bylaws. In addition, the proposed Bylaws will delegate to the General Manager the authority to take any necessary actions regarding litigation arising out of Workers' Compensation claims.

Financial Impact

No fiscal impact.



Robert Owen

Bylaws approved by the Board May 22, 2013

Revised March 4, 2015

SunLine Transit Agency and SunLine Services Group Litigation Committee Bylaws

All appointments of this Committee shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

Whenever SunLine Transit Agency ("STA"), SunLine Services Group ("SSG"), or SunLine Regulatory Administration (collectively "SunLine") are parties or subject to becoming parties to litigation, whether judicial, arbitration or other forum, the following policies and procedures shall be followed:

1. A Litigation Committee of three Board members is hereby created. The Litigation Committee shall consist of three Board Members who shall be appointed by the Board of Directors. The Committee members shall elect a Chair and Vice-Chair from among their members.
2. SunLine's staff or Board Counsel shall promptly notify each member of the Board of Directors ("BOD" or "Board") by email or telephone when a claim or lawsuit is filed against a SunLine entity.
 - a. The report to the Board shall include the names of all parties identified in the moving documents and their attorneys. The notification shall also include the substance of the allegations.
 - b. Each such notification to Board members shall contain a brief statement concerning the procedural status of the litigation and SunLine's attorneys' proposed initial response to the litigation, if formulated.
 - c. Each such communication to Board members must include a conspicuous warning that the material communicated is Confidential and subject to the Attorney-Client privileges of privacy.
3. Unless the litigation is to be handled by PERMA-appointed attorneys, determination of the law firm to represent SunLine shall be made tentatively by the Litigation Committee, the General Manager and SunLine's Legal Counsel conferring together to make such a decision. Except for PERMA-appointed attorneys, any attorney or law firm selected shall be subject to approval or ratification by the BOD.
4. If SunLine is represented by PERMA-appointed counsel, the reporting of the case status will be made to SunLine's staff and Board Counsel, who are, thereafter, charged with the reporting the case status to the Board as noted in 5, below. Non-PERMA legal counsel shall keep the Litigation Committee and the General Manager fully apprised of the ongoing status and changes in the status of the litigation on a regular basis.

Revised March 4, 2015

5. During the pendency of any litigation involving STA and/or SSG and/or SRA, the Board of Directors shall meet in closed session at each regular meeting of the BOD where they shall be apprised of the status of the litigation and given the opportunity to fully express their views and opinions.
6. Excluding litigation matters being handled by PERMA, when Legal Counsel, or the General Manager or the Litigation Committee concludes that significant tactical or strategic decisions are required and there is inadequate time to call for a special meeting of the Board of Directors, the Litigation Committee and the General Manager shall meet with Legal Counsel to make such decisions as may be required. Such meeting(s) can be called by whoever requests the meeting(s). Such meetings may be held telephonically.
 - a. Such decisions shall be reported to the BOD at their next regular or special meeting, whichever occurs first.
 - b. If it can be done without prejudice, the Board shall have the authority to rescind, ratify, or approve the decisions made and/or to suggest other approaches that it deems worthy of consideration.
 - c. When there is disagreement as to a tactical or strategic decision being contemplated, great deference to the opinion of Legal Counsel shall be accorded.
7. When Settlement Demands are made by one or more of those suing or threatening suit against STA, SSG or SRA, the proposed response shall be discussed and tentatively formulated at a meeting of PERMA claims staff (if PERMA is handling the claim) or other SunLine Legal Counsel, the Litigation Committee and General Manager.
 - a. The terms of settlement demands may require expeditious decisions by the SunLine entity involved. Nothing herein shall limit the mode or speed of securing needed decisions by the Committee or the BOD.
 - b. Once a response is formulated and placed in draft form, the matter will be submitted to the BOD for a final decision on the response as quickly as Legal Counsel deems essential. The Board may modify such response as it deems appropriate.
 - c. The above notwithstanding, if PERMA is handling the claim or litigation PERMA shall have the authority to make tentative offers to compromise claims in an amount above \$10,000.00 subject to Board approval. If such an offer is tentatively accepted by the opposing party a Board meeting to approve, disapprove or modify the settlement offer shall be called as expeditiously as possible.
 - d. PERMA shall have the authority to settle, without approval of the General Manager, the Litigation Committee or the BOD, any personal injury and/or property damage claim for \$10,000.00 or less.
8. Except as provided in section 7c, when Legal Counsel, the Litigation Committee or General Manager deem it advisable to present a Sunline actual or proposed Offer of Settlement, a meeting of Counsel, the Litigation Committee and the General Manager shall be called as quickly as possible to approve or disapprove making any contemplated settlement offer and the form it is to take.

Bylaws approved by the Board May 22, 2013

Revised March 4, 2015

- a. If making a settlement offer is deemed advisable a recommendation to that effect shall be made to the BOD as quickly as Legal Counsel deems advisable.
 - b. An offer of settlement cannot be made without advance Board approval.
9. Except as provided above in section 7c, neither Legal Counsel, the General Manager, nor the Litigation Committee has authority to unilaterally make a decision to accept a settlement offer or to make an offer of settlement to the litigation opposition without first securing approval of the Board of Directors.
10. The Board of Directors and the Litigation Committee shall be informed monthly of the expense incurred by SunLine in the defense or prosecution of all litigation or arbitration actions.
- a. If either the General Manager or the Litigation Committee holds the opinion that litigation expenses should be the subject of further discussion, either shall call a meeting among themselves for the purpose of considering the matter of cost.
 - b. Either the General Manager or a majority of the Litigation Committee can refer the issue to the Board of Directors for guidance and/or a decision on the issue at hand.
1. When in doubt or disagreement if a (closed) session meeting of the full board should be called to obtain the BOD's guidance and/or approval on any litigation issues, the decision shall be to call the meeting.
2. Any notification required to be made to the Board of Directors by PERMA can be accomplished by PERMA informing SunLine's General Counsel of the situation, and the report to the Board may be given by General Counsel.
3. All reports provided to Sunline by PERMA representatives concerning pending claims or litigation shall be forwarded to Sunline General Counsel, who will inform the Board of such developments at the next scheduled meeting of the Board.
4. The scope of duties and responsibilities assigned to the Litigation Committee shall include those identified in these Bylaws and such further responsibilities as the Board of Directors shall formally assign from time to time.
5. Litigation arising out of Workers' Compensation claims shall not be subject to the policies and procedures established by these Litigation Committee Bylaws. The Board of Directors hereby delegates to the CEO/General Manager the authority to make a settlement decision for a Workers' Compensation claim; the CEO/General Manager reserves the right to submit settlement offer to full Board for approval.

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SunLine Services Group

DATE: March 4, 2015 INFORMATION
TO: Board of Directors
FROM: Taxi Administrator
RE: Impact of Competition in the Coachella Valley Taxi Industry

Background

Notwithstanding Chapter 8 (commencing with Section 5351) of Division 2 of the Public Utilities Code, every city or county shall protect the public health, safety, and welfare by adopting an ordinance or resolution in regard to taxicab transportation service rendered in vehicles designed for carrying not more than eight persons, excluding the driver, which is operated within the jurisdiction of the city or county.

SunLine Regulatory Administration is charged with the duties, obligations and responsibilities of SunLine Services Group to implement and enforce the Ordinance of SSG, any related ordinance and any regulations promulgated pursuant thereto as directed by the Board of Directors of SSG and the Taxicab Administrator.

From July 27, 2011 through October 23, 2013, there were numerous discussions as to whether the regulator should or should not impose lease caps. Ultimately, this was determined to be a business model of the franchise and the Board would not intervene.

We are now in a competitive environment of technology where the customer has more options than ever when choosing transportation services. The new technology uses cell phone GPS; the more advanced apps use sophisticated traffic models to tell you how close the nearest cars is. If you like the proposition, you press the button. When your ride is ready, you get a text message letting you wait for the car without leaving the confines of your party/bar/house to stand exposed to the elements. The driver takes you where you want to go. Billing is automated via the information you already provided and tip is included.

All three Coachella Valley franchise have apps, some more advanced, providing similar elements. The new technology driven transportation competition is forcing change to the traditional taxicab industry. Taxicab companies are looking for innovative ways to encourage passengers to utilize their services and components of the tradition taxi business models are being changed to retain the independent drivers.

SunLine Regulatory Administration continues our mission to protect the public health, safety and welfare through our SSG Board approved Ordinance. We are, however, reminded that we are not to interfere with the franchise business model and the Coachella Valley approved franchises must compete in the transportation market place as any other transportation company.

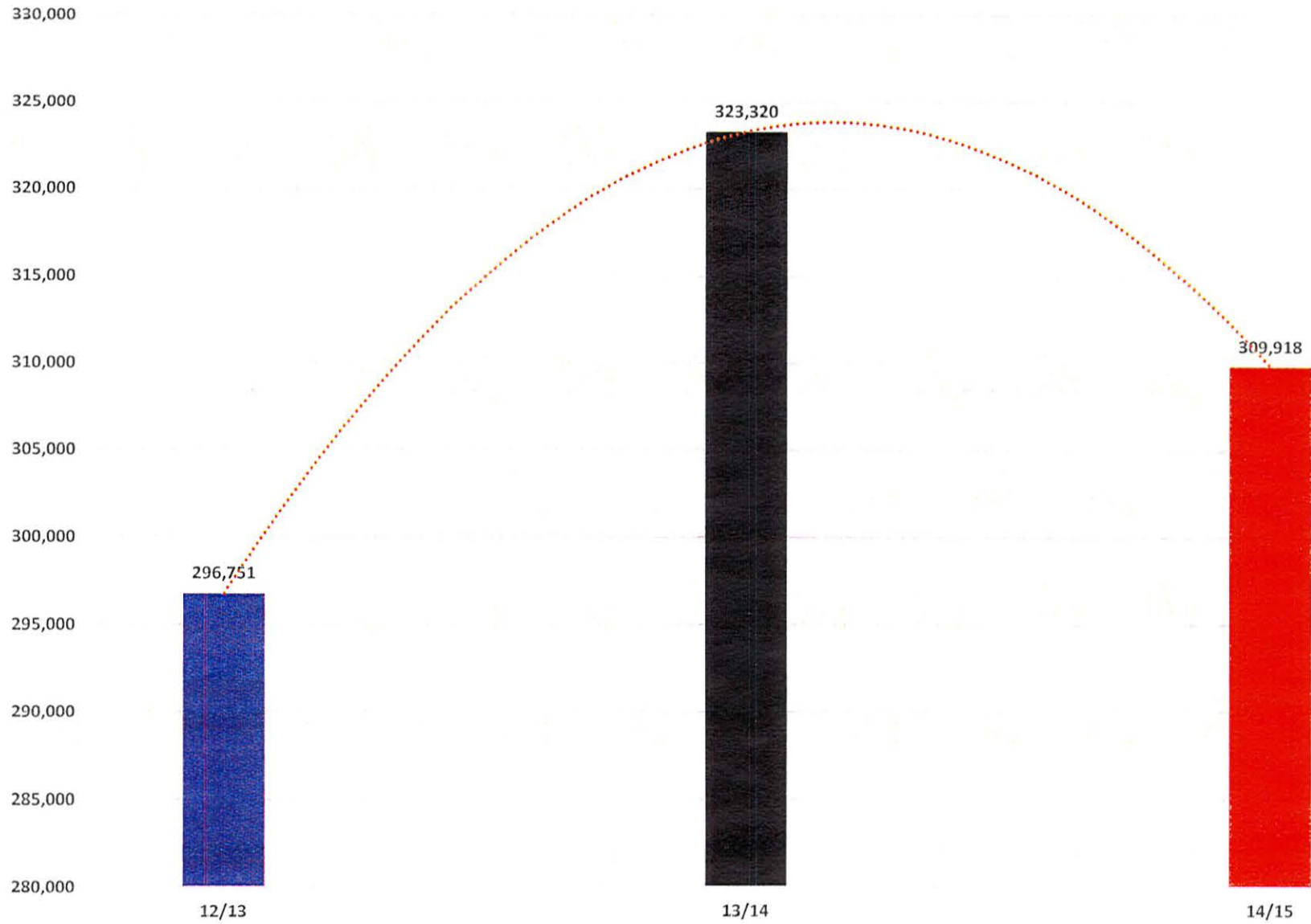
SunLine Regulatory Administration as a self-funded agency, relies on a passenger paid surcharge that accounts for roughly seventy-five percent of its revenue. Staff is constantly monitoring the budget and improving efficiencies.

Attached is data that brings to your attention a trend down in taxicab ridership.



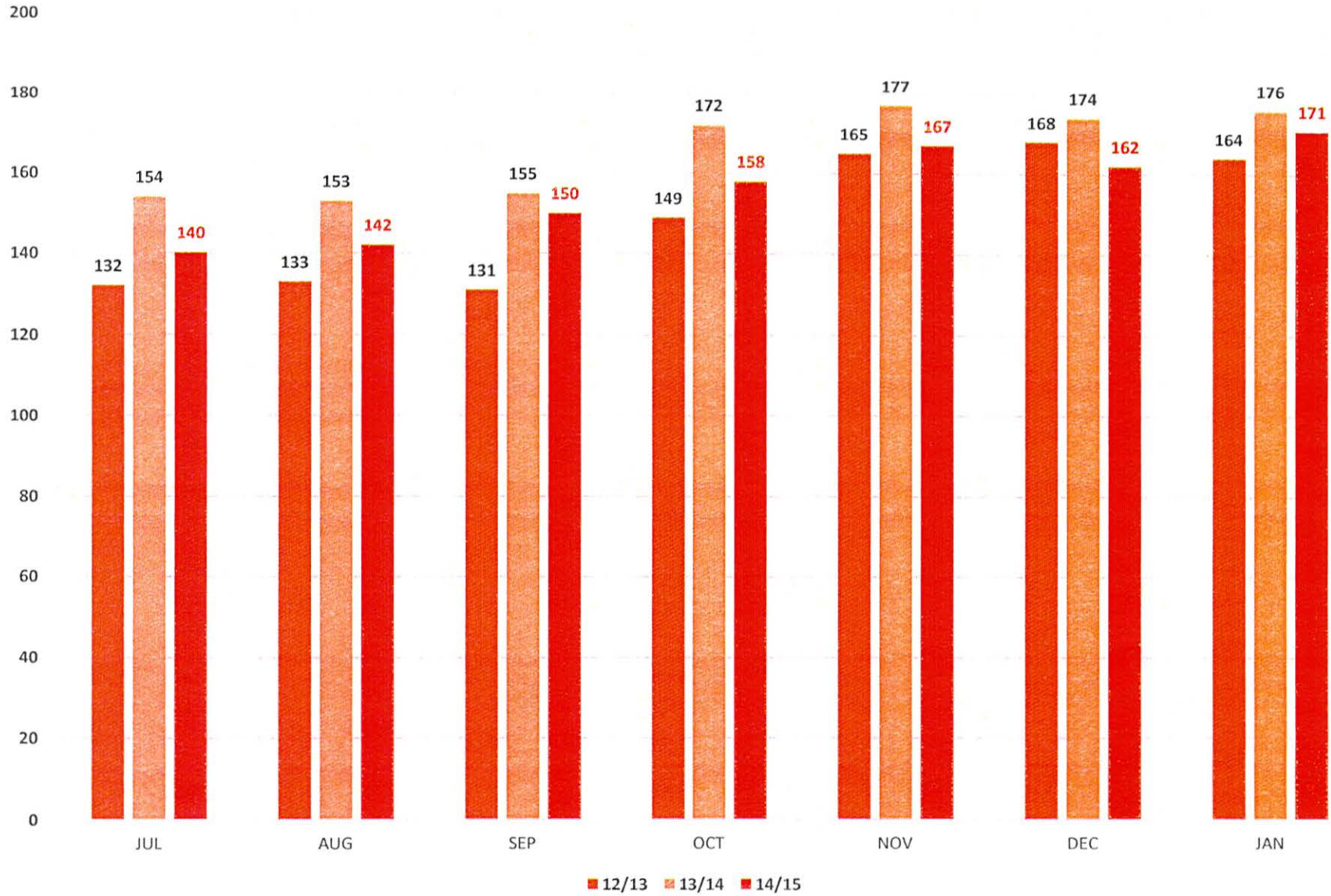
Michael Jones

SEVEN MONTH TRIP COMPARISON



This is a view of the last three Fiscal Years of completed one way taxi trips during the same seven month period.

Average Number Of Leased Taxicabs During Seven Months



This three year averaged leased taxicab graph show the relationship with the trip data for the same seven month period.

Three Year One Way Trips Chart

