



**Wednesday, December 2, 2015  
12:00 Noon  
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**  
Chairperson Kristy Franklin

2. **Flag Salute**

3. **Roll Call**

4. **Presentations**  
a) Operations State of the Mode (Manny Garcia)

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. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

**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. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

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 & 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 October, 2015
  - b) Credit Card Statement for October, 2015
  - c) Monthly Budget Variance Report for October, 2015
  - d) Ridership Report for October, 2015
  - e) SunDial Operational Notes for October, 2015

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

9. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the November 4, 2015 Board of Directors meeting.
10. **Auto Physical Damage Policy Change** **Approve**  
**(Robert Spiegel, Chair Finance/Audit Committee; Staff: Eric Taylor)**  
Request that the Board delegate authority to the CEO/General Manager to change insurance carriers from Lexington Insurance to the Alliant Property Insurance Program (APIP) under the Public Entity Risk Management Association (PERMA) and to restrict funds in the amount of \$250,000 held in the Local Agency Investment Fund for the purpose of paying auto physical damage deductibles.
11. **Option Year 1 with Vasquez & Co., LLP** **Approve**  
**(Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia)**  
Request that the Board delegate authority to the CEO/General Manager to execute option year one of three with Vasquez & Co., LLP for audit services.
12. **Lease Agreement with the City of Coachella** **Approve**  
**(Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia)**  
Request that the Board delegate authority to the CEO/General Manager to execute a 5 year lease agreement with the City of Coachella.
13. **License Agreement with Greyhound Lines, Inc.** **Approve**  
**(Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia)**  
Request that the Board delegate authority to the CEO/General Manager to execute a 1 year license agreement with Greyhound Lines, Inc.
14. **Approval of New Access Committee Members** **Approve**  
**(Director of Operations, Manny Garcia)**

Request that the Board approve new members of the ACCESS Advisory Committee.

15. **Suspension of Policy #B-190493** **Approve**  
**(Greg Pettis, Chair Board Operations Committee; Staff: Don Wilms)**  
Request that the Board approve suspension of SunDial Passenger Rules Policy #B-190493.
16. **Suspension of Policy #B-190498** **Approve**  
**(Greg Pettis, Chair Board Operations Committee; Staff: Don Wilms)**  
Request that the Board approve suspension of the Paratransit No-Show Policy #B-190498.
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17. **CEO/General Manager's Report**

18. **Next Meeting Date**

January 27, 2016  
12 o'clock Noon – New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

19. **Adjourn**



**FINANCE/AUDIT COMMITTEE AGENDA**

**December 2, 2015**

**11:00 a.m. – 12:00noon**

**Board Room**

**SunLine Transit Agency**

**Thousand Palms, CA**

1. **Call to Order**

2. **Roll Call**

3. **Public Comments**

4. **Committee Member Comments**

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

5. **Consent Calendar**

**Receive & File**

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

- a) Checks over \$1,000 report for October 2015
- b) Credit card statement for October 2015
- c) Monthly Budget Variance Report for October 2015

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

6. **Auto Physical Damage Policy Change**

**Approve**

**(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Eric Taylor)**

Request that the Board delegate authority to the CEO/General Manager to change insurance carriers from Lexington Insurance to the Alliant Property Insurance Program (APIP) under the Public Entity Risk Management Association (PERMA) and to restrict funds in the amount of \$250,000 held in the Local Agency Investment Fund for the purpose of paying auto physical damage deductibles.

7. **Option Year 1 with Vasquez & Co., LLP**

**Approve**

**(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Luis Garcia)**

Request that the Board delegate authority to the CEO/General Manager to execute option year one of three with Vasquez & Co., LLP for audit services.

8. **Lease Agreement with the City of Coachella**

**Approve**

**(Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia)**

Request that the Board delegate authority to the CEO/General Manager to execute a 5 year lease agreement with the City of Coachella.

9. **Licenses Agreement with Greyhound Lines, Inc.**

**Approve**

**(Robert Spiegel, Chair Finance/Audit Committee; Staff: Luis Garcia)**

Request that the Board delegate authority to the CEO/General Manager to execute a 1 year license agreement with Greyhound Lines, Inc.

10. **Adjourn**



**AGENDA  
BOARD OPERATIONS COMMITTEE**

**December 2, 2015**

**10:15 – 10:30 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. **Suspension of Policy #B-190493** **Approve**  
(Greg Pettis, Chair Board Operations Committee; Staff: Don Wilms)  
Request to the Board to approve suspension of SunDial Passenger Rules Policy #B-190493.
6. **Suspension of Policy #B-190498** **Approve**  
(Greg Pettis, Chair Board Operations Committee; Staff: Don Wilms)  
Request to the Board to approve suspension of Paratranist No-Show Policy #B-190498.
7. **Adjourn**

SunLine Transit Agency

DATE: December 2, 2015  
TO: Board of Directors  
FROM: Superintendent of Transportation  
RE: Suspension of Policy #B-190493

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ACTION

**Recommendation**

Recommend that the Board of Directors approve the suspension of the attached SunDial Passenger Rules Policy # B-190493, for the following reason:

1. Policy is archaic needs to be updated as an operating procedure.

**Background**

The current Sundial Passenger Rules policy is dated 1993 and has not been revised or updated since that time. The Agency needs to update and recreate the Sundial Passenger Rules as procedures within the department rather than a policy.

**Fiscal Impact**

None.

  
Manny Garcia

SunLine Transit Agency

DATE: December 2, 2015  
TO: Board of Directors  
FROM: Superintendent of Transportation  
RE: Suspension of Policy #B-190498

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ACTION

**Recommendation**

Recommend that the Board of Directors approve the suspension of the attached Paratransit No-Show Policy #B-190498, for the following reasons:

1. Policy is archaic and will be revised and updated to current standards.
2. Agency requires a current No-Show Policy and a revised policy will be presented in a future Board Meeting.

**Background**

The current NO-Show policy is dated 1998 and has not been revised or updated since. The Agency needs a updated No-Show policy guided by American Disabilities Act (ADA) to curb the misuse of Paratransit services.

**Fiscal Impact**

None.

  
Manny Garcia



**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of October 2015**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
HEALTH NET	Group Health Ins Prem	666123	10/8/2015	\$282,612.59
<b>AVAIL TECHNOLOGIES</b>	<b>WIP Avail Systems Upgrade</b>	<b>666078</b>	<b>10/8/2015</b>	<b>\$184,627.32</b>
PERMA - Insurance	Gen Lib/WC	666150	10/8/2015	\$113,606.79
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	666061	10/1/2015	\$83,643.75
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	666168	10/8/2015	\$83,482.66
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	666226	10/26/2015	\$82,125.38
BP ENERGY COMPANY	CNG	666236	10/30/2015	\$65,731.12
<b>RENOVA ENERGY CORP.</b>	<b>Solar Panel Project</b>	<b>666221</b>	<b>10/26/2015</b>	<b>\$43,603.94</b>
SO CAL GAS CO.	Utilities	666200	10/15/2015	\$37,041.61
METLIFE SBC	Dental Insurance	666131	10/8/2015	\$27,548.76
<b>CALSTART, INC.</b>	<b>Contract 09-001</b>	<b>665992</b>	<b>10/1/2015</b>	<b>\$21,433.77</b>
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	666282	10/30/2015	\$19,304.50
CUMMINS PACIFIC, LLC	Bus Repair Parts	666183	10/15/2015	\$19,132.76
CUMMINS PACIFIC, LLC	Bus Repair Parts	666099	10/8/2015	\$17,091.45
IMPERIAL IRRIGATION DIST	Utilities	666196	10/15/2015	\$16,356.79
NEW FLYER	Bus Parts	666036	10/1/2015	\$15,791.67
<b>CPAC INC.COM</b>	<b>F/A Computer Equip</b>	<b>666094</b>	<b>10/8/2015</b>	<b>\$14,724.99</b>
ABC COMPANIES	Bus Parts	666228	10/30/2015	\$14,604.80
<b>INLAND KENWORTH (US) INC.</b>	<b>WIP Bus Rehab</b>	<b>666025</b>	<b>10/1/2015</b>	<b>\$14,199.83</b>
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	666173	10/8/2015	\$13,531.50
PERMA - Insurance	Gen Lib/WC	666266	10/30/2015	\$13,333.20
IMPERIAL IRRIGATION DIST	Utilities	666252	10/30/2015	\$12,755.16
NEW FLYER	Bus Parts	666136	10/8/2015	\$12,366.53
TRAPEZE SOFTWAREGROUP, INC.	Software	666166	10/8/2015	\$11,805.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	666057	10/1/2015	\$11,278.00
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	666143	10/8/2015	\$9,505.59
PATRICK M. BRASSIL	Hydrogen Maintenance	666146	10/8/2015	\$9,475.35
IMPERIAL IRRIGATION DIST	Utilities	666021	10/1/2015	\$9,150.09
G & K SERVICES	Uniform service	666186	10/15/2015	\$8,449.61
TAMMY COCHRAN/BARON LAW GROUP	Insurance Losses	666276	10/30/2015	\$7,530.31
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>666071</b>	<b>10/8/2015</b>	<b>\$6,985.21</b>
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	666073	10/8/2015	\$6,650.00
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>666176</b>	<b>10/8/2015</b>	<b>\$6,396.01</b>
SCENE CREATIVE, LLC	Advertisement	666224	10/26/2015	\$6,350.00
<b>PACKET FUSION, INC.</b>	<b>WIP VOIP Phone System</b>	<b>666038</b>	<b>10/1/2015</b>	<b>\$6,318.21</b>
CREATIVE BUS SALES, INC.	Bus Repair Parts	666097	10/8/2015	\$6,163.64
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>665987</b>	<b>10/1/2015</b>	<b>\$5,802.24</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>666070</b>	<b>10/8/2015</b>	<b>\$5,764.75</b>
PALM SPRINGS CLEANING-COM, LLC	Janitorial Servs	666142	10/8/2015	\$5,700.00
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>666209</b>	<b>10/26/2015</b>	<b>\$5,689.72</b>
STRICKLAND KENNY INC.	Lubricants & Oils	666161	10/8/2015	\$5,623.67
PERMA - Insurance	Gen Lib/WC	666220	10/26/2015	\$5,445.40
CARQUEST OF THE DESERT	Repair Parts	666089	10/8/2015	\$5,250.57
CALIFORNIA CONSULTING, LLC	Consulting	666210	10/26/2015	\$5,000.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	666114	10/8/2015	\$4,903.21
TK SERVICES, INC.	Bus Repair Parts	666055	10/1/2015	\$4,871.36
COMPLETE COACH WORKS	Repair/Paint Buses	665997	10/1/2015	\$4,860.00

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of October 2015**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
GAS COMPANY, THE	Indio Facility Gas	666248	10/30/2015	\$4,637.16
CUMMINS PACIFIC, LLC	Bus Repair Parts	666001	10/1/2015	\$4,573.34
HOME DEPOT CRD SRVS	Facility Maintenance	666195	10/15/2015	\$4,302.63
ROMAINE ELECTRIC CORP.	Repair Parts	666045	10/1/2015	\$4,076.96
TELEPACIFIC COMMUNICATIONS	Telephone Service	666277	10/30/2015	\$4,068.05
ROMAINE ELECTRIC CORP.	Repair Parts	666199	10/15/2015	\$3,936.47
ELLSWORTH TRUCK & AUTO	Repair Parts	666007	10/1/2015	\$3,867.33
<b>SOUTHWEST PLUMBING, INC.</b>	<b>Maintenance Restroom Rehab</b>	<b>666050</b>	<b>10/1/2015</b>	<b>\$3,695.00</b>
ALLIEDBARTON SECURITY SERVICES	Security Services	666231	10/30/2015	\$3,667.92
PATRICK M. BRASSIL	Hydrogen Maintenance	666265	10/30/2015	\$3,600.00
<b>CPAC INC.COM</b>	<b>WIP IT Project</b>	<b>665998</b>	<b>10/1/2015</b>	<b>\$3,563.68</b>
TIME WARNER CABLE	Utilities	666162	10/8/2015	\$3,449.30
GRAINGER	Facility Maintenance	666017	10/1/2015	\$3,431.01
TRANSPORTATION MANAGEMENT & GENFARE	Bus Route Planning	666059	10/1/2015	\$3,125.00
OFFICE DEPOT	Farebox	666118	10/8/2015	\$3,010.54
VALLEY SANITARY DISTRICT	Office Supplies	666037	10/1/2015	\$2,972.11
CALIFORNIA STATE DISBURSEMENT	Annual Sewer Charge	666172	10/8/2015	\$2,970.00
<u>EYE MED</u>	<u>Employee Garnishment</u>	<u>665991</u>	<u>10/1/2015</u>	<u>\$2,958.39</u>
	Employee Benefits	666108	10/8/2015	\$2,902.90
ST. BOARD OF EQUALIZATION	Use Tax 99-246185	666275	10/30/2015	\$2,778.00
<b>INDEPENDENT LIVING PARTNERSHIP</b>	<b>Grant Pass-Through</b>	<b>666023</b>	<b>10/1/2015</b>	<b>\$2,563.78</b>
PETERSON HYDRAULICS, INC.	Security Equipment	666151	10/8/2015	\$2,557.39
VERIZON WIRELESS	Wireless Cell Service	666174	10/8/2015	\$2,533.34
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>666211</b>	<b>10/26/2015</b>	<b>\$2,500.93</b>
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>666085</b>	<b>10/8/2015</b>	<b>\$2,500.93</b>
BURKE RIX COMMUNICATIONS	Travel/Meetings	666082	10/8/2015	\$2,500.00
ALLIEDBARTON SECURITY SERVICES	Security Services	666178	10/15/2015	\$2,484.72
TRANSIT PRODUCTS & SERVICES	Repair Parts	666165	10/8/2015	\$2,426.00
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	666129	10/8/2015	\$2,413.62
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	666019	10/1/2015	\$2,327.92
BURRTEC WASTE & RECYCLING	Facility Trash Removal	666180	10/15/2015	\$2,318.72
PROPER SOLUTIONS	Temp. Emp Serv	666268	10/30/2015	\$2,283.75
STRICKLAND KENNY INC.	Lubricants & Oils	666053	10/1/2015	\$2,253.43
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	666122	10/8/2015	\$2,231.21
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	666144	10/8/2015	\$2,204.01
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	666068	10/8/2015	\$2,201.92
KAISER HENGESBACH, PC	Insurance Losses	666126	10/8/2015	\$2,162.67
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	666263	10/30/2015	\$2,132.70
PDC MACHINES, INC	Sun Fuel Parts	666148	10/8/2015	\$1,995.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>666103</b>	<b>10/8/2015</b>	<b>\$1,903.03</b>
FLEET-NET CORPORATION	Software & Licenses	666110	10/8/2015	\$1,860.00
ACCONTEMPS	Temporary Help	666229	10/30/2015	\$1,848.00
PAUL ASSOCIATES	Printing	666040	10/1/2015	\$1,735.34
FIESTA FORD, INC.	Repair Parts/Support	666185	10/15/2015	\$1,697.46
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	666241	10/30/2015	\$1,633.92
LONG ELECTRIC, INC.	Facility Electrician	666127	10/8/2015	\$1,605.19
<b>LONG ELECTRIC, INC.</b>	<b>Demolition Project</b>	<b>666029</b>	<b>10/1/2015</b>	<b>\$1,589.00</b>

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of October 2015**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<b><i>TOPS N BARRICADES, INC.</i></b>	<b><i>WIP Maintenance Equip.</i></b>	<b><i>666163</i></b>	<b><i>10/8/2015</i></b>	<b><i>\$1,576.80</i></b>
TK SERVICES, INC.	Bus Repair Parts	666202	10/15/2015	\$1,507.37
SEMIA L. HACKET	Recruitment Reimbursement	666272	10/30/2015	\$1,476.54
PROPER SOLUTIONS	Temp. Emp Serv	666154	10/8/2015	\$1,400.00
BROADLUX, INC.	Contracted Services-General	665988	10/1/2015	\$1,390.03
PROPER SOLUTIONS	Temp. Emp Serv	666042	10/1/2015	\$1,388.10
PALM SPRINGS CITY OF	Bus Shelter Revenue	666264	10/30/2015	\$1,375.00
INSPECTORATE AMERICA	Oil Sample Jars	666026	10/1/2015	\$1,360.78
GRAINGER	Facility Maintenance	666121	10/8/2015	\$1,328.42
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	666039	10/1/2015	\$1,312.08
<b><i>SMART CHEMISTRY CORPORATION</i></b>	<b><i>F/A SunFuels Equip.</i></b>	<b><i>666159</i></b>	<b><i>10/8/2015</i></b>	<b><i>\$1,300.00</i></b>
TOMMY EDWARDS	Travel/Meetings	666279	10/30/2015	\$1,293.08
ACCONTEMPS	Temporary Help	666067	10/8/2015	\$1,287.00
ROMAINE ELECTRIC CORP.	Repair Parts	666156	10/8/2015	\$1,257.88
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	666262	10/30/2015	\$1,249.40
SMARTDRIVE SYSTEMS, INC.	Security Equipment	666160	10/8/2015	\$1,240.00
FIESTA FORD, INC.	Repair Parts/Support	666011	10/1/2015	\$1,231.71
VICTOR M. DURAN	Employee Recognition	666284	10/30/2015	\$1,200.45
DESERT ALARM, INC.	Security Services	666102	10/8/2015	\$1,120.00
BLR	Safety subscription	666235	10/30/2015	\$1,075.00
DESERT SUN PUBLISHING CO., THE	Public Notice	666184	10/15/2015	\$1,044.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	665999	10/1/2015	\$1,032.69
TRANSIT RESOURCES, INC.	Bus wheel chair parts	666058	10/1/2015	\$1,031.35
<b><i>MICHAEL BAKER INTERNATIONAL, INC.</i></b>	<b><i>Solar Panel Project</i></b>	<b><i>666259</i></b>	<b><i>10/30/2015</i></b>	<b><i>\$1,017.09</i></b>
TOTALFUNDS BY HASLER	Postage Supplies	666280	10/30/2015	\$1,000.00

<b>Total of Checks Over \$1,000</b>	<b>\$1,535,163.35</b>
<b>Total of Checks Under \$1,000</b>	<b>\$44,301.48</b>
<b>Total of All Checks for the Month</b>	<b>\$1,579,464.83</b>
<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$2,018,494.28</b>



October 2015 Statement



Open Date: 09/22/2015 Closing Date: 10/20/2015

Account: 4798 5100 5089 3920

Visa® Business Card  
SUNLINE TRANSIT (CPN 000648533)

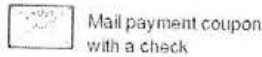
Cardmember Service ☎ 1-866-552-8855  
BUS 30 ELN 13

<b>New Balance</b>	<b>\$4,772.47</b>
<b>Minimum Payment Due</b>	<b>\$48.00</b>
<b>Payment Due Date</b>	<b>11/17/2015</b>

**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%.

<b>Activity Summary</b>		
Previous Balance	+	\$5,228.69
Payments	-	\$5,228.69 <sub>CR</sub>
Other Credits		\$0.00
Purchases	+	\$4,772.47
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$4,772.47</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$48.00</b>
Credit Line		\$43,000.00
Available Credit		\$38,227.53
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at [myaccountaccess.com](http://myaccountaccess.com)



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533

0047985100508939200000048000004772477

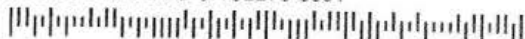


24-Hour Cardmember Service: 1-866-552-8855

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

000037077 1 MB 0.439 000638380924099 P

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



Automatic Payment

Account Number: 4798 5100 5089 3920

Your new full balance of \$4,772.47 will be automatically deducted from your account on 11/16/15.



October 2015 Statement 09/22/2015 - 10/20/2015

Page 2 of 3



SUNLINE TRANSIT (CPN 000648533)

Cardmember Service ( 1-866-552-8855

**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 \$4772.47 will be automatically deducted from your bank account on 11/16/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Pay online the easier way with Visa Checkout and your Visa card. With Visa Checkout you can pay with a single login from any device, guard your data behind multiple layers of security and keep earning the card rewards you love! Enter the online express lane with Visa Checkout.

Transactions		SKIVER, LAURA L			Credit Limit \$40000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
09/25	09/24	1350	PANERA BREAD #601771 PALM DESERT CA	\$253.24	_____	
10/02	09/30	1057	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$26.00	_____	
10/08	10/07	0935	WESTIN (WESTIN HOTELS) PASADENA CA	\$824.69	_____	
10/09	10/07	8037	LAX AIRPORT P 2B LOS ANGELES CA	\$169.00	_____	
10/09	10/07	6018	HILTON HOTELS SAN FRANCISCO CA	\$1,253.00	_____	
10/13	10/11	1445	WESTIN (WESTIN HOTELS) PASADENA CA	\$824.69	_____	
10/13	10/09	5655	GRILL CONCEPTS - P PALM DESERT CA	\$191.16	_____	
10/15	10/14	4963	WESTIN (WESTIN HOTELS) PASADENA CA	\$618.52	_____	
10/15	10/14	4971	WESTIN (WESTIN HOTELS) PASADENA CA	\$206.17	_____	
10/19	10/16	8369	EXPEDIA*1119249449572 EXPEDIA.COM NV	\$406.00	_____	
<b>Total for Account 4798 5100 5089 1353</b>				<b>\$4,772.47</b>		

Transactions		BILLING ACCOUNT ACTIVITY			Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Payments and Other Credits</b>						
10/14	10/14		PAYMENT THANK YOU	\$5,228.69CR	_____	
<b>Total for Account 4798 5100 5089 3920</b>				<b>\$5,228.69CR</b>		

2015 Totals Year-to-Date	
Total Fees Charged in 2015	\$0.00
Total Interest Charged in 2015	\$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	\$4,772.47	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

**Contact Us**



Voice: 1-866-552-8855  
TDD: 1-888-352-6455  
Fax: 1-866-807-9053



Questions  
Cardmember Service  
P.O. Box 6353  
Fargo, ND 58125-6353



Mail payment coupon with a check  
Cardmember Service  
P.O. Box 790408  
St. Louis, MO 63179-0408



Online  
myaccountaccess.com

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](mailto:email.myaccountaccess.com).

Pacific Western Bank  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: October 20, 2015

Lauren Skiver – Detail

09/24/15	Panera	Board Meeting held September 23, 2015	\$ 253.24
09/30/15	Palm Springs Airport	Parking Charge, CEO/G.M. Lauren Skiver; Hydrogen Business Council, September 28-30, 2015	\$ 26.00
10/07/15	Westin Hotels	Hotel Charges, CTA Conference. Chief Operations Officer, Tommy Edwards, November 16-20, 2015.	\$ 824.69
10/07/15	LAX	Parking Charge; APTA Conference. CEO/G.M. Lauren Skiver October 2-7, 2015.	\$ 169.00
10/07/15	Hilton Hotels	APTA Conference Hotel Charges. CEO/G.M. Lauren Skiver October 2-7, 2015.	\$ 1,253.00
10/11/15	Hilton Hotels	Hotel Charges, CTA Conference. Chairperson Kristy Franklin November 16-20, 2015.	\$ 824.69
10/09/15	Grill Concepts	Recommitment Meeting held October 9, 2015.	\$ 191.16
10/14/15	Westin Hotels	Hotel Charges, CTA Conference for Chief Administration Officer, Semia Hackett, November 16-20, 2015.	\$ 618.52
10/14/15	Westin Hotels	Hotel Charges, CTA Conference for Chief Administration Officer, Semia Hackett, November 16-20, 2015.	\$ 206.17
09/19/15	Expedia	Hotel/Airfare, VERGE Conference; CEO/G.M. Lauren Skiver October 27-29, 2015.	\$ 406.00
<b>Total Amount</b>			<b>\$ 4,772.47</b>
Credits:			
10/14/15	Payment		\$ 5,228.69 CR

SunLine Transit Agency  
Budget Variance Report  
October 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
<b>Operating Revenues:</b>							
Passenger Revenue	3,537,602	295,983	294,800	1,183	1,045,005	1,179,201	(134,196)
Other Revenue	1,636,829	201,250	136,402	64,847	673,074	545,610	127,465
<b>Total Operating Revenue</b>	<b>5,174,431</b>	<b>497,232</b>	<b>431,203</b>	<b>66,030</b>	<b>1,718,079</b>	<b>1,724,810</b>	<b>(6,731)</b>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	8,170,608	759,247	680,884	(78,363)	2,564,405	2,723,536	159,131
Operator & Mechanic Overtime	958,000	73,372	79,833	6,461	366,337	319,333	(47,004)
Administration Salaries & Wages	4,599,232	340,765	383,269	42,504	1,368,176	1,533,077	164,901
Administration Overtime	7,200	544	600	56	3,052	2,400	(652)
Fringe Benefits	8,519,093	653,978	709,924	55,946	2,556,408	2,839,698	283,290
Communications	141,620	13,620	11,802	(1,818)	44,928	47,207	2,279
Legal Services - General	150,000	4,386	12,500	8,114	34,800	50,000	15,200
Computer/Network Software Agreement	315,593	19,922	26,299	6,377	94,376	105,198	10,821
Uniforms	85,400	7,345	7,117	(228)	30,857	28,467	(2,391)
Contracted Services	477,520	28,115	39,793	11,678	132,600	159,173	26,574
Equipment Repairs	4,000	40	333	294	197	1,333	1,137
Security Services	67,440	5,521	5,620	99	22,251	22,480	229
Fuel - CNG	1,373,972	105,154	114,498	9,344	452,729	457,991	5,262
Fuel - Hydrogen	180,554	43,962	15,046	(28,915)	91,053	60,185	(30,868)
Tires	301,501	15,672	25,125	9,454	65,327	100,500	35,173
Office Supplies	62,466	6,009	5,206	(803)	22,280	20,822	(1,458)
Travel/Training	141,140	7,585	11,762	4,177	25,651	47,047	21,396
Repair Parts	919,963	88,264	76,664	(11,600)	419,410	306,654	(112,756)
Facility Maintenance	33,000	1,715	2,750	1,035	17,783	11,000	(6,783)
Electricity - CNG & Hydrogen	170,030	15,293	14,169	(1,124)	58,478	56,677	(1,801)
Natural Gas	1,263,484	103,543	105,290	1,748	436,695	421,161	(15,534)
Water	6,000	303	500	197	1,169	2,000	831
Insurance Losses	1,389,250	65,985	115,771	49,786	223,842	463,083	239,241
Insurance Premium - Property	60,000	1,195	5,000	3,805	4,779	20,000	15,222
Repair Claims	50,000	22,862	4,167	(18,695)	24,766	16,667	(8,099)
Fuel Taxes	145,450	13,956	12,121	(1,835)	52,407	48,483	(3,924)
Other Expenses	3,538,550	197,995	294,879	96,884	792,260	1,179,517	387,256
Self Consumed Fuel	(1,508,641)	(115,511)	(125,720)	10,209	(510,433)	(502,880)	(7,553)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>31,622,425</b>	<b>2,480,834</b>	<b>2,635,202</b>	<b>154,368</b>	<b>9,396,583</b>	<b>10,540,808</b>	<b>1,144,225</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (1,983,602)</b>			<b>\$ (7,678,504)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	6,558,720	491,905	546,560	54,655	1,904,158	2,186,240	282,082
State - LTF, LCTOP	15,185,740	1,138,932	1,265,478	126,547	4,408,794	5,061,913	653,119
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	352,765	391,961	39,196	1,365,552	1,567,845	202,293
<b>Total Subsidies</b>	<b>26,447,994</b>	<b>1,983,602</b>	<b>2,204,000</b>	<b>220,398</b>	<b>7,678,504</b>	<b>8,815,998</b>	<b>1,137,494</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		



SunLine Transit Agency  
Budget Variance Report  
October 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
<b>Operating Expenses:</b>							
Wages & Benefits	22,254,133	1,827,907	1,854,511	26,604	6,858,378	7,418,044	559,666
Services	3,189,005	160,045	265,750	105,705	698,862	1,063,002	364,139
Fuels & Lubricants	1,693,861	164,112	141,155	(22,957)	596,342	564,620	(31,721)
Tires	301,501	15,672	25,125	9,454	65,327	100,500	35,173
Materials and Supplies	1,186,279	113,680	98,857	(14,824)	539,242	395,426	(143,815)
Utilities	1,712,400	139,923	142,700	2,777	585,268	570,800	(14,468)
Casualty & Liability	2,115,064	129,318	176,255	46,937	412,663	705,021	292,358
Taxes and Fees	145,450	13,956	12,121	(1,835)	52,407	48,483	(3,924)
Miscellaneous Expenses	533,373	31,733	44,448	12,715	98,527	177,791	79,264
Self Consumed Fuel	(1,508,641)	(115,511)	(125,720)	10,209	(510,433)	(502,880)	(7,553)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>31,622,425</b>	<b>2,480,834</b>	<b>2,635,202</b>	<b>154,368</b>	<b>9,396,583</b>	<b>10,540,808</b>	<b>1,144,225</b>
<b>Revenues:</b>							
Passenger Revenue	3,537,602	295,983	294,800	1,183	1,045,005	1,179,201	(134,196)
Other Revenue	1,636,829	201,250	136,402	64,847	673,074	545,610	127,465
<b>Total Operating Revenue</b>	<b>5,174,431</b>	<b>497,232</b>	<b>431,203</b>	<b>66,030</b>	<b>1,718,079</b>	<b>1,724,810</b>	<b>(6,731)</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (1,983,602)</b>			<b>\$ (7,678,504)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	6,558,720	491,905	546,560	54,655	1,904,158	2,186,240	282,082
State - LTF, LCTOP	15,185,740	1,138,932	1,265,478	126,547	4,408,794	5,061,913	653,119
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	352,765	391,961	39,196	1,365,552	1,567,845	202,293
<b>Total Subsidies</b>	<b>26,447,994</b>	<b>1,983,602</b>	<b>2,204,000</b>	<b>220,398</b>	<b>7,678,504</b>	<b>8,815,998</b>	<b>1,137,494</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

## Budget Variance Analysis - SunLine Transit

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### Passenger Revenue - Unfavorable

- Passenger revenue affected by seasonal low during the summer months but has shown an improvement beginning in September due to children returning to school.
- The budget accounts for an increase in passenger revenue due to the new service improvements which will be primarily implemented in January. The revenue in the second half of the fiscal year should help reduce the unfavorable balance.

### Other Revenue - Favorable

- Outside fuel sales and advertising revenue above the budgeted amount due to the emphasis on generating advertising revenue and an increase in the quantity of publicly consumed CNG and an increase price at the fuel island for the public over the same period in 2014.

### Operator & Mechanic Salaries & Wages - Favorable

- Operators on extended leave for long term disability or workers compensation.
- The majority of the new service improvements will begin in January. A majority of the expenses associated with the service improvements would be coming from wages. Accordingly, there will be some wage savings in operations until the new services are implemented.

### Operator & Mechanic Overtime - Unfavorable

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

### Administration Salaries & Wages - Favorable

- Multiple positions were posted after the budget was approved by the Board of Directors in June but were not filled as of October.

### Administration Overtime - Unfavorable

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

### Fringe Benefits - Favorable

- Open positions help contribute to the favorable balance for fringe benefits.
- The vast majority of unemployment taxes are paid in the first quarter of the calendar year. Accordingly, January & February will reduce the favorable YTD balance within better range of budget.

### Communications - Favorable

- Planned increases in communication expenses are present in October and throughout the rest of the fiscal year.

### Legal Services - General - Favorable

- Savings due to a decreased use in legal consulting during the change in legal firms.

### Computer/Network Software Agreement - Favorable

- Software agreements are re-newed at different points throughout the year and the account will experience highs and lows accordingly.

### Uniforms - Unfavorable

- Uniform expenditures are slightly over budget in the operations department.

### Contracted Services - Favorable

- Savings primarily attributed to not implementing the website hosting improvements or publishing the annual report as of October.

### 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 - Favorable

- Natural gas prices were averaging 13% higher per MMBTU (1 million British Thermal Units) than previously forecasted by the US Energy Information Administration (EIA) used in the budgeting process. The natural gas prices have fallen since the beginning of the FY and is reducing the unfavorable YTD variance.

Fuel - Hydrogen - Unfavorable

- Technical difficulties with the hydrogen station has increased the unfavorable balance.

Tires - Favorable

- Tire expenses budgeted in accordance with the service improvements planned for January 2016 & should carry a favorable balance until the services are implemented.

Office Supplies - Unfavorable

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

Travel/Training - Favorable

- Travel & training savings can be attributed to varying times at which training sessions are attended.

Repair Parts -Unfavorable

- Heat related repairs such as AC units increase during the summer time.
- Engine rebuilds also contributed to the unfavorable balance.
- The engine rebuilds will be capitalized and reduce the unfavorable balance in the coming months.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for a hydraulic lift in the shops at Indio and Thousand Palms.

Electricity - CNG & Hydrogen - Unfavorable

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

Natural Gas - Unfavorable

- Natural gas prices averaging 13% higher per MMBTU (1 million British Thermal Units) than previously forecasted by the US Energy Information Administration (EIA) used in the budgeting process. The natural gas prices have fallen since the beginning of the FY and is reducing the unfavorable YTD variance.

Water - Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary greatly from month to month and there was not much activity year to date.

Insurance Premium - Property - Favorable

- Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. No changes to coverage have been made as of yet.

Repair Claims - Unfavorable

- Completion of repairs for bus #570 in October has attributed to the unfavorable balance.

Fuel Taxes - Unfavorable

- An increase in outside fuel sales over the budgeted amount has lead to an unfavorable variance in fuel taxes.

Other Expenses - Favorable

- Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. No changes to coverage have been made as of yet.

Self Consumed Fuel - Unfavorable

- Natural gas prices averaging 13% higher per MMBTU (1 million British Thermal Units) than previously forecasted by the US Energy Information Administration (EIA) used in the budgeting process.
- Technical difficulties with the hydrogen station in September has increased the unfavorable balance.



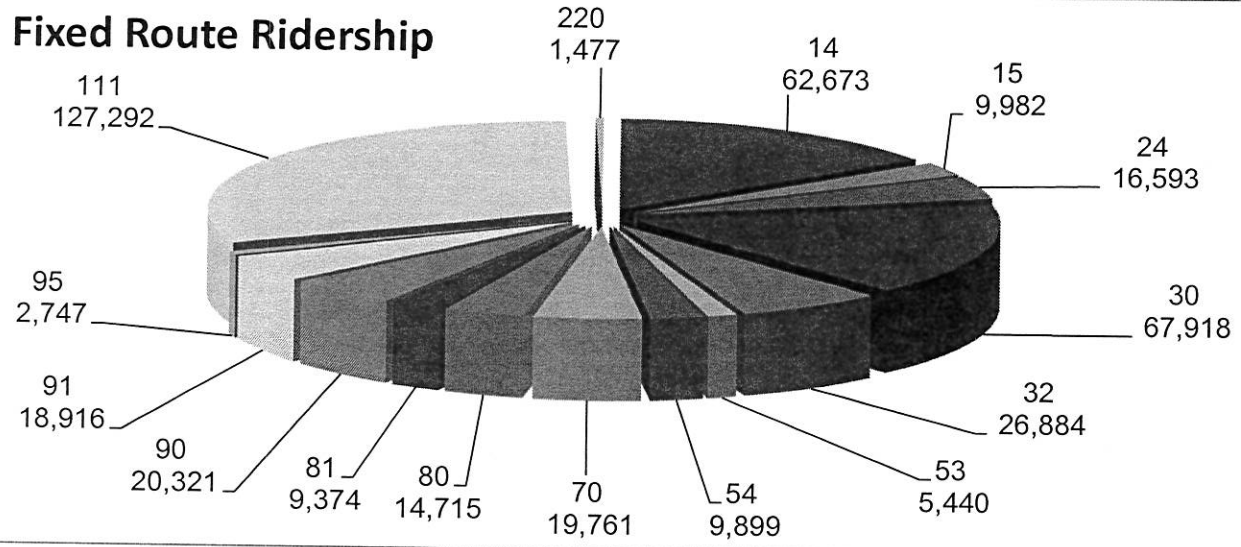
## SunLine Transit Agency Monthly Ridership Report October 2015

Line	Fixed Route Description	Oct 2015	Oct 2014	Sep 2015	FY 2015 & 2016		FY 2016 YTD	FY 2015 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	62,673	65,404	59,265	(2,731)	-4.2%	225,096	227,245	(2,149)	-0.9%	1,846	7,389	572	1,954
15	DHS	9,982	11,904	10,037	(1,922)	-16.1%	35,300	37,793	(2,493)	-6.6%	310	1,233	61	152
24	PS	16,593	18,764	14,689	(2,171)	-11.6%	55,144	63,201	(8,057)	-12.7%	333	1,326	215	700
30	CC/PS	67,918	74,956	62,498	(7,038)	-9.4%	244,177	265,155	(20,978)	-7.9%	2,036	8,337	518	1,886
32	PD/RM/TP/CC/PS	26,884	28,696	25,442	(1,812)	-6.3%	92,881	98,027	(5,146)	-5.2%	960	3,783	160	628
53	PD/IW	5,440	5,767	4,924	(327)	-5.7%	17,115	18,839	(1,724)	-9.2%	148	741	18	75
54	Indio/LQ/IW/PD	9,899	10,628	9,931	(729)	-6.9%	29,704	28,685	1,019	3.6%	239	1,124	43	231
70	LQ/BD	19,761	23,025	18,838	(3,264)	-14.2%	61,448	68,094	(6,646)	-9.8%	503	1,955	85	188
80	Indio	14,715	13,020	13,087	1,695	13.0%	49,057	46,053	3,004	6.5%	241	1,055	72	314
81	Indio	9,374	8,847	8,354	527	6.0%	29,982	32,168	(2,186)	-6.8%	94	454	80	318
90	Coachella/Indio	20,321	20,907	18,436	(586)	-2.8%	70,642	72,408	(1,766)	-2.4%	511	1,819	90	359
91	I/Cch/Th/Mec/Oas	18,916	22,684	17,628	(3,768)	-16.6%	65,286	74,213	(8,927)	-12.0%	540	2,091	49	199
95	I/Cch/Th/Mec/NS	2,747	2,911	2,703	(164)	-5.6%	10,152	10,564	(412)	-3.9%	66	272	3	10
111	PS to Indio	127,292	139,987	118,028	(12,695)	-9.1%	463,338	505,554	(42,216)	-8.4%	4,548	17,752	878	3,482
220	PD to Riverside	1,477	1,342	1,231	135	10.1%	4,811	4,375	436	10.0%	10	109	8	27
<b>Fixed route total</b>		<b>413,992</b>	<b>448,842</b>	<b>385,091</b>	<b>(34,850)</b>	<b>-7.8%</b>	<b>1,454,133</b>	<b>1,552,374</b>	<b>(98,241)</b>	<b>-6.3%</b>	<b>12,385</b>	<b>49,440</b>	<b>2,852</b>	<b>10,523</b>
<b>Demand Response</b>														
SunDial		16,471	14,312	15,118	2,159	15.1%	60,062	51,312	8,750	17.1%				
<b>System total</b>		<b>430,463</b>	<b>463,154</b>	<b>400,209</b>	<b>(32,691)</b>	<b>-7.1%</b>	<b>1,514,195</b>	<b>1,603,686</b>	<b>(89,491)</b>	<b>-5.6%</b>				
		<b>Oct-15</b>	<b>Oct-14</b>	<b>Sep-15</b>										
	Weekdays:	22	23	22										
	Saturdays:	5	4	4										
	Sundays:	4	4	5										
	<b>Total Days:</b>	<b>31</b>	<b>31</b>	<b>31</b>										

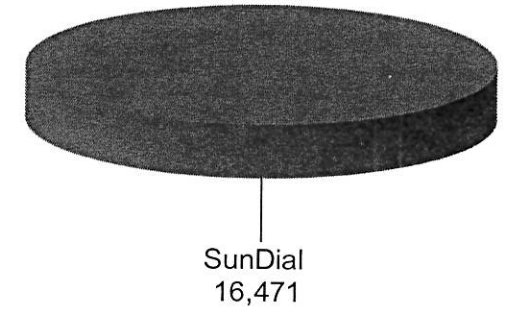
Please note:

# SunLine Transit Agency Monthly Ridership Report October - 2015

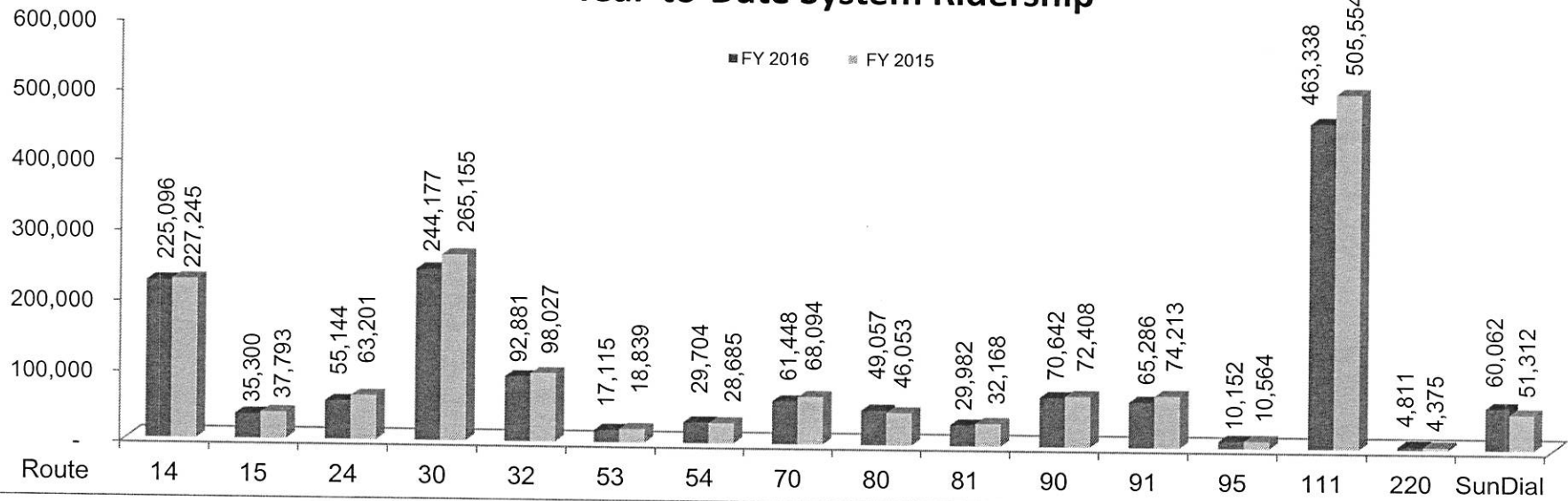
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





**Complimentary Paratransit Service**  
*Serving Persons with Disabilities Throughout the Coachella Valley*

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**SunDial Operational Notes**  
**October 2015**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
89.5%	88.5%	Total trips carried in the on-time window
1,444	1,653	Total trips late during the month
13,797	14,339	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
14,312	14,705	Total passengers for the month
118,225	109,008	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
1	1	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
1	0	Total ride-a-long evaluations
7	9	Total onboard inspections
2	4	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>	
2,120	2,221	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**  
**November 4, 2015**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, November 4, 2015 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**

The meeting was called to order at 12:00 p.m. by Chairperson Kristy Franklin.

2. **Flag Salute**

Councilmember Rick Hutcheson led all in a salute to our flag.

3. **Roll Call**

Completed.

**Members Present**

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

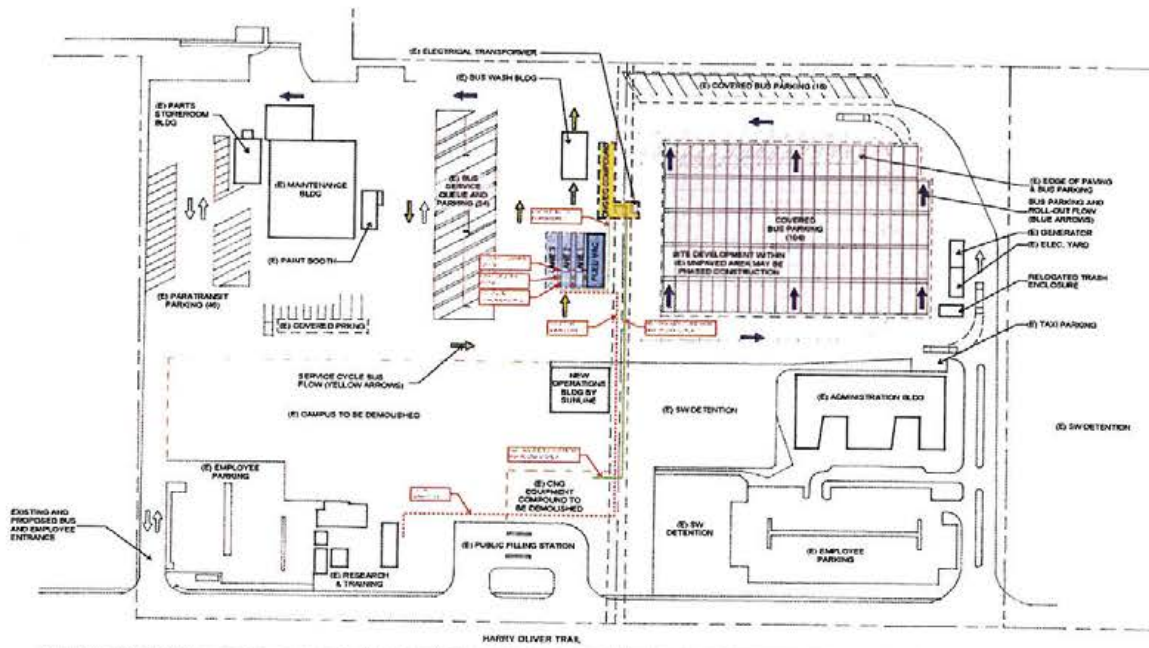
**Members Absent**

John J. Benoit, Supervisor, County of Riverside

4. **Presentations**

Tommy Edwards, Chief Operating Officer, provided an update to the Board on the progress of the replacement of the CNG Fueling Station. He stated that the Board was provided with information on the replacement of the CNG Station at previous Board meetings. There is a program in place. There project will be a design-build and a firm has been selected to help with the 30-35% drawings. Mr. Edwards provided the following presentation:

Option A:



OPTION "A"  
TOTAL BUS PARKING (M) = 144 SPACES



## CNG Fueling Station Budget

Description	Price/ROM
Fuel Solutions Engineering Contract (MDG – Maintenance Design Group)	\$125,640
ROM for Option A	\$4,902,465
Construction Manager	\$180,000
Labor Compliance	\$27,000
SunLine staff hours allocated to project	\$30,000
County and Utility Fee's above contractor's obligations	\$25,000
Public Fueling Canopy	\$50,000
<b>Sub-Total</b>	<b>\$5,340,105</b>
Contingency (10%)	\$534,000
<b>Total</b>	<b>\$5,874,105</b>





## CNG Fueling Station Budget

Description	Price/ROM
Fuel Solutions Engineering Contract (MDG – Maintenance Design Group)	\$125,640
ROM for Option D	\$10,544,243
Construction Manager	\$180,000
Labor Compliance	\$27,000
SunLine staff hours allocated to project	\$30,000
County Utility Fee's above contractor's obligations	\$25,000
<i>Sub-Total</i>	<i>\$10,931,883</i>
Contingency (10%)	\$1,093,188
<b>Total</b>	<b>\$12,025,071</b>

### 5. Finalization of Agenda

Continue Board agenda item #14 to December 2<sup>nd</sup> meeting. Ms. Skiver stated that item was discussed in the Finance/Audit Committee. It was decided that Staff would pull the item; through discussion with Committee members and Legal Counsel, we need to look at the methodology for procurement. Mayor Pro Tem Betts made a motion to pull item #14. Vice Chair Hernandez seconded the motion. The motion passed unanimously; 9-yes, 0-no.

### 6. Public Comments

No request for comments for agenda items or non-agenda items.

### 7. Board Member Comments

Mayor Pro Tem Robert Spiegel addressed the Board. He stated that Board Member Rick Hutcheson will be retiring from Palm Springs City Council, which includes SunLine. He wished Councilmember Hutcheson well. Councilmember Hutcheson thanked Mayor Pro Tem Spiegel and stated that he, Mayor Pro Tem Spiegel, was the only current SunLine Board Member serving on the Board when he joined. He stated that it has been a pleasure working with Mayor Pro Tem Spiegel and the Board Members. He expressed his admiration for Ms. Skiver and Staff. He appreciates the great work being completed. Mayor Pro Tem Hutcheson was given a round of applause.

### 8. Financial Audit for Fiscal Year Ended June 30, 2015

Chair of the Finance/Audit Committee meeting, Robert Spiegel, addressed the Board. He stated that the Committee members recommends approval to Receive and File after the presentation by the Auditors.

Chief Financial Officer Consultant, Al Hillis, addressed the Board. He stated that he is pleased to present Vasquez & Company, who was the independent auditors for the FY 2015 audit. He stated that the Auditor will provide a presentation. He introduced Cid Conde, who is the Audit Manager and the presenter, Roger Martinez, who is the partner Vasquez & Company.



## AGENDA

- The Audit Team
- Scope of Engagement
- Levels of Assurance and Audit Strategy
- Summary of Audit Results
- SAS 114 Communication

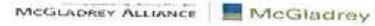
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## AUDIT TEAM

- |                           |                          |
|---------------------------|--------------------------|
| • Roger Martinez, CPA     | Engagement Partner       |
| • Cristy Canieda, CPA     | Quality Control Reviewer |
| • Isidro (Cid) Conde, CPA | Audit Manager            |
| • Marcy Caragan, CPA      | Audit Manager (IT)       |
| • Carmen Vallarta, CPA    | Audit Senior             |
| • Devi Narayan            | Audit Staff              |

3



### SCOPE OF ENGAGEMENT

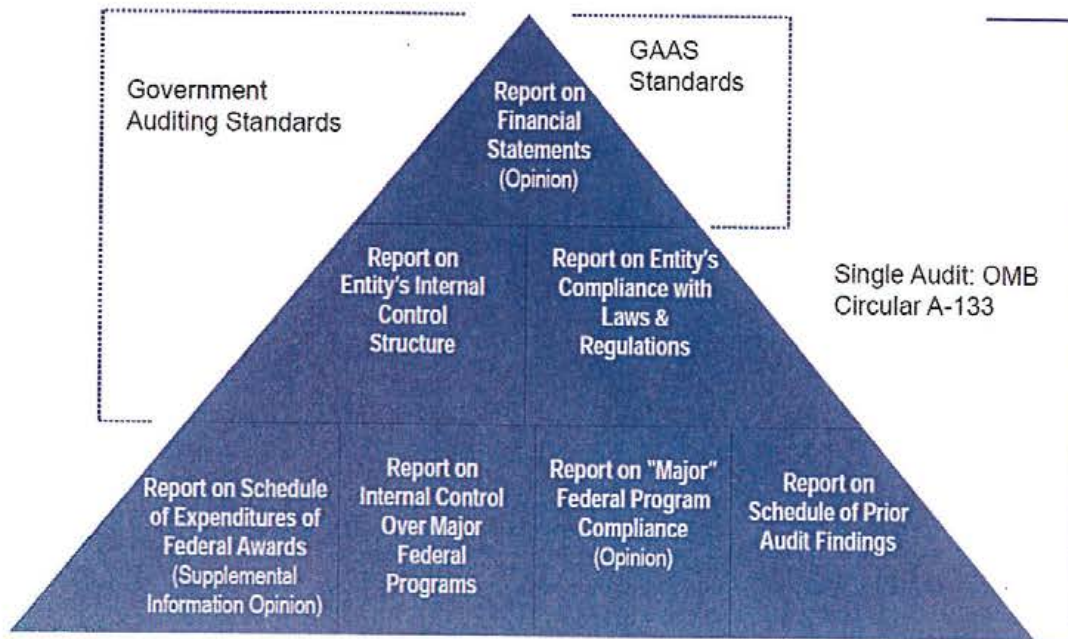
#### SunLine Transit Agency (STA)

- Financial Statement Audit
- Single Audit in Accordance with OMB Circular A-133

4



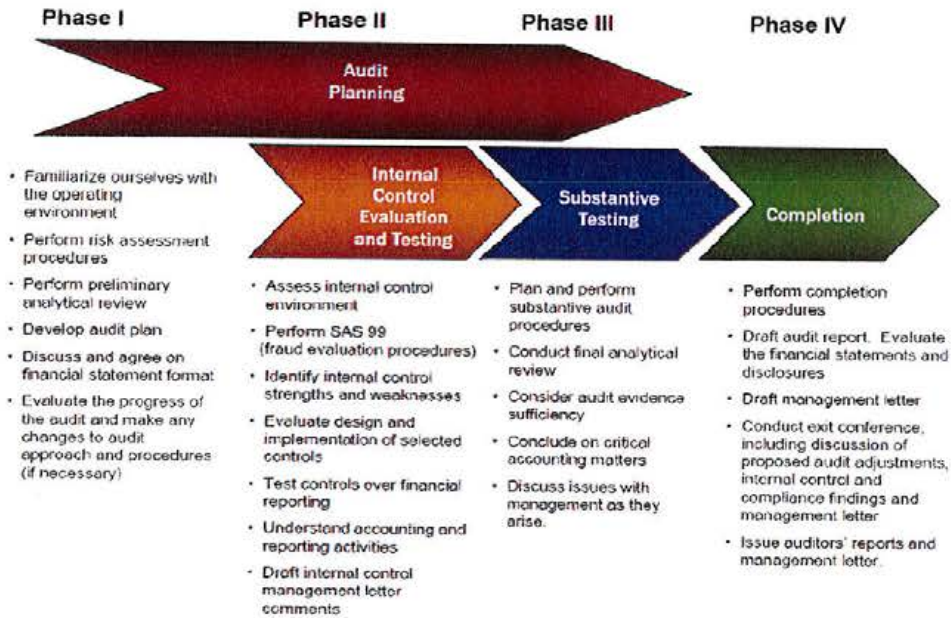
### LEVELS OF ASSURANCE



5



# AUDIT STRATEGY





**Summary of Audit Results**



## REPORT OF INDEPENDENT AUDITORS

### ■ UNMODIFIED OPINION

- Audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*
- The financial statements fairly present, in all material respects, STA's:
  - Financial position
  - Results of operations
  - Changes in net position
  - Cash flows

8



## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND COMPLIANCE

- Material weakness and significant deficiencies – none noted
- Noncompliance material to financial statements – none noted

9



## Current Year Comments

### Financial Statement Findings

- Property disposal authorization not documented on time.
- Current Fleet-Net is using Windows Server 2003 operating system.
- IT policies and procedures were not updated since 2004. Password requirements no longer agree with actual password policy enforced.
- Back-up data restore testing was not documented.
- No formal disaster recovery plan on file.
- Weak access controls over the network. Enforced default domain policy showed no password complexity requirement (only previous password is remembered, minimum length is 4 characters, zero invalid log on attempts).
- 3 separated staff remained in active user files (risk of unauthorized data access).

### Federal Award Findings

- 2015-001 (New Freedom Program) – Subrecipient Monitoring
- Taxi Voucher Program – Eligibility (documentation of approval)





## Status of Prior Year Findings

Finding Number	Comments and Recommendations by Predecessor Auditors	Status
FS 2014-001	Update accounting policies and procedures.	Implemented.
FS 2014-002	Report SSG as blended component unit of STA.	Implemented.
FS 2014-003	Provide 100% contribution to the retirement plan and recognize pension liability.	Implemented.
FS 2014-004	Address payroll error and improve payroll processing controls	Implemented.
FS 2014-005	Improve internal control over financial reporting by reducing audit adjustments.	Implemented increased oversight over reports and daily processes. Audit adjustments reduced from 21 to 12.
FS 2014-006	Perform physical inventory of capital assets once every 2 years.	Implemented.
SA 2014-001	Document approval of timesheets and salary changes.	Implemented.
SA 2014-002	Perform physical inventory of capital assets once every 2 years.	Implemented.



## SUMMARY OF RESULTS OF THE AUDIT

### Federal Awards

Internal control over its major programs:

- Material weakness(es) identified
- Significant deficiency(ies) identified that are not considered to be material weaknesses?

No

No

Type of auditors' report issued on compliance for its major programs:

Unmodified

**Unmodified Opinion**

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB A-133?

Yes (2015-001 )



## SUMMARY OF RESULTS OF THE AUDIT (Continued)

### Identification of major program

CFDA Number:

- 20.500
- 20.507
- 20.516
- 20.521
- 20.509

Dollar threshold used to distinguish between type A and type B programs:

Auditee qualifies as low-risk auditee:

Financial Statement Findings:

Federal Award Findings:

Name of Federal Program or Cluster:

- Federal Transit – Capital Investments
- Federal Transit – Formula Grants
- Job Access and Reverse Commute Program
- New Freedom Program)
- Transit Investments for Greenhouse Gas and Energy Reduction Consumption and Greenhouse Gas Emissions

\$300,000

No

None

2015-001



## SAS 114 – Auditors' Required Communication to Those Charged with Governance

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## REQUIRED COMMUNICATIONS

- Management has primary responsibility for the accounting principles used, including their consistency, application, clarity and completeness.
- We are not aware of any consultations by management with other accountants about accounting or auditing matters.
- We did not encounter any difficulties with management while performing our audit procedures that require the attention of the Audit Committee and the Board.
- We encountered no disagreements with management on financial accounting and reporting matters as it relates to the current year financial statements.
- STA's significant accounting policies are appropriate, and that management has applied its policies consistently with prior periods in all material respects.
- No significant or unusual transactions or accounting policies in controversial or emerging areas for which there is lack of authoritative guidance or consensus were identified.

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## REQUIRED COMMUNICATIONS

- Audit adjustments that we proposed were taken up by STA. Significant adjustments relate to recording of the net pension liability to implement GASB Statement No. 68, retention payable to construction vendors, reclassification of completed projects to the regular fixed asset account and corresponding depreciation expenses.
- No significant issues were discussed, or subject to correspondence, with management prior to retention.
- No significant deficiencies or material weaknesses were identified
- No irregularities, fraud or illegal acts or that would cause a material misstatement of the financial statements, came to our attention as a result of our audit procedures.
- STA provided us with the signed copy of the management representation letter.

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### 9. Consent Calendar

- a) Checks over \$1,000 and backup report, for July, August, September, 2015
- b) Credit card statement for July, August, September, 2015
- c) Monthly Variance Report July, August, September, 2015
- d) Report on executed contract - \$25,000 to \$100,000
- e) Ridership Reports for July, August, September, 2015
- f) SunDial Operational Notes for July, August, September, 2015
- g) Metrics

Mayor Pro Tem Spiegel moved to approve the consent calendar. The motion was seconded by Councilmember Weill. The consent calendar was approved by a unanimous vote of 9 yes; 0 no.

### 10. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of the September 23, 2015 Board meeting. The motion was seconded by Councilmember Strange. The motion was approved by a vote of 8 yes; 0 no; 1 abstention.

### 11. Approval of Contract for Pension Audit Services

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved. Mayor Pro Tem Spiegel moved to approve Staff recommendation. Councilmember Pettis seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

### 12. Approval of Contract Renewal with Microsoft for Enterprise Agreement; Acquisition of Products within Microsoft Enterprise Agreement

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel moved to approve Staff recommendation. Councilmember Weill seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

13. **Approval of Electric Bus Lease**

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel move to approve Staff recommendation. Councilmember Pettis seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

14. **Approval of Bus Lift**

Item pulled.

15. **Approve Transportation Planning Services Contract**

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel move to approve Staff recommendation. Motion was seconded (inaudible). The motion carried by a unanimous vote of 9 – yes; 0 – no.

16. **Approve Updated Policy Statement for the EEO/Affirmative Action Policy Plan**

Councilmember Ted Weill, addressed the Board. He stated that the Operations Committee reviewed the policy. Councilmember Weill moved to approve the Policy Statement EEO Affirmative Action Plan. Motion was seconded (inaudible). The motion carried by a unanimous vote of 9 – yes; 0 – no.

17. **Approve 2016 Board Meeting Schedule**

Carolyn Rude, Clerk of the Board, addressed the Board. She stated the proposed schedule for Board meetings in 2016 follows SunLine tradition of holding meetings on the 4<sup>th</sup> Wednesday of the month, with a few exceptions. We have combined the July & August meetings to be held on the last Wednesday in July, and have also combined the November & December meetings, holding it on the first Wednesday in December. She stated there are no known conflicts.

Councilmember Betts asked if the regular meeting times were the fourth Wednesday of the month. Councilmember Betts asked what dates in the schedule had changed that aren't the fourth Wednesday.

Carolyn Rude, Clerk of the Board replied that it was the combined July/August meeting which is held the last Wednesday of July which is usually the fifth Wednesday in July. She also stated that November/December meeting are combined due to the holidays which is held the first Wednesday in December. Councilmember Betts asked, what the reason was for the meeting held the last Wednesday in July, rather than the fourth Wednesday.

Carolyn Rude, Clerk of the Board stated that it gives staff an extra week since there is no meeting held in August. She stated the meeting was moved so that it is closer to the month of August so that there is not as much time passed between the scheduled July meeting and the next meeting after that time held in September.

Lauren Skiver, CEO asked if this was historically based on cities going dark in August and SunLine following suit.

Carolyn Rude, Clerk of the Board stated it is that as well, yes.

Councilmember Betts stated that he preferred to stick to the same schedule.

Mayor Pro Tem Spiegel moved to approve Staff recommendation. Councilmember Strange seconded the motion. The motion carried by a unanimous vote of 9 – yes; 0 – no.

**18. CalPERS Medical Insurance**

Beverly Barr-Ford, Deputy Chief Administration Officer, addressed the Board. She stated that, per the current Board approved Memorandum of Understanding (MOU) between SunLine Transit Agency and the Amalgamated Transit Union (ATU), it was mutually agreed that SunLine would contract with CalPERS for medical insurance. Please be advised that SunLine has fulfilled its' obligation and employees shall begin utilizing CalPERS for medical benefits effective January, 2016. The change to the CalPERS programs has increased HMO choices from one (1) to six (6) HMO plans, and from one (1) Point of Service Plan (POS) to three (3) Preferred Provider Plans (PPO). CalPERS has nearly tripled the physician network available to our employees who live in the Coachella Valley, as well as in the High Desert area (Yucca Valley, Joshua Tree, etc.). Specific details about the various CalPERS plan options were mailed to each employee at their home. In addition, the employee/employer required rate information for each plan was also shared. There is no financial impact to the Agency for making this change. For an employee, their premium contribution may decrease to zero, or increase from their current contribution dependent upon the HMO or PPO plan chosen.

**19. Greyhound Use of SunLine Transit Hub**

Beverly Barr-Ford, Deputy Chief Administration Officer, addressed the Board. She stated that In SunLine's effort to increase transit mobility options for residents in the Coachella Valley, we are in the process of negotiating a contract with Greyhound Bus Company to utilize our Thousand Palms Transit Hub. The Hub will serve as a "super stop" for their buses. The current Greyhound bus stop is in the North Palm Springs area; they are interested in moving the stop to a more central location (Thousand Palms Hub). Greyhound currently provides trips seven (7) days per week between the hours of 9am and 10pm. The agreed upon rate which Greyhound will pay to SunLine, is \$2,000 per month. This rate will include parking, security, rest room utilization and any additional contingencies. Upon review of contract by legal counsel, the item will be brought before the Board for approval.

**20. LEED Certification**

Rudy Le Flore, Chief Performance Consultant, addressed the Board. He stated that SunLine Transit Agency has completed the construction activities on the Administration Building and Transit Hub. In May 2013, the Board of Directors approved Staff's recommendation to add the pursuit of a LEED Certification to the project scope from the U.S. Green Building Council. The LEED acronym stands for Leadership in Energy and Environmental Design. At that time, the Board was told that the certification level to be obtained would be Silver. Staff is excited to report that the Silver Level has been achieved and the final report submitted to SunLine detailing the goal attainment and the scoring.

**21. CEO/General Manager's Report**

CEO/General Manager Lauren Skiver, addressed the Board. She informed the board that SunLine is currently creating proposals for grant opportunities, one being for the Air Quality Improvement Program or AQIP. She stated that we are putting together a proposal for buses and infrastructure in fueling. She also stated that the Federal LoNo Program will also have funding available and that a proposal and team is being put together for buses and infrastructure. Ms. Skiver stated that money is needed for fueling infrastructure not just internally but the public fueling station needs some attention as well as the reformer and what will be done as a project to replace the current fueling production. She also stated that word was received from SCAG that the LoNo grant of approximately \$10 million dollars that was the last grant held by PEPRRA has been released. Ms. Skiver stated that we are looking to be drawing down those funds in December and the hydrogen buses that we were awarded through the Federal government for will move forward. Ms. Skiver stated that the Golf Cart Parade was just completed along with the Zombie Bus and the 111 Music Festival. She stated that the 111 Music Festival was a great event. She stated that the buses were used as a backdrop for the staged event in Cathedral City and that we hope to expand the event next year with stages in Palm Springs and Coachella so that folks can ride the bus and get off at events at either city. Ms. Skiver stated that Fill the Bus is on November 18<sup>th</sup>. She stated that it is the next big event that SunLine staff is getting ready for. She stated that the event brings in tons of food for local residents of the Coachella Valley. Ms. Skiver stated to the Board that the Board members could participate in dropping off items or that we could pick up items and also asked that if the board members are involved in any groups that might collect food and want to donate that to Fill the Bus that staff would be happy to pick up donations. Ms. Skiver stated that the team put together a small on page detail of service changes for January in case there are questions from constituents or riders or other elected officials. She stated that we are excited about the service changes as it is one of the biggest ones since 2013 and that we have really made some significant changes to service really improving service in the east valley as well as putting service in with the express line from Desert Hot Springs will be a real game changer for students trying to access the college. Ms. Skiver introduced Semia Hackett to the Board as the newest teammate coming from the east, Lancaster, Pennsylvania where she was the Chief Operating Officer. Ms. Skiver stated that Ms. Hackett brings wealth of experience in Planning, Operations and management. Ms. Skiver stated that Ms. Hackett will be leading our group as the Chief Administration Officer and that we are happy to have her. She thanked Ms. Hackett for choosing us.

Councilmember Pettis asked when the starting date is for Line 20 service.

Ms. Skiver stated January 4<sup>th</sup>.

**22. Closed Session**

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

*The People of the State of California ex.rel. Mahmoud Alzayat v. Gerald Hebb,*

*SunLine Transit Agency (Riverside County Superior Court Case No. INC 1204627)*

**23. Report Out of Closed Session**

Nothing to report.

**24. Next Regular Board Meeting Date**

December 2, 2015; 12 o'clock Noon, Board Room

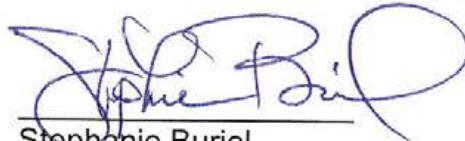
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**25. Adjourn**

Meeting was adjourned at 12:25p.m.

Respectfully Submitted,



Stephanie Buriel  
Administrative Analyst



## SunLine Transit Agency

**DATE:** December 2, 2015 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Risk Management Specialist

**RE:** Auto Physical Damage Policy Change

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### **Recommendation**

Recommend that the Board of Directors grant authority to the CEO/General Manager to:

1. Restrict \$250,000 of funds currently held in the Local Agency Investment Fund (LAIF) account for the purpose of paying auto physical damage deductibles in the case of a catastrophic event.
2. Approve the change of Insurance Carriers for SunLine's Auto Physical Damage policy from Lexington Insurance to the Alliant Property Insurance Program (APIP) under the Public Entity Risk Management Association (PERMA).

### **Background**

SunLine Transit Agency currently has a fleet of vehicles valued at \$50,495,909. It is the responsibility of SunLine to provide appropriate coverage for all of the property. The Lexington Insurance policy provides two different values in the event of a total loss, based on the age of the vehicle. Full replacement value is given to vehicles manufactured 2010 and after while vehicles manufactured 2009 and prior are given the lower of market value or book value. SunLine's fleet includes 96 vehicles that were manufactured 2009 and prior. This creates a financial exposure for SunLine in the event of a total loss. The difference between the replacement cost and the value given by insurance would determine the extent of the exposure.

### **Proposed**

SunLine Transit Agency's insurance policies are all held through PERMA, with the exception of the Auto Physical Damage policy. The Auto Physical Damage policy will be incorporated in the Property Insurance policy with limits that address the financial exposures SunLine faces with the current policy. By doing so, all vehicles would be given replacement value in the event of a total loss. The limit of insurance provided per occurrence would increase from the current limit of \$5,000,000, to \$100,000,000 through APIP.

### **Comparison**

The deductibles through APIP would increase, but the replacement cost would provide more value for vehicles manufactured 2009 and prior. As an example, a total loss on a fixed route bus manufactured in 2008 under the current policy would result in a payout of \$157,832 as opposed to a payout of \$338,796 under the proposed policy.

Under the current policy:

- \$438,796 purchase price less depreciation of \$255,964 = \$182,832
- \$182,832 less deductible of \$25,000 = \$157,832
- \$157,832 provided by insurance

Under the proposed property insurance policy:

- \$438,796 purchase price
- \$438,796 less deductible of \$100,000 = \$338,796
- \$338,796 provided by insurance

### **Financial Impact**

The mid-year change in policy would increase the premium by \$13,244 which is included in the FY16 operating budget. The budget for FY16 was prepared with an anticipated change in auto physical damage insurance. The restriction of the \$250,000 will ensure that SunLine has the resources to cover potential budget deficits up to the highest deductible under the worst case scenario.



Eric Taylor

**SunLine Transit Agency**

**DATE:** December 2, 2015 **ACTION**  
**TO:** Finance/Audit Committee  
Board of Directors  
**FROM:** Deputy Chief Financial Officer  
**RE:** Option Year One (1) With Vasquez & Co., LLP

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year one (1) of three (3) with Vasquez & Company, LLP for financial audit services performed for SunLine Transit Agency (STA) & SunLine Services Group (SSG).

**Background**

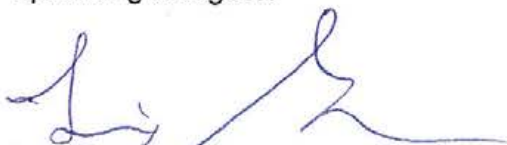
In researching the contract to exercise the option year, it was discovered that documents might have been improperly filed. Although this item came before the Board, it is brought forward for a second time, with option years, as a precaution. The Fiscal Year 2015 Audit was completed on October 26, 2015 and was received and filed by the Board of Directors at the November 4, 2015 meeting. The FY15 audit was completed without need to file for any extensions and the Finance Department was able to meet the goal of an October completion date. Staff was pleased with the quality of work performed and looks forward to working with Vasquez & Company, LLP on the FY16 audit.

**Financial Impact**

The option years were outlined in the awarded proposal with the following costs:

Option year one (1) - \$48,822  
Option year two (2) - \$50,287  
Option year three (3) - \$51,796

The cost of the FY16 financial audit services are included in the FY16 STA & SSG operating budgets.

  
\_\_\_\_\_  
Luis Garcia

**SunLine Transit Agency**

**DATE:** December 2, 2015 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Deputy Chief Financial Officer

**RE:** Lease Agreement With the City of Coachella

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a five (5) year lease agreement with the City of Coachella.

**Background**

The extension of Line 111 into Coachella is part of SunLine's new service improvements which will take place in January 2016. The extension of services into Coachella is expected to increase ridership and improve connection options for our riders. The proposed lease agreement would allow SunLine to utilize a small building for restrooms and as a possible break location along the planned route for operators.

**Financial Impact**

The lease agreement cost of \$1 per year will be covered under the operating budget. Incurred capital costs will be covered by the approved \$500,000 of STA subsidies included in the FY15 Short Range Transit Plan.

  
\_\_\_\_\_  
Luis Garcia

**SunLine Transit Agency**

**DATE:** December 2, 2015 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Deputy Chief Financial Officer

**RE:** License Agreement With Greyhound Lines, Inc.

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a one-year (1) license agreement and three (3) option years with Greyhound Lines, Inc. for use of SunLine Transit Agency's Transit Hub.

**Background**

The Deputy Chief Administration Officer presented an information item at the November 4, 2015 board meeting in regard to the purpose and scope of the potential agreement. SunLine is excited to further utilize the Transit Hub for transportation related purposes. Staff is optimistic that the relationship with Greyhound could blossom into a situation where more connections are available which will benefit our current riders while attracting new riders to our service.

**Financial Impact**

Greyhound's use of the Transit Hub will require security services, parking and utilization of restroom facilities. SunLine will be incurring additional costs associated with this agreement in the operating budget. The increase in costs will be offset by a \$2,000 charge which will be paid to SunLine on a monthly basis.



Luis Garcia

SunLine Transit Agency

**DATE:** December 2, 2015 **ACTION**  
**TO:** Board of Directors  
**FROM:** Superintendent of Transportation  
**RE:** Approval of New ACCESS Advisory Committee Members

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**Recommendation**

Recommend that the Board of Directors approve the new members of the ACCESS Advisory Committee as approved and presented by the current members.

**Background**

At the November 10, 2015 ACCESS Advisory Committee meeting currently seated members unanimously approved three new members as presented to the Committee by the Membership Subcommittee.

The recommended members are:

Lisa Lester	Desert Arc – Program Manager
Angela Rojas	Braille Institute – Orientation and Mobility Specialist
Nick Tompkins	Desert Arc Self Advocacy Council

There are no known conflicts of interest.

**Fiscal Impact**

None

  
Manny Garcia

SunLine Transit Agency

DATE: December 2, 2015  
TO: Board of Directors  
FROM: Superintendent of Transportation  
RE: Suspension of Policy #B-190493

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ACTION

**Recommendation**

Recommend that the Board of Directors approve the suspension of the attached SunDial Passenger Rules Policy # B-190493, for the following reason:

1. Policy is archaic needs to be updated as an operating procedure.

**Background**

The current Sundial Passenger Rules policy is dated 1993 and has not been revised or updated since that time. The Agency needs to update and recreate the Sundial Passenger Rules as procedures within the department rather than a policy.

**Fiscal Impact**

None.

  
Manny Garcia

SunLine Transit Agency

DATE: December 2, 2015  
TO: Board of Directors  
FROM: Superintendent of Transportation  
RE: Suspension of Policy #B-190498

ACTION

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**Recommendation**

Recommend that the Board of Directors approve the suspension of the attached Paratransit No-Show Policy #B-190498, for the following reasons:

1. Policy is archaic and will be revised and updated to current standards.
2. Agency requires a current No-Show Policy and a revised policy will be presented in a future Board Meeting.

**Background**

The current NO-Show policy is dated 1998 and has not been revised or updated since. The Agency needs a updated No-Show policy guided by American Disabilities Act (ADA) to curb the misuse of Paratransit services.

**Fiscal Impact**

None.

  
Manny Garcia



# SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, December 2, 2015  
12:00 pm  
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 be either turned off or set on silent mode for the duration of the Board Meeting.

<u>AGENDA TOPICS</u>	<u>RECOMMENDATION</u>
1. <u>Call to Order</u> Chairperson Kristy Franklin	
2. <u>Roll Call</u>	
3. <u>Finalization of Agenda</u>	
4. <u>Presentations</u> None.	
5. <u>Public Comments</u> (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. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

## **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. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

6. **Board Member Comments** **Receive Comments**  
Any Board Member who wishes to speak may do so at this time.

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

7. **Consent Calendar** **Receive & File**  
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

- a) SSG/SRA checks over \$1000 issued October, 2015.
- b) SSG/SRA Monthly Budget Reports October, 2015.
- c) Taxi Vehicle/Rides Analysis
- d) California Retail Gasoline Price Report

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

8. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the November 4, 2015 Board of Directors meeting.

9. **Next Meeting Date**  
January 27, 2016  
12 o'clock Noon – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

10. **Adjourn**

**SunLine Regulatory Administration**  
**Checks \$1,000 and Over**  
**For the month of October 2015**

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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 10/09/15	090101	10/8/2015	\$9,756.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 09/25/15	090099	10/1/2015	\$9,650.84
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 10/23/15	090103	10/30/2015	\$7,555.00
SUNLINE TRANSIT AGENCY	Operating Exp Allocation 9/15	090102	10/8/2015	\$1,610.75

<b>Total of Checks Over \$1,000</b>	<b>\$28,573.23</b>
<b>Total of Checks Under \$1,000</b>	<b>\$75.00</b>
<b>Total of All Checks for the Month</b>	<b>\$28,648.23</b>
<b>Total Amount of Checks Prior Years Same Month</b>	<b>\$27,376.15</b>

SunLine Regulatory Agency  
Budget Variance Report  
October 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	293,286	18,649	24,441	(5,792)	60,349	97,762	(37,413)
Revenue Fines	5,000	0	417	(417)	500	1,667	(1,167)
Vehicle Inspection Revenue	15,100	2,100	1,258	842	4,150	5,033	(883)
Vehicle Re-inspection Revenue	2,000	1,200	167	1,033	2,700	667	2,033
New Driver Permit Revenue	5,500	90	458	(368)	1,110	1,833	(723)
Driver Transfer Revenue	1,980	150	165	(15)	450	660	(210)
Driver Renewal Revenue	9,200	1,500	767	733	3,090	3,067	23
Driver Permit Reinstatement/Replacement	165	30	14	16	65	55	10
Vehicle Permit Revenue	91,400	16,933	7,617	9,317	16,933	30,467	(13,533)
Interest Revenue	39	3	3	(0)	13	13	(0)
Other Revenue	0	0	0	0	540	0	540
<b>Total Revenue</b>	<b>423,670</b>	<b>40,655</b>	<b>35,306</b>	<b>5,350</b>	<b>89,900</b>	<b>141,223</b>	<b>(51,323)</b>
<b>Expenses:</b>							
Salaries and Wages	167,564	9,013	13,964	4,950	51,408	55,855	4,446
Fringe Benefits	103,827	(508)	8,652	9,160	25,176	34,609	9,433
Services	78,500	1,591	6,542	4,950	14,723	26,167	11,444
Supplies and Materials	69,430	4,311	5,786	1,475	17,237	23,143	5,906
Miscellaneous	4,349	206	362	156	2,808	1,450	(1,358)
<b>Total Expenses</b>	<b>423,670</b>	<b>14,614</b>	<b>35,306</b>	<b>20,692</b>	<b>111,353</b>	<b>141,223</b>	<b>29,871</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 26,042</b>			<b>\$ (21,452)</b>		

## Budget Variance Analysis - SunLine Regulatory

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### Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will 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.
- \$540 was received as compensation for documents provided by order of subpoena.

### Salaries and Wages - Unfavorable

- One employee has been temporarily re-assigned to assist SunLine Transit Agency (STA). The labor will be charged to STA's accounts and will represent a savings for SunLine Regulatory Agency.

### Fringe Benefits - Favorable

- One employee has been temporarily re-assigned to assist SunLine Transit Agency (STA). The fringe will be charged to STA's accounts and will represent a savings for SunLine Regulatory Agency.

### Services - Favorable

- Currently, there are no audit expenses charged under services.

### Supplies and Materials - Favorable

- Allocated overhead paid to SunLine is lower than expected due to SRA needing to conduct taxi inspections with a third party for a short period instead of the inspections being conducted by SunLine mechanics.

### Miscellaneous - Unfavorable

- Planned training expenses were paid in full for the Transit-Paratransit Management program in July 2015.

**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
<b>TOTALS</b>	<b>2357</b>	<b>461,074</b>	<b>196</b>	<b>2752</b>	<b>463,967</b>	<b>169</b>	<b>3000</b>	<b>464,103</b>	<b>155</b>	<b>2627</b>	<b>436,589</b>	<b>166</b>	<b>2216</b>	<b>441,934</b>	<b>199</b>

	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
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1919</b>	<b>600,349</b>	<b>313</b>	<b>2052</b>	<b>637,756</b>	<b>311</b>

	FY14/15			FY 15/16			CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH									
JUL	140	36,397	260	129	28,185	218			#DIV/0!			#DIV/0!			#####
AUG	142	38,805	273	126	25,959	206			#DIV/0!			#DIV/0!			#####
SEP	150	38,569	257	140	29,256	209			#DIV/0!			#DIV/0!			#####
OCT	158	49,123	311	148	37,297	252			#DIV/0!			#DIV/0!			#DIV/0!
NOV	167	51,043	306			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
DEC	162	43,536	269			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JAN	171	52,445	307			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
FEB	164	53,233	325			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAR	172	59,639	347			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
APR	189	62,167	329			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAY	158	43,182	273			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUN	134	30,274	226			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
<b>TOTALS</b>	<b>1907</b>	<b>558,413</b>	<b>293</b>	<b>543</b>	<b>120,697</b>	<b>222</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
<b>HIGHEST TRIPS</b>	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
<b>LOWEST TRIPS</b>	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
<b>MOST VEHICLES</b>	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
<b>LEAST VEHICLES</b>	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
<b>MOST TRIPS/VEH</b>	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
<b>LEAST TRIPS/VEH</b>	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148

	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
<b>HIGHEST TRIPS</b>	APR	57,645	APR	60,821	APR	71,576	APR	77,798	APR	85,522
<b>LOWEST TRIPS</b>	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
<b>MOST VEHICLES</b>	JUL	170	JUL	151	APR	170	APR	184	APR	200
<b>LEAST VEHICLES</b>	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
<b>MOST TRIPS/VEH</b>	APR	345	APR	431	APR	421	APR	423	APR	428
<b>LEAST TRIPS/VEH</b>	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

	FY 14/15		FY 15/16							
HIGHEST TRIPS	APR	62,167	OCT	37,297						
LOWEST TRIPS	JUN	30,274	AUG	25,959						
MOST VEHICLES	APR	189	OCT	148						
LEAST VEHICLES	JUN	134	AUG	126						
MOST TRIPS/VEH	Mar	347	OCT	252						
LEAST TRIPS/VEH	JUN	226	AUG	206						



U.S. Energy	
Apr 01, 2014	\$4.16
May 01, 2014	\$4.17
Jun 01, 2014	\$4.11
Jul 01, 2014	\$4.06
Aug 01, 2014	\$3.91
Sep 01, 2014	\$3.69
Oct 01, 2014	\$3.54
Nov 01, 2014	\$3.18
Dec 01, 2014	\$2.87
Jan 01, 2015	\$2.54
Feb 01, 2015	\$2.71
Mar 01, 2015	\$3.21
Average	\$3.51

[http://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_sca\\_w.htm](http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm)

U.S. Energy	
Apr 01, 2015	\$3.21
May 01, 2015	\$3.75
Jun 01, 2015	\$3.54
Jul 01, 2015	\$3.76
Aug 01, 2015	\$3.56
Sep 01, 2015	\$3.12
Oct 01, 2015	\$2.89
Nov 01, 2015	\$2.81
Dec 01, 2015	
Jan 01, 2016	
Feb 01, 2016	
Mar 01, 2016	
Average	\$3.33

Meter calculation is 1/8 mile increments @ \$0.00 per 1/8 mile = \$0.00 per mile

Fuel Per Gallon	Average	Regular Grade
2012	\$3.49	
2013	\$4.05	
Difference	\$0.56	Rate Increase
		0.08
New Rate	2013/14	\$3.12

Fuel Cost Increases (Decreases)	
Per Mile Rate Increases (Decreases)	
\$0.000 to \$0.255 per gallon	
\$0.00	
\$0.256 to \$0.755 per gallon	
\$0.10	
\$0.756 to \$1.255 per gallon	
\$0.20	
\$1.256 to \$1.755 per gallon	
\$0.30	
\$1.756 to \$2.255 per gallon	
\$0.40	

Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.48	
Difference	-\$0.36	Rate Decrease
		0
New Rate	2015/16	\$3.12

Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	0	\$ 3.12
2016			
Difference	\$3.73		

Fuel Per Gallon	Average	Regular Grade
2015	\$3.51	
2016	\$3.33	
Difference	-\$0.18	Rate Decrease

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**November 4, 2015**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, November 4, 2015 at 12:00 p.m. in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**

The meeting was called to order at 12:25 p.m. by Chairperson Kristy Franklin.

2. **Roll Call**

Completed.

**Members Present**

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

3. **Members Absent**

John J. Benoit, Supervisor, County of Riverside

4. **Finalization of Agenda**

No changes.

5. **Presentations**

None.

6. **Public Comments**

**NON - AGENDA ITEMS:**

None.

**AGENDA ITEMS:**

None.

7. **Board Member Comments**

None.

8. **Financial Audit for Fiscal Year Ended June 30, 2015**

Mr. Martinez stated to the Board that the communication made earlier for SunLine Transit Agency is applicable to SunLine Services Group. Mr. Martinez stated that there were no significant issues that were identified.

Mayor Pro Tem Spiegel stated that the Finance/Audit Committee reviewed the audit. Mayor Pro Tem Spiegel moved to approve receive and file. Mayor Peabody

seconded the motion. The motion was approved by a unanimous vote; yes-8; no-0. (Mayor Pro Tem Pettis was out of the room during the vote).

9. **Consent Calendar**

- a) SSG/SRA checks over \$1000 issued October, 2015.
- b) SSG/SRA Monthly Budget Reports October, 2015.
- c) Taxi Vehicle/Rides Analysis.
- d) California Retail Gasoline Price Report

Mayor Pro Tem Spiegel moved to approve the Consent Calendar. Councilmember Strange seconded the motion. The motion was approved by vote; yes-8; no-0; 1-abstention.

10. **Approval of Minutes**

Mayor Steve Hernandez moved to approve the minutes of the September 23, 2015 Board meeting. The motion was seconded by Councilmember Strange. The motion was approved by a vote of 7-yes; 0-no; 2 abstentions, motion passes.

11. **Accept Return of Non-Temporary Taxicab Awards from American Cab**

Mayor Pro Tem Robert Spiegel stated to the Board that the Taxicab Committee had unanimously approved this item. Mayor Pro Tem Spiegel made a motion for the Board to approve this item. The motion was seconded by Mayor Hernandez. The motion was approved by a unanimous vote of 9 – yes; 0 no, motion passes.

12. **Request to City Mayors to Sign Letter to the California Public Utilities Commission Requesting Meeting with SunLine Taxi Committee**

Mayor Pro Tem Robert Spiegel stated that the Taxi Committee had reviewed this item and did not approve. Mayor Pro Tem Spiegel made a motion to disapprove this item. The motion was seconded by Mayor Hernandez. The motion was approved by a unanimous vote of 9 – yes; 0 – no; motion passes.

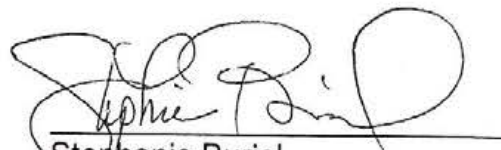
13. **Next Meeting Date**

Chairperson Franklin announced that the next regular meeting of the Board of Directors, if needed, will be held December 2, 2015, 12 noon – Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

14. **Adjourn**

Chairperson Franklin adjourned the meeting at 12:55 p.m.

Respectfully Submitted,



Stephanie Buriel  
Administrative Analyst