



**Wednesday, March 26, 2014
12:00 Noon**

**Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller

2. **Roll Call**

3. **Presentations**

a) Service Standards (Joe Forgiarini)

4. **Finalization of Agenda**

5. **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.

6. Board Member Comments**Receive Comments**

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

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

7. 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 for February, 2014 (Pages 1-3)
- b) Credit card statement for February, 2014 (Pages 4-9)
- c) Monthly Budget Report for January, 2013 (Page 10)
- d) Ridership Report for February, 2014 (Pages 11-12)
- e) SunDial Operational Notes for February, 2014 (Page 13)

8. FY 13 Audit Report (CJ Smith)**Receive and File**

Receive and File the FY 13 Agency audit report. (Page 14)

- Basic Financial Statements & Independent Auditors' Report ([Separate attachment](#))
- Single Audit Reports ([Separate attachment](#))

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

9. Approval of Minutes**Approve**

Minutes of the February 26, 2014 Board of Directors Meeting. (Pages 15-32)

10. Policy Processing Guidance (Rudy Le Flore)**Approve**

Request to the Board of Directors to adopt the attached policy processing guidance. (Pages 33-34)

11. Approval of Contract for New Telephone System (CJ Smith)**Approve**

Request to the Board of Directors to grant authorization to the General Manager to approve award of contract for new telephone system. (Pages 35-36)

- 12. ITS System Maintenance & Support Agreement** **Approve**
(Apolonio Del Toro)
Request to the Board of Directors to grant authorization to the General Manager to execute an agreement for ITS system maintenance and support. (Page 37)
- 13. Solar Panel Project Contract Approval** **Approve**
(Tommy Edwards)
Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a contract with Renova Energy for furnishing and installing solar panels. (Page 38)
- 14. Approval of Design Change Order** **Approve**
(Rudy Le Flore)
Request to the Board of Directors to delegate authority to the General Manager authority to approve a Change Order with The IBI Group for additional design work on the Administration Building and Transit Hub Project. (Page 39)
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- 15. Closed Session**
- a) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shaeffer of Rutan & Tucker, LLP, as Chief Negotiator; SunLine Director of Human Resources; Director of Operations; Director of Maintenance; Director of Finance (as needed); Director of Planning (as needed); the LeFlore Group (as needed). Employee Organization: Amalgamated Transit Union (ATU).
- b) Closed Session - PUBLIC EMPLOYEE APPOINTMENT, Gov. Code Section 54957) General Counsel.
- 16. General Manager's Report**
- 17. Next Meeting Date**
April 23, 2014
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
- 18. Adjourn**

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
Section 1a- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	CNG-Div 1 & 2 and Hydrogen	660442	02/13/14	\$249,871.27	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	660491	02/14/14	\$22,945.36	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660372	02/06/14	\$22,196.52	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660471	02/14/14	\$12,160.15	Y	N		Operating
GFI GENFARE	Cost to print bus fare	660366	02/08/14	\$8,810.53	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660409	02/06/14	\$7,904.71	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660426	02/06/14	\$7,140.99	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1 & 2 Electricity-Div 1	660393	02/09/14	\$6,402.67	Y	N		Operating
ABC COMPANIES	Cost to purchase vehicle parts	660565	02/27/14	\$5,690.64	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660512	02/14/14	\$4,750.29	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	660483	02/14/14	\$3,657.26	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	660509	02/14/14	\$3,198.42	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660529	02/14/14	\$2,964.11	Y	N		Operating
A.C. PROPANE	Cost for Propane	660354	02/06/14	\$2,873.88	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660636	02/27/14	\$2,735.03	Y	N		Operating
COMPLETE COACH WORKS	Cost to purchase vehicle parts	660551	02/21/14	\$2,700.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660356	02/06/14	\$2,484.72	Y	Y	\$70,766.00	Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	660468	02/14/14	\$2,436.79	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660578	02/27/14	\$2,356.92	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660604	02/27/14	\$2,246.11	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	660430	02/06/14	\$2,117.23	Y	N		Operating
FARWEST CORROSION	Cost to purchase Sunfuel parts	660555	02/21/14	\$2,115.00	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	660418	02/06/14	\$2,054.65	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	660460	02/14/14	\$2,006.19	Y	N		Operating
COOLEY CONSTRUCTION, INC	Cost to repair and service facility	660467	02/14/14	\$1,673.32	Y	N		Operating
TURBO IMAGES INC.	Cost to purchase vehicle parts	660533	02/14/14	\$1,856.46	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	660432	02/06/14	\$1,636.78	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity-Div 2	660596	02/27/14	\$1,569.84	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	660375	02/06/14	\$1,266.58	Y	N		Operating
SMART CHEMISTRY CORPORATION	Cost of testing hydrogen samples	660525	02/14/14	\$1,250.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660567	02/27/14	\$1,242.36	Y	Y	\$68,282.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660445	02/14/14	\$1,242.36	Y	Y	\$89,524.00	Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	660617	2/27/2014	\$1,240.00	Y	N		Operating
SAFETY-KLEEN CORPORATION	Hazardous material services	660522	02/14/14	\$1,084.65	Y	N		Operating
LONG ELECTRIC	Cost to repair and service facility	660388	02/06/14	\$1,077.03	Y	N		Operating
LONG ELECTRIC	Cost to repair and service facility	660503	02/14/14	\$1,047.52	Y	N		Operating
	Subtotal			\$399,806.34				
Section 1b- Check payments issued against the Operating Fund - (Costs related to General Administration)								
RUTAN & TUCKER, LLP	Cost for legal services (December)	660521	02/14/14	\$14,789.20	Y	Y	\$109,768.00	Operating
DYNAMIC COLLISION CENTER	Insurance Claims	660476	02/14/14	\$8,372.56	Y	N		Operating
FLEET REFINISHING	Cost of repair claims	660481	02/14/14	\$8,143.06	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services (November)	660420	02/06/14	\$7,771.52	Y	Y	\$124,577.00	Operating
G & K SERVICES	Cost to service uniforms (December)	660385	02/06/14	\$7,624.30	Y	Y	\$286,571.00	Operating
G & K SERVICES	Cost to service uniforms (January)	660558	02/21/14	\$5,548.49	Y	Y	\$281,023.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (January)	660396	02/08/14	\$4,678.00	Y	Y	\$35,328.00	Operating

ITEM #72

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
K&M (MOORE MAINTENANCE)	Cost for janitorial services (February)	660599	02/27/14	\$4,678.00	Y	Y	\$30,650.00	Operating
VERIZON WIRELESS	Agency Cell Phones	660538	02/14/14	\$2,856.41	Y	N		Operating
SWRCB	Annual Operation Permits	660427	02/06/14	\$2,760.00	Y	N	Operating	
BURTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2	660452	02/14/14	\$2,624.35	Y	N	Operating	
EVERYTHING UNDER THE SUN	Advertising for Commuter 220	660586	02/27/14	\$2,223.60	Y	N	Operating	
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2)	660641	02/27/14	\$2,200.00	Y	N	Operating	
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	660648	02/27/14	\$2,089.07	Y	N	Operating	
THE LIVING DESERT	Final payment for holiday event	660640	02/27/14	\$2,034.40	Y	N	Operating	
TOTALFUNDS BY HASLER	Cost for postage	660532	02/14/14	\$2,027.12	Y	N	Operating	
ROTARY CLUB PALM DESERT	Event expense (John Benoit)	660520	02/14/14	\$2,000.00	Y	N	Operating	
STEPHEN A. CRANE	Cost for advertisement	660527	02/14/14	\$2,000.00	Y	N	Operating	
UNIVERSITY OF PHOENIX, INC.	Union Negotiation Meetings	660537	02/14/14	\$2,000.00	Y	N	Operating	
FLEET-NET CORPORATION	Software Support - Accounting System	660589	02/27/14	\$1,860.00	Y	N	Operating	
CAL-TEST, INC	D&A Onsite Testing	660548	02/21/14	\$1,431.70	Y	N	Operating	
EISENHOWER OCCUPATIONAL	Medical Exams and Testing	660477	02/14/14	\$1,365.00	Y	N	Operating	
OFFICE DEPOT	Cost for office supplies	660614	02/14/14	\$1,243.33	Y	N	Operating	
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom/Agency Supplies	660456	02/14/14	\$1,086.14	Y	N	Operating	
GREATER PALM SPRINGS (CVB)	Membership (Jan-Dec 2014)	660493	02/14/14	\$1,050.00	Y	N	Operating	
	Subtotal			\$94,456.25				

Note: 1)

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

DOUG WALL CONSTRUCTION	Fees for Admin Building	660441	02/11/14	\$784,542.73	Y	Y	58,051,473.00	Capital
COOLEY CONSTRUCTION	Yard Repavement Project	660552	02/21/14	\$214,434.46	Y	Y	\$12,477.00	Capital
BAE SYSTEMS CONTROLS	American Fuel Cell Bus (Ext Warranty)	660546	02/21/14	\$48,775.00	Y	Y	\$806,042.00	Capital
ARCADIS	Construction Management - Admin building	660563	02/26/14	\$30,814.90	Y	Y	\$278,513.00	Capital
ARCADIS	Construction Management - Admin building	660564	02/26/14	\$29,857.16	Y	Y	\$248,656.00	Capital
GOW-MAC INSTRUMENT COMPANY	SunFuels Maintenance Equip	660387	02/06/14	\$16,658.00	Y	N		Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building	660475	02/14/14	\$14,535.00	Y	Y	58,036,938.00	Capital
AMERICAN CAB	Taxi voucher program - federal program	660447	02/14/14	\$6,802.35	Y	N		Capital
AGREEMENT DYNAMICS, INC.	Cost for Labor Negotiating Training	660444	02/14/14	\$5,249.50	Y	Y	\$19,667.00	Operating
GFI GENFARE	Maintenance Equip TVM	660488	02/14/14	\$4,860.00	Y	N		Capital
N/S CORPORATION	Maintenance Equip Bus Wash	660505	02/14/14	\$4,711.61	Y	N		Capital
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment - Admin building	660397	02/06/14	\$4,415.20	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	660542	02/14/14	\$4,351.04	Y	N		Capital
PERMA	Worker comp pass-through (Ralph Mills)	660517	02/14/14	\$2,249.46	Y	N		Operating
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	660496	02/14/14	\$2,209.32	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal program	660473	02/14/14	\$1,504.27	Y	N		Capital
DESERT ALARM	Security monitoring services	660579	02/27/14	\$1,120.00	Y	Y	\$6,320.00	Operating
CABCONNECT	Taxi voucher program - federal program	660362	02/06/14	\$1,021.64	Y	N		Capital
	Subtotal			\$1,178,111.64				

Note: 2)

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

HEALTH NET	Group Health insurance premium	660391	02/06/14	\$247,203.03	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (February)	660561	02/21/14	\$87,124.28	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST	Pension deposits (paid per payroll)	660534	02/14/14	\$73,430.20	Y	N		Operating

ITEM #72

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	660643	02/27/14	\$73,148.93	Y	N		Operating
METLIFE SBC	Employee benefits	660402	02/08/14	\$25,918.27	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	660446	02/14/14	\$4,778.24	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	660568	02/27/14	\$4,745.12	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	660454	02/14/14	\$2,670.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	660574	02/27/14	\$2,670.92	Y	N		Operating
EYE MED	Employee benefits	660554	02/21/14	\$2,498.26	Y	N		Operating
	Subtotal			\$524,188.17				
<i>Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>								
Total Checks Over \$1000				\$2,196,562.40				
Summary								
Total of Checks Over \$1,000				\$2,196,562.40				
Total of Checks Under \$1,000				\$48,458.39				
Total of All Checks for the Month				\$2,243,020.79				
Total Amount of Checks Prior Year - Same Month				\$1,084,974.78				

ITEM #7a

PACIFIC WESTERN BANK

February 2014 Statement



Open Date: 01/22/2014 Closing Date: 02/20/2014

Account:

Visa® Business Card
SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855
BUS 8 13

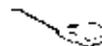
New Balance	\$2,059.64
Minimum Payment Due	\$21.00
Payment Due Date	03/17/2014
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary		
Previous Balance	+	\$1,171.00
Payments	-	\$1,171.00cr
Other Credits		\$0.00
Purchases	+	\$2,191.56
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$39.00cr
Interest Charged	-	\$92.92cr
New Balance	=	\$2,059.64
Past Due		\$0.00
Minimum Payment Due		\$21.00
Credit Line		\$40,000.00
Available Credit		\$37,940.36
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

Please detach and send coupon with check payable to: Cardmember Service

CHN 000619533

PACIFIC WESTERN BANK

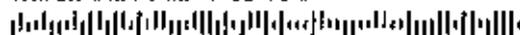
24-Hour Cardmember Service: 1-866-552-8855

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

Account Number	4798 5100 5004 0662
Payment Due Date	3/17/2014
New Balance	\$2,059.64
Minimum Payment Due	\$21.00

Amount Enclosed \$ _____

SUNLINE TRANSIT
CAROLYN RUDE
32505 HARRY OLIVER TRL
TIKOUSAND PLMS CA 92776 3501



Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408



February 2014 Statement 01/22/2014 - 02/20/2014

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SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service (1-866-552-8855

Important Messages

We continually monitor your account for fraudulent activity, including any merchant data breaches. It's always smart to review your account activity and to call the number on the back of your card about unrecognized charges.

Transactions**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/10	02/10		PAYMENT THANK YOU	\$1,171.00cr	_____
TOTAL THIS PERIOD				\$1,171.00cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/23	01/22	0180	GRILL CONCLPTS - P PALM DESERT CA	\$196.56	_____
01/27	01/24	1636	AMERICAN PUBLIC TRANS 202-4964800 DC	\$750.00	_____
01/30	01/28	2455	USAIRWAYS037737769748 BELL EVLIE WA HOJO/DIEGO 03/02/14 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO COLUMBUS COLUMBUS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$758.00	_____
02/03	01/30	4620	UNITED 0167332297387 800-932-2732 TX DELTORO/APOLON 03/07/14 PALMSPRINGS TO OHARE OHARE TO WASHINGTON WASHINGTON TO OHARE OHARE TO PALMSPRINGS	\$487.00	_____
TOTAL THIS PERIOD				\$2,191.56	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/30			REVERSAL OF LATE PAYMENT FEE	\$39.00cr	_____
TOTAL FEES THIS PERIOD				\$39.00cr	

Interest Charged

Post Date	Transaction Description	Amount	Notation
01/30	INTEREST REVERSAL	\$41.31cr	_____
01/30	INTEREST REVERSAL	\$48.61cr	_____
TOTAL INTEREST THIS PERIOD		\$92.92cr	

PACIFIC WESTERN BANK

February 2014 Statement



Open Date: 01/22/2014 Closing Date: 02/20/2014

Account:

Visa® Business Card
 SUNLINE TRANSIT
 LAURA L SKIVER

Cardmember Service ☎ 1-866-552-8855
 BUS 78 13

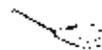
New Balance	\$1,631.68
Minimum Payment Due	\$17.00
Payment Due Date	03/17/2014
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Previous Balance		\$0.00
Payments		\$0.00
Other Credits	-	\$489.43CH
Purchases	+	\$2,121.11
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,631.68
Past Due		\$0.00
Minimum Payment Due		\$17.00
Credit Line		\$40,000.00
Available Credit		\$38,368.32
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

Please detach and send coupon with check payable to: Cardmember Service CPN 000648533

PACIFIC WESTERN BANK

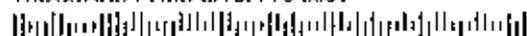
24-Hour Cardmember Service: 1-866-552-8855

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

Account Number	
Payment Due Date	3/17/2014
New Balance	\$1,631.68
Minimum Payment Due	\$17.00

Amount Enclosed \$ _____

SUNLINE TRANSIT
 LAURA L SKIVER
 32505 HARRY OLIVER TRL
 THOUSAND OAKS CA 92776-3501



Cardmember Service
 P.O. Box 790408
 St. Louis, MO 63179 0408



February 2014 Statement 01/22/2014 - 02/20/2014

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SUNLINE TRANSIT
LAURA L SKIVER

Cardmember Service ☎ 1-866-552-8855

Welcome!

As a valued cardmember, you'll receive best-in-class benefits and outstanding service on your new Pacific Western Bank Visa® Business Card. If you have any questions about your account, please call Cardmember Service at the number listed on this statement. We appreciate your business!

Important Messages

Federal law requires us to give you a notice regarding negative credit reporting. Please refer to the reverse of your statement for this important notice.

We continually monitor your account for fraudulent activity, including any merchant data breaches. It's always smart to review your account activity and to call the number on the back of your card about unrecognized charges.

Transactions**Payments and Other Credits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/14	02/12	2821	THE RITZ-CARLTON NEW O NEW ORLEANS LA MERCHANDISE/SERVICE RETURN	\$489.43cr	_____
TOTAL THIS PERIOD				\$489.43cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/10	02/07	2515	THE RITZ-CARLTON NEW O NEW ORLEANS LA 02/06/14 FOR 01 NIGHTS FOLIO: 984 19236	\$489.43	_____
02/10	02/08	0056	THE RITZ CARLTON IBRV NEW ORLEANS LA 02/08/14 FOR 01 NIGHTS FOLIO: 3965062481240	\$36.73	_____
02/11	02/09	9638	THE ORIGINAL OYSTL NEW ORLEANS LA	\$48.41	_____
02/12	02/11	5784	ACME OYSTER HOUSE NEW ORLEANS LA	\$48.70	_____
02/12	02/11	4286	HOTEL BUSINESS CENTER 866-874-4440 CA	\$31.50	_____
02/13	02/12	1728	ACME OYSTER HOUSE NEW ORLEANS LA	\$37.26	_____
02/14	02/12	2198	THE RITZ-CARLTON NEW O NEW ORLEANS LA 02/13/14 FOR 05 NIGHTS FOLIO: 151 19225	\$1,228.09	_____
02/14	02/12	2698	ACME OYSTER HOUSE MFAIRIE LA	\$32.00	_____
02/14	02/12	8819	UNITLD 0162603289472 800-932-2732 TX SKIVER /FIR 02/12/14 NEW ORLEANS TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$60.00	_____
02/14	02/13	8499	KLEINS DELI - 2 SAN FRANCISCO CA	\$16.00	_____
02/14	02/13	1539	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$84.00	_____
02/19	02/17	8187	UNITED 0162926546963 800-932-2732 TX SKIVER /FIN 02/12/14 NEW ORLEANS TO SAN FRANCISCO	\$8.99	_____
TOTAL THIS PERIOD				\$2,121.11	

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: February 21, 2014

Carolyn Rude

Detail:

1/23/14	Grill Concepts-P.D.	Board meeting – lunch	\$ 196.56
1/24/14	American Public Trans.	Registration, General Manager, Lauren Skiver, APTA Legislative Conf.	\$ 750.00
1/28/14	US Airways	Airfare, Diego Rojo, Supervisor, CNG Mechanics Training Course	\$ 758.00
2/03/14	United Airlines	Airfare, Director of Operations, Apolonio Del Toro, Leadership APTA	\$ 487.00

*All charges approved in the FY 14 budget and at Board meeting.

Credit:

1/16/14	Payment	\$1171.00 CR
1/30/14	Reversal of late payment	\$ 39.00 CR
1/30/14	Interest reversal	\$ 44.31 CR
1/30/14	Interest reversal	\$ 48.61 CR

DISPUTED LATE FEES AND INTEREST CHARGES:

**On the October, 2013 credit card statement, there were charges for an interest payment of \$48.61 and a late fee of \$39.00. On the November statement, there was an interest charge of \$44.31. We disputed these charges and the bank has agreed to reverse the late fees of \$39.00 and interest fees, total charges of \$92.92. A total credit in the amount of \$131. 92 has been credited this month.

ITEM #7b

Lauren Skiver

Detail:

2/10/14	The Ritz-Carlton, New Orleans	Hotel-CEO Seminar-General Manager, Lauren Skiver	\$ 489.43
(CREDIT)	<i>The Ritz-Carlton, New Orleans</i>	<i>Hotel-CEO Seminar-General Manager (error by Hotel)</i>	<i>\$ 489.43 (CR)</i>
2/08/14	The Ritz-Carlton, New Orleans	Meal, G.M. Lauren Skiver, APTA CEO Seminar;	\$ 36.73
2/09/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 48.41
2/11/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 48.70
2/11/14	Hotel Business Center	G. M., Lauren Skiver, APTA CEO Seminar; p	\$ 31.50
2/12/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 37.26
2/12/14	Ritz-Carlton, New Orleans	Hotel-CEO Seminar-Lauren Skiver, APTA CEO Seminar-5 nights	\$1228.09
2/12/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 32.00
2/12/14	United Airlines	Air charges-luggage; GM, Lauren Skiver, APTA CEO Seminar	\$ 60.00
2/13/14	Klein's Deli	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 16.00
2/13/14	Palm Springs Airport	G.M. Lauren Skiver, APTA CEO Seminar; auto parking	\$ 84.00
2/17/14	United Airlines	Airline fee; G.M. Lauren Skiver, APTA CEO Seminar	\$ 8.99

*All charges approved in the FY 14 budget and at Board meeting.

SunLine Transit Agency
Budget Variance Report
January 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	891,582	980,718	(89,156)	7,310,804	6,885,025	445,779
Measure A	5,217,000	434,750	434,750	0	3,043,250	3,043,250	0
FTA Section 5307	2,802,288	233,522	233,522	0	1,634,656	1,634,656	0
FTA Section 5311	420,188	35,016	35,016	0	245,110	245,110	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	121,721	(121,721)
FTA Section 5317	46,000	0	3,833	(3,833)	0	26,833	(26,833)
Sunfuels - Outside Sales Revenue	600,200	73,020	50,017	23,003	509,961	350,117	159,845
CNG Rebate	300,000	227,293	25,000	202,293	462,509	175,000	287,509
Fare Box Revenue - Fixed Route	3,230,000	294,882	239,167	25,715	1,740,220	1,884,167	(143,946)
Fare Box Revenue - Paratransit	320,000	20,587	26,667	(6,080)	147,234	186,667	(39,432)
Taxi Vouchers	18,089	8,814	1,507	7,306	55,316	10,552	44,764
Interest and Other Revenue	195,000	7,993	16,250	(8,257)	44,655	113,750	(69,094)
Total Operating Revenue	25,126,024	2,227,438	2,093,835	133,603	15,193,717	14,656,847	536,870
Expenses:							
SunFuels - Outside (9)	322,203	35,438	26,850	(8,588)	219,848	187,952	(31,896)
SunFuels (10)	1,118,969	122,378	93,247	(29,130)	784,147	652,732	(131,415)
Fixed Route Operations - Admin (11)	2,095,832	162,145	174,853	12,508	994,627	1,222,569	227,941
Fixed Route Operations - Union (12)	7,598,787	772,392	633,232	(139,160)	4,391,036	4,432,626	41,590
Paratransit Operations (13)	533,374	55,411	44,448	(10,963)	339,835	311,135	(28,700)
Paratransit Operations - Maintenance (13)	87,900	5,762	7,325	1,563	58,129	51,275	(6,854)
Paratransit Operations - Union (14)	2,056,111	186,901	171,343	(15,558)	1,186,463	1,199,398	2,935
Risk Management (15)	374,828	28,773	31,236	2,463	215,808	218,649	2,842
Maintenance - Admin (21)	1,114,367	120,308	92,864	(27,444)	726,945	650,048	(76,898)
Maintenance - Mechanics (22)	3,152,504	249,645	282,709	13,064	1,647,513	1,838,861	191,447
Facility Maintenance-T.P. (23)	669,729	46,877	55,061	8,384	302,918	385,425	82,508
Facility Maintenance-Indio (24)	72,354	4,484	6,030	1,565	37,847	42,207	4,360
Stops & Zones Maintenance (25)	589,284	49,553	49,107	(446)	273,878	343,749	69,871
Marketing (31)	364,402	32,430	30,367	(2,063)	189,805	212,568	22,763
Human Resources (32)	471,331	59,075	39,278	(19,797)	321,055	274,943	(46,112)
General Administration (40)	1,106,912	89,425	92,243	2,818	567,491	645,699	78,208
Finance (41)	1,127,039	103,317	93,920	(9,397)	638,240	657,439	19,200
Information Technology (42)	389,134	19,145	32,428	13,282	169,187	226,995	57,808
Agency-wide (43)	1,325,852	173,172	110,488	(62,684)	952,108	773,414	(178,694)
Planning & Agency Development (49)	564,114	64,811	47,010	(17,801)	314,654	329,067	14,413
Total Expenses	25,126,024	2,381,219	2,093,835	(287,384)	14,341,530	14,656,847	315,317
Total Operating Surplus(Deficit)				\$ (153,780.74)			\$ 852,186.92

Note: The approved New Initiatives budgeted at \$824,921 are distributed over the appropriate cost centers (Divisions 12, 21 and 22) and cost centers that were previously combined are now presented individually. The bottom-line of the approved FY 14 budget has not changed.



SunLine Transit Agency Monthly Ridership Report February 2014

		FY 2013 & 2014												
Fixed Route		Feb 2014	Feb 2013	Jan 2014	Month Var.	% Var.	FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Line	Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	53,816	45,025	54,270	8,791	19.5%	382,309	356,630	25,679	7.2%	1,727	11,562	384	2,920
15	DHS	9,909	8,853	10,129	1,056	11.9%	74,084	68,688	5,396	7.9%	170	1,056	29	390
24	PS/CC	17,026	17,053	18,057	(27)	-0.2%	134,173	129,589	4,584	3.5%	342	2,892	194	1,545
30	CC/PS	66,921	64,143	68,579	2,778	4.3%	483,162	511,808	(28,646)	-5.6%	1,934	14,095	323	3,541
32	PD/RM/TP/PS	26,295	24,019	26,752	2,276	9.5%	194,599	179,748	14,851	8.3%	962	7,903	102	1,082
53	PD/HW	4,892	5,600	5,090	(708)	-12.6%	40,025	40,666	(641)	-1.6%	160	1,544	12	89
54	Indio/PD	6,098	-	3,590	6,098	0.0%	9,688	-	9,688	0.0%	223	369	13	37
70	LQ/BD	23,100	22,798	24,121	302	1.3%	168,486	165,203	3,283	2.0%	588	5,066	39	489
80	Indio	10,664	10,693	11,029	(29)	-0.3%	91,547	93,741	(2,194)	-2.3%	112	966	79	694
81	Indio	8,570	9,084	8,719	(514)	-5.7%	69,795	89,388	407	0.6%	142	964	77	710
90	Coachella/Indio	19,797	21,765	20,437	(1,968)	-9.0%	153,910	158,449	(4,539)	-2.9%	407	2,979	111	1,162
91	I/Cch/Th/Mecca	20,515	21,611	18,874	(1,096)	-5.1%	149,556	146,097	3,459	2.4%	509	3,624	64	616
95	I/Cch/Th/Mecca	2,836	-	2,796	2,836	0.0%	15,277	-	15,277	0.0%	96	436	7	34
111	PS/Indio	140,154	140,924	141,272	(770)	-0.5%	1,080,774	1,093,227	(12,453)	-1.1%	4,240	35,989	760	7,695
220	PD to Riverside	1,226	1,221	1,180	5	0.4%	9,763	7,040	2,723	38.7%	28	286	8	67
Fixed route total		411,819	392,789	414,895	19,030	4.8%	3,057,148	3,020,274	36,874	1.2%	11,640	89,731	2,202	21,071
Demand Response														
SunDial		11,107	10,800	11,739	307	2.8%	91,074	88,728	2,346	2.6%				
System total		422,926	403,589	426,634	19,337	4.8%	3,148,222	3,109,002	39,220	1.3%				
		Feb-14	Feb-13	Jan-14										
Weekdays:		20	20	23										
Saturdays:		4	4	4										
Sundays:		4	4	4										
Total Days:		28	28	31										

Please note:

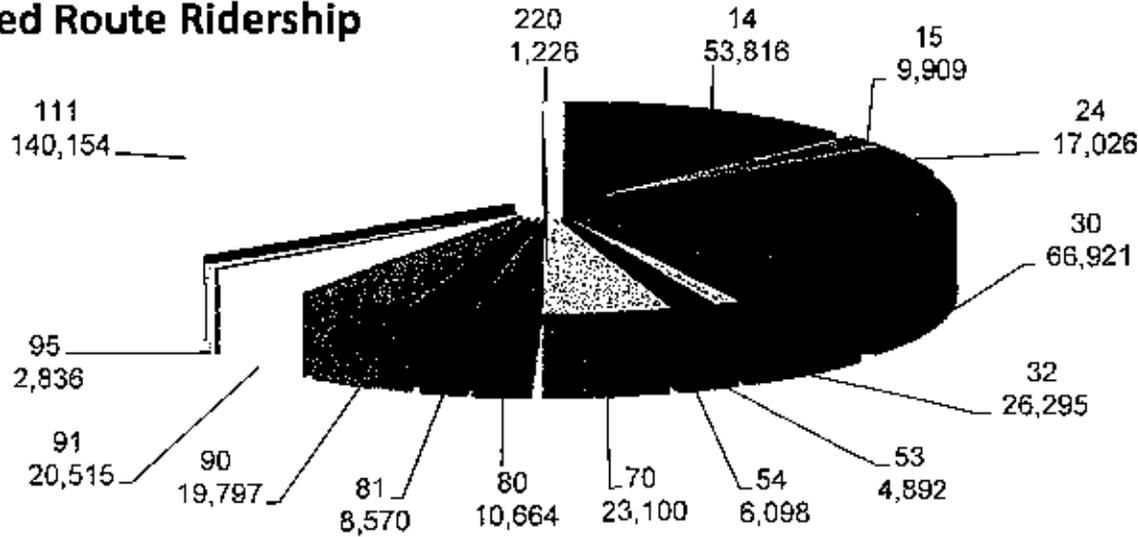
Line 54 implemented on January 6, 2014 - Weekday service only.
 Line 95 implemented on September 1, 2013 - Weekday service only.

Issued: 3/12/2014

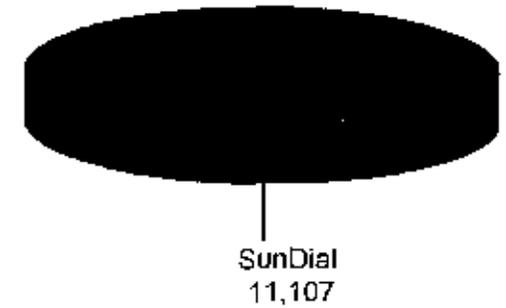
ITEM #7d

SunLine Transit Agency Monthly Ridership Report February - 2014

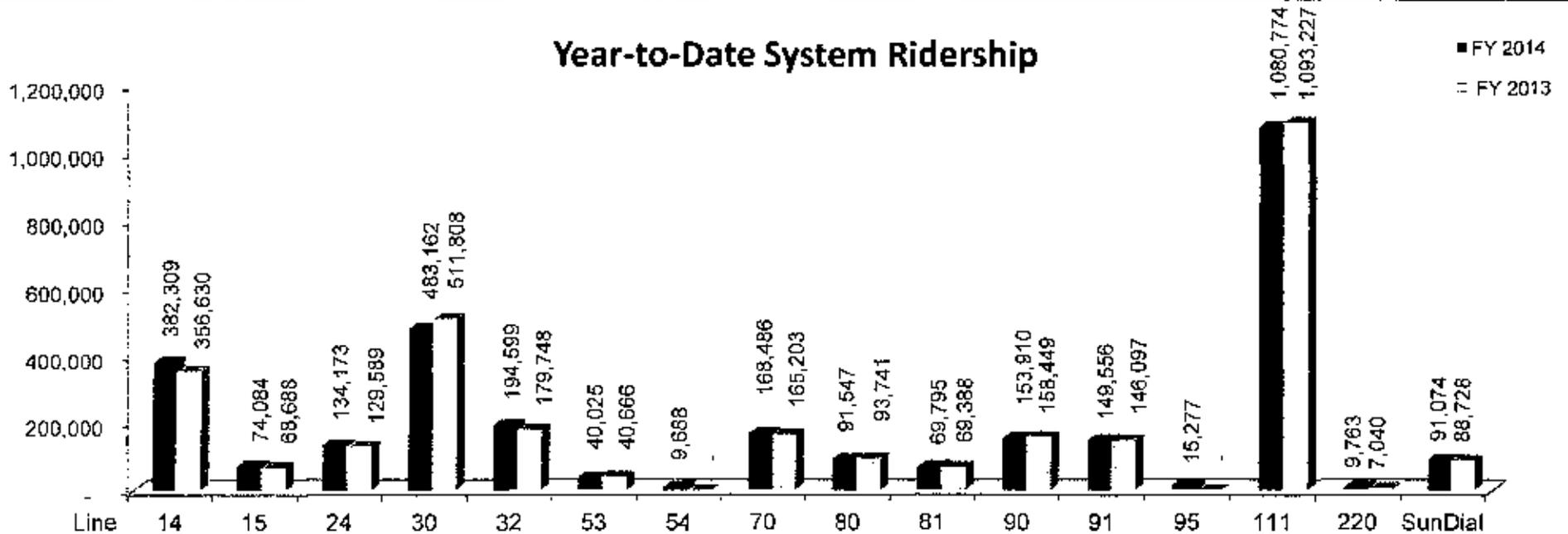
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



ITEM #74

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



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
February 2014

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.0%	91.7%	Total trips carried in the on-time window
940	888	Total trips late during the month
9,844	9,972	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
10,800	11,107	Total passengers for the month
89,179	97,153	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
3	1	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
2	0	Total Ride-a-Long Evaluations
3	5	Total Onboard Inspections
1	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>	
1,477	1,582	Total Mobility Device Boarding's

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

SunLine Transit Agency

DATE: March 26, 2014 RECEIVE AND FILE
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: FY 13 Audit Report

Recommendation

Recommend that the Board of Directors Receive and File the Annual fiscal year 2013 Audit.

Background

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.

In addition, the 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.

This year's audit was completed by MGO, the audit firm selected by RCTC. Similar to last year's finding, this audit resulted in the identification of one material finding related to fiscal year 2012. This finding is directly related to the timing of and recognition of revenue in the correct period. Staff continues to review processes and conduct training to ensure that this finding is not repeated.

It should be noted that adjustments were made to fiscal year 2012 and 2011 balances previously presented to the Board of Directors. Based on that information, SunLine recommended that MGO present restated fiscal year 2011 financial statements. MGO did not concur with that recommendation.


CJ Smith

**MINUTES
SunLine Transit Agency
Board of Directors Meeting
February 26, 2014**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:09 pm on Wednesday, February 26, 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 12:00 p.m. by Chairman Glenn Miller.

2. **Roll Call**

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Don Adolph, Mayor, City of La Quinta

Guests:

Pat Cooper, Office of Supervisor John J. Benoit's
Barrett Newkirk, The Desert Sun
Judy Shea, DHS Community Task Force
Rosie Terry, Citizen
Bob Terry, A Better Community for DHS
Doug Runquist, Desert Edge Community
Pamela Berry, Citizen
Dean Gray, Citizen
Craig Thompson, Citizen
Sharon Kougeldt, Citizen
Marnell Farley, Citizen

Staff:

Lauren Skiver, General Manager
Bob Owen, Legal Counsel, Rutan & Tucker
Bill Schaeffer, Legal Counsel, Rutan & Tucker
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board

Rudy Le Flore, Chief Performance Officer
 Apolonio Del Toro, Director of Operations
 Don Bradburn, Director of Human Resources
 Tommy Edwards, Advanced Technology Project Manager
 Mike Morrow, Director of Maintenance
 CJ Smith, Director of Finance
 Michael Jones, Taxi Administrator
 Dave Robin, Risk Manager
 Mannie Thomas, Manager of Operations & Safety Training
 Dale Mead, Facility Maintenance Supervisor
 Stephanie Buriel, Sr. Administrative Assistant

3. Presentations

General Manager, Lauren Skiver, addressed the Board. She stated that she would be giving a quick presentation on Performance Management. Ms. Skiver stated that the Agency will be embarking on a performance management program and wanted to provide the Board information on the metrics that will be established for the Agency and how performance will be reviewed.

Ms. Skiver stated that all agencies have a mission statement, but what SunLine is working towards is having a mission that relates to our customers and who we are today. Most transit missions talk about safety and performance, but we want to create something about the product that we are working on delivering to our customers and how we are going to embark on being more receptive and interactive. The Agency Goals are also listed below and points below the goal of what that means.

SUNLINE MISSION

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

AGENCY GOALS:

To provide dynamic organizational leadership and change consistent with the growth of the Transit Agency.

- *Develop and maintain a place where talented and motivated employees love to work and can be national leaders in transportation.*

To provide leadership for the region's mobility needs.

- *Provide every traveler with access and choices to our transportation system.*
- *Support the Valley's efforts in Transportation Oriented Development.*
- *Support enhanced rail for Coachella Valley.*

To provide high quality transportation services that are safe, efficient and effective.

- *We strive to make every trip taken safe for our riders, employees and the community.*
- *Achieve financial sustainability through accuracy, transparency and accountability.*
- *We seek the best value for every dollar spent for the benefit of all*

To continue the advancement of innovative transportation and alternative fuel technologies.

- *Minimize the environmental impact of the national transportation system.*

- *Build and maintain a nationally recognized system benefiting travelers and commerce.*

What is the Character of SunLine – Personality or performance?

- Personality based organization – Where Dominant Personalities Control
 - Necessary In Time of Crises to Stabilize Organization
 - Low Employee Morale
 - Unclear Performance Expectations
 - Poor Overall Performance
- Performance Based Organization – Where Focus is on Performance of Defined Processes
 - Necessary for Sustained Overall Performance Improvement
 - Decentralized Accountability, Responsibility and Authority
 - Accountability for Outcomes
 - Established Performance Expectations
 - Centralized Accountability For Outcomes

Forensic Look At The Organization

- Are policies maintained and utilized?
- Is the orientation of management inward (directed towards each other) or Outward (directed towards expanding or improving service to the customers)?
- Are conversations by staff centered on the work or centered on each other?
- Is the leadership team equipped and sharing the facts of how the organization operates?
 - Knowledge of short and long range plan
 - Knowledge of funding partner rules and regulations
 - Knowledge of the budget
 - Knowledge of the policies and procedures
 - Knowledge of business processes

Map-21 is the new apportionment that the Federal Government has passed that decides how federal funding is coming down. There is a large part of Map-21 that has performance metrics attached to it.

MAP-21 National Transit Asset Management System

- FTA Regulation will require Performance Management principles for:
 - Defining State of Good Repair
 - Setting Objective Standards for Measuring the Condition of Capital Assets (including equipment, rolling stock, infrastructure, and facilities)
 - Establishing Performance Measures under which Grantees will be required to Set Performance Targets

Transit agencies are going to be required to be more focused on data and able to show how they are providing a good service – a good state of repair for their equipment and facilities in order to continue to receive federal funding.

Launching A Performance Management Program

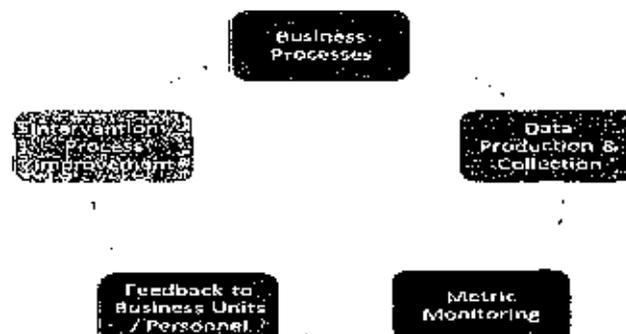
- The Old Way of Transit Delivery

- Get the Job Done No Matter the Cost
 - Growing absenteeism and under performance.
 - Shrinking accountability.
 - Generalized overspending that does not promote transit product delivery.
 - Continue to sell what no one is buying.
- The New Way of Transit Delivery
 - Do the job better, stay within budget and decrease spending where necessary to provide greater resources for service delivery
 - Create accountability within departments and teams
 - Identify antiquated systems and processes
 - Investigate resources that are over or under utilized
 - Project growth and resource needs early
 - Reinvest into employees and customers
 - Create clear path of change when goals are not met
 - Communicate budget, spending and company purpose to all levels of the corporation

Developing the Performance Culture

- Strategic alignment
 - Not just Mission, Values and Goals
 - Who are we as an organization today?
 - What are our current strengths and weaknesses?
 - Are we trying to sell what no one is buying?
- Leadership and knowledge management
 - Can be the weakest link of any chain
 - Easiest to improve with directed attention
- Results-oriented performance culture
 - Required from all levels of a team
- Talent management
 - Invest in employees and hire talent versus hiring to prevent competition
- Accountability
 - Clear communication on all directives and initiatives
 - Direct intervention when objectives are not met
 - Authentic celebration when objectives are met

Performance Management Cycle:



Ways to Bring About Change

- Model the change.
- Establish an Office of Performance Management and Chief Performance Officer if possible.
 - More relevant than a Chief of Staff.
 - Touches all areas of the organization.
- Emphasis on policies and procedures.
- Minimize "secrets" in the organization and champion "open communications".
- Establish performance metrics with attention to Metric Definitions.
- Reward and recognize performance.

SunLine FY14 Performance Strategies

- Improve attendance.
 - Manage overtime.
 - Return to work program.
 - Safety.
- Utilization of Technology.
 - CAD/AVL.
 - Automatic Passenger Counters.
- Route Performance.
 - Improve frequency and On-Time performance.
 - Investigate route running time.
 - Reallocate under-performing services.

Why are we Implementing Performance Management at Sunline?

- In order to institute change, SunLine must:
 - Demonstrate efficiency and effectiveness.
 - Institute cost-containment and reduction initiatives.
 - Detail data on why/how change is needed and will be implemented.
 - Describe how these changes will be better for our riders and the community.
- Transit Service Redesign and Revenue Increases.
 - Expand and improve Fixed Route.
 - Explore Fixed Route fares and pass discounts.
 - Improve Demand Response Services.
 - Monitor service delivery.
 - Improve eligibility process.
 - Explore enhanced taxi usage.

Progress and Timeline

- Departmental business process review – Initiated.
 - Individual meetings to review business processes and staffing.
 - Organizational structure.
- Departmental metric setting – Initiated.
 - Review technology reports and data collection.
 - Analyze information and determine viable.
- SunLine Dash Board – Under Review.

- Performance metrics display.
- Public dissemination plan.
- Stat meetings and communication – Under Consideration.
 - Monthly meetings to review performance.
 - Employee communication strategies.

Ms. Skiver stated that performance management does not work if the G.M. sits back and tells everyone what they need to manage, or what they need to monitor. It needs to be something that is organic from the organization and then decided collectively by the organization.

This presentation will be provided to staff tomorrow at the "Coffee with the GM" meetings. Ms. Skiver stated that there have been meetings monthly with staff, as well as meetings with operators and shop stewards for fixed route monthly to understand from the line staff how we can improve service and how can we look at things to make them better for our riders and employees.

4. **Finalization of Agenda**

No changes to the agenda.

5. **Public Comments**

NON AGENDA ITEMS:

Judy Shea, CEO of the Desert Hot Springs Community Task Force addressed the Board. She stated that this task force was created in 1997 to bring service and service providers to Desert Hot Springs. She came before the Board concerning the inner city route and thanked the Board for eventually bringing the route to fruition. She would like that inner city route extended to the High School as the kids are walking from West Street to the High School and part of that is on a dirt road. It also has an embankment and is dangerous. She stated that maybe something can be done about the dirt road, sharing costs. Ms. Shea stated on the issue of bus passes, that the passes were approved, but Desert Hot Springs is not getting the passes in the City; they are being distributed at C.O.D. Her concern is that it takes two and a half hours to get to the College; the students begin lining up at 6:30am and by 7:30am the passes are gone. That does not give DHS students the opportunity to get the passes. Ms. Shea stated that she would like to have passes distributed in DHS at the Family Resource Center or the Family Services of the Desert. She also let the Board know about the upcoming event – "14th Annual Day of the Child Health and Wellness Festival on April 12th". She asked the Agency to bring a bus and show the kids the technology. She said the Agency has been involved in the past. She then referred back to the issue of the bus from DHS to C.O.D. taking two and a half hours. Ms. Shea stated that she met with Chairman Miller and understands that C.O.D. is currently holding up the process. She contacted the President of C.O.D. and was informed that the Alumni needs to approve moving forward. She stated that the Alumni will be meeting in mid-March. There are other approvals that needs to be made for the Memorandum of Understanding that SunLine has forwarded to the Alumni. Ms. Shea stated that the length of time the service is needed – unfortunately the west Valley campus was to be opened in September, 2014. They have not even

started, so the service will be needed for at least two to four years. It can't be a short term service.

Bob Terry, with "A Better Community – Desert Hot Springs". Mr. Terry addressed the Board stating that he too is here to support what Ms. Shea stated concerning the students. He said he understands there are 800 students in Desert Hot Springs. He didn't know if they are all taking the bus. Mr. Terry stating that 800 students traveling to COD is a lot of traffic and congestion. He stated that two and a half hours each way is a lot of time and is a problem. Mr. Terry pointed out in the Agency's mission statement, the Agency is to be environmentally conscious and to get those vehicles off the road.

Dean Gray addressed the Board. He stated that he is not here speaking as a Planning Commissioner for Desert Hot Springs; he is here speaking as a private citizen. He stated that he lives in Desert Hot Springs and the bus does not work for him, as well as many residents within the City. Desert Hot Springs is comprised of predominantly low income people and a lot of people with health problems that rely on public transit. Mr. Gray stated that he knows the Board members are good people and are trying to do a good job. The ride to COD is two and a half hours each way. What he is asking for is to think of alternative ways – maybe a small shuttle or something that can quickly go from Desert Hot Springs to the COD campus. Mr. Gray stated that this would also put an individual in the vicinity of the Westfield Mall. There are a lot of people going in that direction who are using their own cars when they could use public transit if the Board could come up with an innovative way to move people to that center of commerce and education. Mr. Gray asked the Board to give consideration to that and find a way to solve the problem so that the people of Desert Hot Springs, especially the students going to COD, can access a way to get there and back without spending five hours on the road.

Pamela Berry addressed the Board. She stated that she is also a resident of Desert Hot Springs and President of the new Desert Hot Springs Merchants Association. She stated that she is here speaking as a resident and is concerned about the young students who must make this long trip daily to get their education. She stated that there is a need to help them. She would like to have a direct line for the students directly to COD. She also asked for clarification on where the ball is – in whose park. Who is responsible for making this decision? Ms. Berry stated that unfortunately, Desert Hot Springs is tired of being considered the red headed stepchild.

Sharon Lee Kufeldt addressed the Board. She stated that her family lives in Desert Hot Springs – her niece is a single mom with two kids and one car. The kids will have to work while they go to school and will want to go to COD soon. They will need a way to get there; five hours is not helpful. Ms. Kufeldt stated that she also participates on the Veteran's Subcommittee of the Better Community Task Force. There are veterans who are struggling to get to school spending long hours on the bus. Ms. Kufeldt asked the Board to do what they can as this impacts so many people. She stated that there are 800 students, but there will be more. She thanked the Board for what they could do.

Rosie Terry addressed the Board. She is a resident of Desert Hot Springs. She thanked her fellow residents for coming to the SunLine Board meeting with concerns about the bus service for the youth. Ms. Terry stated that she grew up in another area; she took the bus to school. She was fortunate to grow up in a place that had bus service and didn't have to worry about walking five miles to school one way, or having to get a ride. Ms. Terry stated that she became independent that way and was able to develop as an adult, learning how to use mass transit. The communities in our area are spread out – especially Desert Hot Springs. There is not just the youth, but senior citizens as well that cannot rely on cars anymore. Ms. Terry stated that as a public agency of mass transportation, she will be looking to the agency to solve the problem and come up with transportation services that will suit the needs of youth as their education is vital.

Doug Runquist representing Desert Edge addressed the Board. He stated that he is a retired Vietnam vet and a former international tennis pro. He retired to Desert Edge. He stated that most of the people in that area are retired, over 55, up to 90 years of age. He stated that it is not a joking matter when they cannot go to any event in the Desert due to lack of bus service. He has a petition signed by many people collected in just two days. He showed the Board the petition. He stated that by establishing a bus system, service needs will be reduced. He can't get to a doctor, dentist or other service establishments. Mr. Runquist stated there was better bus service in Vietnam. He encouraged the Board, if the budget allows, to start a program.

Chairman Miller shared that SunLine is working diligently to look at new routes throughout the Coachella Valley, including Desert Hot Springs. It is not as simple of a process as it looks. There is a lot of due diligence that needs to be put into it. Staff is working on better routes that will be better for the citizens. Chairman Miller stated that the Board does hear what is being said, and will make sure we come up with a route that is beneficial to everyone.

Ms. Skiver further stated that the only clarification she would like to make is on the M.O.U. with C.O.D. and SunLine. It is not about service, it is about the student pass program. She stated that staff understands how important and vital the program is to the community, so staff is working with C.O.D. to make sure that the program continues and rolls out while we wait for the M.O.U. to be processed.

Chairman Miller thanked the members of the Desert Hot Springs community for their comments.

6. Board Member Comments

Councilmember Betts stated that he appreciated the residents of Desert Hot Springs coming to this meeting. He stated that the one comment about the bus passes that are to be distributed at C.O.D., it would be good to get a system for distribution at another location so people can get them without such a challenge. Councilmember Betts stated that whatever we can do for those 800 students in Desert Hot Springs that are having a tough time getting to C.O.D. would be appreciated.

Mayor Garcia asked the Chairman if the Board could be provided the existing process for the students to get the passes. Ms. Skiver stated that the distribution of the passes is an Alumni function. It does not mean that SunLine can't immediately get with the Alumni and discuss the needs. She stated that SunLine provides the passes and the Alumni distributes them. If the Alumni understands the needs of the community, that would be helpful.

Director of Transit Planning, Joe Forgiarini, stated that the passes are distributed on the first Monday at 8:00am of ten of the months of each year – they do not distribute in July and August when the campus is closed. The passes are distributed on a first come, first serve basis. Students line up very early that morning. If a student is not able to successfully line up early, he/she would miss out on getting a pass. There is no other way to get the pass. There will be 270 passes available, up from 176 passes; a little more than 100 students will benefit.

Ms. Skiver further stated that staff has made a suggestion to the Alumni about how the passes are distributed as some students may be more in need than others. We will continue to discuss distribution and a way they could be distributed by jurisdiction.

Chairman Miller stated that we are working with other organizations to get grants to get the price down. Staff is currently working with C.O.D. and we are excited in how we are moving forward. We hope to have more information soon on further solutions. C.O.D. is very open to our suggestions as the transit agency providing the service.

At 12:35, Chairman Miller moved into Closed Session.

7. Closed Session

- a) Closed Session – Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: Jason Stoker & FPD Services Inc., claimed against: SunLine Transit Agency.
- b) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shaeffer of Rutan & Tucker, LLP, as Chief Negotiator; SunLine Director of Human Resources; Director of Operations; Director of Maintenance; Director of Finance (as needed); Director of Planning (as needed); the LeFlore Group (as needed). Employee Organization: Amalgamated Transit Union (ATU).

At 1:25pm, Chairman Miller moved to return to Open Session. Legal Counsel, Bob Owen, stated the following: "The Board met in Closed Session pursuant to Government Code Section 54956.9, regarding a claim by Jason Stoker & FPD Services Inc. The Board offered a settlement in the amount of \$10,158.12 to be paid by PERMA. The Board also met pursuant to Gov. Code Sec. 54957.6 for conference with labor negotiators. There was no reportable action."

8. FY 13 Audit Report

Chairman Miller stated that Director of Finance, CJ Smith, will handle this item, but there was an hour and a half meeting of the Finance Committee where this was discussed in detail and the Committee will take the lead. Director of Finance, CJ Smith, addressed the Board. At the January, 2014 Finance Committee meeting, staff provided a Fiscal Year 13 Audit update summarizing the events of the audit that began August 26, 2013. Due to unforeseen challenges, SunLine was granted an extension by Riverside County Transportation Commission (RCTC) extending the audit deadline to March 31, 2014. Among the unforeseen challenges, the Finance Team questioned prior year's auditor-proposed entries and carry-forward balances from FY 10, FY 11, and FY 12. This event prompted Linda Hurley, Partner at MGO, to conduct a thorough analysis of the data in question. Although an extension became necessary, this discovery will prevent any errors from being carried forward. It is important to note that these challenges did not have an impact on cash flow or cash balances. They are transactional in nature and are directly related to the booking of receivables and the timing of revenue recognition. The Finance Team has been working diligently to ensure that former and future audit periods reflect accurate data by implementing new policies and procedures including an extensive three-tier review & approval process, and fifteen (15) monthly reconciliations. Furthermore, in an effort to continually improve and evolve finance policies and procedures, a solicitation has been initiated with support from the General Manager to contract an external auditing firm for a mid-year performance review. These efforts, combined with increased exposure to other governmental and public transit agencies, will equip our staff with the tools and knowledge needed to properly support and maintain the Agency's financial data. Ultimately, it is our goal to reassure the Board and our customers that we are fiscally responsible and proficient in managing the finances of SunLine Transit Agency.

The Chairman of the Finance Committee, Councilmember Hanson stated that the Finance Committee met for an hour and a half on this issue, thoroughly discussing every possibility there is as it relates to the audit. The audit is moving forward. The take-away is what CJ said. The issues facing the audit are transactional in nature and are directly related to booking receivables. Councilmember Hanson stated that Ms. Skiver is combing everything over in detail. He asked the Board to look at the second page of CJ Smith's report – the timeline – the reports will be brought to the full Board at the March meeting. Councilmember Hanson stated that it will probably be the most thorough audit that this agency has ever had; any issues from the past will be cleared. Councilmember Hanson stated that the mid-year audit review by a different auditor will be conducted. He stated that the Committee feels very good about what is taking place – the process moving forward.

Chairman Miller introduced Robert Yates of RCTC, who was present during the Finance Committee audit presentation. Mr. Yates reiterated the comments by Councilmember Hanson. He is very confident of both SunLine and the auditor during the process. The take-away from this is that the extra time needed is being put to good use. Mr. Yates stated that going forward, we will not be dealing with the same situation next year; the audit issues will be resolved and the processes that created these past issues. SunLine will then be on good footing.

Councilmember Hanson stated that Mr. Yates is here representing RCTC, specifically Theresa Trevino, Chief Financial Officer who is monitoring and working closely with the SunLine throughout the audit process.

9. Dedication of SunLine Property

Director of Human Resources, Donald Bradburn, addressed the Board. There is currently no policy which establishes parameters on the dedication (or naming) of SunLine property. As a public agency, SunLine's properties have been purchased with taxpayer money and dedicating or naming a public property should receive rigorous consideration. In October 2002, the Board dedicated this Board Room as the Richard S. Kelly Board Room for his 20 years of community leadership and his commitment to SunLine and the environment. In October 2012, the Board dedicated the SunLine Learning Center and didn't name it in honor of any person. Other SunLine buildings that are named include the Schatz Hydrogen Generation Center and the Palm Desert Vehicle Complex. The Board did not take any action to name these buildings; however, they were not named for any individual. The Schatz Hydrogen Generation Center is named because the Schatz Energy Research Center was a partner in bringing alternative fuels to SunLine. The Palm Desert Vehicle Complex houses the SunBug, the first hydrogen vehicle in California which was possible in partnership with the City of Palm Desert. Staff have placed plaques in bus stops honoring past employees or Board Members, which were closest to their homes. SunLine is in the midst of redeveloping our facilities and installing new shelters. This Board Room, which has honored Richard S. Kelly's community service, will not have the same significance once the new administration building is complete. At that time, the Board may wish to dedicate another facility in his honor. The discussion for the Board may include: Should SunLine have a formal policy or method to name its public property? Who should have the authority to dedicate or name such property? What criteria should be considered in selecting the honoree? SunLine's facilities are made possible by the taxpayers, making them the people's property, and as such, any naming or dedication should not be arbitrary, but the result of great deliberation.

Chairman Miller stated that he does not have an issue of what we are doing currently. Ms. Skiver stated that at the last Board meeting, a SunLine employee brought up a question about naming SunLine property. Ms. Skiver stated that staff has been meeting with the union employees monthly and this issue has been discussed in greater length. Ms. Skiver stated that what was decided was to let the union and the leadership of the union talk amongst themselves about what they would like to see as a dedication in the area close to the operators. They seem to be very satisfied that there is dialogue about honoring employees who have passed.

Chairman Miller asked staff to bring back a recommendation on moving forward. Mr. Kelly was very influential in the community; personally, the Chairman would not have an issue with naming the new Board Room after Mr. Kelly, but will be something to discuss.

10. Approval of Minutes

Mayor Pro Tem Hutcheson moved to approve the minutes of the January 22, 2014 Board meeting. The motion was seconded by Councilmember Spiegel. Chairman Miller asked if there was opposition or abstention. There was no opposition. The motion carried.

11. Employee Expenses

Director of Finance, CJ Smith, addressed the Board recommending approval for the upcoming employee expenses outlined by Department below. Expenses include meals, registration and transportation expenses.

Department	Description	Employee	Date(s)	Est. Amt	Budgeted
Administration	APTA Legislative Conference Washington, DC	Lauren Skiver	3/8/2014 – 3/12/2014	1,800.00	Y
Administration	APTA Conference & Bus Roadeo – Kansas City, MO	Lauren Skiver	5/3/2014 – 5/8/2014	3,000.00	Y
Operations	APTA Conference & Bus Roadeo – Kansas City, MO	Polo Del Toro	5/2/2014 – 5/6/2014	2,453.95	Y
Operations	APTA Conference & Bus Roadeo – Kansas City, MO	Mannie Thomas	5/1/2014 – 5/6/2014	2,689.74	Y
Operations	APTA Conference & Bus Roadeo – Kansas City, MO	Driver (Roadeo Winner)	5/1/2014 – 5/6/2014	2,519.74	Y

The APTA Legislative Conference directs the industry's advocacy effort and legislative strategy to the U.S. Congress and Administration. This year sessions will offer the opportunity to communicate to and network with members of Congress, Hill Staff, Administration officials and Washington opinion makers. The General Manager will take this opportunity to support rail service for the Coachella Valley and the Banning Pass area. The APTA International Bus Roadeo is a unique learning opportunity for operators and maintenance teams to engage with other transit agencies. The Roadeo is more than a competition of driving skills and maintenance disciplines; it is a training and networking opportunity for all attendees. This conference also includes multiple training sessions for operators, maintenance teams and supervisors. The APTA Bus and Paratransit Conference coincides with the International Bus Roadeo. In addition to attending the Roadeo to support our SunLine driver, the General Manager will attend the Conference that focuses on all bus transportation issues. It is an opportunity to learn from experts in the industry as they share effective strategies, experience and solutions, and to network with colleagues. The expenses being presented today for approval are in the FY 14 operating budget in the Travel Meetings/Seminars line item in Department 40 (Administration) and the Bus Roadeo line item in Department 11 (Operations). There is no additional fiscal impact.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. There was no opposition. The motion carried.

12. Administration Staffing

General Manager, Lauren Skiver, addressed the Board. She stated that the purpose of this item is the need of two positions; one being an EEO Officer. The need for this position was identified to us during the FTA Triennial review. There is a conflict of having the Director of Human Resources in charge of compliance under EEO. The person that is in charge of hiring, discipline, firing and all other administrative action should not be the EEO Compliance Officer. This position will not only be responsible for EEO compliance duties, but all compliance required by SunLine as a public entity receiving state and federal funding. Ms. Skiver stated that the second position is geared to manage our capital projects. We currently receive federal and grant funding that has project management and project administration funds within it. We currently use a variety of ways to perform project administration and we want to bring that in house and ensure that we have continuity and flow to the way that we track and administer our grants. This position does not have an impact to our FY 14 budget and will be produced through salary savings and through the capitalization of the cost of these two positions.

Councilmember Hanson stated that the Finance Committee reviewed this thoroughly and he moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. There was no opposition. The motion carried.

13. Adoption of Resolution Supporting the Coachella Valley Rail Program

Director of Transit Planning, Joe Forgiarini, addressed the Board requesting approval to adopt a Resolution in support of the Coachella Valley Rail Program. This Resolution is an important part of demonstrating Agency and community support for and commitment to the Coachella Valley Rail Program. The Coachella Valley Rail Program is taking a significant step forward this month through Riverside County Transportation Commission issuing a request for proposals for a market demand analysis study, which will lead to a feasibility study. Based upon the results of the feasibility study, a recommendation would be made on the need (or not) to move forward into an environmental document and a full service development plan consistent with the requirements of the FRA and CalTrans Division of Rail for a new rail initiative. The Resolution has no direct fiscal impact. The Board may recall that funding is being allocated annually (commencing Fiscal Year 2014-15) from Coachella Valley state transit funds towards the Coachella Valley Rail Program. This action was recently approved by Coachella Valley Association of Governments and Riverside County Transportation Commission.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hanson. Chairman Miller asked if there was opposition. There was no opposition. The motion carried.

14. Revision of Disposal of Surplus Property Policy

Chief Performance Officer, Rudy Le Flore, addressed the Board requesting approval of the changes in the policy on Disposal of Surplus Property, Policy # B-190591. The Federal Transportation Administration (FTA) identified a weakness in the Disposal of Surplus Property Policy during its recent Triennial Review of SunLine Transit Agency. Staff is recommending changes to address the weakness identified by the FTA reviewers. The specific change adds the requirement to notify the FTA prior to the disposal of certain items that exceed the \$5,000 threshold set in the FTA Circular 5010.D.

Councilmember Hanson asked Mr. Le Flore to clarify that the requirement to notify the FTA is only if the item exceeds \$5,000. Mr. Le Flore clarified if the asset is over \$5,000, there needs to be advance notification to the FTA of exactly what you are going to do with the funds. Councilmember Hanson asked if we would return the total amount back to them, or only that portion above \$5,000. Mr. Le Flore stated that there is a formula – a percentage; for instance, capital items are 80/20. We would prorate their percentage and identify what you intend to do with those proceeds. We can use them for other FTA funded projects, we just need to notify them.

Councilmember Hanson moved to approve staff recommendation. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition or abstention. There was no opposition. The motion carried.

15. Consent Calendar

- a) Checks over \$1,000 for January, 2014
- b) Credit card statement for January, 2014
- c) Monthly Budget Reports for December, 2013
- d) Ridership Report for January, 2014
- e) SunDial Operational Notes for January, 2014

Councilmember Spiegel moved to receive and file the consent calendar. The motion was seconded by Mayor Pro Tem Betts. Chairman Miller asked if there was opposition. Given none, the consent calendar was approved by a unanimous vote.

16. Federal Transit Administration Triennial Review

General Manager, Lauren Skiver, addressed the Board. Ms. Skiver stated that she is very pleased to inform the Board that out of the 268 test areas that comprise the FTA Triennial Review, and of those 268 test areas, there are 27 individual categories of compliance issue that an agency can face, SunLine had one finding that was in the disposal of retired equipment. Ms. Skiver thanked SunLine staff who worked hard to bring information together and more importantly, she was proud of the way that SunLine has been working through procurement and other parts of the organization. Ms. Skiver stated that it is important to know that SunLine has an extreme dedication to ensure that we deliver this service by all federal and state compliance and we are doing a good job of that.

Councilmember Hanson stated that he did not want the review to be taken lightly. He stated that this is big for the Agency and the Board needs to give a huge thank you.

The FTA came in and scrutinized the Agency and came out with only one slight issue, which has been resolved. Councilmember Hanson stated that staff deserves a round of applause.

Chairman Miller directed staff to receive and file the Triennial Review.

17. Social Media

Director of Human Resources and Marketing, Donald Bradburn, addressed the Board. Social media refers to interaction among people in which they create, share, and/or exchange information and ideas in a virtual environment or network. Social media are applications that allow the creation and exchange of user-generated content. Facebook, Twitter, Tumblr, YouTube, Pinterest, Instagram, LinkedIn and blogs are examples of social media. Social media applications are dynamic both in content and usage. Just 10 years ago, MySpace was a popular site that has since seen participation drop with the launching of Facebook and today, more youth are opting for Tumblr. SunLine joined Facebook on January 14, 2010. Since then, SunLine has had 627 hits and 414 "friends/likes." SunLine has only activated the features that allow for posting of information. SunLine also has a channel on YouTube. Most recently, SunLine has posted an ITS video on November 21, 2014 and the "Fill the Bus 2013 PSA" on November 5, 2013. Although SunLine has a small social media presence, it could expand on these and join other sites to engage the community and share information. However, there is a lot to consider before doing so. SunLine must be prepared to manage the content on each site and to respond to postings in a timely manner. SunLine must also be well versed about life in the virtual world and the threats that exist. One threat that exists in the virtual world is that spam and social media sites have become a beacon for spammers and cybercriminals. According to the NexGate research group, social media spam is on the rise as a primary attack vector for cybercriminals. Social media is a part of SunLine's overall marketing strategy to integrate into the social media, posting our videos on YouTube, tweet them on Twitter, post them on Facebook and share with a variety of people. We have taken steps with purchase of our own visual camera. The "Beam Signing" ceremony was an event where we used the camera. David Robin, SunLine Risk Manager, created a good clip. Mr. Bradburn stated that there is good opportunity to tell the story of SunLine and in the future, we plan to do more video tapping and getting it out on social media.

18. Update on the Purchase of a Telephone System

Director of Finance, CJ Smith, addressed the Board. At the January, 2014 Board meeting, the Board approved a budget amendment allowing staff to procure a new telephone system with an estimated cost of \$150,000. As planned, an RFP was issued on December 9, 2013 and proposals were received on January 24, 2014. SunLine received proposals from X-Act Technology Solutions, Packet Fusion and AMS Net. Staff is currently utilizing Rick Kaczerowski, Director of Information Technologies at Riverside Transit Agency (RTA) to perform a Technical Evaluation of the three proposals received. Staff expects to receive evaluation results by the end of February. Evaluations and negotiations will be completed and presented at the March Board meeting.

Councilmember Hanson stated he thinks it would be appropriate to send a thank you letter to the RTA thanking them for allowing us to use their employee and assistance of the evaluation of this system. Due to the fact that we do not have an IT person at this time, for them to come in and assist, that should be acknowledged.

19. **Administration Building Change Notification**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that he wanted to keep the Board updated on the progress of the Admin. Building, and aspects of it. In December 2013, Staff provided a budget overview to the Board regarding the new Administration Building and Transit Hub Project talking about un-negotiated change orders. Mr. Le Flore stated that he is before the Board to let them know of the progress of negotiating the change orders. At the time of writing this Board report, there was \$639,938 work of change orders. Staff successfully negotiated savings of \$141,835 based on technical evaluation from the Construction Management Firm, Arcadis. Since then, the number of change orders has grown to \$1.1 million. However, there are programmed funds for the Admin. Building that were held in a grant. The grant was released, giving us \$900,000 to be added to the project budget. The next update will reflect the new project budget and the new negotiated yield. Mr. Le Flore stated that in the general sense, we are financially doing well with the project. Mr. Le Flore stated that he will come back to the Board with updates.

20. **Legal Counsel's Report**

Legal Counsel, Bob Owen, stated that there was nothing to report.

Chairman Miller acknowledged Mr. Roger Snoble, who was the Interim General Manager of SunLine. Chairman Miller stated that Mr. Snoble did a great job in assisting to find the new General Manager, Lauren Skiver, and get over a slump. Councilmember Hanson stated that Mr. Snoble should be given partial credit for the FTA Triennial Report as it was during his time here; this allowed us to get to where we are today. Mr. Snoble gave Mr. Le Flore credit for organizing the process. He further stated that in 40 years, he never had a triennial review with only one small issue. Mr. Snoble stated that he is proud of staff.

21. **General Manager's Report**

Lauren Skiver provided the Board an update on activities in February. On Tuesday, Feb. 11, 2014, White House Staff requested two buses to assist with the Presidential visit taking place Friday, Feb. 14, departing Monday, Feb. 17. The buses were used to transport 75 Media and VIP's from around the world for this event. Both buses required drivers to transport all parties to the aircraft waiting area. SunLine Staff worked with Steve Bowser, Deputy Director of Aviation, O&M Palm Springs International Airport. The two operators that participated were Gilbert Cortez and Javier Salazar. The supervisors involved were Manny Garcia, Senior Supervisor, Todd McDaniel, and Victor Duran. On Monday for the departure, the same routine was followed. Ms. Skiver thanked the Operations Department who quickly put this together and worked extremely efficient with outside agencies and internal departments to support the President's visit. She gave a special thanks to Director of Operations, Polo Del Toro, and his leadership in pulling this together. On Friday, February 14, the SunLine team got out on the system and handed out candy to show appreciation for

our customers. Sweetheart boxes of candy with a "We Love our Customers" sticker and business cards with the message and how to leave us comments on the website were distributed from 9am until 12:30. This was provided so they can give us suggestions and comments on our service. Ms. Skiver stated that this event was very well received by our customers. The idea for this event was brought forward by Norma Stevens and we are very appreciative of her innovation and passion to reach more of our riders and to be more visible in the community. She is doing an excellent job of bringing forward ideas that are low cost and gets our employees out on the system to better understand our customers and to interact with our operators. Ms. Skiver informed the Board that SunLine and our partners at Arcadis and Doug Wall Construction planned and executed a great event, which many Board Members attended, to sign the beam placed in our new administration building. For those unable to attend, we did place names on the beam. Ms. Skiver stated to the Board that they are all instrumental in leading this Agency with a project that is going very well and is going to be a huge enhancement to how SunLine operates; the employees will have a good, green environment to produce even better transit for the Coachella Valley. She thanked the Board for their support. SunLine Staff participated in the Palm Springs Black History parade on Saturday, February 22. FC2 and the SunLine golf cart were stars of the show with staff walking and promoting riding transit. A special thanks to all the staff that participated! Ms. Skiver stated that staff is getting out and being visible as a pillar in the community. In addition, staff celebrated Black History Month with the annual potluck luncheon. Employees cooked up some great dishes! A contest was held for favorite entrée and dessert. Congratulations to Vivian Gonzalez, winner of the entrée contest for collard greens, and CJ Smith, winner of the dessert contest for her banana pudding. Ms. Skiver thanked all staff that worked hard to put the luncheon together as we celebrate one another and a very important event. Ms. Skiver stated that the Indio campus of College of the Desert will be opening this Friday, Feb. 28th at 1:00pm and will be attended by SunLine Directors and marketing staff. Chairman Miller will attend as well. The C.O.D. discounted pass will be first distributed next Monday, March 3rd by the C.O.D. Alumni Association. Two hundred and seventy passes will be distributed versus the usual 187, so 94 more students will benefit. Ms. Skiver stated that even though there is an M.O.U. constructed and under review by C.O.D., we will still move forward with this very important program as it helps the students. Staff will work on the paperwork to make sure that the agreements are signed. Ms. Skiver showed the Board some samples of the Art Contest entries from local elementary kids. One entry talks about how the environment and transit in the Valley are important. The winner's entry will be used to wrap one of the new fuel cell bus. She thanked the Board members who are available to judge our poster contest. There will be an event in the future when the winner is chosen. We will be holding another Art Contest again for Middle School for the second fuel cell bus. The response has been amazing – almost 300 entries. Ms. Skiver provided some service change news - the improved Line 14 (DHS, Palm Springs), Line 30 (Palm Springs – Cathedral City) and Line 24, Palm Springs, plus the new Line 54 – ridership was up 6.3% overall. The 9% losses on the Line 30 have turned to a 3% increase (Line 14 up 19% and Line 24 up 7%) due to adjustments that Joe Forgiarini and his team has made. Ms. Skiver informed the Board of her meetings "Coffee with the GM" scheduled for tomorrow, which take place every four to six weeks. The performance management presentation will be given at the meetings. The meetings are open to all

employees to talk about real issues. There is also a newsletter that is distributed on performance management. Ms. Skiver updated the Board on her attendance at the APTA CEO Conference. There were great sessions on labor and media relations. She gave a presentation on Work Force Initiatives, and Performance Management. Ms. Skiver thanked the Board for the opportunity. She brought back valuable information to share with the team.

22. Next Meeting Date

March 26, 2014

12 o'clock Noon – Kelly Board Room

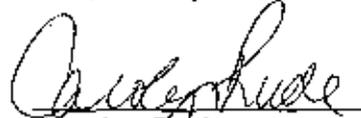
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

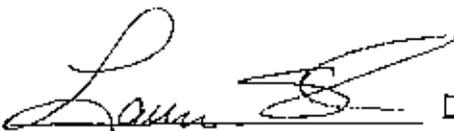
23. Adjourn

Chairman Miller adjourned the meeting at 2:03p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board



Date 3/19/14
Lauren Skiver
General Manager

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**
TO: Board of Directors
FROM: The Chief Performance Officer
RE: Policy Processing Guidance

Recommendation

Recommend that the Board of Directors adopt the attached Policy Processing Guidance document pertaining to policy items to be brought forth to the Board for approval.

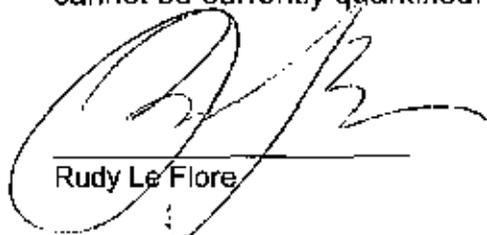
Background

At the Bylaws, Policies, and Procedures Committee meeting last month, staff presented the attached recommendation on streamlining the Board review process. The Committee provided input to the recommended guidance which was incorporated by staff. Currently, there are at least three policies awaiting Board approval. These are the EEO Policy, IT Policy and the Budget Policy.

Staff recommends that the Board adopt the attached Policy Processing Guidance document in order to ensure that the Board is not overburdened with changes that can be truly characterized as procedural changes.

Financial Impact

There may be some improved efficiencies associated with approval of this item, which cannot be currently quantified.



Rudy Le Flore

POLICY PROCESSING GUIDANCE

The following guidance is instructive to staff regarding what items should be brought to the Board of Directors for approval.

For purposes of Board approval, a policy change is a change including but not limited to the following areas:

- Any changing of authority delegated from or to the Board of Directors from or to the General Manager.
- Any change in policy affecting fares, marketing, regulations, or ordinances.
- Any change in SunLine's short or long range transit plans.
- Any change to budget approval process or to an approved budget.
- Any change to the fiscal audit approval process.
- Any change to the Personnel Rules.
- Any change affecting the Agency's Pension.
- Any change involving an interagency transaction between SunLine and another legal entity.
- Any change, decided between the General Manager and the Board Chairman that is of such significance that it should be the subject of Board review and/or approval.

Changes that do not require Board approval and are not considered Policy Changes are:

- Transactional changes involving the internal processes and operations of the Agency.
- Any change required by law or regulation.

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Award Contract for Purchase of Phone System

Recommendation

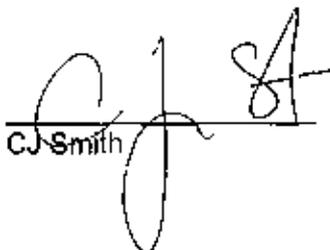
Recommend that the Board of Directors grant authority to the General Manager to negotiate and execute an agreement with Packet Fusion not to exceed \$135,573.17 for the purchase of a Voice-over IP (VOIP) Phone System upon approval as to form and legality by Legal Counsel.

Background

A Request for Proposal (RFP) was issued in December, 2013 for a new VOIP Phone System that would accommodate the move into the new Administration Building and the future growth of the Agency. Mr. Kaczerowski, Director of Information Technology at Riverside Transportation Agency (RTA), provided SunLine with a technical assessment using the criteria described in the RFP. SunLine's evaluation committee, comprised of team members from various departments, used this assessment along with their evaluations, and determined Packet Fusion to be highest ranked proposer based on the evaluation criteria.

Fiscal Impact

This project is currently in the FY 14 capital budget and approved for \$150,000. Project funds are comprised of Federal Section 5307 and State Transportation Assistance (STA). Based on proposal values this project is projected to come in under budget.


C. Smith

Contract Name: VOIP Solutions

BIDDERS PROCUREMENT SUMMARY

Contract No.: 13-054

Method of Procurement RFP

RFP Issue Date
Wednesday, December 11, 2013

RFP Response Date
Friday, January 24, 2014

Bidder 1	Dollar Amount of Bid	Responsive & Responsible	Selected
Packet Fusion Dylan Smith 18025 Skypark Circle Suite H Irvine, CA 92614	\$135,573.17	Yes	✓

Bidder 2	Dollar Amount of Bid	Responsive & Responsible	Selected
X-Act Adam Skinner 31931 Pio Pio Drive Temecula, CA 92592	\$91,093.92	Yes	

Bidder 3	Dollar Amount of Bid	Responsive & Responsible	Selected
AMS.Net Nick Gardener 502 Commerce Way Livermore, CA 94551	\$66,910.66	Yes	

Justification

Each proposal was evaluated using the following criteria in order of importance:
(1) Quality, (2) Price, (3) Implementation Strategy, (4) Experience.

Packet Fusion's price was inclusive of all the minimum requirements listed within the RFP, whereas AMS.Net and X-Act's prices did not include all features. After careful review each proposal and subsequent Request for Clarification letters, the Evaluation Committee selected Packet Fusion based on scores given within each evaluation criteria.

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Operations

RE: Award Contract for ITS System Maintenance & Support

Recommended Action

Recommend that the Board of Directors authorize SunLine's General Manager to execute an agreement with Avail Technologies in the amount of \$79,940 for ITS System Maintenance & Support upon approval as to form and legality by Legal Counsel.

Background

In June of 200, SunLine contracted with Avail Technologies for an Intelligent Transportation System. This project included a Computer Aided Dispatch System, Automatic Passenger Counters (APC's), Automatic Vehicle Locators (AVL) and Geographic Positioning System (GPS) to track and determine the precise location of buses and arrival time. This project also included the installation of on-board display signs and Automated Voice Annunciators that announces major intersections and transfer points.

The Avail Technology System has enhanced the Agency's operation. In addition to providing important usage information and ridership data, this system has increased the quality of service provided to SunLine's vision and hearing impaired customers, and tourists as they rely on on-board announcements and signage, as well as real time bus information on the web or cell phones. The computer aided dispatch function increased the safety aspect of operations and allows for instantaneous system monitoring by our dispatch department and allows for a faster response to operators in case of an emergency or system trouble.

The original agreement included two years of maintenance and support and expired June 30, 2013. Prior to bringing this agreement to the Board for approval, Staff wanted to conduct a review of the Avail project, systems, function and associated maintenance and support cost. After this complete review, it was determined that ongoing maintenance and support is necessary at this time to keep the system operating at optimal performance levels. The maintenance and support review also resulted in negotiating a lower cost to SunLine from Avail Technologies by \$25,000. Procurement has reviewed these costs and has determined them fair and reasonable under the FTA guidelines.

Financial Impact

The amount of the Avail agreement is \$79,940.00 and is included in the FY 14 operating and capital budget.


Apdlonio Del Toro

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Advanced Technology Project Manager

RE: Solar Panels Project Contract

Recommendation

Recommend that the Board of Directors delegate the General Manager authority to negotiate and execute a contract with Renova Energy Corporation in an amount not to exceed \$1,572,916 for furnishing and installing Solar Panels, upon approval as to form and legality by Legal Counsel.

Background

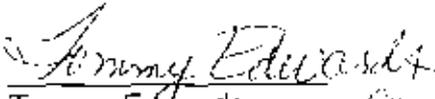
SunLine was awarded grants for this Solar Panel Project by the Federal Transit Administration and The South Coast Air Quality Management District (AQMD). SunLine included Renova Energy Corporation as a project partner in the competitive grant. Therefore, there is no competition required or warranted as the selection by the Federal Transit Administration is made partially on the strength of the project team. AQMD actually awarded part of the matching funds required by the federal government to Renova directly. Renova will replace and expand existing solar panels at SunLine's Thousand Palms facility.

This grant was originally delayed pending the Governor's recent action exempting transit employees from the requirements of Pension Reform (PEPRA).

This project will provide an alternative fuel source for powering SunLine's CNG refueling facilities and produce approximately 30 percent of the total energy used by the agency's offices and facilities in Thousand Palms. This will further reduce fuel production costs. The new panels will have an extended useful life and require less maintenance. This project will continue the agency's mission of energy efficiency.

Fiscal Impact

This project is currently in the FY 14 capital budget and approved for a total of \$1,820,000 using \$1,456,000 FTA funds, \$314,584 funds provided by South Coast Air Quality Management District (SCAQMD), and \$49,416 local match funds.


Tommy Edwards (R)

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**
TO: Finance Committee
Board of Directors
FROM: The Chief Performance Officer
RE: Approval of Design Change Order

Recommendation

Recommend the Board of Directors to delegate authority to the General Manager to approve a Change Order with The IBI Group for an amount Not To Exceed \$22,000 for additional design work on the Administration Building and Transit Hub Project.

Background

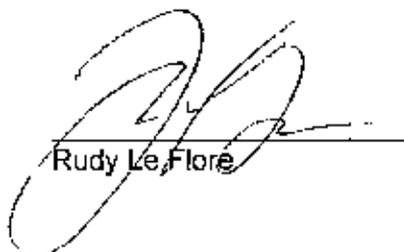
This item is being presented to the Board of Directors as this Change Order exceeds the General Manager's approval authority and requires Board of Directors' approval.

This Change Order focuses on design work for the Administration Building and Transit Hub project. The architect is being requested to finalize the redesign of the Board Room which was approved by SunLine Board of Directors at its September, 2013 Board Meeting. The other design work relates to the reassigning of amenities from the General Manager's office to amenities that benefit a general employee workroom.

With the approval of these changes, the contract with The IBI Group totals \$1,017,862.95.

Financial Impact

These changes are within the approved Administration Building and Transit Hub Construction Budget of \$16,838,170.


Rudy Le Flore



**AGENDA
FINANCE COMMITTEE**

**March 26, 2014
10:30 a.m. – 11:30 a.m.**

**G.M. Conference Room
SunLine Transit Agency
Thousand Palms, CA**

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

----- **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 for February, 2014 (Pages 1-3)
- b) Credit card statement for February, 2014 (Pages 4-9)
- c) Monthly Budget Report for January, 2014 (Page 10)

6. FY 13 Audit Report (CJ Smith)

Receive and File

Receive and File the FY 13 Agency audit report. (Page 11)

- Basic Financial Statements & Independent Auditors' Report ([Separate attachment](#))
- Single Audit Reports ([Separate attachment](#))

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

7. Fueling Methodology, Process & revenue Update (CJ Smith)

Information

Report to the Committee on the fueling methodology, the process and revenue. (Page 12)

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

- 8. Approval of Contract for New Phone System (CJ Smith) **Approve****
Request to the Board of Directors to grant authorization to the General Manager to approve award of contract for new telephone system. (Pages 13-14)
- 9. ITS System Maintenance & Support Agreement (Apolonio Del Toro) **Approve****
Request to the Board of Directors to grant authorization to the General Manager to execute an agreement for ITS system maintenance and support. (Page 15)
- 10. Solar Panel Project Contract Approval (Tommy Edwards) **Approve****
Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a contract with Renova Energy for furnishing and installing solar panels. (Page 16)
- 11. Approval of Design Change Order (Rudy Le Flore) **Approve****
Request to the Board of Directors to delegate authority to the General Manager to approve a Change Order with the IBI Group for additional design work on the Administration Building and Transit Hub Project. (Page 17)
- 12. Adjourn**

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	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 and Hydrogen	660442	02/13/14	\$249,871.27	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	660491	02/14/14	\$22,945.36	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660372	02/06/14	\$22,196.52	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660471	02/14/14	\$12,160.15	Y	N		Operating
GFI GENFARE	Cost to print bus fare	660386	02/06/14	\$8,810.53	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660409	02/06/14	\$7,904.71	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660426	02/06/14	\$7,140.99	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1 & 2 Electricity-Div 1	660393	02/06/14	\$6,402.67	Y	N		Operating
A&C COMPANIES	Cost to purchase vehicle parts	660565	02/27/14	\$5,690.84	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660512	02/14/14	\$4,750.29	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	660483	02/14/14	\$3,657.26	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	660509	02/14/14	\$3,198.42	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660529	02/14/14	\$2,964.11	Y	N		Operating
A.C. PROPANE	Cost for Propane	660354	02/06/14	\$2,873.88	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	660636	02/27/14	\$2,735.03	Y	N		Operating
COMPLETE COACH WORKS	Cost to purchase vehicle parts	660551	02/21/14	\$2,700.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660356	02/06/14	\$2,484.72	Y	Y	\$70,766.00	Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	660468	02/14/14	\$2,436.79	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	660578	02/27/14	\$2,356.92	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	660604	02/27/14	\$2,246.11	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	660430	02/06/14	\$2,117.23	Y	N		Operating
FARWEST CORROSION	Cost to purchase Sunfuel parts	660555	02/21/14	\$2,115.00	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	660418	02/06/14	\$2,054.65	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	660460	02/14/14	\$2,006.19	Y	N		Operating
COOLEY CONSTRUCTION, INC	Cost to repair and service facility	660467	02/14/14	\$1,673.32	Y	N		Operating
TURBO IMAGES INC.	Cost to purchase vehicle parts	660533	02/14/14	\$1,656.46	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	660432	02/06/14	\$1,636.78	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity-Div 2	660596	02/27/14	\$1,569.84	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	660375	02/06/14	\$1,266.58	Y	N		Operating
SMART CHEMISTRY CORPORATION	Cost of testing hydrogen samples	660625	02/14/14	\$1,250.00	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660567	02/27/14	\$1,242.36	Y	Y	\$68,282.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	660446	02/14/14	\$1,242.36	Y	Y	\$69,524.00	Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	660617	2/27/2014	\$1,240.00	Y	N		Operating
SAFETY-KLEEN CORPORATION	Hazardous material services	660522	02/14/14	\$1,084.65	Y	N		Operating
LONG ELECTRIC	Cost to repair and service facility	660399	02/06/14	\$1,077.03	Y	N		Operating
LONG ELECTRIC	Cost to repair and service facility	660503	02/14/14	\$1,047.52	Y	N		Operating
	Subtotal			\$399,806.34				
Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
RUTAN & TUCKER, LLP	Cost for legal services (December)	660621	02/14/14	\$14,789.20	Y	Y	\$109,768.00	Operating
DYNAMIC COLLISION CENTER	Insurance Claims	660476	02/14/14	\$8,372.56	Y	N		Operating
FLEET REFINISHING	Cost of repair claims	660481	02/14/14	\$8,143.06	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services (November)	660420	02/06/14	\$7,771.52	Y	Y	\$124,577.00	Operating
G & K SERVICES	Cost to service uniforms (December)	660385	02/06/14	\$7,624.30	Y	Y	\$286,571.00	Operating
G & K SERVICES	Cost to service uniforms (January)	660558	02/21/14	\$5,548.49	Y	Y	\$281,023.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (January)	660396	02/09/14	\$4,678.00	Y	Y	\$35,328.00	Operating

ITEM 454

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
KBM (MOORE MAINTENANCE)	Cost for janitorial services (February)	660599	02/27/14	\$4,678.00	Y	Y	\$30,650.00	Operating
VERIZON WIRELESS	Agency Cell Phones	660538	02/14/14	\$2,856.41	Y	N		Operating
SWRCB	Annual Operation Permits	660427	02/06/14	\$2,760.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2	660452	02/14/14	\$2,624.35	Y	N		Operating
EVERYTHING UNDER THE SUN	Advertising for Commuter 220	660586	02/27/14	\$2,223.60	Y	N		Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2)	030641	02/27/14	\$2,200.00	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	660646	02/27/14	\$2,089.07	Y	N		Operating
THE LIVING DESERT	Final payment for holiday event	660640	02/27/14	\$2,034.40	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	660532	02/14/14	\$2,027.12	Y	N		Operating
ROTARY CLUB PALM DESERT	Event expense (John Benoit)	060520	02/14/14	\$2,000.00	Y	N		Operating
STEPHEN A. CRANE	Cost for advertisement	660527	02/14/14	\$2,000.00	Y	N		Operating
UNIVERSITY OF PHOENIX, INC.	Union Negotiation Meetings	660537	02/14/14	\$2,000.00	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System	660589	02/27/14	\$1,860.00	Y	N		Operating
CAL-TEST, INC	D&A Onsite Testing	660548	02/21/14	\$1,431.70	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	660477	02/14/14	\$1,365.00	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	660514	02/14/14	\$1,243.33	Y	N		Operating
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom/Agency Supplies	660456	02/14/14	\$1,086.14	Y	N		Operating
GREATER PALM SPRINGS (CVB)	Membership (Jan-Dec 2014)	660493	02/14/14	\$1,050.00	Y	N		Operating
	Subtotal			\$94,456.25				

Note: 1)

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

DOUG WALL CONSTRUCTION	Fees for Admin Building	660441	02/11/14	\$784,542.73	Y	Y	\$8,051,473.00	Capital
COOLEY CONSTRUCTION	Yard Repavement Project	660552	02/21/14	\$214,434.46	Y	Y	\$12,477.00	Capital
BAE SYSTEMS CONTROLS	American Fuel Cell Bus (Ext Warranty)	660546	02/21/14	\$48,775.00	Y	Y	\$806,042.00	Capital
ARCADIS	Construction Management - Admin building	660563	02/26/14	\$30,814.90	Y	Y	\$278,513.00	Capital
ARCADIS	Construction Management - Admin building	660584	02/26/14	\$29,857.16	Y	Y	\$248,656.00	Capital
GOW-MAC INSTRUMENT COMPANY	SunFuels Maintenance Equip	660387	02/06/14	\$16,658.00	Y	N		Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building	660475	02/14/14	\$14,535.00	Y	Y	\$8,036,938.00	Capital
AMERICAN CAB	Taxi voucher program - federal program	660447	02/14/14	\$6,802.35	Y	N		Capital
AGREEMENT DYNAMICS, INC.	Cost for Labor Negotiating Training	660444	02/14/14	\$5,249.50	Y	Y	\$19,667.00	Operating
GFI GENFARE	Maintenance Equip TVM	660488	02/14/14	\$4,860.00	Y	N		Capital
N/S CORPORATION	Maintenance Equip Bus Wash	660505	02/14/14	\$4,711.61	Y	N		Capital
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment - Admin building	660397	02/06/14	\$4,415.20	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	660542	02/14/14	\$4,351.04	Y	N		Capital
PERMA	Worker comp pass-through (Ralph Mills)	660517	02/14/14	\$2,249.46	Y	N		Operating
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	660496	02/14/14	\$2,209.32	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal program	660473	02/14/14	\$1,504.27	Y	N		Capital
DESERT ALARM	Security monitoring services	660579	02/27/14	\$1,120.00	Y	Y	\$6,320.00	Operating
CABCONNECT	Taxi voucher program - federal program	660362	02/06/14	\$1,021.54	Y	N		Capital
	Subtotal			\$1,178,111.84				

Note: 2)

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

HEALTH NET	Group Health insurance premium	660391	02/06/14	\$247,203.03	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (February)	660561	02/21/14	\$87,124.28	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	660534	02/14/14	\$73,430.20	Y	N		Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
U.S. BANK INSTITUTIONAL TRUST- METLIFE SBC	Pension deposits (paid per payroll)	660543	02/27/14	\$73,148.93	Y	N		Operating
	Employee benefits	660402	02/06/14	\$25,918.27	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	660446	02/14/14	\$4,778.24	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	660568	02/27/14	\$4,745.12	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	660454	02/14/14	\$2,670.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	660574	02/27/14	\$2,670.92	Y	N		Operating
EYE MED	Employee benefits	660554	02/21/14	\$2,498.26	Y	N		Operating
	Subtotal			\$524,188.17				

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 **\$2,196,562.40**

Summary

Total of Checks Over \$1,000	\$2,196,562.40
Total of Checks Under \$1,000	\$46,458.39
Total of All Checks for the Month	\$2,243,020.79
Total Amount of Checks Prior Year - Same Month	\$1,084,974.78

ITEM #54

February 2014 Statement



Open Date: 01/22/2014 Closing Date: 02/20/2014

Account:

Visa® Business Card
SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855
BUS 6 13

New Balance	\$2,059.64
Minimum Payment Due	\$21.00
Payment Due Date	03/17/2014
<p>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 29.99%.</p>	

Activity Summary		
Previous Balance	+	\$1,171.00
Payments	-	\$1,171.00 ^{cn}
Other Credits		\$0.00
Purchases	+	\$2,191.56
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$39.00 ^{cn}
Interest Charged	-	\$92.92 ^{cn}
New Balance	=	\$2,059.64
Past Due		\$0.00
Minimum Payment Due		\$21.00
Credit Line		\$40,000.00
Available Credit		\$37,940.36
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

Please detach and send coupon with check payable to: Cardmember Service

CFN 006640533

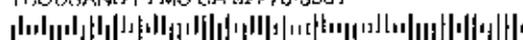
24-Hour Cardmember Service: 1-866-552-8855

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

Account Number	4798 5100 5004 0662
Payment Due Date	3/17/2014
New Balance	\$2,059.64
Minimum Payment Due	\$21.00

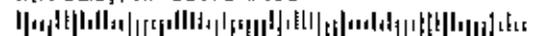
Amount Enclosed \$ _____

SUNLINE TRANSIT
CAROLYN RUDE
32505 HARRY OLIVER TRL
THEOUSAND PLMS CA 92776-3501



Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408



February 2014 Statement 01/22/2014 - 02/20/2014

Page 2 of 3



SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855

Important Messages

We continually monitor your account for fraudulent activity, including any merchant data breaches. It's always smart to review your account activity and to call the number on the back of your card about unrecognized charges.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/10	02/10		PAYMENT THANK YOU	\$1,171.00cr	_____
TOTAL THIS PERIOD				\$1,171.00cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/23	01/22	0180	GRILL CONCEPTS - P PALM DESERT CA	\$196.56	_____
01/27	01/24	1536	AMERICAN PUBLIC TRANS 202-4964800 DC	\$750.00	_____
01/30	01/28	2455	USAIRWAYS037737768746 BELLEVUE WA ROJQ/DIEGO 03/02/14 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO COLUMBUS COLUMBUS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$758.00	_____
02/03	01/30	4620	UNITED 0167332297387 800-932-2732 TX DELTORO/APOLOON 03/07/14 PALMSPRINGS TO OHARE OHARE TO WASHINGTON WASHINGTON TO OHARE OHARE TO PALMSPRINGS	\$487.00	_____
TOTAL THIS PERIOD				\$2,191.56	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/30			REVERSAL OF LATE PAYMENT FEE	\$39.00cr	_____
TOTAL FEES THIS PERIOD				\$39.00cr	

Interest Charged

Post Date	Transaction Description	Amount	Notation
01/30	INTEREST REVERSAL	\$44.31cr	_____
01/30	INTEREST REVERSAL	\$48.61cr	_____
TOTAL INTEREST THIS PERIOD		\$92.92cr	

February 2014 Statement



Open Date: 01/22/2014 Closing Date: 02/20/2014

Account:

Visa® Business Card
SUNLINE TRANSIT
LAURA L SKIVER

Cardmember Service 1-866-552-8855
BUS 73 13

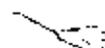
New Balance	\$1,631.68
Minimum Payment Due	\$17.00
Payment Due Date	03/17/2014
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	- \$489.43cr
Purchases	+ \$2,121.11
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$1,631.68
Past Due	\$0.00
Minimum Payment Due	\$17.00
Credit Line	\$40,000.00
Available Credit	\$38,368.32
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

Please detach and send coupon with check payable to: Cardmember Service

CPN 000648939

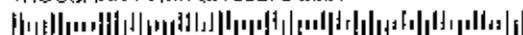
24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

Account Number	
Payment Due Date	3/17/2014
New Balance	\$1,631.68
Minimum Payment Due	\$17.00

Amount Enclosed \$ _____

SUNLINE TRANSIT
LAURA L SKIVER
32505 HARRY OLIVER TRI
THOUSAND PLMS CA 92276 3501



Cardmember Service
P.O. Box 790408
St. Louis, MO 63179-0408



February 2014 Statement 01/22/2014 - 02/20/2014

Page 2 of 3



SUNLINE TRANSIT
LAURA L. SKIVER

Cardmember Service ☎ 1-866-552-8855

Welcome!

As a valued cardmember, you'll receive best-in-class benefits and outstanding service on your new Pacific Western Bank Visa® Business Card. If you have any questions about your account, please call Cardmember Service at the number listed on this statement. We appreciate your business!

Important Messages

Federal law requires us to give you a notice regarding negative credit reporting. Please refer to the reverse of your statement for this important notice.

We continually monitor your account for fraudulent activity, including any merchant data breaches. It's always smart to review your account activity and to call the number on the back of your card about unrecognized charges.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/14	02/12	2821	THE RITZ-CARLTON NEW O NEW ORLEANS LA MERCHANDISE/SERVICE RETURN	\$489.43cr	_____
TOTAL THIS PERIOD				\$489.43cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/10	02/07	2515	THE RITZ-CARLTON NEW O NEW ORLEANS LA 02/06/14 FOR 3 NIGHTS FOLIO: 964 19236	\$489.43	_____
02/10	02/08	0056	THE RITZ-CARLTON JBRV NEW ORLEANS LA 02/08/14 FOR 01 NIGHTS FOLIO: 3965062481240	\$36.73	_____
02/11	02/09	9638	THE ORIGINAL OYSTER NEW ORLEANS LA	\$48.41	_____
02/12	02/11	5784	ACME OYSTER HOUSE NEW ORLEANS LA	\$48.70	_____
02/12	02/11	4286	HOTEL BUSINESS CENTER 866-874-4440 CA	\$31.50	_____
02/13	02/12	1728	ACME OYSTER HOUSE NEW ORLEANS LA	\$37.26	_____
02/14	02/12	2198	THE RITZ-CARLTON NEW O NEW ORLEANS LA 02/13/14 FOR 5 NIGHTS FOLIO: 151 19225	\$1,228.09	_____
02/14	02/12	2698	ACME OYSTER HOUSE METAHIE LA	\$32.00	_____
02/14	02/12	8819	UNITED 0162603289472 800-932-2732 TX SKIVER /FIR 02/12/14 NEW ORLEANS TO LOS ANGELES LOS ANGELES TO PALMSPRINGS	\$60.00	_____
02/14	02/13	8499	KILINS DELI - 2 SAN FRANCISCO CA	\$16.00	_____
02/14	02/13	1539	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$84.00	_____
02/19	02/17	8187	UNITED 0162926548963 800-932-2732 TX SKIVER /FIR 02/12/14 NEW ORLEANS TO SAN FRANCISCO	\$8.99	_____
TOTAL THIS PERIOD				\$2,121.11	

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: February 21, 2014

Carolyn Rude

Detail:

1/23/14	Grill Concepts-P.D.	Board meeting – lunch	\$ 196.56
1/24/14	American Public Trans.	Registration, General Manager, Lauren Skiver, APTA Legislative Conf.	\$ 750.00
1/28/14	US Airways	Airfare, Diego Rojo, Supervisor, CNG Mechanics Training Course	\$ 758.00
2/03/14	United Airlines	Airfare, Director of Operations, Apolonio Del Toro, Leadership APTA	\$ 487.00

*All charges approved in the FY 14 budget and at Board meeting.

Credit:

1/16/14	Payment	\$1171.00 CR
1/30/14	Reversal of late payment	\$ 39.00 CR
1/30/14	Interest reversal	\$ 44.31 CR
1/30/14	Interest reversal	\$ 48.61 CR

DISPUTED LATE FEES AND INTEREST CHARGES:

**On the October, 2013 credit card statement, there were charges for an interest payment of \$48.61 and a late fee of \$39.00. On the November statement, there was an interest charge of \$44.31. We disputed these charges and the bank has agreed to reverse the late fees of \$39.00 and interest fees, total charges of \$92.92. A total credit in the amount of \$131. 92 has been credited this month.

ITEM #5b

Lauren Skiver

Detail:

2/10/14	The Ritz-Carlton, New Orleans	Hotel-CEO Seminar-General Manager, Lauren Skiver	\$ 489.43
(CREDIT)	<i>The Ritz-Carlton, New Orleans</i>	<i>Hotel-CEO Seminar-General Manager (error by Hotel)</i>	<i>\$ 489.43 (CR)</i>
2/08/14	The Ritz-Carlton, New Orleans	Meal, G.M. Lauren Skiver, APTA CEO Seminar;	\$ 36.73
2/09/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 48.41
2/11/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 48.70
2/11/14	Hotel Business Center	G. M., Lauren Skiver, APTA CEO Seminar; p	\$ 31.50
2/12/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 37.26
2/12/14	Ritz-Carlton, New Orleans	Hotel-CEO Seminar-Lauren Skiver, APTA CEO Seminar-5 nights	\$1228.09
2/12/14	ACME Oyster House	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 32.00
2/12/14	United Airlines	Air charges-luggage; GM, Lauren Skiver, APTA CEO Seminar	\$ 60.00
2/13/14	Klein's Deli	Meal, G.M. Lauren Skiver, APTA CEO Seminar	\$ 16.00
2/13/14	Palm Springs Airport	G.M. Lauren Skiver, APTA CEO Seminar; auto parking	\$ 84.00
2/17/14	United Airlines	Airline fee; G.M. Lauren Skiver, APTA CEO Seminar	\$ 8.99

*All charges approved in the FY 14 budget and at Board meeting.

SunLine Transit Agency
Budget Variance Report
January 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTP)	11,768,614	891,562	960,718	(69,156)	7,310,804	6,865,025	445,779
Measure A	6,217,000	434,750	434,750	0	3,043,250	3,043,250	0
FTA Section 5307	2,802,268	233,522	233,522	0	1,634,656	1,634,656	0
FTA Section 5311	420,188	35,016	35,016	0	245,110	245,110	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	121,721	(121,721)
FTA Section 5317	46,000	0	3,833	(3,833)	0	26,833	(26,833)
Sunfuels - Outside Sales Revenue	600,200	73,020	50,017	23,003	509,961	350,117	159,845
CNG Rebate	300,000	227,293	25,000	202,293	462,509	175,000	287,509
Fare Box Revenue - Fixed Route	3,230,000	294,882	269,167	25,715	1,740,220	1,884,167	(143,946)
Fare Box Revenue - Paratransit	320,000	20,587	26,667	(6,080)	147,234	186,567	(39,432)
Taxi Vouchers	18,089	8,814	1,507	7,306	55,316	10,552	44,764
Interest and Other Revenue	195,000	7,993	16,250	(8,257)	44,656	113,750	(69,094)
Total Operating Revenue	25,126,024	2,227,438	2,093,835	133,603	15,193,717	14,656,847	536,870
Expenses:							
SunFuels - Outside (9)	322,203	35,438	28,850	(6,588)	219,848	187,952	(31,896)
SunFuels (10)	1,118,969	122,378	93,247	(29,130)	784,147	652,732	(131,415)
Fixed Route Operations - Admin (11)	2,095,832	162,145	174,553	12,408	994,627	1,222,569	227,941
Fixed Route Operations - Union (12)	7,598,787	772,392	633,232	(139,160)	4,391,035	4,432,626	41,590
Paratransit Operations (13)	533,374	55,411	44,448	(10,963)	339,835	311,135	(28,700)
Paratransit Operations - Maintenance (13)	87,900	5,762	7,325	1,563	58,129	51,275	(6,854)
Paratransit Operations - Union (14)	2,056,111	186,901	171,343	(15,558)	1,196,463	1,199,398	2,935
Risk Management (15)	374,826	28,773	31,236	2,463	215,806	218,649	2,842
Maintenance - Admin (21)	1,114,367	120,308	92,864	(27,444)	726,945	650,048	(76,898)
Maintenance - Mechanics (22)	3,152,504	249,645	262,709	13,064	1,647,513	1,838,961	191,447
Facility Maintenance-T.P. (23)	660,729	46,677	55,061	8,384	302,918	385,425	82,508
Facility Maintenance-Indio (24)	72,354	4,464	6,030	1,566	37,847	42,207	4,360
Stops & Zones Maintenance (25)	589,284	49,553	49,107	(446)	273,878	343,749	69,871
Marketing (31)	364,402	32,430	30,367	(2,063)	189,805	212,568	22,763
Human Resources (32)	471,331	59,075	39,278	(19,797)	321,055	274,943	(46,112)
General Administration (40)	1,106,912	89,425	92,243	2,818	567,491	646,699	78,208
Finance (41)	1,127,039	103,317	93,920	(9,397)	638,240	657,439	19,200
Information Technology (42)	389,134	19,145	32,428	13,282	169,187	226,995	57,808
Agency-wide (43)	1,325,852	173,172	110,488	(62,684)	952,108	773,414	(178,694)
Planning & Agency Development (49)	564,114	64,811	47,010	(17,801)	314,654	329,067	14,413
Total Expenses	25,126,024	2,381,219	2,093,835	(287,384)	14,341,530	14,656,847	315,317
Total Operating Surplus(Deficit)		\$ (153,780.74)			\$ 852,186.92		

Note: The approved New Initiatives budgeted at \$824,921 are distributed over the appropriate cost centers (Divisions 12, 21 and 22) and cost centers that were previously combined are now presented individually. The bottom-line of the approved FY 14 budget has not changed.

SunLine Transit Agency

DATE: March 26, 2014 **RECEIVE AND FILE**
TO: Finance Committee
Board of Directors
FROM: Director of Finance
RE: FY 13 Audit Report

Recommendation

Recommend that the Board of Directors Receive and File the Annual fiscal year 2013 Audit.

Background

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.

In addition, the 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.

This year's audit was completed by MGO, the audit firm selected by RCTC. Similar to last year's finding, this audit resulted in the identification of one material finding related to fiscal year 2012. This finding is directly related to the timing of and recognition of revenue in the correct period. Staff continues to review processes and conduct training to ensure that this finding is not repeated.

It should be noted that adjustments were made to fiscal year 2012 and 2011 balances previously presented to the Board of Directors. Based on that information, SunLine recommended that MGO present restated fiscal year 2011 financial statements. MGO did not concur with that recommendation.


CJ Smith

SunLine Transit Agency

DATE: March 26, 2014 **INFORMATION**
TO: Finance Committee
FROM: Director of Finance
RE: Fueling Methodology, Process & Revenue Update

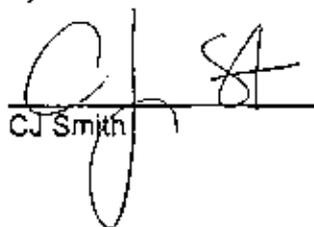
Background

In reviewing and providing materials to support the FY13 Audit, SunLine Staff identified a practice that was inconsistent with Generally Accepted Accounting Principles. This practice was considered inconsistent with prior audit findings as well. Revenue generated from the CNG external fueling operations was characterized as Deferred Revenue. This designation is incorrect and ignores several procedural steps that must be considered.

In prior years, Staff placed revenues from the CNG operations into an account to cover emergency repairs. While the concept of a reserve is not uncommon, from an accounting standpoint, it is incorrect. The revenue from fueling is earned at the time of the sale and therefore cannot be categorized as Deferred. The auditor confirmed this issue and recommended that SunLine put policies in place to support this type of transaction.

Staff is preparing a recommendation in this area to bring forth to the Board. This recommendation will address the utility of such a reserve, the amount of the reserve and the proper accounting for this transaction. Staff is conducting a thorough analysis and plans to make a recommendation at the next Board Meeting.

Staff will not only address this issue but the entirety of the fueling operation as requested by the Board.


CJ Smith

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Award Contract for Purchase of Phone System

Recommendation

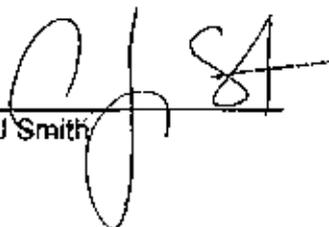
Recommend that the Board of Directors grant authority to the General Manager to negotiate and execute an agreement with Packet Fusion not to exceed \$135,573.17 for the purchase of a Voice-over IP (VOIP) Phone System upon approval as to form and legality by Legal Counsel.

Background

A Request for Proposal (RFP) was issued in December, 2013 for a new VOIP Phone System that would accommodate the move into the new Administration Building and the future growth of the Agency. Mr. Kaczerowski, Director of Information Technology at Riverside Transportation Agency (RTA), provided SunLine with a technical assessment using the criteria described in the RFP. SunLine's evaluation committee, comprised of team members from various departments, used this assessment along with their evaluations, and determined Packet Fusion to be highest ranked proposer based on the evaluation criteria.

Fiscal Impact

This project is currently in the FY 14 capital budget and approved for \$150,000. Project funds are comprised of Federal Section 5307 and State Transportation Assistance (STA). Based on proposal values this project is projected to come in under budget.


CJ Smith

BIDDERS PROCUREMENT SUMMARY

Contract No.: 13-054

Method of Procurement RFP

RFP Issue Date
Wednesday, December 11, 2013

RFP Response Date
Friday, January 24, 2014

Bidder 1	Dollar Amount of Bid	Responsive & Responsible	Selected
Packet Fusion Dylan Smith 18025 Skypark Circle Suite H Irvine, CA 92614	\$135,573.17	Yes	✓

Bidder 2	Dollar Amount of Bid	Responsive & Responsible	Selected
X-Act Adam Skinner 31931 Pio Pico Drive Temecula, CA 92592	\$91,093.92	Yes	

Bidder 3	Dollar Amount of Bid	Responsive & Responsible	Selected
AMS.Net Nick Gardener 502 Commerce Way Livermore, CA 94551	\$66,910.66	Yes	

Justification

Each proposal was evaluated using the following criteria in order of importance:
(1) Quality, (2) Price, (3) Implementation Strategy, (4) Experience.

Packet Fusion's price was inclusive of all the minimum requirements listed within the RFP, whereas AMS.Net and X-Act's prices did not include all features. After careful review each proposal and subsequent Request for Clarification letters, the Evaluation Committee selected Packet Fusion based on scores given within each evaluation criteria.

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Operations

RE: Award Contract for ITS System Maintenance & Support

Recommended Action

Recommend that the Board of Directors authorize SunLine's General Manager to execute an agreement with Avail Technologies in the amount of \$79,940 for ITS System Maintenance & Support upon approval as to form and legality by Legal Counsel.

Background

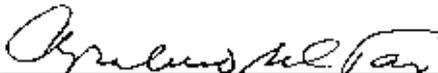
In June of 200, SunLine contracted with Avail Technologies for an Intelligent Transportation System. This project included a Computer Aided Dispatch System, Automatic Passenger Counters (APC's), Automatic Vehicle Locators (AVL) and Geographic Positioning System (GPS) to track and determine the precise location of buses and arrival time. This project also included the installation of on-board display signs and Automated Voice Annunciators that announces major intersections and transfer points.

The Avail Technology System has enhanced the Agency's operation. In addition to providing important usage information and ridership data, this system has increased the quality of service provided to SunLine's vision and hearing impaired customers, and tourists as they rely on on-board announcements and signage, as well as real time bus information on the web or cell phones. The computer aided dispatch function increased the safety aspect of operations and allows for instantaneous system monitoring by our dispatch department and allows for a faster response to operators in case of an emergency or system trouble.

The original agreement included two years of maintenance and support and expired June 30, 2013. Prior to bringing this agreement to the Board for approval, Staff wanted to conduct a review of the Avail project, systems, function and associated maintenance and support cost. After this complete review, it was determined that ongoing maintenance and support is necessary at this time to keep the system operating at optimal performance levels. The maintenance and support review also resulted in negotiating a lower cost to SunLine from Avail Technologies by \$25,000. Procurement has reviewed these costs and has determined them fair and reasonable under the FTA guidelines.

Financial Impact

The amount of the Avail agreement is \$79,940.00 and is included in the FY 14 operating and capital budget.


Apolonio Del Toro

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Advanced Technology Project Manager

RE: Solar Panels Project Contract

Recommendation

Recommend that the Board of Directors delegate the General Manager authority to negotiate and execute a contract with Renova Energy Corporation in an amount not to exceed \$1,572,916 for furnishing and installing Solar Panels, upon approval as to form and legality by Legal Counsel.

Background

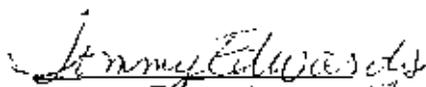
SunLine was awarded grants for this Solar Panel Project by the Federal Transit Administration and The South Coast Air Quality Management District (AQMD). SunLine included Renova Energy Corporation as a project partner in the competitive grant. Therefore, there is no competition required or warranted as the selection by the Federal Transit Administration is made partially on the strength of the project team. AQMD actually awarded part of the matching funds required by the federal government to Renova directly. Renova will replace and expand existing solar panels at SunLine's Thousand Palms facility.

This grant was originally delayed pending the Governor's recent action exempting transit employees from the requirements of Pension Reform (PEPRA).

This project will provide an alternative fuel source for powering SunLine's CNG refueling facilities and produce approximately 30 percent of the total energy used by the agency's offices and facilities in Thousand Palms. This will further reduce fuel production costs. The new panels will have an extended useful life and require less maintenance. This project will continue the agency's mission of energy efficiency.

Fiscal Impact

This project is currently in the FY 14 capital budget and approved for a total of \$1,820,000 using \$1,456,000 FTA funds, \$314,584 funds provided by South Coast Air Quality Management District (SCAQMD), and \$49,416 local match funds.


Tommy Edwards *JK*

SunLine Transit Agency

DATE: March 26, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: The Chief Performance Officer

RE: Approval of Design Change Order

Recommendation

Recommend the Board of Directors to delegate authority to the General Manager to approve a Change Order with The IBI Group for an amount Not To Exceed \$22,000 for additional design work on the Administration Building and Transit Hub Project.

Background

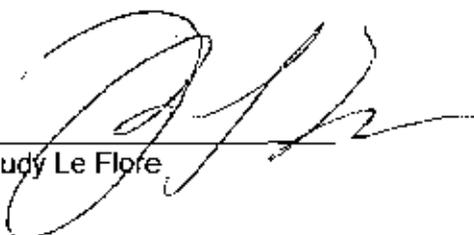
This item is being presented to the Board of Directors as this Change Order exceeds the General Manager's approval authority and requires Board of Directors' approval.

This Change Order focuses on design work for the Administration Building and Transit Hub project. The architect is being requested to finalize the redesign of the Board Room which was approved by SunLine Board of Directors at its September, 2013 Board Meeting. The other design work relates to the reassigning of amenities from the General Manager's office to amenities that benefit a general employee workroom.

With the approval of these changes, the contract with The IBI Group totals \$1,017,862.95.

Financial Impact

These changes are within the approved Administration Building and Transit Hub Construction Budget of \$16,838,170.


Rudy Le Flore

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, March 26, 2014
12:00 pm
Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

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

The Chair requests that all cellular phones and beepers be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

6. **Correspondence**
None.

7. **Public Comments**

Receive Comments

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

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.

8. Board Member Comments**Receive Comments**

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

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

Minutes of the January 22, 2014 Board of Directors Meeting
(Pages 1-5)

----- RECEIVE AND FILE -----**10. 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 January, February, 2014
(Pages 6-7)
- b) SSG/SRA Monthly Budget Reports, December, 2013, January, 2014. (Pages 8-9)
- c) Taxi Vehicle/Rides Analysis for January, February, 2014. (Pages 10-11)

----- INFORMATION -----**11. Extra Capacity Taxicab Permits (Michael Jones)****Information**

Report to the Board on the issuance of conditional usage permits for the upcoming Coachella Music Festival and Stage Coach Festival events. (Page 12)

12. Next Meeting Date

April 23, 2014
12 o'clock Noon – Kelly Board Room

13. Adjourn

MINUTES
SunLine Services Group
Board of Directors Meeting
January 22, 2014

ITEM #9

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, January 22, 2014 at 12:00pm 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 12:00p.m. by Vice Chairman Greg Pettis.

2. Flag Salute

Mayor Pro Tem Hutcheson led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Glenn Miller, Chairman, Councilmember, City of Indio

Guests:

Scott Russo, American Cab
Greg Klibanov, American Cab
KD Labana , Desert City Cab
Mabu Hossein, Desert City Cab
Sarwan Ghotra, Desert City Cab
Marc Triplett, Desert City Cab
Michal Brock, Yellow Cab
Bill Meyer, Yellow Cab
Barrett Newkirk, The Desert Sun

Staff:

Lauren Skiver, General Manager
Jeff Goldfarb, Legal Counsel, Rutan & Tucker
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy Le Flore, Chief Performance Officer
Apolonio Del Toro, Director of Operations

Don Bradburn, Director of Human Resources
Tommy Edwards, Advanced Technology Project Manager
Mike Morrow, Director of Maintenance
CJ Smith, Director of Finance
Michael Jones, Taxi Administrator
Richard Samuels, Motor Coach Operator
Anthony Garcia, Motor Coach Operator
Asterio Gonzales, Motor Coach Operator
Amy Heilman, Coin Counter
Gerald Hebb, Stops & Zones Supervisor
Karen Thomas, Senior Administrative Assistant
Robert Beigie, Lead Maintenance Supervisor
Dave Robin, Risk Manager
Phenvana Panpradith, Grants Analyst
Vanessa Mora, Desktop Support Technician
Norma Stevens, Community Outreach Specialist
Mannie Thomas, Manager of Operations & Safety Training
Dale Mead, Facility Maintenance Supervisor
Fran DePafo, Administrative Assistant

4. **Finalization of Agenda**

No changes to agenda.

5. **Presentations**

No presentations.

6. **Correspondence**

None.

7. **Public Comments**

NON - AGENDA ITEMS:

No public comments.

AGENDA ITEMS:

No public comments.

8. **Board Member Comments**

No Board member comments.

9. **Approval of Minutes**

Mayor Pro Tem Hutcheson moved to approve the minutes of the December 4, 2013 Board meeting. The motion was seconded by Councilmember Spiegel and approved unanimously with the abstention of the City of Coachella, Mayor Eduardo Garcia, and the City of Desert Hot Springs, Mayor Pro Tem Russell Betts. Vice Chair Pettis stated that according to state law, a roll call will be taken on every item. Roll Call: Chairman Miller – absent; Vice Chair Pettis-yes; Mayor Pro Tem Betts-abstain; Mayor Pro Tem Hutcheson-Yes; Councilmember

Hobart-yes; Councilmember Spiegel-yes; Councilmember Hanson-yes; Mayor Adolph-yes; Mayor Garcia-abstained; Supervisor Benoit-yes; motion carried.

10. **Allocation of Non-Temporary Taxicabs to American Cab and Yellow Cab of the Desert**

Taxi Administrator, Michael Jones, addressed the Board requesting approval of the allocation of thirty non-temporary taxicab awards to American Cab and twenty non-temporary taxicab awards to Yellow Cab of the Desert. There are two types of taxicab awards used by SunLine Services Group (SSG) for taxicab allocation. Non-temporary are awards that are issued to the franchise for on demand seven days, twenty four hour operation and are SSG Board approved. Temporary are intended to exist for an undetermined amount time and are approved by Taxi Administrator. Mr. Jones provided a brief history of the franchises. On October 1, 2009 four franchises were formed with a total of 180 taxicab awards. In July, 2010, SSG was placed on notice by Classic Yellow Cab that they no longer desired to provide taxicab service. Classic Yellow Cab ceased taxicab operations the first week of September, 2010, returning fifty non-temporary taxicab awards to SSG. At the October 24, 2012 Board meeting, the Taxi Committee provided detailed guidance regarding the need for additional information to assist the Board of Directors in making informed decisions relative to the allocation of unallocated non-temporary taxicab permits. May 22, 2013, a recommendation was presented to the Board for action. This item was the award contract for a Taxi Study. The Board decided during this meeting not to move forward with the taxi study. The SSG Board felt that the need of a RFP for an additional franchise could be developed later, but that the fifty non-temporary permits already being allocated as non-permanent awards could be allocated within the current three franchise system. December 4, 2013, SSG Board of Directors approved the applications for franchise extension on all three currently operating franchises in the Coachella Valley. Both American Cab and Yellow Cab of the Desert have demonstrated on a continuous year-round basis, through monthly ridership, the ability and need for the conversion of their temporary awards to non-temporary. The number of non-temporary awards would remain at one hundred and eighty as originally allocated on October 1, 2009.

Councilmember Hanson asked about the discussion that took place at the Taxi Committee meeting on this subject. Councilmember Spiegel stated that there are no additional taxis added; this is taking temporary taxis and making them permanent. There are no additional taxis; the Committee recommends approval.

Councilmember Hobart further stated that there is also a desire by the Committee to stay with three franchises now that they will have permanent vehicles rather than temporary. There is no longer room under the 180 cap to have a new franchise.

Councilmember Hanson further asked about Airport Taxi. Did Airport Taxi make a request? Mr. Jones stated that the decision to move forward with American Cab and Yellow Cab of the Desert is based strictly on performance. Mr. Jones stated that even though Airport Taxi has not been awarded any additional non-

temporary permits, they will continue the ability to use their temporary awards of twelve taxis. Councilmember Hanson asked why the number of taxis fluctuate by month. Is because they take some out of service or add some? Mr. Jones stated that it is based on customer demand, age of vehicle or some are involved in accidents. He further stated that the franchises have the ability with their temporary awards to back fill those non-temporary awards.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hobart. A roll call was taken. Roll Call: Chairman Miller – absent; Vice Chair Pettis-yes; Mayor Pro Tem Belts-yes; Mayor Pro Tem Hutcheson-Yes; Councilmember Hobart-yes; Councilmember Spiegel-yes; Councilmember Hanson-yes; Mayor Adolph-yes; Mayor Garcia-yes; Supervisor Benoit-yes; motion carried unanimously.

Supervisor Benoit stated that he read an opinion on the language of the state law of requiring a roll call by the South Coast Air Quality Management District. He stated it clearly lays out that if the request is a unanimous vote, and there is no opposition, and is clearly stated for the record that there is no opposition, that satisfies the new language. Supervisor Benoit stated that the Chair or Vice Chair would state for the record there is a unanimous vote; if there is opposition or abstention, the vote would then be recorded individually. Legal Counsel, Jeff Goldfarb, agreed. He stated that the intent of the revision is so that everyone in the audience would understand exactly how each Board Member voted. To the extent that the vote is unanimous, everyone in the audience would understand that everyone at the table voted in the same way. Mr. Goldfarb stated in those situations where it is not a unanimous vote, there should be a roll call that records the vote.

11. Consent Calendar

- a) SSG/SRA checks over \$1000 issued November, December, 2013
- b) SSG/SRA Monthly Budget Reports November, 2013.
- c) Taxi Vehicle/Rides Analysis, November, December, 2013.

Mayor Adolph moved for approval of the consent calendar. Supervisor Benoit seconded the motion. Vice Chair Pettis asked if there is any opposition or abstentions. The motion was approved by a unanimous vote.

12. Transportation Network Companies (TNC) Mobile Applications

Taxi Administrator, Michael Jones addressed the Board stating that this item is informational. This report is being written to convey to the Board of Directors, issues relating to the Public Utility Commission's decision to regulate Transportation Network Companies and how that relates to SunLine's regulation of taxis. Mr. Jones stated that the Taxi Committee had a lengthy discussion. The Committee has asked that Legal Counsel, the regulator and the franchises get together and work through some of the details, form some opinions and bring back some thoughts as far as moving forward and how SRA will work within this technology.

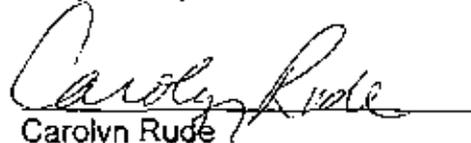
13. Next Meeting Date

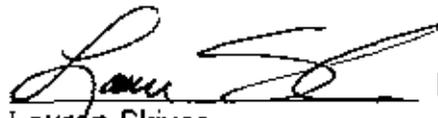
Vice Chairman Pettis announced that the next regular meeting of the Board of Directors will be held February 26, 2014 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

14. Adjourn

Vice Chairman Pettis adjourned the meeting at 12:09p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

 Date 3/18/14
Lauren Skiver
General Manager

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month-January 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 1/13/14	89832	01/31/14	\$11,078.70	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 1/17/14	89823	01/17/14	\$10,722.92	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 1/3/14	89815	01/03/14	\$10,490.47	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 12/20/13	89813	01/03/14	\$9,804.07	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 12/6/13 additional	89812	01/03/14	\$5,343.54	Y	N		Operating
	Subtotal			\$47,439.70				
Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"								
UNICARS HONDA	New SRA Vehicle	89816	01/03/14	\$28,398.71	Y	N		Capital
	Subtotal			\$28,398.71				
Section III - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER	Legal fees (Sept & Oct 2013)	89811	01/03/14	\$5,863.00	Y	Y	\$142,086.00	Operating
RUTAN & TUCKER	Legal fees (Nov 2013)	89822	01/17/14	\$2,508.00	Y	Y	\$139,578.00	Operating
	Subtotal			\$8,371.00				
	Total Checks Over \$1,000			\$84,209.41				
Summary								
Total of Checks Over \$1,000				\$84,209.41				
Total of Checks Under \$1,000				\$3,337.11				
Total of All Checks for the Month				\$87,546.52				
Total Amount of Checks Prior Year - Same Month				\$42,194.33				

ITEM #10a

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - February 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Operating Expense Allocations Nov - Dec 2013	89838	02/14/14	\$14,839.16	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 2/14/14	89840	02/14/14	\$12,086.34	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 2/28/14	89845	02/27/14	\$11,537.23	Y	N		Operating
	Subtotal			\$38,462.73				
Section II - Legal Fees for litigation, Retainer & Consultancy								
	Total Checks Over \$1,000			\$0.00				
Summary								
Total of Checks Over \$1,000				\$38,462.73				
Total of Checks Under \$1,000				\$3,073.55				
Total of All Checks for the Month				\$41,536.28				
Total Amount of Checks Prior Year - Same Month				\$45,746.65				

ITEM #10a

SunLine Regulatory Agency
Budget Variance Report
December 2013

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	332,346	24,240	27,696	(3,456)	138,826	166,173	(27,348)
Revenue Fines	5,000	350	417	(67)	1,700	2,500	(800)
Vehicle Inspection Revenue	17,000	2,150	1,417	733	8,400	8,500	(100)
Vehicle Reinspection Revenue	500	0	42	(42)	0	250	(250)
New Driver Permit Revenue	5,500	811	458	353	5,091	2,750	2,341
Driver Transfer Revenue	1,980	330	165	165	1,650	990	660
Driver Renewal Revenue	12,100	880	1,008	(128)	5,335	6,050	(715)
Driver Permit Reinstatement/Replacement	90	20	8	13	60	45	15
Vehicle Transfer Revenue	65	0	5	(5)	910	33	878
Vehicle Permit Revenue	102,000	15,500	8,500	7,000	52,150	51,000	1,150
Other Revenue	85,357	0	7,113	(7,113)	47,000	42,679	4,322
Interest Revenue	120	3	10	(7)	20	60	(40)
Other Income	29,000	0	2,417	(2,417)	29,000	14,500	14,500
Total revenue	591,058	44,284	49,255	(2,554)	290,142	295,529	(5,388)
Expenses:							
Salaries and Wages	237,766	14,845	19,814	4,969	93,135	118,883	25,748
Fringe Benefits	120,549	10,649	10,046	(603)	54,491	60,275	5,784
Services	118,400	32,630	9,667	(22,764)	55,238	59,200	3,962
Supplies and Materials	3,800	160	317	157	1,986	1,900	(86)
Miscellaneous	27,475	1,384	2,290	906	9,728	13,738	4,009
Technology Solutions	29,000	0	2,417	2,417	0	14,500	14,500
Total Expenses	536,990	59,668	44,749	(17,335)	214,578	268,495	53,917
Total Operating Surplus (Deficit)	54,068	\$ (15,383.37)			\$ 75,563.69		

ITEM #10b

SunLine Regulatory Agency
Budget Variance Report
January 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	332,346	27,881	27,696	185	166,706	193,869	(27,163)
Revenue Fines	5,000	400	417	(17)	2,100	2,917	(817)
Vehicle Inspection Revenue	17,000	800	1,417	(617)	9,200	9,917	(717)
Vehicle Reinspection Revenue	500	0	42	(42)	0	292	(292)
New Driver Permit Revenue	5,500	651	458	193	5,742	3,208	2,534
Driver Transfer Revenue	1,980	165	165	0	1,815	1,155	660
Driver Renewal Revenue	12,100	1,155	1,008	147	6,490	7,058	(568)
Driver Permit Reinstatement/Replacement	90	25	8	18	85	53	33
Vehicle Transfer Revenue	65	0	5	(5)	910	38	872
Vehicle Permit Revenue	102,000	15,550	8,500	7,050	67,700	59,500	8,200
Other Revenue	85,357	0	7,113	(7,113)	47,000	49,792	(2,792)
Interest Revenue	120	3	10	(7)	23	70	(47)
Other Income	29,000	0	2,417	(2,417)	29,000	16,917	12,083
Total revenue	591,058	46,630	49,255	(208)	336,771	344,764	(8,012)
Expenses:							
Salaries and Wages	237,766	19,742	19,814	72	112,877	138,697	25,820
Fringe Benefits	120,549	14,099	10,046	(4,053)	68,590	70,320	1,731
Services	118,400	865	9,867	9,001	56,103	69,067	12,963
Supplies and Materials	3,800	1,782	317	(1,465)	4,193	2,217	(1,976)
Miscellaneous	27,475	2,069	2,290	201	11,817	16,027	4,210
Technology Solutions	29,000	0	2,417	2,417	0	16,917	16,917
Total Expenses	536,990	38,577	44,749	3,755	253,580	313,244	59,664
Total Operating Surplus (Deficit)	54,068	\$ 8,052.72			\$ 83,191.36		

ITEM #10b

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												
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												
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			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	1340	383,785	286

ITEM #106

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

	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
HIGHEST TRIPS	APR 57,645	APR 60,821	APR 71,576	APR 77,798	FEB 60,465
LOWEST TRIPS	AUG 23,671	AUG 29,238	AUG 29,459	JUL 33,019	JUL 36,388
MOST VEHICLES	JUL 170	JUL 151	APR 170	APR 184	FEB 179
LEAST VEHICLES	NOV 153	NOV 117	AUG 123	SEP 131	AUG 153
MOST TRIPS/VEH	APR 345	APR 431	APR 421	APR 423	FEB 338
LEAST TRIPS/VEH	AUG 153	AUG 198	AUG 240	JUL 250	JUL 236

ITEM #10C

DATE: March 26, 2014 **INFORMATION**

TO: Taxi Committee
Board of Directors

From: Taxi Administrator

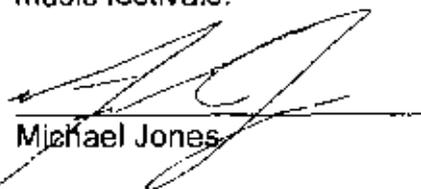
Subject: Extra Capacity Taxicab Permits

Information

It is anticipated that during the three weekends in April in which the Golden Voice-produced Coachella Music and Arts Festival and Stagecoach Festival take place, they will bring an additional 110,000 – 120,000 visitors to the Coachella Valley (75,000 to 80,000 during the weekends of Coachella, and 35,000 – 40,000 during the weekend of Stagecoach). As a result, the taxicab industry receives an average of 12,000 additional taxicab passengers throughout this three week period in April. Our approved number of taxicab vehicle permits is enough to handle the seasonal influx of residents and visitors to the Coachella Valley; however, the need for additional transportation that these festivals present, places a demand for taxi that our normal operating number cannot meet.

SunLine Regulatory Administration and the three approved taxicab franchises, American Cab, Desert City Cab, and Yellow Cab of the Desert, are working together and have put into motion a plan to bring additional Extra Capacity Taxicabs & Drivers from outside of the Coachella Valley to help meet this demand.

All approved Out-of-Area Taxicab Vehicles and Drivers will contract with one of the three existing Franchises, and will function under a Conditional Use Permit which requires these Out-of-Area Taxicabs and Drivers to comply with all SSG Board-Approved Ordinance requirements. In addition, SRA has built a database folder to retain a record of all Out-of-Area Taxicabs and Drivers who meet the SSG Board-Approved Ordinance requirements. The Conditional Permits will only be valid for the three weeks covering the music festivals.


Michael Jones



**AGENDA
TAXI COMMITTEE MEETING**

**March 26, 2014
11:30am – 12:00pm**

**Board Room
SunLine Transit Agency
Thousand Palms, CA**

(Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Public Comments**

Receive Comments

Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

----- **RECEIVE AND 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) SSG/SRA checks over \$1000 issued January, February, 2014. (Pages 1-2)
- b) SSG/SRA Monthly Budget Reports December, 2013, January, 2014. (Pages 3-4)
- c) Taxi Vehicle/Rides Analysis January, February, 2014. (Pages 5-6)

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

6. **Extra Capacity Taxicab Permits (Michael Jones)**

Information

Report to the Board on the issuance of conditional usage permits for the upcoming Coachella Music Festival and Stage Coach Festival events. (Page 7)

7. **Adjourn**

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month-January 2014

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ITEM #5a

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month - February 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Operating Expense Allocations Nov - Dec 2013	89838	02/14/14	\$14,839.16	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 2/14/14	89840	02/14/14	\$12,086.34	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 2/28/14	89845	02/27/14	\$11,537.23	Y	N		Operating
	Subtotal			\$38,462.73				
Section II - Legal Fees for litigation, Retainer & Consultancy								
	Total Checks Over \$1,000			\$0.00				
Summary								
Total of Checks Over \$1,000				\$38,462.73				
Total of Checks Under \$1,000				\$3,073.55				
Total of All Checks for the Month				\$41,536.28				
Total Amount of Checks Prior Year - Same Month				\$45,746.65				

ITEM #5a

SunLine Regulatory Agency
Budget Variance Report
December 2013

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	332,346	24,240	27,696	(3,456)	138,826	166,173	(27,348)
Revenue Fines	5,000	350	417	(67)	1,700	2,500	(800)
Vehicle Inspection Revenue	17,000	2,150	1,417	733	8,400	8,500	(100)
Vehicle Reinspection Revenue	500	0	42	(42)	0	250	(250)
New Driver Permit Revenue	5,500	811	458	353	5,091	2,750	2,341
Driver Transfer Revenue	1,980	330	165	165	1,650	990	660
Driver Renewal Revenue	12,100	880	1,008	(128)	5,335	6,050	(715)
Driver Permit Reinstatement/Replacement	90	20	8	13	60	45	15
Vehicle Transfer Revenue	65	0	5	(5)	910	33	878
Vehicle Permit Revenue	102,000	15,500	8,500	7,000	52,150	51,000	1,150
Other Revenue	85,357	0	7,113	(7,113)	47,000	42,679	4,322
Interest Revenue	120	3	10	(7)	20	60	(40)
Other Income	29,000	0	2,417	(2,417)	29,000	14,500	14,500
Total revenue	591,058	44,284	49,255	(2,554)	290,142	295,529	(5,388)
Expenses:							
Salaries and Wages	237,766	14,845	19,814	4,969	93,135	118,883	25,748
Fringe Benefits	120,549	10,649	10,046	(603)	54,491	60,275	5,784
Services	118,400	32,630	9,867	(22,764)	55,238	59,200	3,962
Supplies and Materials	3,800	160	317	157	1,986	1,900	(86)
Miscellaneous	27,475	1,384	2,290	906	9,728	13,738	4,009
Technology Solutions	29,000	0	2,417	2,417	0	14,500	14,500
Total Expenses	536,990	59,668	44,749	(17,335)	214,578	268,495	53,917
Total Operating Surplus (Deficit)	54,068	\$ (15,383.37)			\$ 75,563.69		

ITEM #5b

SunLine Regulatory Agency
Budget Variance Report
January 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	332,346	27,881	27,696	185	166,706	193,869	(27,163)
Revenue Fines	5,000	400	417	(17)	2,100	2,917	(817)
Vehicle Inspection Revenue	17,000	800	1,417	(617)	9,200	9,917	(717)
Vehicle Reinspection Revenue	500	0	42	(42)	0	292	(292)
New Driver Permit Revenue	5,500	651	458	193	5,742	3,208	2,534
Driver Transfer Revenue	1,980	165	165	0	1,815	1,155	660
Driver Renewal Revenue	12,100	1,155	1,008	147	6,490	7,058	(568)
Driver Permit Reinstatement/Replacement	90	25	8	18	85	53	33
Vehicle Transfer Revenue	65	0	5	(5)	910	38	872
Vehicle Permit Revenue	102,000	15,550	8,500	7,050	67,700	59,500	8,200
Other Revenue	85,357	0	7,113	(7,113)	47,000	49,792	(2,792)
Interest Revenue	120	3	10	(7)	23	70	(47)
Other Income	29,000	0	2,417	(2,417)	29,000	16,917	12,083
Total revenue	591,058	46,630	49,255	(208)	336,771	344,784	(8,012)
Expenses:							
Salaries and Wages	237,766	19,742	19,814	72	112,877	138,697	25,820
Fringe Benefits	120,549	14,099	10,046	(4,053)	68,590	70,320	1,731
Services	118,400	865	9,867	9,001	56,103	69,067	12,963
Supplies and Materials	3,800	1,782	317	(1,465)	4,193	2,217	(1,976)
Miscellaneous	27,475	2,089	2,290	201	11,817	16,027	4,210
Technology Solutions	29,000	0	2,417	2,417	0	16,917	16,917
Total Expenses	536,990	38,577	44,749	3,755	253,580	313,244	59,664
Total Operating Surplus (Deficit)	54,068	\$ 8,052.72			\$ 83,191.36		

ITEM #5b

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												
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	2367	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												
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			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	1340	383,785	286

ITEM #50

	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09
HIGHEST TRIPS	Apr 53,980	Mar 51,373	Mar 54,598	Feb 50,594	APR 59,997
LOWEST TRIPS	Aug 25,911	Aug 24,445	Aug 24,010	Jul 25,681	DEC 26,942
MOST VEHICLES	Apr 206	Apr 269	May 271	Jul 269	M, A, M 186
LEAST VEHICLES	Aug 185	Jul 205	Jul 240	Jun 183	JAN 183
MOST TRIPS/VEH	Apr 262	Mar 213	Mar 214	Feb 246	MAY 323
LEAST TRIPS/VEH	Aug 140	Aug 117	Aug 100	Jul 95	JULY 148
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
HIGHEST TRIPS	APR 57,645	APR 60,821	APR 71,576	APR 77,798	FEB 60,465
LOWEST TRIPS	AUG 23,671	AUG 29,238	AUG 29,459	JUL 33,019	JUL 36,388
MOST VEHICLES	JUL 170	JUL 151	APR 170	APR 184	FEB 179
LEAST VEHICLES	NOV 153	NOV 117	AUG 123	SEP 131	AUG 153
MOST TRIPS/VEH	APR 345	APR 431	APR 421	APR 423	FEB 338
LEAST TRIPS/VEH	AUG 153	AUG 198	AUG 240	JUL 250	JUL 236

ITEM #5c

DATE: March 26, 2014 **INFORMATION**

TO: Taxi Committee
Board of Directors

From: Taxi Administrator

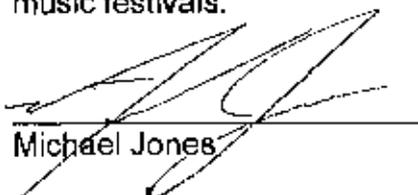
Subject: Extra Capacity Taxicab Permits

Information

It is anticipated that during the three weekends in April in which the Golden Voice-produced Coachella Music and Arts Festival and Stagecoach Festival take place, they will bring an additional 110,000 – 120,000 visitors to the Coachella Valley (75,000 to 80,000 during the weekends of Coachella, and 35,000 – 40,000 during the weekend of Stagecoach). As a result, the taxicab industry receives an average of 12,000 additional taxicab passengers throughout this three week period in April. Our approved number of taxicab vehicle permits is enough to handle the seasonal influx of residents and visitors to the Coachella Valley; however, the need for additional transportation that these festivals present, places a demand for taxi that our normal operating number cannot meet.

SunLine Regulatory Administration and the three approved taxicab franchises, American Cab, Desert City Cab, and Yellow Cab of the Desert, are working together and have put into motion a plan to bring additional Extra Capacity Taxicabs & Drivers from outside of the Coachella Valley to help meet this demand.

All approved Out-of-Area Taxicab Vehicles and Drivers will contract with one of the three existing Franchises, and will function under a Conditional Use Permit which requires these Out-of-Area Taxicabs and Drivers to comply with all SSG Board-Approved Ordinance requirements. In addition, SRA has built a database folder to retain a record of all Out-of-Area Taxicabs and Drivers who meet the SSG Board-Approved Ordinance requirements. The Conditional Permits will only be valid for the three weeks covering the music festivals.


Michael Jones