



**Wednesday, July 30, 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 Greg Pettis

2. **Roll Call**

3. **Presentations**  
a) The Coachella Valley Art Scene

4. **Finalization of Agenda**

5. **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.

**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 report, and backup report, for June, 2014 (Pages 1-7)
- b) Credit card statement for June, 2014 (Pages 8-10)
- c) Monthly Budget Report for May, 2014 (Page 11)
- d) Ridership Report for June, 2014 (Pages 12-13)
- e) SunDial Operational Notes for June, 2014 (Page 14)

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

**8. Approval of Minutes****Approve**

Request to the Board to approve the Minutes of the June 25, 2014 Board of Directors Meeting. (Pages 15-25)

**9. Committees and Appointments (Chairman Pettis)****Approve**

Board to appoint and/or approve all committee assignments. (Pages 26-27)

**10. Administration Building Office Furniture Award (Rudy Le Flore)****Approve**

Request to the Board to approve contract for purchase of new furniture for new Administration Building. (Page 28)

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

**11. Out of Service Bus Shelters (Rudy Le Flore)****Information**

Report to the Board on bus shelters throughout the Valley that are no longer in service. (Pages 29-30)

**12. Mid-Year Financial Audit (Rudy Le Flore)****Information**

Update to the Board on the mid-year financial performance audit. (Page 31) ([Audit is separate attachment](#))

13. **Travel – General Manager (Lauren Skiver)** **Information**  
Update to the Board on scheduled travel by the General Manager.  
Expenses to be covered or reimbursed to the Agency. (Page 32)

----- **DISCUSSION** -----

14. **Natural Gas Fuels Emissions Credit (Tommy Edwards)** **Discussion**  
Further discussion on moving forward with a contract that allows the  
Agency to receive revenue for the sale of fueling credits. (Page 33)

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15. **General Manager's Report**

16. **Next Meeting Date**  
September 24, 2014  
12 o'clock Noon – Kelly Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

17. **Adjourn**



## FINANCE COMMITTEE AGENDA

July 30, 2014

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 report, and backup report, for June, 2014 (Pages 1-7)
  - b) Monthly Budget Report for May, 2014 (Page 8)
  - c) Credit card statement for June, 2014 (Pages 9-11)

----- ACTION -----

6. Administration Building Office Furniture Award (Rudy Le Flore) **Approve**

Request to the Board to approve contract for purchase of office furniture for new Administration Building. (Page 12)

----- INFORMATION -----

7. Mid-Year Financial Audit (Rudy Le Flore) **Information**

Report to the Board on the mid-year financial performance audit. (Page 13) ([Audit separate attachment](#))

----- DISCUSSION -----

8. **Natural Gas Fuels Emissions Credit** (Tommy Edwards)

**Discussion**

Further discussion on moving forward with a contract that allows the Agency to receive revenue for the sale of fueling credits. (Page 14)

9. **Adjourn**

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
<b>Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations &amp; Maintenance)</b>								
SO CAL GAS CO.	CNG - Div 1 & 2 (May)	661675	06/13/14	\$132,885.47	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	661733	06/20/14	\$27,834.85	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG/Electricity-Div 1 & 2 (May)	661842	06/30/14	\$27,570.67	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661567	06/05/14	\$12,234.75	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661861	06/30/14	\$11,189.27	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661822	06/30/14	\$11,010.97	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	661668	06/13/14	\$5,479.52	Y	Y	\$138,206.00	Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	661876	06/30/14	\$5,387.64	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661679	06/13/14	\$5,356.69	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661886	06/30/14	\$4,653.73	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	661759	06/20/14	\$4,618.39	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661664	06/13/14	\$3,871.44	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	661629	06/13/14	\$3,857.22	Y	N		Operating
PERFORMANCE TURBOCHARGERS	Cost to purchase vehicle parts	661669	06/13/14	\$3,823.90	Y	N		Operating
IMPERIAL IRRIGATION DIST	Hydrogen/Electricity-Div 2 (May)	661744	06/20/14	\$3,791.98	Y	N		Operating
CNTY OF RIVERSIDE DEPT OF ENVIRO HEALTH	Cost of Haz Mat Permits Div 1 & 2	661625	06/13/14	\$3,657.00	Y	N		Operating
BROADLUX	Cost to purchase Sunfuels parts	661809	06/30/14	\$3,487.69	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661631	06/13/14	\$2,990.37	Y	N		Operating
ALLIED REFRIGERATION	Cost to purchase Freon & coolant	661550	06/05/14	\$2,656.88	Y	N		Operating
GRAINGER	Cost to purchase vehicle parts	661837	06/30/14	\$2,616.49	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661762	06/20/14	\$2,530.71	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (June)	661694	06/20/14	\$2,484.72	Y	Y	\$47,047.00	Operating
ALLIED REFRIGERATION	Cost to purchase Freon & coolant	661804	06/30/14	\$2,420.72	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	661730	06/20/14	\$2,301.57	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	661608	06/05/14	\$2,189.38	Y	N		Operating
GRAINGER	Cost to purchase vehicle parts	661653	06/13/14	\$2,159.34	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	661711	06/20/14	\$2,119.99	Y	N		Operating
PERFORMANCE TURBOCHARGERS	Cost to purchase vehicle parts	661870	06/30/14	\$1,911.87	Y	N		Operating
TURBO IMAGES	Cost to purchase vehicle parts	661897	06/30/14	\$1,850.45	Y	N		Operating
PARKHOUSE TIRES	Cost to repair tires on vehicles	661667	06/13/14	\$1,727.01	Y	N		Operating
GATEWAY COMPRESSION	Cost to purchase Sunfuels parts	661834	06/30/14	\$1,425.05	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (May)	661613	06/13/14	\$1,360.60	Y	Y	\$49,531.00	Operating
SMARTDRIVE SYSTEMS	Security equipment maintenance (June)	661603	06/05/14	\$1,240.00	Y	N		Operating
TRANSIT RESOURCES	Cost to purchase vehicle parts	661788	06/20/14	\$1,181.08	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	661673	06/13/14	\$1,177.20	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661779	06/20/14	\$1,174.64	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	661893	06/30/14	\$1,155.79	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	661716	06/20/14	\$1,076.94	Y	N		Operating
HARBOR DIESEL & EQUIPMENT	Cost to purchase vehicle parts	661580	06/05/14	\$1,065.98	Y	N		Operating
OPENAPPS	Cost to purchase Sunfuels parts	661866	06/30/14	\$1,049.89	Y	N		Operating
ANALYSTS	Cost for sampling oil jars	661552	06/05/14	\$1,027.27	Y	N		Operating
	Sub-total			\$313,605.12				
<b>Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)</b>								
APTA	Cost for annual membership	661698	6/20/2014	\$27,276.00	Y	N		Operating
LANCE, SOLL & LUNGHARD, LLP	Audit Services (SLT)	661850	6/30/2014	\$21,600.00	Y	Y	\$2,400.00	Operating
KIMCO STAFFING SERVICES, INC.	Recruitment of a Contracts Manager	661849	06/30/14	\$16,000.00	N	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services (May)	661878	06/30/14	\$12,705.29	Y	Y	\$32,716.00	Operating

FINANCIAL REPORT

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
KUSHNER, SMITH, JOANOU & GREGSON	Cost for Pension Auditor Services	661750	06/20/14	\$9,000.00	Y	N		Operating
J. OCHOA and J. MACK	Insurance Claims/Losses	661846	06/30/14	\$7,377.97	Y	N		Operating
GRAPHTEK INTERACTIVE	Web Site Annual Membership	661579	06/05/14	\$7,200.00	Y	N		Operating
G & K SERVICES	Cost to service uniforms (May)	661649	06/13/14	\$6,213.26	Y	Y	\$254,925.00	Operating
DS AIR	Cost for Safety Supplies	661827	06/30/14	\$6,203.74	Y	N		Operating
RUTAN & TUCKER, LLP	Cost for legal services (April)	661769	06/20/14	\$5,743.12	Y	Y	\$39,678.00	Operating
KINETIC PERSONNEL GROUP, INC.	Cost for temporary help in IT	661659	06/13/14	\$4,774.40	Y	N		Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (June)	661586	06/05/14	\$4,678.00	Y	Y	\$11,938.00	Operating
RUTAN & TUCKER, LLP	Cost for legal services (April)	661674	06/13/14	\$3,868.45	Y	Y	\$45,421.00	Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (June)	661781	06/20/14	\$3,532.13	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones (May)	661686	06/13/14	\$2,814.17	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System (June)	661645	06/13/14	\$2,722.50	Y	N		Operating
ALLIANCE UNITED INS	Insurance Claims/Losses	661612	06/13/14	\$2,576.62	Y	N		Operating
NAI CONSULTING	Consultant for bus stop improvements	661590	06/05/14	\$2,500.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2 (May)	661618	06/13/14	\$2,421.21	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	661795	06/20/14	\$2,347.26	Y	N		Operating
SOUTHWEST NETWORKS	Cost for temporary help in IT	661605	06/05/14	\$2,212.50	Y	Y	\$29,088.00	Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2) (June)	661783	06/20/14	\$2,200.00	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	661742	06/20/14	\$2,119.68	Y	N		Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant	661778	06/20/14	\$2,000.00	Y	Y	\$6,000.00	Operating
OFFICE DEPOT	Cost for Agency office supplies	661765	06/20/14	\$1,720.15	Y	N		Operating
CAPITAL ONE COMMERCIAL (Costco)	Boardroom/Agency Supplies	661707	06/20/14	\$1,658.58	Y	N		Operating
4IMPRINT	Cost to purchase Sunline event items	661549	06/05/14	\$1,626.70	Y	N		Operating
OFFICE DEPOT	Cost for Agency office supplies	661865	06/30/14	\$1,534.20	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	661720	06/20/14	\$1,505.00	Y	N		Operating
CUMMINS-ALLISON CORP	Annual Membership	661717	06/20/14	\$1,242.82	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	661786	06/20/14	\$1,000.00	Y	N		Operating
	Sub-total			\$170,373.75				

Note: 1)

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

DOUG WALL CONSTRUCTION	Admin Building Project - Construction	661799	06/25/14	\$834,748.99	Y	Y	\$4,440,156.00	Capital
BAE SYSTEMS CONTROLS	Fuel Cell Bus Project (Tigger III)	661701	06/20/14	\$269,942.00	Y	Y	\$467,789.00	Capital
BAE SYSTEMS CONTROLS	Fuel Cell Bus Project (Tigger III)	661702	06/20/14	\$190,000.00	Y	Y	\$277,789.00	Capital
BALLARD POWER SYSTEMS	Fuel Cell Bus Project (Tigger III)	661703	06/20/14	\$174,283.75	Y	Y	\$563,448.00	Capital
ARCADIS	Admin Building - Construction Management	661798	06/25/14	\$74,862.28	Y	Y	\$91,459.00	Capital
UNICARS HONDA	Cost of replacement of Support Vehicles (2,3 of 3)	661791	06/20/14	\$56,561.98	Y	Y	\$162.00	Capital
PHOTOMATION PHOTO LAB	Fuel Cell Bus Wrap	661766	06/20/14	\$17,292.80	Y	Y	\$89.00	Capital
BAE SYSTEMS CONTROLS	Fuel Cell Bus Project (Tigger III)	661700	06/20/14	\$16,113.35	Y	Y	\$261,676.00	Capital
LONG ELECTRIC, INC	Maintenance Equipment	661660	06/13/14	\$13,887.00	Y	Y	\$0.00	Capital
SHI INTERNATIONAL	IT Equipment	661774	06/20/14	\$11,157.11	Y	N		Capital
IBI GROUP	Admin Building Project - Architect	661841	06/30/14	\$9,231.84	Y	Y	\$563,727.00	Capital
OFFICE DEPOT	Office Furniture	661666	06/13/14	\$8,627.56	Y	N		Capital
AMERICAN CAB	Taxi voucher program - federal program	661614	06/13/14	\$7,923.62	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	661691	06/13/14	\$6,983.53	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	661692	06/13/14	\$5,218.05	Y	N		Capital
LONG ELECTRIC, INC	Maintenance Equipment	661852	06/30/14	\$4,629.00	Y	Y	\$13,887.00	Capital
VICTORIOUS GOLD PARTNERS	Management Consulting - Finance	661687	06/13/14	\$4,200.00	Y	Y	\$2,000.00	Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	661843	06/30/14	\$3,541.48	Y	N		Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	661583	06/05/14	\$3,529.21	Y	N		Capital
KIMCO STAFFING SERVICES, INC.	Admin Building Project - Cost for temporary employment	661749	06/20/14	\$2,520.00	Y	N		Capital
PERMA-Insurance	Workers Comp payment pass-through for Ralph Mills	661670	06/13/14	\$2,442.75	Y	N		Operating
DESERT CITY CAB	Taxi voucher program - federal program	661635	06/13/14	\$1,918.97	Y	N		Capital
CLAIREMONT EQUIPMENT	Bus Stop Enhancements	661816	06/30/14	\$1,493.50	Y	N		Capital
DESERT ALARM	Security monitoring services	661634	06/13/14	\$1,120.00	Y	Y	\$1,120.00	Operating
SHI INTERNATIONAL	IT Equipment	661879	06/30/14	\$1,104.05	Y	N		Capital
	<b>Sub-total</b>			<b>\$1,723,332.82</b>				

Note: 2)

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

HEALTH NET	Group Health insurance premium (June)	661581	06/05/14	\$253,706.68	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (June)	661596	06/05/14	\$87,091.75	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661790	06/20/14	\$77,573.14	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661609	06/05/14	\$77,238.90	Y	N		Operating
METLIFE SBC	Employee benefits (June)	661588	06/05/14	\$27,298.26	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (May)	661665	06/13/14	\$13,495.11	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661695	06/20/14	\$5,347.67	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661551	06/05/14	\$5,323.66	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661705	06/20/14	\$3,612.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661559	06/05/14	\$3,612.92	Y	N		Operating
EYE MED	Employee benefits (June)	661640	06/13/14	\$2,592.08	Y	N		Operating
	<b>Sub-total</b>			<b>\$556,893.09</b>				

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**

**\$2,764,204.78**

**Summary**

Total of Checks Over \$1,000	\$2,764,204.78
Total of Checks Under \$1,000	\$61,484.98
Total of All Checks for the Month	\$2,825,689.76
Total Amount of Checks Prior Year - Same Month	\$1,630,679.44

TRANSIT - AGENDA ITEM #7

**TRANSIT - AGENDA ITEM #7**

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

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

<u>VendorName</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	00661799	6/25/2014	\$834,748.99
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	00661701	6/20/2014	\$269,942.00
HEALTH NET	Group Health Ins Prem	00661581	6/5/2014	\$253,706.68
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	00661702	6/20/2014	\$190,000.00
BALLARD POWER SYSTEMS	Fuel Cell Bus	00661703	6/20/2014	\$174,283.75
SO CAL GAS CO.	Utilities	00661675	6/13/2014	\$132,885.47
PERMA - Insurance	Gen Lib/WC	00661596	6/5/2014	\$87,091.75
U.S. BANK INSTITUTIONAL TRUST-WEST	Pension Deposits	00661790	6/20/2014	\$77,573.14
U.S. BANK INSTITUTIONAL TRUST-WEST	Pension Deposits	00661609	6/5/2014	\$77,238.90
ARCADIS U.S., INC.	Construction Managing Servi	00661798	6/25/2014	\$74,862.28
UNICARS, HONDA, INC.		00661791	6/20/2014	\$56,561.98
GOODYEAR TIRE & RUBBER COMPANY,	Bus Tire Lease	00661733	6/20/2014	\$27,834.85
IMPERIAL IRRIGATION DIST	Utilities	00661842	6/30/2014	\$27,570.67
METLIFE SBC	Dental Insurance	00661588	6/5/2014	\$27,298.26
APTA	Annual Membership Dues	00661698	6/20/2014	\$27,276.00
LANCE, SOLL & LUNGHARD, LLP.	Audit Services (SLT)	00661850	6/30/2014	\$21,600.00
PHOTOMATION PHOTO LAB	Fuel Cell Bus	00661766	6/20/2014	\$17,292.80
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	00661700	6/20/2014	\$16,113.35
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	00661849	6/30/2014	\$16,000.00
LONG ELECTRIC, INC.	Facility Electrician	00661660	6/13/2014	\$13,887.00
NYHART COMPANY	Pension Consultant	00661665	6/13/2014	\$13,495.11
RUTAN & TUCKER, LLP	Legal fees	00661878	6/30/2014	\$12,705.29
CUMMINS PACIFIC, LLC	Bus Repair Parts	00661567	6/5/2014	\$12,234.75
NEW FLYER	Bus Parts	00661861	6/30/2014	\$11,189.27
SHI INTERNATIONAL CORP.	IT Supplies	00661774	6/20/2014	\$11,157.11
CUMMINS PACIFIC, LLC	Bus Repair Parts	00661822	6/30/2014	\$11,010.97
IBI GROUP	Engineer Services	00661841	6/30/2014	\$9,231.84
KUSHNER, SMITH, JOANOU & GREGSON,	Pension Auditors	00661750	6/20/2014	\$9,000.00
OFFICE DEPOT	Office Supplies	00661666	6/13/2014	\$8,627.56
AMERICAN CAB	Taxi Voucher Program	00661614	6/13/2014	\$7,923.62
Jeanette Ocho and Attorney Julia Mack	Insurance Losses	00661846	6/30/2014	\$7,377.97
GRAPHTEK INTERACTIVE	Custom Web Site Design	00661579	6/5/2014	\$7,200.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	00661691	6/13/2014	\$6,983.53

**TRANSIT - AGENDA ITEM #7**

SunLine Transit Agency

Checks \$1,000 and Over

For the month of June

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

<u>VendorName</u>	Description	Check #	Check Date	Amount
G & K SERVICES	Uniform service	00661649	6/13/2014	\$6,213.26
DS AIR	Agency Supplies	00661827	6/30/2014	\$6,203.74
RUTAN & TUCKER, LLP	Legal fees	00661769	6/20/2014	\$5,743.12
PATRICK M. BRASSIL	Hydrogen Maintenance	00661668	6/13/2014	\$5,479.52
ROMAINE ELECTRIC CORP.	Repair Parts	00661876	6/30/2014	\$5,387.64
STRICKLAND KENNY INC.	Lubricants & Oils	00661679	6/13/2014	\$5,356.69
AMALGAMATED TRANSIT UNION	Union Dues	00661695	6/20/2014	\$5,347.67
AMALGAMATED TRANSIT UNION	Union Dues	00661551	6/5/2014	\$5,323.66
YELLOW CAB OF THE DESERT	Taxi Voucher Program	00661692	6/13/2014	\$5,218.05
KINETIC PERSONNEL GROUP, INC.	Temp. Emp Serv	00661659	6/13/2014	\$4,774.40
KBM FACILITY SOLUTIONS	Janitorial Servs	00661586	6/5/2014	\$4,678.00
STRICKLAND KENNY INC.	Lubricants & Oils	00661886	6/30/2014	\$4,653.73
LONG ELECTRIC, INC.	Facility Electrician	00661852	6/30/2014	\$4,629.00
NAPA AUTO PARTS	Vehicle Repair Parts	00661759	6/20/2014	\$4,618.39
VICTORIOUS GOLD PARTNERS, LLC	Staff Development	00661687	6/13/2014	\$4,200.00
NEW FLYER	Bus Parts	00661664	6/13/2014	\$3,871.44
RUTAN & TUCKER, LLP	Legal fees	00661674	6/13/2014	\$3,868.45
CREATIVE BUS SALES, INC.	Bus Repair Parts	00661629	6/13/2014	\$3,857.22
PERFORMANCE TURBOCHARGERS, LLC	Repair Parts	00661669	6/13/2014	\$3,823.90
IMPERIAL IRRIGATION DIST	Utilities	00661744	6/20/2014	\$3,791.98
CNTY OF RIVERSIDE DEPARTMENT OF	Hazardous Mat. Permit	00661625	6/13/2014	\$3,657.00
CALIFORNIA STATE DISBURSEMENT UN	Employee Garnishment	00661705	6/20/2014	\$3,612.92
CALIFORNIA STATE DISBURSEMENT UN	Employee Garnishment	00661559	6/5/2014	\$3,612.92
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	00661843	6/30/2014	\$3,541.48
TELEPACIFIC COMMUNICATIONS	Telephone Service	00661781	6/20/2014	\$3,532.13
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	00661583	6/5/2014	\$3,529.21
BROADLUX, INC.	Contracted Services-General	00661809	6/30/2014	\$3,487.69
CUMMINS PACIFIC, LLC	Bus Repair Parts	00661631	6/13/2014	\$2,990.37
VERIZON WIRELESS	Wireless Cell Service	00661686	6/13/2014	\$2,814.17
FLEET-NET CORPORATION	Software & Licenses	00661645	6/13/2014	\$2,722.50
ALLIED REFRIGERATION, INC	Bus A/C Parts	00661550	6/5/2014	\$2,656.88
GRAINGER	Facility Maintenance	00661837	6/30/2014	\$2,616.49
EYE MED	Employee Benefits	00661640	6/13/2014	\$2,592.08

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

**TRANSIT - AGENDA ITEM #7**

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

<u>VendorName</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
ALLIANCE UNITED INS. CO. AS SUBROG	Insurance Losses	00661612	6/13/2014	\$2,576.62
NEW FLYER	Bus Parts	00661762	6/20/2014	\$2,530.71
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	00661749	6/20/2014	\$2,520.00
NAI CONSULTING, INC.	Bus Stop Improvement	00661590	6/5/2014	\$2,500.00
ALLIEDBARTON SECURITY SERVICES LL	Security Services	00661694	6/20/2014	\$2,484.72
PERMA - Insurance	Gen Lib/WC	00661670	6/13/2014	\$2,442.75
BURRTEC WASTE & RECYCLING SERVIC	Facility Trash Removal	00661618	6/13/2014	\$2,421.21
ALLIED REFRIGERATION, INC	Bus A/C Parts	00661804	6/30/2014	\$2,420.72
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	00661795	6/20/2014	\$2,347.26
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	00661730	6/20/2014	\$2,301.57
SOUTHWEST NETWORKS, INC.	Network Consultants	00661605	6/5/2014	\$2,212.50
TIME WARNER CABLE	Utilities	00661783	6/20/2014	\$2,200.00
TK SERVICES, INC.	Bus Repair Parts	00661608	6/5/2014	\$2,189.38
GRAINGER	Facility Maintenance	00661653	6/13/2014	\$2,159.34
CARQUEST OF THE DESERT	Repair Parts	00661711	6/20/2014	\$2,119.99
HOME DEPOT CRD SRVS	Facility Maintenance	00661742	6/20/2014	\$2,119.68
STEPHEN A. CRANE	Advertisement	00661778	6/20/2014	\$2,000.00
DESERT CITY CAB	Taxi Voucher Program	00661635	6/13/2014	\$1,918.97
PERFORMANCE TURBOCHARGERS, LLC	Repair Parts	00661870	6/30/2014	\$1,911.87
TURBO IMAGES INC.	Bus Decals/Logos	00661897	6/30/2014	\$1,850.45
PARKHOUSE TIRES, INC.	Revenue/Non-Rev Tires	00661667	6/13/2014	\$1,727.01
OFFICE DEPOT	Office Supplies	00661765	6/20/2014	\$1,720.15
CAPITAL ONE COMMERCIAL (COSTCO)	BoardRoom Supplies	00661707	6/20/2014	\$1,658.58
4IMPRINT, INC.	Advertisement	00661549	6/5/2014	\$1,626.70
OFFICE DEPOT	Office Supplies	00661865	6/30/2014	\$1,534.20
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	00661720	6/20/2014	\$1,505.00
CLAIREMONT EQUIPMENT	Bus Stop Improvement	00661816	6/30/2014	\$1,493.50
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	00661834	6/30/2014	\$1,425.05
ALLIEDBARTON SECURITY SERVICES LL	Security Services	00661613	6/13/2014	\$1,360.60
CUMMINS-ALLISON CORP.	COUNT MACHINES	00661717	6/20/2014	\$1,242.82
SMARTDRIVE SYSTEMS, INC.	Security Equipment	00661603	6/5/2014	\$1,240.00
TRANSIT RESOURCES, INC.	Bus wheel chair parts	00661788	6/20/2014	\$1,181.08
ROMAINE ELECTRIC CORP.	Repair Parts	00661673	6/13/2014	\$1,177.20

**TRANSIT - AGENDA ITEM #7**

SunLine Transit Agency

Checks \$1,000 and Over

For the month of June

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

<u>VendorName</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
STRICKLAND KENNY INC.	Lubricants & Oils	00661779	6/20/2014	\$1,174.64
TK SERVICES, INC.	Bus Repair Parts	00661893	6/30/2014	\$1,155.79
DESERT ALARM, INC.	Security Services	00661634	6/13/2014	\$1,120.00
SHI INTERNATIONAL CORP.	IT Supplies	00661879	6/30/2014	\$1,104.05
CREATIVE BUS SALES, INC.	Bus Repair Parts	00661716	6/20/2014	\$1,076.94
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	00661580	6/5/2014	\$1,065.98
OPENAPPS, INC.	SUN FUELS	00661866	6/30/2014	\$1,049.89
ANALYSTS, INC.	Oil Sample Jars	00661552	6/5/2014	\$1,027.27
TOTALFUNDS BY HASLER	Postage Supplies	00661786	6/20/2014	\$1,000.00
<b>Total of Checks Over \$1,000</b>				\$2,764,204.78
<b>Total of Checks Under \$1,000</b>				\$61,484.98
<b>Total of All Checks for the Month</b>				\$2,825,689.76
<b>Total Amount of Checks Prior Years Same Month</b>				\$1,630,679.44



TRANSIT - AGENDA ITEM #7

June 2014 Statement

Page 1 of 2



Open Date: 05/22/2014 Closing Date: 06/18/2014

Account:

3) Visa® Business Card  
SUNLINE TRANSIT

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

<b>New Balance</b>	<b>\$250.88</b>
<b>Minimum Payment Due</b>	<b>\$10.00</b>
<b>Payment Due Date</b>	<b>07/17/2014</b>
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

<b>Activity Summary</b>		
Previous Balance	+	\$2,938.53
Payments	-	\$2,938.53CR
Other Credits		\$0.00
Purchases	+	\$250.88
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$250.88</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$40,000.00
Available Credit		\$39,749.12
Days in Billing Period		28

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533



PACIFIC WESTERN BANK

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

- to pay by phone
- to change your address

C

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



Automatic Payment

Account Number:

Your new full balance of \$250.88 will be automatically deducted from your account on 07/14/14.



June 2014 Statement 05/22/2014 - 06/18/2014



SUNLINE TRANSIT (

Cardmember Service ( 1-866-552-8855

**Important Messages**

Your payment of \$250.88 will be automatically deducted from your bank account on 07/14/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

**Transactions RUDE,CAROLYN Credit Limit: \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
05/29	05/28	6831	GRILL CONCEPTS - P PALM DESERT CA	\$200.88	
<b>Total for Account</b>				<b>\$200.88</b>	

**Transactions SKIVER,LAURA L Credit Limit: \$40000**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/12	06/11	6157	PAYPAL *COACHELLAVA 402-935-7733 CA	\$50.00	
<b>Total for Account</b>				<b>\$50.00</b>	

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
06/16	06/16		PAYMENT THANK YOU	\$2,938.53CR	
<b>Total for Account</b>				<b>\$2,938.53CR</b>	

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

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$250.88	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

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

Carolyn Rude

Detail:			
05/29/14	Grill Concepts	Board meeting lunch – May, 2014	\$ 200.88
		<b>Total Amount</b>	<b>\$ 200.88</b>

Lauren Skiver

Detail:			
06/12/14	Paypal COACHELLAVA	General Manager, Lauren Skiver – CVAG General Assembly Meeting	\$ 50.00
		<b>Total Amount</b>	<b>\$ 50.86</b>

Credit:

06/16/14	Payment		\$2938.53
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TRANSIT - AGENDA ITEM #7

## SunLine Transit Agency

## Budget Variance Report

May 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Local Transportation Funds (LTF)	11,768,614	372,840	980,718	(607,878)	10,358,330	10,787,896	(429,567)
Measure A	5,217,000	434,750	434,750	0	4,782,250	4,782,250	0
FTA Section 5307	2,802,268	227,067	233,522	(6,455)	2,497,737	2,568,746	(71,009)
FTA Section 5311	420,188	50,578	35,016	15,562	556,357	385,172	171,185
FTA Section 5316	208,665	16,817	17,389	(572)	184,984	191,276	(6,292)
FTA Section 5317	46,000	3,907	3,833	74	42,979	42,167	812
Sunfuels - Outside Sales Revenue	600,200	78,834	50,017	28,818	806,976	550,183	256,792
CNG Rebate	300,000	0	25,000	(25,000)	462,509	275,000	187,509
RTA Funds (Commuter Link 220)	60,000	5,262	5,000	262	52,805	55,000	(2,195)
Fare Box Revenue - Fixed Route	3,230,000	263,475	269,167	(5,692)	2,828,624	2,960,833	(132,210)
Fare Box Revenue - Paratransit	320,000	23,657	26,667	(3,009)	236,729	293,333	(56,605)
Taxi Vouchers	18,089	8,818	1,507	7,311	88,359	16,582	71,777
Bus Stop Maintenance Fees	60,000	9,034	5,000	4,034	99,034	55,000	44,034
Advertising Revenue	75,000	10,885	6,250	4,635	80,825	68,750	12,075
Interest and Other Revenue	0	643	0	643	12,595	0	12,595
<b>Total Operating Revenue</b>	<b>25,126,024</b>	<b>1,506,567</b>	<b>2,093,835</b>	<b>(587,268)</b>	<b>23,091,091</b>	<b>23,032,189</b>	<b>58,903</b>
<b>Expenses:</b>							
SunFuels - Outside (9)	322,203	41,768	26,850	(14,918)	395,152	295,353	(99,799)
SunFuels (10)	1,118,969	143,568	93,247	(50,320)	1,311,479	1,025,722	(285,758)
Fixed Route Operations - Admin (11)	1,595,832	156,780	132,986	(23,794)	1,571,616	1,462,846	(108,770)
Fixed Route Operations - Union (12)	8,098,787	708,262	674,899	(33,363)	7,037,613	7,423,888	386,275
Paratransit Operations (13)	533,374	49,924	44,448	(5,476)	530,117	488,926	(41,191)
Paratransit Operations - Maintenance (13)	87,900	5,590	7,325	1,735	84,221	80,575	(3,646)
Paratransit Operations - Union (14)	2,056,111	176,243	171,343	(4,900)	1,891,247	1,884,768	(6,479)
Risk Management (15)	374,826	26,144	31,236	5,092	320,068	343,591	23,523
Maintenance - Admin (21)	1,114,367	110,948	92,864	(18,085)	1,239,324	1,021,503	(217,820)
Maintenance - Mechanics (22)	3,152,504	253,974	262,709	8,735	2,525,600	2,889,795	364,195
Facility Maintenance-T.P. (23)	660,729	44,455	55,061	10,606	472,574	605,668	133,094
Facility Maintenance-Indio (24)	72,354	6,620	6,030	(590)	56,588	66,325	9,736
Stops & Zones Maintenance (25)	589,284	45,989	49,107	3,118	447,525	540,177	92,652
Marketing (31)	364,402	31,878	30,367	(1,511)	298,257	334,035	35,778
Human Resources (32)	471,331	49,537	39,278	(10,260)	530,043	432,053	(97,989)
General Administration (40)	1,106,912	128,935	92,243	(36,692)	864,012	1,014,669	150,657
Finance (41)	1,127,039	103,820	93,920	(9,900)	1,008,645	1,033,119	24,474
Information Technology (42)	389,134	24,404	32,428	8,023	302,966	356,706	53,740
Agency-wide (43)	1,325,852	140,172	110,488	(29,684)	1,457,281	1,215,364	(241,916)
Planning & Agency Development (49)	564,114	66,647	47,010	(19,638)	546,552	517,105	(29,447)
<b>Total Expenses</b>	<b>25,126,024</b>	<b>2,315,659</b>	<b>2,093,835</b>	<b>(221,823)</b>	<b>22,890,880</b>	<b>23,032,189</b>	<b>141,309</b>
<b>Total Operating Surplus(Deficit)</b>		<b>\$ (809,091.27)</b>			<b>\$ 200,211.46</b>		

Note: Although expenses for Division 9 are higher than budgeted, SunFuels revenue is also higher than projected due to increased fuel sales.



## SunLine Transit Agency Monthly Ridership Report June 2014

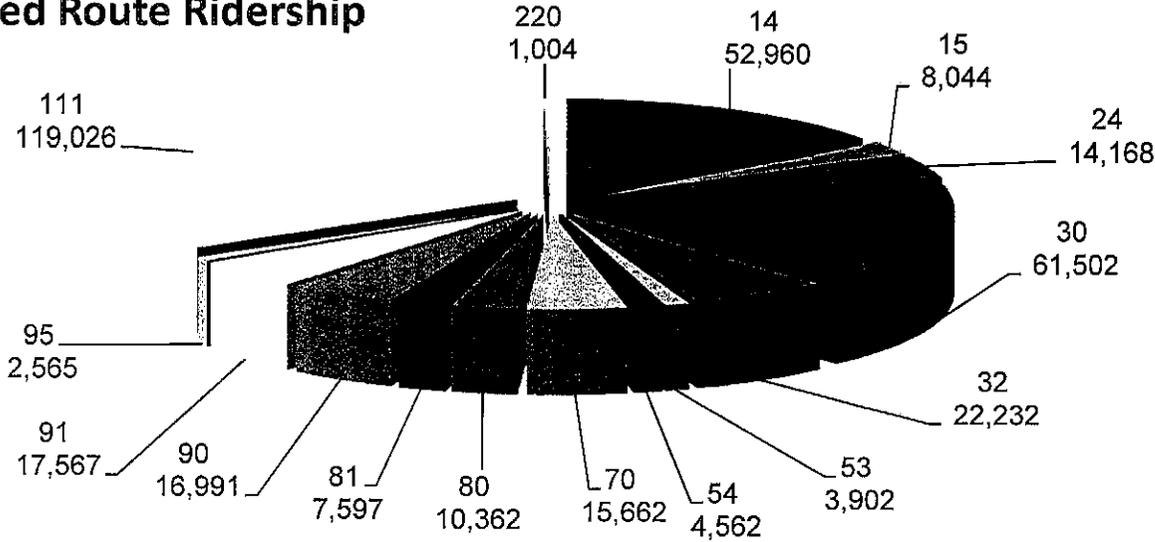
		FY 2013 & 2014													
Fixed Route Line	Description	Jun 2014	Jun 2013	May 2014	Month Var.	% Var.	FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
											Monthly	YTD	Monthly	YTD	
14	DHS/PS	52,960	40,692	58,945	12,268	30.1%	606,958	542,201	64,757	11.9%	1,752	18,721	521	5,055	
15	DHS	8,044	7,604	10,202	440	5.8%	112,642	104,739	7,903	7.5%	163	2,125	21	497	
24	PS/CC	14,168	14,849	18,172	(681)	-4.6%	202,336	201,031	1,305	0.6%	443	4,471	167	2,317	
30	CC/PS	61,502	56,068	69,605	5,434	9.7%	755,195	773,473	(18,278)	-2.4%	2,239	23,470	371	5,281	
32	PD/RM/TP/PS	22,232	19,750	26,178	2,482	12.6%	297,730	272,848	24,882	9.1%	973	12,122	178	1,732	
53	PD/IW	3,902	3,980	5,409	(78)	-2.0%	59,258	61,946	(2,688)	-4.3%	163	2,203	32	156	
54	Indio/PD	4,562	-	6,758	4,562	0.0%	35,531	-	35,531	0.0%	233	1,655	9	107	
70	LQ/BD	15,662	14,491	22,883	1,171	8.1%	254,866	252,344	2,522	1.0%	697	7,911	61	719	
80	Indio	10,362	9,864	10,997	498	5.0%	136,061	135,767	294	0.2%	141	1,569	69	973	
81	Indio	7,597	7,296	8,728	301	4.1%	103,470	104,218	(748)	-0.7%	189	1,745	86	1,004	
90	Coachella/Indio	16,991	17,132	18,934	(141)	-0.8%	228,958	240,947	(11,989)	-5.0%	484	4,772	94	1,515	
91	I/Cch/Th/Mecca	17,567	16,715	21,600	852	5.1%	231,935	230,608	1,327	0.6%	509	5,536	55	859	
95	I/Cch/Th/Mecca	2,565	-	2,880	2,565	0.0%	26,603	-	26,603	0.0%	122	930	1	49	
111	PS/Indio	119,026	117,330	133,547	1,696	1.4%	1,618,477	1,638,598	(20,121)	-1.2%	4,637	55,294	868	11,281	
220	PD to Riverside	1,004	1,209	1,146	(205)	-17.0%	14,258	12,868	1,390	10.8%	40	498	8	103	
<b>Fixed route total</b>		<b>358,144</b>	<b>326,980</b>	<b>415,984</b>	<b>31,164</b>	<b>9.5%</b>	<b>4,684,278</b>	<b>4,571,588</b>	<b>112,690</b>	<b>2.5%</b>	<b>12,785</b>	<b>143,022</b>	<b>2,541</b>	<b>11,648</b>	
<b>Demand Response</b>															
SunDial		11,412	11,281	12,363	131	1.2%	139,042	136,208	2,834	2.1%					
<b>System total</b>		<b>369,556</b>	<b>338,261</b>	<b>428,347</b>	<b>31,295</b>	<b>9.3%</b>	<b>4,823,320</b>	<b>4,707,796</b>	<b>115,524</b>	<b>2.5%</b>					
		<b>Jun-14</b>	<b>Jun-13</b>	<b>May-14</b>											
Weekdays:		21	20	* 21											
Saturdays:		4	5	5											
Sundays:		5	5	* 5											
Total Days:		30	30	31											

TRANSIT - AGENDA ITEM #7

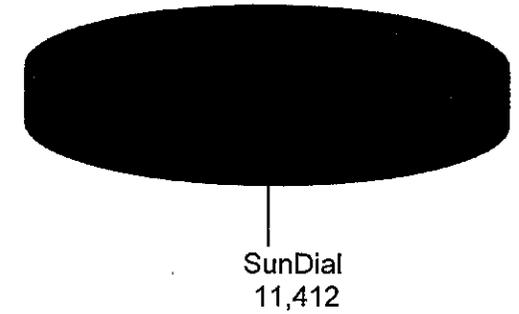
**Please note:**  
 \*Running the Saturday/Sunday service on May 26, 2014, Memorial Day Holiday. Weekday and Sunday total days reflect the change.  
 Line 54 implemented on January 6, 2014 - Weekday service only.  
 Line 95 implemented on September 1, 2013 - Weekday service only.  
 Issued: 7/8/2014

# SunLine Transit Agency Monthly Ridership Report June - 2014

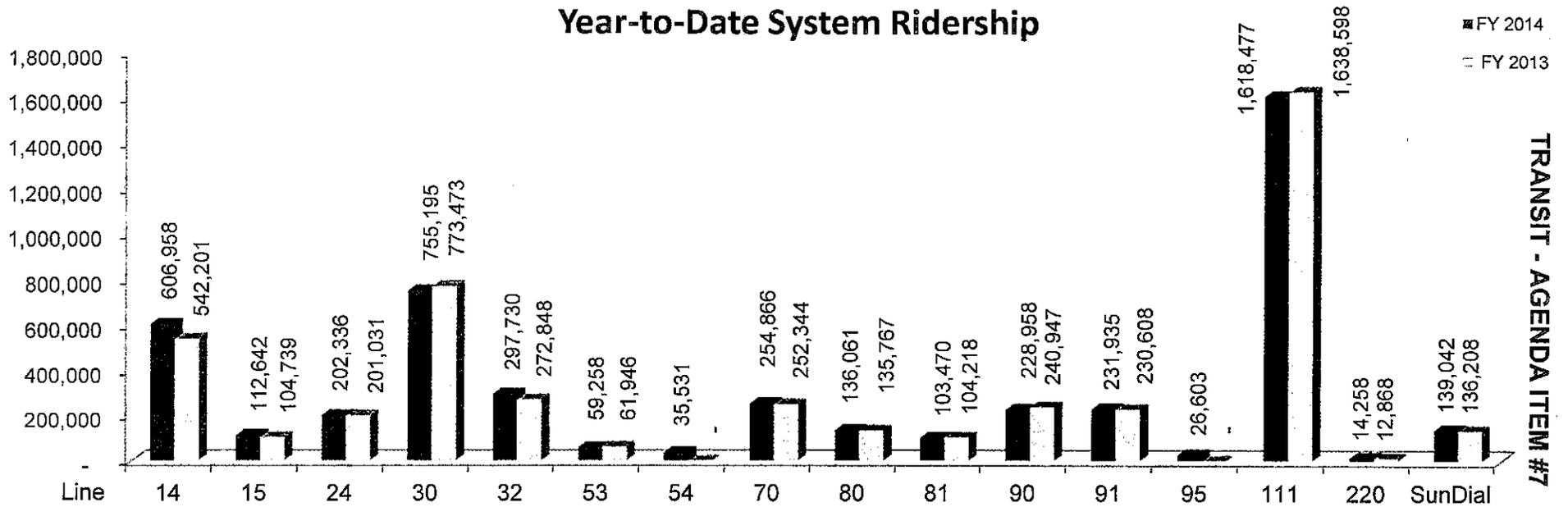
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership



TRANSIT - AGENDA ITEM #7

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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

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**SunDial Operational Notes**  
**June 2014**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.9%	92.4%	Total trips carried in the on-time window
890	856	Total trips late during the month
10,318	10,442	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,281	11,412	Total passengers for the month
95,104	102,667	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
1	0	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
3	4	Total Onboard Inspections
1	3	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>	
1,531	1,715	Total Mobility Device Boarding's

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

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**June 25, 2014**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:13 pm on Wednesday, June 25, 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 12:13 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  
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs  
Rick Hutcheson, Mayor Pro Tem, City of Palm Springs  
Ted Weill, 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  
Steve Hernandez, Councilmember, City of Coachella

**Members Absent**

John J. Benoit, Supervisor, County of Riverside

3. **Presentations**

General Manager, Lauren Skiver, presented outgoing Chairman Glenn Miller, with a gift of appreciation for his service as Chairman of the Board. Chairman Miller joined the SunLine Board in 2010 and has contributed to the Agency's success. Ms. Skiver thanked Chairman Miller for his support and guidance. She stated that staff will look forward to his further contributions in moving the Agency forward as the best transit agency in the country. Chairman Miller stated that he appreciated the opportunity to serve as Chairman. He thanked the SunLine team and Ms. Skiver, who he believes is a great asset to change things in the Agency. Chairman Miller stated that a few years back there were difficulties and today the budget was reviewed and approved in 11 minutes. He thanked the Board for their dedication to the cities that they represent, and the County. Chairman Miller stated that SunLine has come a long way with the leadership of the Board and staff including all the drivers – the nuts and bolts of the Agency. He was honored to be a small part of it and thanked the Board for the opportunity to serve as Chairman for this past year.

4. **Finalization of Agenda**

Councilmember Hanson asked that the Closed Session be moved to the end of the meeting. Chairman Miller stated that it can be moved. He stated that the Closed Session is for a very important issue and he was concerned with whether all Board

members could be present through the entire meeting. He stated that if the Board moves through the agenda quickly, he would move the Closed Session to the end of the meeting. Chairman Miller polled the Board to see who could stay the entire meeting. All Board members felt that if the meeting moved quickly, they could all stay.

Councilmember Hanson made a motion to move the Closed Session to the end of the meeting. The motion was seconded by Vice Chairman Pettis. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote

**5. Public Comments**

Non-Agenda Items – None.

Agenda Items:

Nancy Minger, member of the community, addressed the Board concerning Agenda item #15. She stated that she is a member of the visually impaired and is a client of SunDial, SunLine and the Taxi Voucher program. She stated that she has worked in Desert Hot Springs the last five years and has used SunDial to get to work. She recently bought a place in Desert Edge area of Desert Hot Springs and now has no transportation. She stated that she would like to bring that to the Board's attention to expand the Desert Hot Springs bus line so that SunDial can get to some of the parks. She stated that in her estimation, there are about 10,000 people in that area. Ms. Minger stated she did not know if that is year round. She said there are a lot of seniors and portable housing. She can get to downtown Desert Hot Springs from Rancho Mirage, but cannot get out Dillon. She would like to see the expansion of the Line 14. She stated that she could not have her job in Desert Hot Springs without the service.

Chairman Miller stated that the Agency is looking to expand the service; however it is not as simple as it sounds. The Agency is looking to do more service to Desert Hot Springs and eventually to Yucca Valley as well. Chairman Miller stated that in addition, the Agency is looking to provide more service in the east Valley towards Mecca and other areas. This has been discussed and will continue to be discussed.

Ms. Skiver stated to Ms. Minger that staff would like to talk to her as she is a service user and can provide information needed to plan services. Ms. Skiver stated that there are expansion plans with Desert Edge being included. Ms. Skiver stated that Anita Petke from the Planning Department can discuss expansion with Ms. Minger today. Mayor Pro Tem Betts stated that he would like to see something into Desert Edge. He stated that there are so many people living out there and it would be good for SunLine as the Line 14 will be even busier.

**6. Board Member Comments**

None.

**7. Closed Session**

Closed Session moved to the end of the meeting.

a) Closed Session -CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one (1) potential case.

**8. Consent Calendar**

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

Mayor Adolph moved to receive and file the consent calendar. The motion was seconded by Vice Chairman Pettis. Chairman Miller asked if there was opposition. Given none, the consent calendar was approved to receive and file by a unanimous vote.

**9. Approval of Minutes**

Mayor Pro Tem Betts moved to approve the minutes of the May 28, 2014 Board meeting. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Councilmember Ted Weill from the City of Rancho Mirage and Councilmember Steve Hernandez from the City of Coachella.

**10. Election of Officers**

Chairman Miller stated that he would take nominations for Chairman and Vice Chairman for fiscal year 2015. Councilmember Hanson made a motion to nominate Vice Chairman Greg Pettis to the Chairman position. Vice Chairman Pettis made a motion to nominate Councilmember Doug Hanson as Vice Chairman. Councilmember Weill seconded the motions. Chairman Miller asked if there was any opposition. Given none, the motions passed with a unanimous vote. Chairman Miller congratulated Councilmember Pettis as new Chairman and Councilmember Hanson as new Vice Chairman.

**11. Second Amendment to the General Manager's Contract**

Legal Counsel, Bob Owen, stated that the second amendment to the General Manager's contract was discussed in the SSG Board meeting. Councilmember Hernandez moved to approve the 2<sup>nd</sup> Amendment to the General Manager's contract. Vice Chairman Pettis seconded the motion. Chairman Miller asked if there was any opposition. Given none, motion passed with a unanimous vote.

**12. Overview of the FY 2015 Budget**

General Manager, Lauren Skiver, addressed the Board. She stated that the SunLine Senior Team is presenting the proposed balanced FY 14/15 budget that includes service expansion. This financial roadmap represents an 11.5% increase over last years budgeted expenses. Last fiscal year, SunLine budgeted expenses reached a 12.8% increase with new services that were implemented in January. There is a reduction in the proposed budget. This year SunLine will focus on performance, current services effectiveness, costs, and performance of each line will be studied. Ms. Skiver stated that as the Board's leadership directs, there will be increases to transit services. She stated that staff is aware there is a need for more service in the Valley. Expansion in service is very important, but we also want to take time over this next fiscal year to study the current service map to ensure that our priorities and the

services already in place meet the needs of our riders in the Valley. Ms. Skiver stated that staff wants to make sure that frequency is matching ridership. Frequency is the life blood of transit. Having a large network that covers multi destinations is great, but if it runs every two hours, it is virtually unusable by the folks that we are trying to encourage to use the service. Ms. Skiver stated that staff is also exploring other transportation modes – Van Pool, Pedi cabs, walking, biking – anything that moves people, we want to be involved in the Valley, and to include rail services. We want to make sure that this network is prepared to accept more usage and has a strong architecture of design underneath it to promote service usage and that it utilizes our resources to the best capability possible. Ms. Skiver stated that the increase in the budget centers on several items of the organization. The first is transit expansion; the second being liability insurance. Ms. Skiver stated that we are a liability based business. The Agency has a lot of vehicles on the road and a lot of people that we move on a daily basis. That creates a lot of liability and exposure, which is a part of the business. Ms. Skiver stated that how we manage that is by creating a safety culture for our employees and riders, which is in our control. We are going to look at that more strongly this year. She stated that the team has a focused safety culture present throughout the organization. That is something that the Board should be very proud of. Ms. Skiver stated that she is proud of the way staff conducts safety meetings and how everyone on property understands the value of safety; it is the first foot that we step with. Ms. Skiver stated that there are increases in employee matters – wages. The bargaining contract was approved and was a highly successful process. She stated that the feedback from union leadership and the membership is that they are very happy with the process and the way that an agreement was reached. Ms. Skiver stated that the focus this year is providing rubber on the road efficiently with cost containment in mind. Where our customers want to go is the focus.

**13. Public Hearing on the Budget**

Chairman Miller opened the meeting for public hearing for comments relating to the FY 2015 Operating and Capital Budget at 12:27pm. Given none, the Chairman closed the public hearing at 12:27pm.

**14. Approval of the FY 2015 Operating & Capital Budget**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He asked the Board to approve the FY 2015 Operating and Capital Budget as presented. He stated that Ms. Skiver detailed the items and the increases in the budget as something that lends toward the goal of expansion and making sure that there is cost containment. Mr. Le Flore said that the increase is less than last year's budget. The budget is a balanced budget.

Councilmember Spiegel moved to approve the FY 2015 Operating and Capital Budget. The motion was seconded by Mayor Adolph and Councilmember Hanson. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

**15. Approval of the Short Range Transit Plan (SRTP) for FY 2015-2017**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that the SRTP before the Board is goes concurrently with the FY 2015 budget, making sure

that we have the planning in place. State and Federal funding requires the Agency to have regional coordination for activities at SunLine. A lot of the activities, such as the CMAC funding for additional service would come back to the Board as a budget amendment. The SRTP lays out the planning priorities of the Agency.

Chairman Miller stated that the money is internally in the budget, for example, the expansion of Desert Hot Springs – he asked if the item would come back to the Board for a vote. Mr. Le Flore stated that there would be a budget amendment and would come back to the Board for approval. There would be increased service and increased revenue.

Councilmember Hanson moved to approve the FY 2015-2017 Short Range Transit Plan. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

Mayor Adolph addressed the Board stating that in his 20 years on the City Council he has never had anyone stand before the Council and complain about the bus shelters. He stated that a week ago, a lady came before the City Council to complain about the lack of covers on many on the shelters/stops. He stated that he has been provided a list of the current shelters by the Clerk of the Board. Mayor Adolph stated that the Council agreed to look into the issue. He told the Council he would look into the issue at this Board meeting. Mayor Adolph stated that when we look at the 25 shelters that are in the budget for next year, he would like to see some for the City of La Quinta. He stated that the City only gets one or two a year. He stated that there has never been a problem in the past; he would like to make sure the City is covered. Chairman Miller stated that this issue needs to be looked at as there are a lot of shelters out there that have no coverage. He stated that staff needs to look to see where the most beneficial shelters need to be placed on the routes. Chairman Miller stated that this issue would need to be discussed at a separate session.

**16. Charge Order Approval – Geocon West**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that staff recommends approval of our testing and inspection firm's increases associated with the cost of the administration building. He stated that these expenditures have been looked at and reviewed in detail associated with the cost and he is comfortable that the Agency is getting value with the work. He said that staff will do a more diligent effort to estimate better the next time this comes around. He stated that final completion of the project will be in November of this year.

Mayor Pro Tem Betts moved for approval with the understanding that staff will take all steps necessary to recover these additional inspection costs that are included in this from the contractor, or whoever is responsible for the additional costs. Councilmember Hernandez seconded the motion. Chairman Miller asked if there was any opposition. Given none, the motion passed with a unanimous vote.

**17. Renewal of Contract for Internet Service Provider (ISP)**

Deputy Chief Performance Officer, Tommy Edwards, addressed the Board. He stated that staff recommends that the Board grant authorization to the General Manager to

approve award of contract for an internet service provider upon review as to form and legality by Legal Counsel. Mr. Edwards stated that Time Warner is our current internet provider with access at 45 megabits per second for all servers and work stations. With the new Administration building completion, Time Warner will absorb all the construction costs and will install the fiber, cable and equipment. Time Warner is the only internet provider in this area. The service will be upgraded to 100 megabits per second.

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

**18. Approval of Second Amendment to Cooperative Agreement with Riverside Transit Agency**

Chief Operations Officer, Apolonio Del Toro, addressed the Board. He stated that staff recommends that the Board grant authorization to the General Manager to enter into an extension of the Cooperative Agreement between SunLine Transit Agency and Riverside Transit Agency (RTA). He stated that this agreement is for continued operation of the Riverside Commuter Link 220. This is for the period of October, 2014 through September, 2015. Mr. Del Toro stated that RTA reallocated the way they allocate funds to SunLine. It is based on service miles in the service area. There has been an increase in funding for operating assistance for that route. Mr. Del Toro stated that ridership is close to 25,000 over the last 20 months – 84% of the target. He stated that fare revenue is at 97% of what was projected.

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

**19. Award Tire and Tire Service Leasing Agreement**

Chairman Miller asked if there was any questions on staff recommendation to approve the tire and tire service leasing agreement with Michelin North America, Inc. Councilmember Spiegel stated that they were not the lowest bidder. Mayor Pro Tem Hutcheson stated that there was discussion in the Finance Committee and the justification is that the life of the Michelin tires is longer. Councilmember Hanson stated that not only will we get more miles out of the tires, but there will a greater fuel efficiency that will allow a fuel savings cost as well.

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

**20. Resolution to Obtain Grant Funding**

Councilmember Spiegel moved to approve staff recommendation to approve the Resolution that grants the General Manager to apply for or accept federal funds. The motion was seconded by Councilmember Hernandez. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

**21. Approval of Revised Personnel Rules**

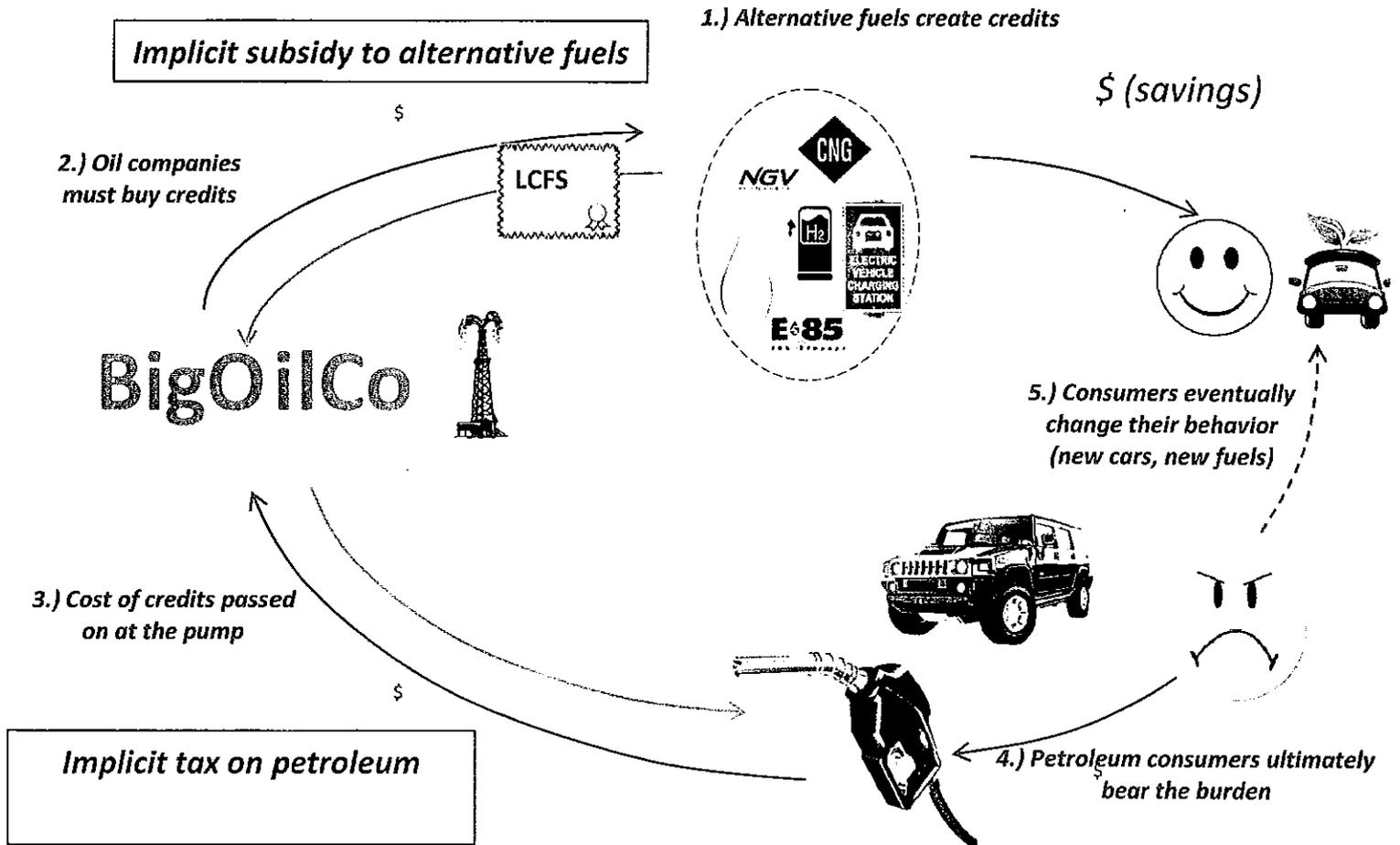
General Manager, Lauren Skiver, addressed the Board. She stated that the Bylaws, Policies and Procedures Committee recommends to continue this agenda item to allow for a complete review of the Personnel Rules. This item will be brought back after the task has been completed.

Mayor Pro Tem Hutcheson moved to approve the continuation of this agenda item to a future date. The motion was seconded by Councilmember Hanson. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote.

**22. Selling Fueling Credits**

Deputy Chief Performance Officer, Tommy Edwards addressed the Board. He stated that he would like to discuss low carbon fuel standard credits that are available to SunLine. He provided the following presentation to the Board:

**How the LCFS Work:**



Mr. Edwards stated there is good and bad news. The good news is that there is money available for these credits that we can bring in as revenue. The bad news is that at the fuel pumps, you are going to pay more for the fuel because of this rule. This will cause the refineries to buy these credits in order to produce more fuel.

### **Low Carbon Fuel Standard**

#### **Back Ground:**

- Enacted in 2009 as part of Global Warming Solutions Act ("AB32").
- "Cap and Trade for Cars" - Market mechanism for trading carbon credits from fuels.
- Goal is to reduce avg. carbon intensity ("CI") of statewide fuel pool by 10% by 2020.
- Credits based on both light duty (gasoline) and heavy duty (diesel) applications.
- CNG is a compliant fuel and creates marketable carbon credits
- The LCFS is an implicit tax on petroleum aimed at implicitly subsidizing alternative low-carbon fuels (i.e. raise the price of gasoline and diesel and lower price of alternatives).
- Petroleum creates "deficits".
- Alternative fuels create "credits".
- Credits and deficits are denominated in metric tons CO<sub>2</sub>e ("MT CO<sub>2</sub>e").
- Petroleum providers must acquire credits (i.e. buy in the market) to offset their deficits.
- Credit requirements increase each year.

### **CNG and the LCFS**

- Compressed natural gas is a qualifying low carbon fuel under the LCFS.
- Credits are created when CNG is dispensed into a vehicle.
- CNG fueling station owners are initially exempt and must "opt in" and agree to be regulated by CARB in order to create credits for sale.
- Energy service providers who sell natural gas may also opt-in to the LCFS on behalf of CNG fueling station owner customers.
- The ESP and the customer then have a private contractual relationship for LCFS profit sharing and gas pricing.
  - The ESP is solely responsible for compliance with the regulation. (Fueling station owner then has no obligation or liability).
- SoCal Gas allows all consumers on its system to buy natural gas from 3rd party providers.
  - Providers buy gas from the same wholesale sources that SoCal buys from and then ship that gas to customers on the SoCal Gas system via connecting pipelines.
- SunLine is classified as a "core" customer meaning that it has the 2nd-highest priority of service and reliability from SoCal Gas (only residential use is higher) and can still remain a core customer with a 3rd party.
- Providers who sell to core customers are referred to as "Core Aggregators"
  - Core Aggregators are held to a very high standard for performance and credit.

- Potential savings of 4 to 5 % on the cost of gas price.
- Potential revenue for selling the LCFS credits.
- Discussion for next steps.

Mr. Edwards stated that in order to go after the credits, we produce a million and a half gallons of alternative fuels here, we need to either sign up with CARB, which would require a big process where you have a lot of auditing and paperwork to manage, or the other option to work with an energy service provider. Mr. Edwards stated that he has been looking at these for the last two months. The service providers can get our fuel for us for about 5-6% less per gallon. Then they sign up for the fuel credits; they broker our fuel credits. Mr. Edwards stated that we would not be responsible for the regulatory agency; the service provider would be. Technically, So. California Gas, who is our current provider, is not allowed to do this because they are regulated by the PUC. But they still get their cut of the money because all the gas flows through their pipeline. We would still pay the transmission costs as we do now. Mr. Edwards stated that there is a potential savings to SunLine. He studied what Riverside Transit Agency did – they have been selling these credits for the last year and have collected about \$350,000 for the year. Mr. Edwards stated that staff would like direction from the Board in moving forward. He stated there is not a lot of energy service providers that do this. RTA went through a rigorous solicitation process and we talked to those companies. Mr. Edwards believes that we will benefit from that solicitation process. There won't be a lot more to learn or compete for. He stated that we are losing the credits every month. Mr. Edwards stated that staff is asking the Board to provide direction in moving forward. The contracts can be produced on a yearly basis. You do not need to get into a long term contract. He stated that over time, the credits and value of the credits will increase.

Councilmember Hanson stated that the Finance Committee reviewed this item very thoroughly and discussed all aspects. He stated that one idea brought forward from staff is not going out this year for an RFP to a number of different providers, but to use the RTA model this year – piggyback on them. Take all of the information and data that they collected for their program and implement here at SunLine for one year, get into the program, get revenue coming in and during the year, take a closer look our program, the program other agencies use and see if they are maximizing the return on their credits. Staff could then bring it back to the Board after the one year period. Councilmember Hanson stated that this was approved for recommendation by the Finance Company as a way to go.

Mayor Pro Tem Hutcheson added that it might be helpful to note that we are looking at \$250,000 to \$300,000 a year revenue, so that is the reason to get going expeditiously. Chairman Miller asked if there would be any restrictions spending the funds. Ms. Skiver stated that it is unrestricted funding. Mr. Edwards stated staff included conservatively, \$175,000 in the current budget approved today based on going forward with the program. He stated it is a conservative amount.

Councilmember Hernandez stated that he wholeheartedly agrees with Councilmember Hanson; we need to get into the program and make some money. He stated that we need to look at maximizing revenue. He stated that since there are a lot of municipal

governments, or bus agencies and agencies that are public, looking to the private sector – is there an opportunity for a municipal entity – such as SunLine, to become the agency where other municipalities come and piggyback off of us, rather than come to the public sector. He asked if there is an appetite for RTA, San Diego, or even MTA to come to SunLine and ask this Agency to administer the program as the lead agency. Councilmember Hernandez stated that this could be something to think about and look at an analysis.

Mayor Pro Tem Betts stated that in the Finance Committee, this item was discussed thoroughly. He stated that he just picked up a detail that states 'CNG fueling station owners are initially exempt and must opt in and agree to be regulated by CARB in order to create credits for sale. Mr. Edwards stated that CARB is the California Air Resources Board. He stated that we could move forward in that direction but we would have to go out and broker the sales of the credits. What we are looking at now is to use an energy service provider that would opt in for us and they are then responsible. Mayor Pro Tem Betts asked if we opted in, can we opt out. There will be a contract.

Chairman Miller stated that Councilmember Hernandez suggested we take the lead, rather than be led.

Mr. Edwards stated that from this discussion, staff would work off that model and bring something back next month. He stated that we will look into how we can model others.

Chairman Miller stated that he leaves it up to the General Manager and staff to come back with what is best as it will take some dollars and planning.

### **23. General Manager's Report**

General Manager, Lauren Skiver, addressed the Board. She introduced new employee, Karen Mocerri, Contracts Manager. Ms. Skiver stated that this is an effort to create layers within the organization and to improve on some of our processes. Ms. Mocerri comes from a major company in San Diego – Qualcomm Stadium. Ms. Skiver thanked the team – Anita Petke, Maria Zapanta, who have stepped in to move SunLine forward to create the best transit agency in the country. She stated she is thankful to be working with these employees every day. Ms. Skiver stated that on Wednesday, July 2<sup>nd</sup>, there will be a You Tube on the Commuter Link 220. One of the Agency's very talented operators, Anthony Garcia, will be the star of that video. The video is to teach people how to use the Commuter Link 220 – how to pay your fare, where to go, why you should ride it, how you can get out of your car and ride the 220 to Riverside. Ms. Skiver stated that we will be showing the video to the Board once it is complete. She stated that Mr. Garcia has volunteered to do this on his own time. This demonstrates the level of commitment that this Agency has to move forward with transit services that the Agency provides. Ms. Skiver gave kudos to Mike Morrow and the Operations team – Polo Del Toro. The CHP has been on location inspecting vehicles, which is required. They have completed 11 inspections with nine more to go. There have been only a few minor issues. Deputy Operations Officer for Maintenance Mike Morrow stated that there is an update. The CHP has finished inspection this morning on six more buses and there were zero violations.

Ms. Skiver stated that she is providing the Board with a flyer provided by the Coachella Valley Art Scene in Cathedral City. This group approached staff – a group of young, energetic individuals that want to try and help us plan a SunLine 111 music fest. This would create an opportunity for local artists to perform on our buses. It would be during revenue service. People would pay their fare and there could be a Brazilian Jazz duo sitting on a bus performing. Ms. Skiver stated that this is something that we are excited about as an Agency. She stated that we are also looking to work with local businesses to attract destinations for folks to get off of the bus system and maybe enjoy a half price appetizer, or some kind of reason why they should get on the bus and get off the bus. Ms. Skiver stated that representatives from the Coachella Valley Art Scene would like to come before the Board and give a presentation. We want to get involved in the community and bring art into public places and show case our local artists both in art and music. Ms. Skiver stated that we have received news from the Federal Transit Administration. Therese McMillan, Deputy Administrator for the FTA, provided a letter about the condition of the highway trust fund and the mass transit fund. Those two funds are significantly in jeopardy. They drive the capital program and funding for our transit services. Ms. Skiver stated that this will also affect each city with roads and other DOT projects. She stated to the Board members that they have access to other news through other bodies they are involved with. Ms. Skiver stated that we need to get the word out about transit and transportation needs to be funded at the federal level and the national level.

At 12:53pm, Chairman Miller announced that the Board would go into Closed Session.

7. **Closed Session**

a) Closed Session -CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) potential case.

At 1:10pm, Legal Counsel Bob Owens reported that the Board met in Closed Session under Government Code Section 54956.9 (d) (2). There was no reportable action taken.

24. **Next Meeting Date**

July 30, 2014

12 o'clock Noon – Kelly Board Room

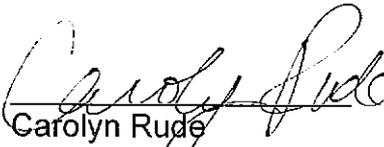
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

25. **Adjourn**

Chairman Miller adjourned the meeting at 1:10p.m.

Respectfully Submitted,

  
Carolyn Rude  
Clerk of the Board

SunLine Transit Agency

**DATE:** July 30, 2014 **ACTION**  
**TO:** Board of Directors  
**FROM:** Greg Pettis, Chairman of the Board  
**RE:** Committee Appointments

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**Recommendation**

Recommend that the Board of Directors appoint and approve Board Members to the Finance Committee, Litigation Committee and Bylaws, Policy and Procedures Committee.

**Background**

Each year, with the election of a new Chairman and Vice Chairman, the Board members are given the opportunity to request a change on committee appointments and to then be approved by the full Board. The attached document provides the current committees and members.

**SunLine Transit Agency  
Board Committee Assignments**

**FY 2014**

	<b>Finance Committee</b> Meet prior to each Board meeting	<b>Litigation Committee</b> Meet prior to each Board meeting as needed	<b>Bylaws, Policy &amp; Procedures Committee</b> Meet as needed
Glenn Miller		<b>M</b>	<b>M</b>
Greg Pettis			
Russell Betts	<b>M</b>		
Rick Hutcheson	<b>M</b>	<b>M</b>	<b>M</b>
G. Dana Hobart		<b>M</b>	<b>M</b>
Robert Spiegel			
Doug Hanson	<b>C</b>	<b>M</b>	
Don Adolph	<b>M</b>	<b>M</b>	<b>M</b>
Eduardo Garcia	<b>M</b>		<b>C</b>
Supervisor John Benoit			

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

SunLine Transit Agency

**DATE:** July 30, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Performance Officer

**RE:** Administration Building Office Furniture

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**Recommendation**

Recommend that the of Board Directors delegate authority to the General Manager to negotiate and execute a contract with Desert Business Interiors for a value not to exceed \$592,000, subject to approval as to form and legality by SunLine Legal Counsel.

**Background**

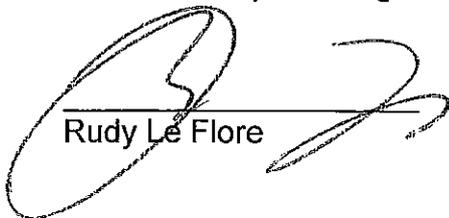
The furniture specification for the Administration Building and Transit Hub was developed by the IBI Group. The IBI Group is the architect of record on the project.

SunLine issued a Request for Proposal on June 17, 2014. Proposals were due on July 15, 2014. SunLine sent the proposal to three firms: Desert Business Interiors, Knoll, Inc., and Tangram Interiors. SunLine also advertised the proposal in a newspaper of general circulation; The Desert Sun on June 19, 2014, as well as posting the solicitation on SunLine's web site.

Only one proposal was received from a local firm - Desert Business Interiors.

**Fiscal Impact**

Funds for the furniture for the Administration Building and Transit Hub are included in the FY 15 Capital Budget.

  
Rudy Le Flore

SunLine Transit Agency

**DATE:** July 30, 2014 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** Chief Performance Officer  
**RE:** Out of Service Bus Shelters

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**Background**

SunLine has 350 bus stops with shelters. There are 35 new shelters that will be added to active stops in the coming months (as approved at May 2014 Board meeting). In addition to these active bus shelters, there are ten SunLine-provided bus shelters and seven City Developer-provided shelters (conditioned as part of adjacent developments) at locations no longer served by SunLine. These are listed in attached tables.

The SunLine-provided out-of-service shelters are being relocated to active locations, and plans for these are summarized below:

- City of Coachella: one shelter, currently in storage, will be installed at alternative site as soon as location improvements are completed in fall of 2014.
- City of La Quinta: four shelters approved by La Quinta City Council March 2014 for relocation to four sites on Highway 111. Three of these shelters have been completed as of July 10, 2014. The fourth shelter relocation is awaiting City staff consultation with an adjacent property owner, which should occur by August.
- City of Palm Desert: four shelters, all of which have been selected for alternative sites as part of the current bus stop improvement program. Two of the alternative sites are awaiting right-of-way approval; improvement engineering plans will soon be prepared for the other two sites. The plan is to have all four relocations completed by October 31, 2014.
- City of Palm Springs: one shelter; staff is planning for relocation to an alternate site in the City. Target completion is December 31, 2014.

The design of the seven City Developer shelters does not allow for their relocation. These will remain in place, with notices advising that they are not served by SunLine.

  
Rudy Le Flore

# TRANSIT - AGENDA ITEM #11



## SUNLINE BUS STOP IMPROVEMENT PROGRAM PLACEMENT OF INACTIVE BUS SHELTERS

Updated: 7.14.14

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s)	Existing Amenities	Existing Sidewalk Width	Proposed Shelter Type/Size	NON-AD & AD	Improvements Needed	Shelter Color	Comments
<b>Coachella</b>													
358	Harrison St.	Ave. 50	Farside	Southwest	Southbound	90, 91 & 95	Older SunLine Shelter	8'-0"	16'	AD	4'-0"W x 20'-0"L x 0'-6"D	Blue	Concrete pad needed to sustain bus shelter. Recommend installing inactive bus shelter currently in storage.

Total Number of Bus Stop Recommended for a Shelter = 1  
Shelter Sizes: 13FT AD      Qty: 1

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s)	Existing Amenities	Existing Sidewalk Width	Proposed Shelter Type/Size	NON-AD & AD	Improvements Needed	Shelter Color	Comments
<b>LA QUINTA</b>													
562	Hwy. 111	Depot Dr.	Farside	Southeast	Eastbound	111	Bench & Waste Cont.	12'-0"	16'	AD		Brown	Bus shelter installed.
571	Hwy. 111	Adams St.	Farside	Southeast	Eastbound	111	Bench & Waste Cont.	12'-0"	16'	AD		Brown	No additional improvements needed to sustain bus shelter installed. Recommend installing inactive bus shelter currently in storage.
847	Hwy. 111	Dune Palms Dr.	Farside	Northwest	Westbound	111	Bench & Waste Cont.	8'-0"	16'	AD		Brown	Bus shelter installed.
980	Hwy. 111	La Quinta Center Dr.	Farside	Southeast	Eastbound	111	Bench & Waste Cont.	23'-0"	15'	AD		Brown	Bus shelter installed.

Total Number of Bus Stop Recommended for a Shelter = 4  
Shelter Sizes: 13FT AD      Qty: 4

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s)	Existing Amenities	Existing Sidewalk Width	Proposed Shelter Type/Size	NON-AD & AD	Improvements Needed	Shelter Color	Comments
<b>Palm Desert</b>													
79	Country Club Dr.	Cook St.	Farside	Northwest	Westbound	53	N/A	8'-0"	16'	Non-AD	6'-0"W x 25'-0"L x 0'-6"D	Brown	Waiting upon property owner to retain right-of-way. Recommend installing inactive bus shelter #966 on Country Club at Palm Greens.
198	Monterey Ave.	Fred Waring Dr.	Farside	Northeast	Northbound	32	Bench & Waste Cont.	6'-6"	16'	Non-AD	5'-0"W x 25'-0"L x 0'-6"D	Brown	Property owner relinquished right-of-way for improvements. Will install inactive shelter #52 on Country Club @ Monterey.
272	Fred Waring	Town Center Wy.	Farside	Southeast	Eastbound	32, 53 & 111	Bench & Waste Cont.	8'-8"	15'	Non-AD	4'-0"W x 25'-0"L x 0'-6"D	Brown	City approved bus stop improvements at this location. Will install inactive bus shelter #268 on Country Club @ Sunwood.
715	Washington St.	Hovley Ln. E.	Farside	Southwest	Southbound	70	Bench & Waste Cont.	6'-2"	16'	Non-AD	6'-0"W x 25'-0"L x 0'-8"D	Brown	Waiting upon property owner to retain right-of-way. Recommend installing inactive bus shelter #53 on Country Club at Resort.

Total Number of Bus Stop Recommended for a Shelter = 4  
Shelter Sizes: 13FT Non-AD      Qty: 4

Bus Stop #	On Street	Cross Street	Position	Location	Direction	Line(s)	Existing Amenities	Existing Sidewalk Width	Proposed Shelter Type/Size	NON-AD & AD	Improvements Needed	Shelter Color	Comments
<b>PALM SPRINGS</b>													
26	Indian Cyn. Dr.	Tachevah Dr.	Farside	Northeast	Northbound	24 & 111	City/Developer Shelter	8'-0"	16'	AD	4'-0"W x 20'-0"L x 0'-6"D	Brown	Recommend installing inactive bus shelter #182 Tahquitz @ Ferrell.

Total Number of Bus Stop Recommended for a Shelter = 1  
Shelter Sizes: 13FT AD      Qty: 1

Total Number of Bus Stops: 10

SunLine Transit Agency

**DATE:** July 30, 2014 **INFORMATION**  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Chief Performance Officer  
**RE:** Mid-Year Audit

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**Background**

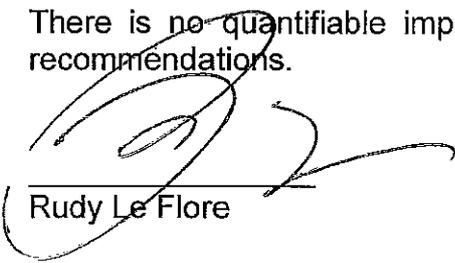
The General Manager engaged the firm of Lance, Soll & Lunghard, LLP (LSL) to conduct an audit specifically focused on internal controls and the adequacy of processes used to produce financial information. The time period focused on was between July 1, 2013 and December 31, 2013. LSL followed *Generally Accepted Government Auditing Standards (GAGAS)* while conducting the audit.

To quote the report "Overall, our audit found adequate controls over many accounting processes in place... We found no instances of known errors or fraud; however the risk for such occurrences is greater in areas that have inadequate controls as noted in this report. The observations in this report were largely due to a lack or breakdown in segregation of duties." Segregation of duties is an important aspect of internal controls within a Finance/Accounting organization to ensure accuracy and accountability of financial information.

Immediate action was taken on several high risk items, including removing system access of Accounting personnel to vendor tables, removing access of Accounts Payable personnel to accounting safe where master keys are kept for the coin counting room, initiating verification review of proper authorized documentation on payroll changes made during the payroll cycle, and drafting changes to the work assignments within Accounting to ensure segregation of duties occur during the normal course of business. Policies and Procedures must be reviewed in the near future to ensure they are up-to-date and reflect industry best business practices for the Agency.

**Fiscal Impact**

There is no quantifiable impact associated with the implementation of the auditor's recommendations.



Rudy Le Flore

SunLine Transit Agency

**DATE:** July 30, 2014 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** General Manager  
**RE:** Travel - General Manager

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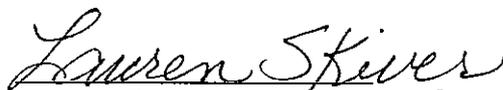
**Information**

The General Manager will be attending the CTE (Center for Transportation and the Environment) ZEB Procurement Committee Meeting August 5<sup>th</sup> and 6<sup>th</sup> in Boston. CTE will be covering all expenses.

Also in August, the General Manager will be attending a nominating committee meeting for Board Members of the American Public Transportation Association in Jersey City, NJ. SunLine will pay for the travel charges up front and will then be reimbursed.

**Fiscal Impact**

There is no financial impact.

  
Lauren Skiver *CR.*

SunLine Transit Agency

**DATE:** July 30, 2014 **DISCUSSION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Deputy Chief Performance Officer

**RE:** Natural Gas Fuel Emissions Credits

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**Background**

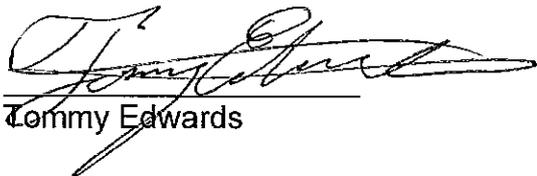
At the June 2014 Board Meeting staff briefed the Board of Directors on its desires to pursue emissions credits. The Board of Directors suggested that staff consider a one year agreement and for an assessment to be conducted by staff at that time.

Staff has since learned that several transit properties have conducted transactions with a single source, BP Energy Company. These agencies include San Diego MTS and Sacramento Regional Transit. The use of green gas would allow SunLine to continue its green vision to fuel our fleet using 100% green gas or gas generated by the Landfill biogas processes. This option would allow SunLine to get the best price for our natural gas, along with taking advantage of the full LCFS and RINS credits.

Currently, BP Energy is not accepting an agreement with a term less than three years in duration.

The other energy service provider, GHI, offered very little in revenue for a one year agreement; a 2% savings on natural gas, along with full LCFS Credits, but only a 1% RIN credit as they would not be able to supply SunLine with 100% green gas at this time. GHI would require a five year contract in order to get the higher return.

Staff wanted the Board to provide direction regarding the one year term limitation and under what conditions would a three year term with BP Energy Company be considered appropriate.

  
Tommy Edwards

# SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, July 30, 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 Greg Pettis

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

6. **Correspondence**  
None.

7. **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.

**8. Board Member Comments****Receive Comments**

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

**----- RECEIVE AND FILE -----****9. 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 report, and backup report, issued June, 2014. (Pages 1-2)
- b) SSG/SRA Monthly Budget Reports May, 2014. (Page 3)
- c) Taxi Vehicle/Rides Analysis June, 2014. (Pages 4-5)

**----- ACTION -----****10. Approval of Minutes****Approve**

Minutes of the June 25, 2014 Board of Directors Meeting.  
(Pages 6-9)

**11. Committees and Appointments (Chairman Pettis)****Approve**

Board to appoint and approve all committee assignments.  
(Pages 10-11)

**12. Next Meeting Date**

September 24, 2014  
12 o'clock Noon – Kelly Board Room

**13. Adjourn**

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
<b>Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency</b>								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 6/20/14	89907	06/20/14	\$12,462.23	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 6/06/14	89902	06/05/14	\$11,361.20	Y	N		Operating
SUNLINE TRANSIT AGENCY	Operating Expense Allocations Apr 2014	89906	06/20/14	\$7,957.69	Y	N		Operating
SUNLINE TRANSIT AGENCY	Operating Expense Allocations May 2014	89915	06/30/14	\$4,997.10	Y	N		Operating
	<b>Sub-total</b>			\$36,778.22				
<b>Section II - Legal Fees for litigation, Retainer &amp; Consultancy</b>								
RUTAN & TUCKER	Legal fees (May 2014)	89914	06/30/14	\$4,031.50	Y	Y	\$26,287.00	Operating
RUTAN & TUCKER	Legal fees (April 2014)	89904	06/13/14	\$2,398.00	Y	Y	\$30,318.00	Operating
	<b>Sub-total</b>			\$6,429.50				
	<b>Total Checks Over \$1,000</b>			\$43,207.72				
<b>Summary</b>								
Total of Checks Over \$1,000				\$43,207.72				
Total of Checks Under \$1,000				\$1,795.43				
Total of All Checks for the Month				\$45,003.15				
<b>Total Amount of Checks Prior Year - Same Month</b>				\$44,258.88				

# Backup Report

SunLine Transit Agency

SSG - AGENDA ITEM #9

Checks \$1,000 and Over

For the month of June

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

<u>VendorName</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	00089907	6/20/2014	\$12,462.23
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	00089902	6/5/2014	\$11,361.20
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	00089906	6/20/2014	\$7,957.69
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	00089915	6/30/2014	\$4,997.10
RUTAN & TUCKER, LLP	Legal fees	00089914	6/30/2014	\$4,031.50
RUTAN & TUCKER, LLP	Legal fees	00089904	6/13/2014	\$2,398.00
<b>Total of Checks Over \$1,000</b>				\$43,207.72
<b>Total of Checks Under \$1,000</b>				\$1,795.43
<b>Total of All Checks for the Month</b>				\$45,003.15
<b>Total Amount of Checks Prior Years Same Month</b>				\$44,258.88

SunLine Regulatory Agency

Budget Variance Report

May 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	332,346	29,007	27,696	1,312	301,080	304,651	(3,571)
Revenue Fines	5,000	700	417	283	3,300	4,583	(1,283)
Vehicle Inspection Revenue	17,000	950	1,417	(467)	15,650	15,583	67
Vehicle Reinspection Revenue	500	0	42	(42)	0	458	(458)
New Driver Permit Revenue	5,500	1,815	458	1,357	9,922	5,042	4,880
Driver Transfer Revenue	1,980	330	165	165	2,640	1,815	825
Driver Renewal Revenue	12,100	550	1,008	(458)	10,615	11,092	(477)
Driver Permit Reinstatement/Replacement	90	5	8	(3)	185	83	103
Vehicle Transfer Revenue	65	0	5	(5)	910	60	850
Vehicle Permit Revenue	102,000	800	8,500	(7,700)	118,750	93,500	25,250
Other Revenue	85,357	0	7,113	(7,113)	47,000	78,244	(31,244)
Interest Revenue	120	3	10	(7)	36	110	(74)
Other Income	29,000	0	2,417	(2,417)	29,000	26,583	2,417
<b>Total revenue</b>	<b>591,058</b>	<b>34,160</b>	<b>49,255</b>	<b>(12,678)</b>	<b>539,088</b>	<b>541,803</b>	<b>(2,715)</b>
<b>Expenses:</b>							
Salaries and Wages	237,766	20,448	19,814	(634)	191,393	217,952	26,559
Fringe Benefits	120,549	11,427	10,046	(1,381)	114,135	110,503	(3,632)
Services	118,400	4,320	9,867	5,547	69,940	108,533	38,593
Supplies and Materials	3,800	(698)	317	1,015	4,722	3,483	(1,238)
Miscellaneous	27,475	3,065	2,290	(776)	18,191	25,185	6,995
Technology Solutions	29,000	0	2,417	2,417	0	26,583	2,417
<b>Total Expenses</b>	<b>536,990</b>	<b>38,562</b>	<b>44,749</b>	<b>3,770</b>	<b>398,381</b>	<b>492,241</b>	<b>93,860</b>
<b>Total Operating Surplus (Deficit)</b>	<b>54,068</b>	<b>\$ (4,401.60)</b>			<b>\$ 140,707.53</b>		

- AGENDA ITEM #9

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

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254	157	39,715	253
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1919</b>	<b>600,349</b>	<b>313</b>	<b>2052</b>	<b>637,756</b>	<b>311</b>

SSG - AGENDA ITEM #9

	<b>FY 04/05</b>		<b>FY 05/06</b>		<b>FY 06/07</b>		<b>FY 07/08</b>		<b>FY 08/09</b>	
<b>HIGHEST TRIPS</b>	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
<b>LOWEST TRIPS</b>	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
<b>MOST VEHICLES</b>	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
<b>LEAST VEHICLES</b>	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
<b>MOST TRIPS/VEH</b>	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
<b>LEAST TRIPS/VEH</b>	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	<b>FY 09/10</b>		<b>FY 10/11</b>		<b>FY 11/12</b>		<b>FY 12/13</b>		<b>FY 13/14</b>	
<b>HIGHEST TRIPS</b>	APR	57,645	APR	60,821	APR	71,576	APR	77,798	APR	85,522
<b>LOWEST TRIPS</b>	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
<b>MOST VEHICLES</b>	JUL	170	JUL	151	APR	170	APR	184	APR	200
<b>LEAST VEHICLES</b>	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
<b>MOST TRIPS/VEH</b>	APR	345	APR	431	APR	421	APR	423	APR	428
<b>LEAST TRIPS/VEH</b>	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**June 25, 2014**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, June 25, 2014 at 12:00 p.m. in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The meeting was called to order at 12:00 p.m. by Chairman Glenn Miller.

**2. Flag Salute**

Councilmember Bob Spiegel led all in a salute to our flag.

**3. 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  
Ted Weill, 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  
Steve Hernandez, Councilmember, City of Coachella

**Members Absent**

John J. Benoit, Supervisor, County of Riverside

**4. Finalization of Agenda**

No changes to agenda.

**5. Presentations**

No presentations.

**6. Correspondence**

None.

**7. Public Comments**

**NON - AGENDA ITEMS:**

**AGENDA ITEMS:**

No public comments.

**8. Board Member Comments**

None.

**9. Consent Calendar**

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

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

**10. Approval of Minutes**

Councilmember Hanson moved to approve the minutes of May 28, 2014 Board meeting. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the motion was carried by a unanimous vote with abstentions from Councilmember Weill from the City of Rancho Mirage and Councilmember Hernandez from the City of Coachella.

**11. Second Amendment to the General Manager Contract**

Legal Counsel, Bob Owen addressed the Board. He stated that before the Board is the 2<sup>nd</sup> amendment of the General Manager's contract. He stated that at the last Board meeting, the Board discussed a 1<sup>st</sup> Amendment to the General Manager's contract and approved an amended 1<sup>st</sup> Amendment to the contract. A question came up about the effect of the extra \$220 per pay period on future pension liability for SunLine. The question was referred to Nyhart, and they came back with an answer that it will have absolutely zero affect. Mr. Owen stated that before the Board is a 2<sup>nd</sup> Amendment to the contract, which adds an additional \$220 per pay period to the General Manager's contract. Councilmember Weill asked if there is ambiguity – he stated that he understands that the pension is not a part of CalPERS – but in the event that there would be a change over as it relates to the pension contribution and if it was switched over to CalPERS, would there then be an affect. Councilmember Weill stated that the concern is that it might be net zero now, but it could change in the future. Chairman Miller stated that yes it can, but that would be something that the Board would look at. He stated that the change would not just be for the General Manager, it would change for the entire organization. He stated that the Board recently approved a two year contract with the union partners. One thing discussed beside the medical and raise in compensation is that we would look into the benefit package later on during the contract time. Chairman Miller stated that the item would be brought back before the Board to see the financial ramifications before moving forward. Councilmember Weill asked if the amendment to the contract would have to be reversed if a change was made. Chairman Miller stated that if the Board moves in a different direction either with CalPERS or someone else, it would have to be negotiated with the bargaining partners and management, and the General Manager's contract would have to be renegotiated if the Board chooses to do so. He stated that this is all up for negotiation. Councilmember Weill asked Legal Counsel if he had any objection to the language. He asked to avoid any ambiguity, is it possible to say that there will zero affect. Mr. Owen stated that contractually, it would be difficult to say. Chairman Miller stated that if we change the contract for the General Manager, or

for any partners, a whole new contract would need to be drawn up. So therefore there is zero effect based on what is in place right now. He stated that we would not change the pension program without negotiating a new contract. It would have to be discussed.

Councilmember Hanson asked for clarification – the reason that the General Manager's pension would not increase is because she has reached her maximum salary level whereby contributions could go into the pension fund. Mr. Owen confirmed - that is correct. It caps out as it relates to this contract. Councilmember Hanson further stated that if there was a transfer of a pension plan from the current plan to a CalPers plan, there would be negotiation with CalPers to determine the benefits, and then at that time, there would be negotiation with the General Manager.

Councilmember Spiegel moved for approval of the 2<sup>nd</sup> Amendment to the General Manager's contract. Councilmember Hanson seconded the motion. Chairman Miller asked if there was any opposition. Given none, the 2<sup>nd</sup> Amendment was passed with a unanimous vote.

**12. Approval of Taxicab Budget & Fee Schedule Resolution**

Taxi Administrator, Michael Jones, addressed the Board. Mr. Jones stated that before the Board is the fiscal year 2015 Budget and Fee Schedule Resolution. For fiscal year 2015, SSG will collect \$484,576 to cover expenses: \$325,000 passenger paid surcharges; \$102,000 franchise vehicle permit fees; \$16,820 taxicab driver permit fees; \$15,000 fines, vehicle inspections, vehicle transfer, etc. and SRA staff title change from Assistant Taxi Administrator I & II, to Taxi Field Enforcement officer I & II. Current pay structure is unchanged. Highlights of fee changes: new Taxicab Driver Permit fee will be increased from \$55 to \$70; annual Taxicab Driver Permit renewal and transfer fee will decrease from \$55 to \$40; existing taxicab fleet - annual ADA, Alternative Fuel & Hybrid Vehicle Permit Fee will decrease from \$600 to \$400; any new or replacement ADA, Alternative Fuel & Hybrid Taxicabs for FY 2015 will not be charged a Vehicle Permit Fee during the remainder of fiscal year. SRA allocated additional budget for the annual International Association of Transportation Regulators (IATR) Conference. The intent is to encourage one member of the taxi committee to accompany the Taxi Administrator to the conference. The conference provides good insight of what is taking place in the taxi industry. The budget is designed to generate sufficient revenue and to sustain SRA's regulatory mandate provided by the SSG Ordinance. Chairman Miller stated that the Taxi Committee reviewed the budget and fee schedule and voted unanimously to move forward.

Councilmember Hanson asked if the budget is a balanced budget. Chairman Miller stated yes, and there is approximately \$120,000 left over that can be utilized for advertising, or assist the cab companies at the pleasure of the Board.

Councilmember Spiegel moved for approval of the FY 2015 Taxicab Budget and Fee Schedule Resolution. Vice Chairman Pettis seconded the motion. Chairman

Miller asked if there was any opposition. Given none, the motion passed with a unanimous vote.

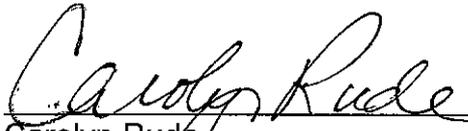
**13. Next Meeting Date**

Chairman Miller announced that the next regular meeting of the Board of Directors will be held July 30, 2014 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

**14. Adjourn**

Chairman Miller adjourned the meeting at 12:13 p.m.

Respectfully Submitted,

  
Carolyn Rude  
Clerk of the Board

SunLine Services Group

**DATE:** July 30, 2014 **ACTION**  
**TO:** Board of Directors  
**FROM:** Greg Pettis, Chairman of the Board  
**RE:** Committees & Appointments

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**Recommendation**

Recommend that the Board of Directors appoint and approve Board Members to the Taxi Committee and the Litigation Committee.

**Background**

Each year, with the election of a new Chairman and Vice Chairman, the Board members are given the opportunity to request a change on committee appointments and to then be approved by the full Board. The attached document provides current committees and members.

**SunLine Services Group  
Board Committee Assignments**

**FY 2014**

	<b>Taxicab</b> Meet prior to each Board meeting as needed	<b>Litigation Committee</b> Meet prior to each Board meeting as needed
Glenn Miller	<b>M</b>	<b>M</b>
Greg Pettis	<b>C</b>	
Yvonne Parks		
Rick Hutcheson		<b>M</b>
G. Dana Hobart	<b>M</b>	<b>M</b>
Robert Spiegel	<b>M</b>	
Doug Hanson		<b>M</b>
Don Adolph		<b>M</b>
Eduardo Garcia		
Supervisor John Benoit		

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