



**Wednesday, December 3, 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) Recognition – “Fill the Bus” (Lauren Skiver/Norma Stevens)

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 October, 2014 (Pages 1-6)
  - b) Credit card statement for October, 2014 (Pages 7-10)
  - c) Monthly Budget Variance Reports for September, October, 2014 (Pages 11-18)
  - d) Ridership Report for October, 2014 (Pages 19-20)
  - e) SunDial Operational Notes for October, 2014 (Page 21)

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

8. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the October 22, 2014 Board of Directors meeting. (Pages 22-33)
9. **Approval of Contract for Telephone Lines In Division 2** **Approve**  
Request to the Board of Directors to delegate authority to the General Manager to Negotiate and Execute a contract with TelePacific communications for Division 2. (Pages 34-35)
10. **Approval of Contract with Transportation Management Design (Rudy Le Flore)** **Approve**  
Request to the Board of Director to delegate authority to the General Manager to negotiate and execute a contract with Transportation Management Design for transit planning services. (Pages 36-37)
11. **Approval of Advertising Policy (Norma Stevens)** **Approve**  
Request to the Board to approve the attached Advertising Policy #B-020598. (Pages 38-42)

12. **Resolution to Obtain Grant Funding (Rudy Le Flore)** **Approve**  
Request to the Board of Directors to ratify by Resolution the General Manager's authority to execute Proposition 1B grants for the fiscal year 2014. (Pages 43-46)

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

13. **City of Palm Springs "BUZZ" Pilot Project (Anita Petke)** **Discussion**  
Discussion on the Palm Springs Trolley Service per the request of Board member Glenn Miller. Oral report related to the service and the Agency JPA provided by SunLine Legal Counsel, Robert Owen. (Pages 47-51)
14. **Administration Building Update (Rudy Le Flore)** **Discussion**  
Update to the Board on the progress of the new Administration building. (Page 52)

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15. **General Manager's Report**

16. **Next Meeting Date**

January 28, 2015

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

17. **Adjourn**



**AGENDA  
BYLAWS, POLICIES AND PROCEDURES COMMITTEE**

**December 3, 2014  
11:00 a.m. – 11:30 a.m.**

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

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

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

5. **Approval of Advertising Policy** (Norma Stevens) **Approve**  
Request to the Board to approve the attached Advertising Policy  
#B-020598. (Pages 1-5)

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6. **Adjourn**



**FINANCE COMMITTEE AGENDA**

**December 3, 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 October, 2014 (Pages 1-6)  
b) Credit card statement for October, 2014 (Pages 7-10)  
c) Monthly Budget Variance Reports for September, October, 2014 (Pages 11-18)

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

6. **Approval of Contract for Telephone Lines in Division 2 (Rick Barone)** **Approve**  
Request to the Board of Directors to delegate authority to the General Manager to negotiate and execute a contract with TelePacific communications for Division 2. (Pages 19-20)
7. **Approval of Contract with Transportation Management Design (Rudy Le Flore)** **Approve**  
Request to the Board of Director to delegate authority to the General Manager to negotiate and execute a contract with Transportation Management Design for transit planning services. (Pages 21-22)

----- DISCUSSION -----

8. [Administration Building and Transit Hub Project Update](#)  
(Rudy Le Flore)  
Update to the Board on the progress of the new Administration Building and transit hub. (Page 23)

**Discussion**

9. [Adjourn](#)

SunLine Transit Agency  
Checks \$1,000 and Over  
For the month - October 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 (Sept)	662887	10/22/14	\$126,893.61	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Portion of cost to purchase tires (Aug)	662906	10/22/14	\$25,125.76	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity/CNG/Hydrogen - Div 1 (Sept)	662857	10/22/14	\$21,448.40	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	662838	10/22/14	\$13,277.32	Y	N		Operating
FLEET REFINISHING	Cost to repair vehicle	662969	10/31/14	\$9,789.13	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	662727	10/07/14	\$8,367.93	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	662962	10/31/14	\$8,121.52	Y	N		Operating
GAS COMPANY	Hydrogen Div 1 (Aug & Sept)	662970	10/31/14	\$7,602.92	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	662984	10/31/14	\$6,895.75	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	662892	10/22/14	\$5,895.85	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	662867	10/22/14	\$5,664.79	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	663014	10/31/14	\$5,491.07	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity Div 1 & CNG Div 2 (Oct)	662978	10/31/14	\$5,481.59	Y	N		Operating
L & T TRANSMISSION	Cost to purchase vehicle parts	662927	10/24/14	\$5,180.57	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	663006	10/31/14	\$4,959.11	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	662941	10/24/14	\$4,333.13	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	662881	10/22/14	\$4,210.15	Y	N		Operating
GATEWAY COMPRESSION	CNG/Hydrogen Station Parts	662709	10/07/14	\$4,007.97	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	662700	10/07/14	\$3,637.89	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	662828	10/22/14	\$3,185.77	Y	N		Operating
GENFARE	Cost of printing fare media	662971	10/31/14	\$3,079.41	Y	N		Operating
IMPERIAL IRRIGATION DIST	Electricity-Div 1 & 2 (Sept)	662715	10/07/14	\$2,839.89	Y	N		Operating
RHOMAR INDUSTRIES	Cost to purchase vehicle parts	662879	10/22/14	\$2,714.77	Y	N		Operating
ALLIED REFRIGERATION	Cost to purchase vehicle parts	662820	10/22/14	\$2,608.20	Y	N		Operating
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	662999	10/31/14	\$2,577.91	Y	N		Operating
TK SERVICES	Cost to purchase vehicle parts	662894	10/22/14	\$2,536.13	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662835	10/22/14	\$2,266.21	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	662895	10/22/14	\$1,994.00	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662765	10/09/14	\$1,949.30	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662898	10/07/14	\$1,809.54	Y	N		Operating
PLAZA TOWING, INC.	Cost for towing service	662875	10/22/14	\$1,685.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	662996	10/31/14	\$1,647.16	Y	N		Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	662848	10/22/14	\$1,628.70	Y	N		Operating
TRANSIT RESOURCES, INC	Cost to purchase vehicle parts	662897	10/22/14	\$1,576.69	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	662959	10/31/14	\$1,415.75	Y	N		Operating
HARBOR DIESEL & EQUIPMENT INC.	Cost to purchase vehicle parts	662714	10/07/14	\$1,403.71	Y	N		Operating
PLAZA TOWING, INC.	Cost for towing service	662740	10/07/14	\$1,375.00	Y	N		Operating
PLAZA TOWING, INC.	Cost for towing service	663005	10/31/14	\$1,350.00	Y	N		Operating
COMSERCO, INC.	Cost for towing service	662694	10/07/14	\$1,319.31	Y	N		Operating
AIR & HOSE SOURCE	Cost to purchase vehicle parts	662882	10/07/14	\$1,270.10	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	662744	10/07/14	\$1,255.48	Y	N		Operating
SMARTDRIVE SYSTEMS	Security equipment maintenance (Oct)	662748	10/07/14	\$1,240.00	Y	N		Operating
PARKHOUSE TIRES	Cost to purchase vehicle parts	662737	10/07/14	\$1,229.87	Y	N		Operating
SAFETY-KLEEN	Cost to purchase vehicle parts	662936	10/24/14	\$1,168.46	Y	N		Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	662923	10/24/14	\$1,026.15	Y	N		Operating
ANALYSTS	Cost for sampling oil jars	662948	10/31/14	\$1,026.69	Y	N		Operating
	<b>Sub-total</b>			<b>\$325,576.66</b>				
<b>Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)</b>								

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
TRAPEZE SOFTWAREGROUP, INC.	Yearly Subscription Operations Software	662813	10/09/14	\$16,865.00	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (Sept)	662810	10/09/14	\$4,029.82	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (Oct)	663011	10/31/14	\$3,807.37	Y	N		Operating
GRAVES & KING LLP	Cost of Insurance Losses	662712	10/07/14	\$3,821.60	Y	N		Operating
VOLTON MICHAEL WILLIAMS	Relocation Cost	662818	10/09/14	\$3,226.50	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones (Sept)	662817	10/09/14	\$3,082.12	Y	N		Operating
KAISER HENGESBACH, PC	Cost of Insurance Losses	662859	10/22/14	\$2,925.36	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	662977	10/31/14	\$2,913.05	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	662901	10/22/14	\$2,458.56	Y	N		Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2) (Oct)	662811	10/09/14	\$2,200.00	Y	N		Operating
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2 (Sept)	662824	10/22/14	\$2,198.14	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System (Oct)	662777	10/09/14	\$1,860.00	Y	N		Operating
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	662772	10/09/14	\$1,820.00	Y	N		Operating
DESERT AIR CONDITIONING	A/C Repairs on Agency Bldgs.	662701	10/07/14	\$1,587.96	Y	N		Operating
BURKE RIX COMMUNICATIONS	Cost to attend Energy Summit Conference	662687	10/07/14	\$1,500.00	Y	N		Operating
PAUL ASSOCIATES	Cost of printing MOU booklets	662872	10/22/14	\$1,065.91	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	662942	10/24/14	\$1,043.79	Y	N		Operating
CAL-TEST, INC	D&A Onsite Testing	662951	10/31/14	\$1,033.70	Y	N		Operating
SCRITTC	Cost for annual membership	662747	10/07/14	\$1,000.00	Y	N		Operating
	Sub-total			\$58,238.88				

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 (Sept)	662840	10/22/14	\$779,541.16	Y	Y	\$1,992,287.00	Capital
PERMA -WC	Pass-through LAWCX to PERMA	663004	10/31/14	\$130,626.03	Y	N		Operating
REDHILL GROUP, INC.	Consultant Rider Survey	662932	10/24/14	\$22,075.00	Y	Y	\$51,508.00	Capital
RUTAN & TUCKER, LLP	Cost for legal general services (Sept)	662864	10/22/14	\$17,607.47	Y	Y	\$211,206.00	Operating
CVAG	Federal JARC Funding	662909	10/24/14	\$9,637.66	Y	N		Capital
COUNTY OF RIVERSIDE	Admin Building Project	662832	10/22/14	\$8,000.00	Y	N		Capital
G & K SERVICES	Cost to service uniforms (Sept)	662919	10/24/14	\$7,823.61	Y	Y	\$226,883.00	Operating
AMERICAN CAB	Taxi voucher program - federal program	662757	10/09/14	\$7,587.22	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	662819	10/09/14	\$6,893.94	Y	N		Capital
GEOCON WEST, INC.	Admin Building Project - Material Testing (8/11-8/7)	662852	10/22/14	\$6,697.50	Y	Y	\$13,090.00	Capital
CDW GOVERNMENT, INC.	Cost for Computer Equipment	662954	10/31/14	\$5,652.61	Y	N		Capital
PATRICK M. BRASSIL	Hydrogen maintenance	662738	10/07/14	\$5,568.04	Y	Y	\$126,958.00	Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (Oct)	662926	10/24/14	\$4,925.00	Y	Y	\$53,954.00	Operating
BAE SYSTEMS CONTROLS	Cost for Engineer Support	662685	10/07/14	\$4,689.87	Y	N		Capital
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Oct)	662821	10/22/14	\$3,727.06	Y	Y	\$26,709.00	Operating
SHI INTERNATIONAL	Cost for Computer Equipment	663008	10/31/14	\$3,373.07	Y	N		Capital
CPAC INC	Cost for Computer Equipment	662958	10/31/14	\$2,797.09	Y	N		Capital
SOUTHWEST NETWORKS	Cost for temp help in IT & Apollo (9/29-10/10)	663010	10/31/14	\$2,362.50	Y	Y	\$10,185.00	Operating/Capital
PATRICK M. BRASSIL	Hydrogen maintenance	662802	10/09/14	\$2,060.00	Y	Y	\$124,878.00	Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant (9/16-10/15)	662750	10/07/14	\$2,000.00	Y	Y	\$2,000.00	Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant (10/16-11/15)	662940	10/24/14	\$2,000.00	Y	Y	\$0.00	Operating
SOUTHWEST NETWORKS	Cost for temp help in IT & Apollo (9/2-9/12)	662939	10/24/14	\$1,858.25	Y	Y	\$11,066.00	Operating/Capital
DESERT CITY CAB	Taxi voucher program - federal program	662768	10/09/14	\$1,824.06	Y	N		Capital
SCENE CREATIVE, LLC	Music Event Expense	662746	10/07/14	\$1,800.00	Y	Y	\$13,700.00	Operating
SOUTHWEST NETWORKS	Cost for temp help in IT & Apollo (8/1-8/17)	662689	10/22/14	\$1,687.50	Y	Y	\$12,822.00	Operating
KIMCO STAFFING SERVICES, INC.	Admin Building Project - Cost for temporary employment	662861	10/22/14	\$1,680.00	Y	N		Capital
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Sept)	662947	10/31/14	\$1,320.01	Y	Y	\$30,436.00	Operating

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

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (Sept)	662683	10/07/14	\$1,242.36	Y	Y	\$31,756.00	Operating
R & C SERVICES	Admin Building Project	662676	10/22/14	\$1,151.25	Y	Y	\$0.00	Capital
DESERT ALARM	Security monitoring services (Oct)	662767	10/09/14	\$1,120.00	Y	Y	\$10,030.00	Operating
	<b>Sub-total</b>			<b>\$1,048,346.27</b>				

Note: 2)  
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities

HEALTH NET	Group Health insurance premium (Oct)	662782	10/09/14	\$249,342.54	Y	N		Operating
PERMA - Insurance	W/C & General liabilities (Oct)	662809	10/09/14	\$98,042.20	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	662814	10/09/14	\$65,672.64	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	662945	10/24/14	\$65,227.79	Y	N		Operating
METLIFE SBC	Employee benefits (Oct)	662865	10/22/14	\$26,616.90	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	662907	10/24/14	\$5,357.20	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	662756	10/09/14	\$5,357.20	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (Aug)	662728	10/07/14	\$3,482.24	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	662910	10/24/14	\$3,324.92	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	662762	10/09/14	\$3,324.92	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (Sept)	662798	10/09/14	\$2,567.52	Y	N		Operating
EYE MED	Employee benefits (Oct)	662775	10/09/14	\$2,544.07	Y	N		Operating
MAGELLAN BEHAVIORAL HEALTH	Qtr. Employee Assistance Program	662794	10/09/14	\$2,352.90	Y	N		Operating
	<b>Sub-total</b>			<b>\$533,213.04</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.

<b>Total Checks Over \$1000</b>	<b>\$1,965,374.85</b>
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Summary	
Total of Checks Over \$1,000	\$1,965,374.85
Total of Checks Under \$1,000	\$53,119.43
Total of All Checks for the Month	<b>\$2,018,494.28</b>
Total Amount of Checks Prior Year - Same Month	<b>\$1,779,476.42</b>

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
DOUG WALL CONSTRUCTION, INC.	Administration Building Fees	662840	10/22/2014	\$779,541.16
HEALTH NET	Group Health Ins Prem	662782	10/9/2014	\$249,342.54
PERMA - Insurance	Gen Lib/WC	663004	10/31/2014	\$130,626.03
SO CAL GAS CO.	Utilities	662887	10/22/2014	\$126,893.61
PERMA - Insurance	Gen Lib/WC	662803	10/9/2014	\$98,042.20
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	662814	10/9/2014	\$65,672.64
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	662945	10/24/2014	\$65,227.79
METLIFE SBC	Dental Insurance	662865	10/22/2014	\$26,616.90
GOODYEAR TIRE & RUBBER COMPANY, Redhill Group, INC.	Bus Tire Lease	662906	10/22/2014	\$25,125.76
IMPERIAL IRRIGATION DIST	Consulting	662932	10/24/2014	\$22,075.00
RUTAN & TUCKER, LLP	Utilities	662857	10/22/2014	\$21,446.40
TRAPEZE SOFTWAREGROUP, INC.	Legal fees	662884	10/22/2014	\$17,607.47
CUMMINS PACIFIC, LLC	Software Yearly Subscription	662813	10/9/2014	\$16,865.00
FLEET REFINISHING	Bus Repair Parts	662838	10/22/2014	\$13,277.32
C.V.A.G.	Body/Paint	662969	10/31/2014	\$9,789.13
NEW FLYER	Federal JARC Funding	662909	10/24/2014	\$9,637.65
CUMMINS PACIFIC, LLC	Bus Parts	662727	10/7/2014	\$8,367.93
COUNTY OF RIVERSIDE	Bus Repair Parts	662962	10/31/2014	\$8,121.52
G & K SERVICES	Administration Building Fees	662832	10/22/2014	\$8,000.00
GAS COMPANY, THE	Uniform service	662919	10/24/2014	\$7,823.61
AMERICAN CAB	Indio Facility Gas	662970	10/31/2014	\$7,602.92
NAPA AUTO PARTS	Taxi Voucher Program	662757	10/9/2014	\$7,587.22
YELLOW CAB OF THE DESERT	Vehicle Repair Parts	662994	10/31/2014	\$6,895.75
STRICKLAND KENNY INC.	Taxi Voucher Program	662819	10/9/2014	\$6,893.94
GEOCON WEST, INC.	Lubricants & Oils	662892	10/22/2014	\$5,895.85
NEW FLYER	Administration Building Fees	662852	10/22/2014	\$5,697.50
CDW GOVERNMENT, INC	Bus Parts	662867	10/22/2014	\$5,694.79
PATRICK M. BRASSIL	Software/Hardware	662954	10/31/2014	\$5,652.61
TK SERVICES, INC.	Hydrogen Maintenance	662738	10/7/2014	\$5,568.04
IMPERIAL IRRIGATION DIST	Bus Repair Parts	663014	10/31/2014	\$5,491.07
AMALGAMATED TRANSIT UNION	Utilities	662978	10/31/2014	\$5,481.59
AMALGAMATED TRANSIT UNION	Union Dues	662907	10/24/2014	\$5,357.20
L & T Transmission	Union Dues	662756	10/9/2014	\$5,357.20
ROMAINE ELECTRIC CORP.	Outside DAR Repairs	662927	10/24/2014	\$5,180.57
KBM FACILITY SOLUTIONS	Repair Parts	663006	10/31/2014	\$4,959.11
BAE SYSTEMS CONTROLS, INC.	Janitorial Servs	662926	10/24/2014	\$4,925.00
STRICKLAND KENNY INC.	Fuel Cell Bus	662685	10/7/2014	\$4,689.87
ROMAINE ELECTRIC CORP.	Lubricants & Oils	662941	10/24/2014	\$4,333.13
TELEPACIFIC COMMUNICATIONS	Repair Parts	662881	10/22/2014	\$4,210.15
GATEWAY COMPRESSION, INC.	Telephone Service	662810	10/9/2014	\$4,029.82
TELEPACIFIC COMMUNICATIONS	Sun Fuel Parts	662709	10/7/2014	\$4,007.97
	Telephone Service	663011	10/31/2014	\$3,807.37

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
ALLIEDBARTON SECURITY SERVICES	Security Services	662821	10/22/2014	\$3,727.08
CUMMINS PACIFIC, LLC	Bus Repair Parts	662700	10/7/2014	\$3,637.89
GRAVES & KING LLP	Insurance Losses	662712	10/7/2014	\$3,621.60
NYHART COMPANY	Pension Consultant	662728	10/7/2014	\$3,482.24
SHI INTERNATIONAL CORP.	IT Supplies	663008	10/31/2014	\$3,373.07
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	662910	10/24/2014	\$3,324.92
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	662762	10/9/2014	\$3,324.92
Volton Michael Williams	Employee Reimbursement	662818	10/9/2014	\$3,226.50
CARQUEST OF THE DESERT	Repair Parts	662829	10/22/2014	\$3,168.77
VERIZON WIRELESS	Wireless Cell Service	662817	10/9/2014	\$3,082.12
GENFARE	Farebox	662971	10/31/2014	\$3,079.41
Kaiser Hengesbach, PC	Insurance Losses	662859	10/22/2014	\$2,925.36
HOME DEPOT CRD SRVS	Facility Maintenance	662977	10/31/2014	\$2,913.05
IMPERIAL IRRIGATION DIST	Utilities	662715	10/7/2014	\$2,839.89
CPAC INC.COM	Software	662958	10/31/2014	\$2,797.09
RHOMAR INDUSTRIES, INC.	Bus Stops & Zones Supplies	662879	10/22/2014	\$2,714.77
ALLIED REFRIGERATION, INC	Bus A/C Parts	662820	10/22/2014	\$2,608.20
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	662999	10/31/2014	\$2,577.91
NYHART COMPANY	Pension Consultant	662798	10/9/2014	\$2,567.52
EYE MED	Employee Benefits	662775	10/9/2014	\$2,544.07
TK SERVICES, INC.	Bus Repair Parts	662894	10/22/2014	\$2,536.13
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	662901	10/22/2014	\$2,458.56
SOUTHWEST NETWORKS, INC.	Network Consultants	663010	10/31/2014	\$2,362.50
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	662794	10/9/2014	\$2,352.90
CREATIVE BUS SALES, INC.	Bus Repair Parts	662835	10/22/2014	\$2,266.21
TIME WARNER CABLE	Utilities	662811	10/9/2014	\$2,200.00
BURRTEC WASTE & RECYCLING	Facility Trash Removal	662824	10/22/2014	\$2,198.14
PATRICK M. DRASSIL	Hydrogen Maintenance	662802	10/9/2014	\$2,080.00
STEPHEN A. CRANE	Advertisement	662750	10/7/2014	\$2,000.00
STEPHEN A. CRANE	Advertisement	662940	10/24/2014	\$2,000.00
TRANSIT PRODUCTS & SERVICES	Repair Parts	662895	10/22/2014	\$1,994.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	662765	10/9/2014	\$1,949.30
FLEET-NET CORPORATION	Software & Licenses	662777	10/9/2014	\$1,860.00
SOUTHWEST NETWORKS, INC.	Network Consultants	662939	10/24/2014	\$1,856.25
DESERT CITY CAB	Taxi Voucher Program	662768	10/9/2014	\$1,824.06
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	662772	10/9/2014	\$1,820.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	662698	10/7/2014	\$1,809.54
Scene Creative, LLC	Music Event Expense	662746	10/7/2014	\$1,800.00
SOUTHWEST NETWORKS, INC.	Network Consultants	662889	10/22/2014	\$1,687.50
PLAZA TOWING, INC.	Towing Service	662875	10/22/2014	\$1,685.00 <sup>5</sup>
KIMCO STAFFING SERVICES, INC.	Temp. Emp Serv	662861	10/22/2014	\$1,680.00

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
NEW FLYER	Bus Parts	662996	10/31/2014	\$1,647.16
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	662848	10/22/2014	\$1,628.70
DESERT AIR CONDITIONING, INC.	A/C REPAIR AND SALES	662701	10/7/2014	\$1,587.96
TRANSIT RESOURCES, INC.	Bus wheel chair parts	662897	10/22/2014	\$1,576.69
BURKE RIX COMMUNICATIONS	Travel/Meetings	662687	10/7/2014	\$1,500.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	662959	10/31/2014	\$1,415.75
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	662714	10/7/2014	\$1,403.71
PLAZA TOWING, INC.	Towing Service	662740	10/7/2014	\$1,375.00
PLAZA TOWING, INC.	Towing Service	663005	10/31/2014	\$1,350.00
ALLIEDBARTON SECURITY SERVICES	Security Services	662947	10/31/2014	\$1,320.01
COMSERCO, INC.	Radio and Dumper	662694	10/7/2014	\$1,319.31
AIR & HOSE SOURCE, INC.	Repair Parts	662682	10/7/2014	\$1,270.10
ROMAINE ELECTRIC CORP.	Repair Parts	662744	10/7/2014	\$1,255.48
ALLIEDBARTON SECURITY SERVICES	Security Services	662683	10/7/2014	\$1,242.36
SMARTDRIVE SYSTEMS, INC.	Security Equipment	662748	10/7/2014	\$1,240.00
PARKHOUSE TIRES, INC.	Revenue/Non-Rev Tires	662737	10/7/2014	\$1,229.87
SAFETY-KLEEN CORPORATION	Solvent Tank Service	662936	10/24/2014	\$1,168.46
R & C SERVICES	Administration Building Fees	662876	10/22/2014	\$1,151.25
DESERT ALARM, INC.	Security Services	662767	10/9/2014	\$1,120.00
PAUL ASSOCIATES	Printing	662872	10/22/2014	\$1,065.91
TOTALFUNDS BY HASLER	Postage Supplies	662942	10/24/2014	\$1,043.79
CAL-TEST, INC.	D&A Onsite Testing	662951	10/31/2014	\$1,033.70
HI-TECH MACHINING	Repair Parts	662923	10/24/2014	\$1,028.15
ANALYSTS, INC.	Oil Sample Jars	662948	10/31/2014	\$1,026.69
SCRITC	Membership & Subscriptions	662747	10/7/2014	\$1,000.00
<b>Total of Checks Over \$1,000</b>				<b>\$1,965,374.85</b>
<b>Total of Checks Under \$1,000</b>				<b>\$53,119.43</b>
<b>Total of All Checks for the Month</b>				<b>\$2,018,494.28</b>
<b>Total Amount of Checks Prior Years Same Month</b>				<b>\$1,779,476.42</b>

RECEIVED OCT 27 2014



October 2014 Statement



Open Date: 09/19/2014 Closing Date: 10/21/2014

Account:

Visa® Business Card  
SUNLINE TRANSIT (CPN)

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

<b>New Balance</b>	<b>\$3,773.27</b>
<b>Minimum Payment Due</b>	<b>\$38.00</b>
<b>Payment Due Date</b>	<b>11/17/2014</b>
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary		
Previous Balance	+	\$3,032.43
Payments	-	\$3,032.43 CR
Other Credits		\$0.00
Purchases	+	\$3,773.27
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>\$3,773.27</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$38.00</b>
Credit Line		\$40,000.00
Available Credit		\$36,226.73
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533



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

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

000047264 1 AIB 0.406 000638226415647 P

SUNLINE TRANSIT  
CENTRAL BILL  
32505 HARRY O'NEILL DR  
THOUSAND OAKS CA 92276-3531



Automatic Payment

Account Number:

Your new full balance of \$3,773.27 will be automatically deducted from your account on 11/14/14.



October 2014 Statement 09/19/2014 - 10/21/2014

Page 2 of 3



SUNLINE TRANSIT (CPN)

Cardmember Service ☎ 1-866-552-8855

**Important Messages**

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

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

Your payment of \$3773.27 will be automatically deducted from your bank account on 11/14/2014. 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>					
09/25	09/24	5815	GRILL CONCEPTS - P PALM DESERT CA	\$318.60	_____
10/14	10/11	5392	WESTIN (WESTIN HOTELS) HOUSTON TX	\$931.32	_____
<b>Total for Account</b>				<b>\$1,249.92</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
09/24	09/22	0621	SPIRIT AI4870104020514 MIRAMAR FL SKIVER/LAURA L 10/11/14 LOS ANGELES TO HOUSTON HOUSTON TO LOS ANGELES	\$152.68	_____
09/26	09/24	2271	DELTA AIR0067441867317 BELLEVUE WA LEFLORE/RUDY 10/16/14 LOS ANGELES TO SACRAMENTO SACRAMENTO TO LOS ANGELES	\$280.20	_____
09/26	09/24	2289	DELTA AI110067441867318 BELLEVUE WA SKIVER/LAURA L 10/16/14 LOS ANGELES TO SACRAMENTO SACRAMENTO TO LOS ANGELES	\$280.20	_____
09/26	09/25	6606	JESSUP AUTO PLAZA CATHEDRAL CITY CA	\$159.07	_____
10/06	10/03	0110	CALIFORNIA TRANSIT ASS 916-4464656 CA	\$700.00	_____
10/16	10/15	8320	LAX AIRPORT LOT P 3 LOS ANGELES CA	\$149.00	_____
10/17	10/15	1603	HOTEL ICON HOUSTON TX	\$772.20	_____
10/20	10/16	3538	LAX AIRPORT LOT P 6 LOS ANGELES CA	\$30.00	_____
<b>Total for Account</b>				<b>\$2,523.35</b>	



October 2014 Statement 09/19/2014 - 10/21/2014

Page 3 of 3

SUNLINE TRANSIT (CF)

Cardmember Service ☎ 1-866-552-8855

**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
10/14	10/14		PAYMENT THANK YOU	\$3,032.43CR	
Total for Account				\$3,032.43CR	

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

**Interest Charge Calculation**

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

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$3,773.27	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

**Contact Us**

☎ Phone

Voice: 1-866-552-8855  
TDD: 1-888-352-6455  
Fax: 1-866-807-9050

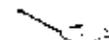
❓ Questions

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



Mail payment coupon with a check

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



Online

myaccountaccess.com

End of Statement

SUNLINE TRANSIT

## Receive Email Updates

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

Provide your email address at [email.myaccountaccess.com](mailto:email.myaccountaccess.com).

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

Carolyn Rude

Detail:

09/25/14	Grill Concepts, P.D.	Lunch for September Board meeting.	\$ 318.60
10/14/14	Westin Hotel, Houston	Hotel – Chief Operations Officer, Apolonio Del Toro, to attend APTA Conf.-Leadership APTA in Houston, Oct. 10-15.	\$ 931.32

**Total Amount** **\$1249.92**

Lauren Skiver

Detail:

09/24/14	Spirit Airlines	Airfare – General Manager, Lauren Skiver, to attend APTA Conference in Houston. L.A. to Houston; Oct. 11–15.	\$ 152.68
09/26/14	Delta	Airfare – Chief Performance Officer, Rudy Le Flore, to attend Calif. Hydrogen & Fuel Cell Summit in Sacramento; Oct. 16.	\$ 280.20
09/26/14	Delta	Airfare – General Manager, Lauren Skiver, to attend Calif. Hydrogen & Fuel Cell Summit in Sacramento. Oct. 16.	\$ 280.20
09/26/14	Jessup Auto Plaza	Duplicate set of keys for Agency vehicle – Tahoe	\$ 159.07
10/06/14	Calif. Transit Assn.	Registration for CTA Fall Conf. for General Manager, Lauren Skiver, and Deputy Performance Officer, Tommy Edwards	\$ 700.00
10/16/14	LAX Airport Lot P 3	Airport parking, General Manager, Lauren Skiver, APTA Conf. in Houston	\$ 149.00
10/17/14	Hotel Icon	Hotel – General Manager, Lauren Skiver, during attend attendance APTA Conf. in Houston; Oct. 10-15.	\$ 772.20
10/20/14	LAX Airport – P 6	Airport parking, General Manager, Lauren Skiver, during attendance at the Calif. Hydrogen & Fuel Cell Summit. Oct. 16.	\$ 30.00

**Total Amount** **\$2523.35**

Credit:

10/14/14	Payment		\$3032.43CR
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SunLine Transit Agency  
Budget Variance Report  
September 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Operating Expenses:</b>							
Wages & Benefits	20,156,438	1,543,061	1,679,703	136,642	4,728,229	5,039,110	310,880
Services	2,050,030	129,500	170,836	41,336	429,146	512,508	83,361
Fuels & Lubricants	1,706,158	145,829	142,180	(3,649)	450,681	426,540	(24,141)
Tires	267,330	1,380	22,278	20,898	152,781	66,833	(85,949)
Materials and Supplies	1,139,813	87,536	94,984	7,448	268,922	284,953	16,031
Utilities	1,752,697	162,626	146,058	(16,568)	502,347	438,174	(64,173)
Casualty & Liability	1,817,625	89,376	151,469	62,093	398,157	454,408	56,250
Taxes and Fees	128,800	12,076	10,733	(1,342)	34,527	32,200	(2,327)
Miscellaneous Expenses	570,874	23,790	47,573	23,783	63,665	142,719	79,054
Self Consumed Fuel	(1,544,841)	(135,446)	(128,737)	(6,709)	(421,407)	(386,210)	(35,197)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,059,729</b>	<b>2,337,077</b>	<b>277,348</b>	<b>6,607,048</b>	<b>7,011,231</b>	<b>404,183</b>
<b>Revenues:</b>							
Passenger Revenue	3,650,635	296,984	304,220	(7,235)	777,256	912,659	(135,403)
Other Revenue	1,270,670	116,727	105,889	10,838	329,734	317,668	12,067
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>413,711</b>	<b>410,109</b>	<b>3,603</b>	<b>1,106,990</b>	<b>1,230,326</b>	<b>(123,336)</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (1,646,017)</b>			<b>\$ (5,500,058)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	422,770	494,931	72,161	1,412,660	1,484,794	72,134
State - LTF	13,506,121	961,411	1,125,510	164,099	3,212,492	3,376,530	164,038
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	261,835	306,527	44,692	874,906	919,581	44,675
<b>Total Subsidies</b>	<b>23,123,619</b>	<b>1,646,017</b>	<b>1,926,968</b>	<b>280,951</b>	<b>5,500,058</b>	<b>5,780,905</b>	<b>280,847</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

SunLine Transit Agency  
Budget Variance Report  
September 2014

Description	Current Month			Year to Date			
	FY 15 Total Budget	Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Operating Revenues:</b>							
Passenger Revenue	3,650,635	296,984	304,220	(7,235)	777,256	912,659	(135,403)
Other Revenue	1,270,670	116,727	105,889	10,838	329,734	317,668	12,067
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>413,711</b>	<b>410,109</b>	<b>3,603</b>	<b>1,106,990</b>	<b>1,230,326</b>	<b>(123,336)</b>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	5,174,244	618,157	681,187	65,030	1,861,727	2,043,561	181,834
Operator & Mechanic Overtime	785,820	63,834	65,327	(17,308)	295,919	198,980	(96,939)
Administration Salaries & Wages	4,052,438	311,509	337,703	26,194	926,819	1,013,110	86,291
Administration Overtime	15,770	1,628	1,314	(314)	4,801	3,943	(858)
Fringe Benefits	7,118,066	530,132	593,172	63,040	1,638,964	1,779,517	140,553
Communications	114,360	10,019	9,532	(487)	27,609	28,595	986
Legal Services - General	165,460	16,207	16,289	81	31,837	48,965	17,028
Computer/Network Software Agreement	268,581	21,951	22,382	421	65,981	67,145	1,164
Uniforms	79,130	7,753	6,592	(1,167)	23,714	19,775	(3,939)
Contracted Services	423,620	32,030	35,302	3,271	88,581	105,905	17,324
Equipment Repairs	4,000	0	333	333	535	1,000	465
Security Services	70,000	5,843	5,833	(10)	17,031	17,500	469
Fuel - CNG	1,431,912	121,334	119,326	(2,008)	385,447	357,978	(27,469)
Fuel - Hydrogen	146,545	14,008	12,212	(1,796)	35,561	36,637	1,075
Tires	267,330	1,380	22,277	20,898	152,781	66,832	(85,949)
Office Supplies	73,893	1,233	6,158	4,924	9,102	18,473	9,371
Travel/Training	127,300	5,339	10,608	5,269	22,554	31,825	9,271
Repair Parts	840,950	66,372	70,079	3,707	209,471	210,237	766
Facility Maintenance	29,000	4,573	2,417	(2,156)	9,255	7,250	(2,005)
Electricity - CNG & Hydrogen	171,000	12,714	4,250	1,536	36,732	42,750	6,018
Natural Gas	1,333,000	130,494	111,083	(19,410)	401,999	333,250	(68,749)
Water	5,200	263	433	170	812	1,300	488
Insurance Losses	375,000	(27,818)	31,250	59,068	(51,976)	93,750	145,726
Insurance Premium - Property	9,919	0	827	827	8,063	2,480	(5,584)
Repair Claims	45,000	9,789	3,750	(6,039)	33,616	11,250	(22,366)
Fuel Taxes	128,800	12,076	10,733	(1,342)	34,527	32,200	(2,327)
Other Expenses	3,293,336	203,536	274,445	67,909	746,990	823,334	76,344
Self Consumed Fuel	(1,544,841)	(135,446)	(128,737)	(6,709)	(421,407)	(386,210)	(35,197)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,059,729</b>	<b>2,337,077</b>	<b>277,348</b>	<b>6,607,048</b>	<b>7,011,231</b>	<b>404,183</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (1,646,017)</b>			<b>\$ (5,500,058)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	422,770	494,931	72,161	1,412,660	1,484,794	72,134
State - LTF	13,596,121	961,411	1,125,510	164,099	3,212,492	3,376,530	164,038
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	281,835	306,527	44,692	874,906	919,581	44,675
<b>Total Subsidies</b>	<b>23,213,619</b>	<b>1,646,017</b>	<b>1,926,968</b>	<b>260,951</b>	<b>5,500,058</b>	<b>5,780,905</b>	<b>280,847</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

## Budget Variance Analysis - Sunline Transit

---

### Passenger Revenue - Unfavorable

- Fixed route passenger fare revenue below budget due to low ridership during summer months.

### Other Revenue - Favorable

- Outside fueling revenue is up 30% over September 2013 and 16% from August 2014.
- Current CNG credit customers have increased usage.
- More CNG credit customers have been added.

### Operator & Mechanic Salaries & Wages - Favorable

- New services were started in September. Accordingly, this will increase monthly salaries and wages for operators and will reduce the YTD surplus.
- Operators on extended leave for long term disability or workers compensation.

### Operator & Mechanic Overtime - Unfavorable

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

### Administration Salaries & Wages - Favorable

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

### Administration Overtime - Unfavorable

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

### Fringe Benefits - Favorable

- New services began in September. This will increase monthly fringe expenses for operators and reduce the YTD surplus.
- Vacant positions in HR, Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.

### Communications - Favorable

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

### Legal Services - General - Favorable

- A new contract for legal services was approved in the September 2014 board meeting.
- Current legal expenses are lower than projected.

### Computer/Network Software Agreement - Favorable

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

### Uniforms - Unfavorable

- Uniform expenditures in fixed route and paratransit over budget due to former employees not returning uniforms.

### Contracted Services - Favorable

- Expenses for hydrogen support are lower than projected.

### Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Unfavorable

- The current unfavorable amount is attributed to a 6% increase in expenses to produce fuel and a 11% increase of fuel usage over the same period in FY14.

Fuel - Hydrogen - Favorable

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

Tires - Unfavorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

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

Repair Parts - Favorable

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

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for the ice machine in driver's lounge.

Electricity - CNG & Hydrogen - Favorable

- Electricity expense savings largely due to hydrogen production being lower than projected.

Natural Gas - Unfavorable

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

Water - Favorable

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

Insurance Losses - Favorable

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

Insurance Premium - Property - Unfavorable

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

Repair Claims - Unfavorable

- Repairs for bus 569 from February 4, 2014 accident. Work completed in July 2014.
- Repairs for bus 713 from August 2014 accident. Work completed in September.

Fuel Taxes - Unfavorable

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

Other Expenses - Favorable

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

Self Consumed Fuel - Unfavorable

- The current unfavorable amount is attributed to a 6% increase in expenses to produce fuel and a 11% increase of fuel usage over the same period in FY14.

SunLine Transit Agency  
Budget Variance Report  
October 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Operating Expenses:</b>							
Wages & Benefits	20,091,438	1,818,926	1,674,287	55,361	6,347,155	6,697,146	349,991
Services	2,060,490	210,826	171,708	(39,119)	839,972	686,830	46,858
Fuels & Lubricants	1,706,158	149,156	142,180	(6,976)	599,837	568,719	(31,118)
Tires	267,330	2,192	22,278	20,085	154,973	89,110	(65,863)
Materials and Supplies	1,139,813	64,597	94,984	30,387	333,519	379,938	46,418
Utilities	1,752,697	148,122	146,058	(2,064)	650,469	584,232	(66,237)
Casualty & Liability	1,817,625	96,373	151,469	55,096	494,529	605,875	111,346
Taxes and Fees	128,800	13,251	10,733	(2,518)	47,778	42,933	(4,845)
Miscellaneous Expenses	625,414	21,066	52,118	31,052	84,731	208,471	123,741
Self Consumed Fuel	(1,544,841)	(135,732)	(128,737)	(6,995)	(557,139)	(514,947)	(42,192)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,188,778</b>	<b>2,337,077</b>	<b>148,299</b>	<b>8,795,825</b>	<b>9,348,308</b>	<b>552,483</b>
<b>Revenues:</b>							
Passenger Revenue	3,650,635	306,780	304,220	2,560	1,084,035	1,216,878	(132,843)
Other Revenue	1,270,670	146,625	105,889	40,736	476,359	423,557	52,803
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>453,405</b>	<b>410,109</b>	<b>43,296</b>	<b>1,560,394</b>	<b>1,640,435</b>	<b>(80,041)</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (1,735,373)</b>			<b>\$ (7,235,431)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	445,721	494,931	49,210	1,858,381	1,979,725	121,344
State - LTF	13,506,121	1,013,602	1,125,510	111,908	4,226,095	4,502,040	275,945
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	276,050	306,527	30,477	1,150,956	1,226,108	75,152
<b>Total Subsidies</b>	<b>23,123,619</b>	<b>1,735,373</b>	<b>1,926,968</b>	<b>191,595</b>	<b>7,235,431</b>	<b>7,707,873</b>	<b>472,442</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

SunLine Transit Agency  
Budget Variance Report  
October 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Operating Revenues:</b>							
Passenger Revenue	3,650,635	306,760	304,220	2,560	1,084,035	1,216,878	(132,843)
Other Revenue	1,270,870	146,625	105,889	40,736	476,359	423,557	52,803
<b>Total Operating Revenue</b>	<b>4,921,305</b>	<b>453,405</b>	<b>410,109</b>	<b>43,296</b>	<b>1,560,394</b>	<b>1,640,435</b>	<b>(80,041)</b>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	8,174,244	664,598	681,187	16,589	2,526,325	2,724,748	188,423
Operator & Mechanic Overtime	795,920	59,934	66,327	6,392	355,854	265,307	(90,547)
Administration Salaries & Wages	3,987,436	346,145	332,287	(13,858)	1,272,963	1,329,146	56,183
Administration Overtime	15,770	2,097	1,314	(783)	6,898	5,257	(1,641)
Fringe Benefits	7,118,095	548,152	593,172	47,020	2,185,116	2,372,689	187,573
Communications	114,380	9,023	9,532	509	36,632	38,127	1,494
Legal Services - General	195,460	5,864	16,288	10,424	37,701	85,153	27,452
Computer/Network Software Agreement	268,581	22,899	22,382	(517)	88,880	89,527	647
Uniforms	79,100	5,232	6,592	1,360	28,946	26,367	(2,580)
Contracted Services	423,620	33,660	35,302	1,641	132,242	141,207	8,965
Equipment Repairs	4,000	274	333	60	809	1,333	525
Security Services	70,000	5,532	5,833	302	22,553	23,333	771
Fuel - CNG	1,431,912	121,294	119,326	(1,968)	506,741	477,304	(29,437)
Fuel - Hydrogen	146,546	14,306	12,212	(2,094)	49,867	48,849	(1,019)
Tires	267,330	2,192	22,277	20,085	154,973	89,110	(65,863)
Office Supplies	73,893	4,278	6,158	1,879	13,381	24,631	11,250
Travel/Training	127,300	5,066	10,608	5,522	27,640	42,433	14,794
Repair Parts	840,950	45,121	70,079	24,958	254,593	280,317	25,724
Facility Maintenance	29,000	3,444	2,417	(1,027)	12,699	9,667	(3,032)
Electricity - CNG & Hydrogen	171,000	13,402	14,250	848	50,134	57,000	6,866
Natural Gas	1,333,000	118,150	111,083	(7,067)	520,149	444,333	(75,816)
Water	5,200	275	433	159	1,087	1,733	646
Insurance Losses	375,000	(11,025)	31,250	42,275	(63,004)	125,000	188,004
Insurance Premium - Property	9,919	0	827	827	8,063	3,306	(4,757)
Repair Claims	45,000	0	3,750	3,750	33,616	15,000	(18,616)
Fuel Taxes	128,800	13,251	10,733	(2,518)	47,778	42,933	(4,845)
Other Expenses	3,358,336	233,328	279,861	(13,466)	1,040,318	1,119,445	79,128
Self-Consumed Fuel	(1,544,641)	(135,732)	(128,737)	(6,995)	(557,139)	(514,947)	(42,192)
<b>Total Operating Expenses (Before Depreciation)</b>	<b>28,044,924</b>	<b>2,188,778</b>	<b>2,337,077</b>	<b>148,299</b>	<b>8,795,825</b>	<b>9,348,308</b>	<b>552,483</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (1,735,373)</b>			<b>\$ (7,235,431)</b>		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	5,939,174	445,721	494,931	49,210	1,858,361	1,979,725	121,364
State - LTF	13,508,121	1,013,602	1,125,510	111,908	4,226,065	4,502,040	275,975
Federal - 5307, 5311, 5316, 5317 & CMAQ	3,678,324	276,050	306,527	30,477	1,150,956	1,226,108	75,152
<b>Total Subsidies</b>	<b>23,125,619</b>	<b>1,735,373</b>	<b>1,926,968</b>	<b>191,595</b>	<b>7,235,431</b>	<b>7,707,873</b>	<b>472,442</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

## Budget Variance Analysis - Sunline Transit

---

### Passenger Revenue - Unfavorable

- YTD Fixed route passenger fare revenue below budget due to low ridership during summer months.
- October ridership above budgeted amount & succeeding months should continue to lower year-to-date deficiency.

### Other Revenue - Favorable

- Outside fueling revenue is up 18% over October 2013.
- General retail CNG customers have increased usage.
- More CNG credit customers have been added.
- YTD advertising revenue above budgeted amount by 100%.

### Operator & Mechanic Salaries & Wages - Favorable

- New services were started in September. Accordingly, this will increase monthly salaries and wages for operators in the following months and will reduce the YTD surplus.
- Operators on extended leave for long term disability or workers compensation.

### Operator & Mechanic Overtime - Unfavorable

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

### Administration Salaries & Wages - Favorable

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

### Administration Overtime - Unfavorable

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

### Fringe Benefits - Favorable

- New services began in September. This will increase monthly fringe expenses for operators and reduce the YTD surplus.
- Vacant positions in HR, Finance, Planning, Operations & IT account for a portion of the fringe savings for administration.

### Communications - Favorable

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

### Legal Services - General - Favorable

- YTD use of legal counsel is lower than projected.

### Computer/Network Software Agreement - Favorable

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

### Uniforms - Unfavorable

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

### Contracted Services - Favorable

- Expenses for hydrogen support are lower than projected.

### Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Unfavorable

- The current unfavorable amount is attributed to a 30% increase in expenses to produce fuel and a 13% increase of fuel usage over the same period in FY14.

Fuel - Hydrogen - Unfavorable

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

Tires - Unfavorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

- Travel & Training savings can be attributed to YTD expenses in Sunline, Admin Operations, HR, Executive Office, IT and Performance Office.

Repair Parts - Favorable

- Faulty FleetNet report for inventory items has caused a large reconciling item which in turn lowered expenses. The issue is being resolved and should be brought to budgeted range for the month of November.

Facility Maintenance - Unfavorable

- Facility maintenance expenses over budget due to unexpected repair costs for the ice machine at Indio driver's lounge.

Electricity - CNG & Hydrogen - Favorable

- Electricity expense savings largely due to hydrogen production being lower than projected.

Natural Gas - Unfavorable

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

Water - Favorable

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

Insurance Losses - Favorable

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

Insurance Premium - Property - Unfavorable

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

Repair Claims - Unfavorable

- Repairs for bus 569 from February 4, 2014 accident. Work completed in July 2014.
- Repairs for bus 713 from August 2014 accident. Work completed in September.

Fuel Taxes - Unfavorable

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

Other Expenses - Favorable

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

Self Consumed Fuel - Unfavorable

- The current unfavorable amount is attributed to a 30% increase in expenses to produce fuel and a 13% increase of fuel usage over the same period in FY14.



## SunLine Transit Agency Monthly Ridership Report October 2014

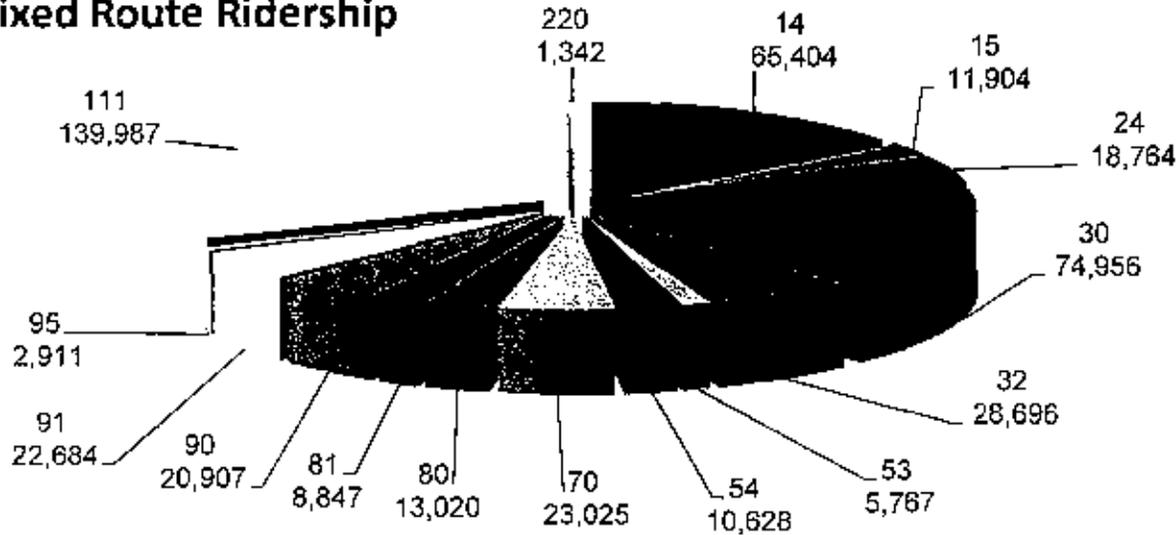
FY  
2014 & 2015

Fixed Route Route Description	Oct 2014	Oct 2013	Sep 2014	Month Var.	% Var.	FY 2015 YTD	FY 2014 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
										Monthly	YTD	Monthly	YTD
14 DHS/PS	65,404	53,522	58,887	11,882	22.2%	227,245	180,600	46,645	25.8%	2,059	7,351	686	2,603
15 DHS	11,904	11,480	10,392	424	3.7%	37,793	35,557	2,236	6.3%	356	1,124	17	76
24 PS	18,764	19,871	17,073	(1,107)	-5.6%	63,201	64,354	(1,153)	-1.8%	423	1,749	254	810
30 CC/PS	74,956	67,366	68,995	7,590	11.3%	265,155	227,315	37,840	16.6%	2,163	8,753	339	1,655
32 PD/IR/TP/CC/PS	28,696	28,440	25,826	256	0.9%	98,027	92,981	5,046	5.4%	1,168	4,359	270	876
53 PD/IW	5,767	6,211	5,367	(444)	-7.1%	18,839	19,737	(898)	-4.5%	145	586	51	120
54 Indio/LQ/IW/PD	10,628		9,483	10,628	0.0%	28,685	-	28,685	0.0%	401	1,303	111	199
70 LQ/BD	23,025	27,689	20,146	(4,664)	-16.8%	68,094	75,687	(7,593)	-10.0%	836	2,952	37	131
80 Indio	13,020	12,924	11,752	96	0.7%	46,053	46,426	(373)	-0.8%	262	949	94	292
81 Indio	8,847	9,997	8,177	(1,150)	-11.5%	32,168	34,717	(2,549)	-7.3%	162	769	62	313
90 Coachella/Indio	20,907	22,143	19,139	(1,236)	-5.6%	72,408	75,999	(3,591)	-4.7%	486	2,233	158	367
91 I/Cch/Th/Mec/Oas	22,684	21,958	20,116	726	3.3%	74,213	72,709	1,504	2.1%	576	1,951	44	196
95 I/Cch/Th/Mec/NS	2,911	2,605	2,613	306	11.7%	10,564	4,914	5,650	115.0%	65	306	2	26
111 PS to Indio	139,987	150,367	129,791	(10,380)	-6.9%	505,554	524,010	(18,456)	-3.5%	5,125	19,387	1,102	3,867
220 PD to Riverside	1,342	1,378	1,009	(36)	-2.6%	4,375	5,212	(837)	-16.1%	58	253	6	30
<b>Fixed route total</b>	<b>448,842</b>	<b>435,951</b>	<b>408,766</b>	<b>12,891</b>	<b>3.0%</b>	<b>1,552,374</b>	<b>1,460,218</b>	<b>92,156</b>	<b>6.3%</b>	<b>14,285</b>	<b>54,025</b>	<b>3,233</b>	<b>11,561</b>
<b>Demand Response</b>													
SunDial	14,312	12,560	12,930	1,752	13.9%	51,312	47,037	4,275	9.1%				
<b>System total</b>	<b>463,154</b>	<b>448,511</b>	<b>421,696</b>	<b>14,643</b>	<b>3.3%</b>	<b>1,603,686</b>	<b>1,507,255</b>	<b>96,431</b>	<b>6.4%</b>				
	Oct-14	Oct-13	Sep-14										
Weekdays:	23	23	* 21										
Saturdays:	4	4	4										
Sundays:	4	4	* 5										
Total Days:	31	31	30										

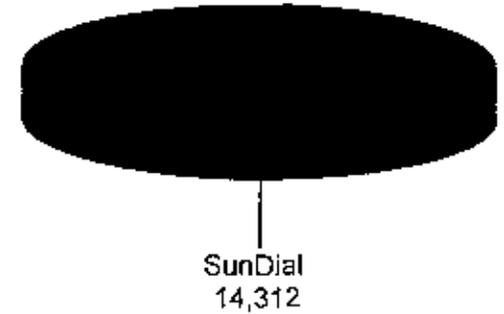
Please note:  
 \*Running the Saturday/Sunday service on September 1, 2014, Labor Day Holiday (effective May 2014). Weekday and Sunday total days reflect the change.  
 Route 54 implemented on January 6, 2014 - Weekday service only.

# SunLine Transit Agency Monthly Ridership Report October - 2014

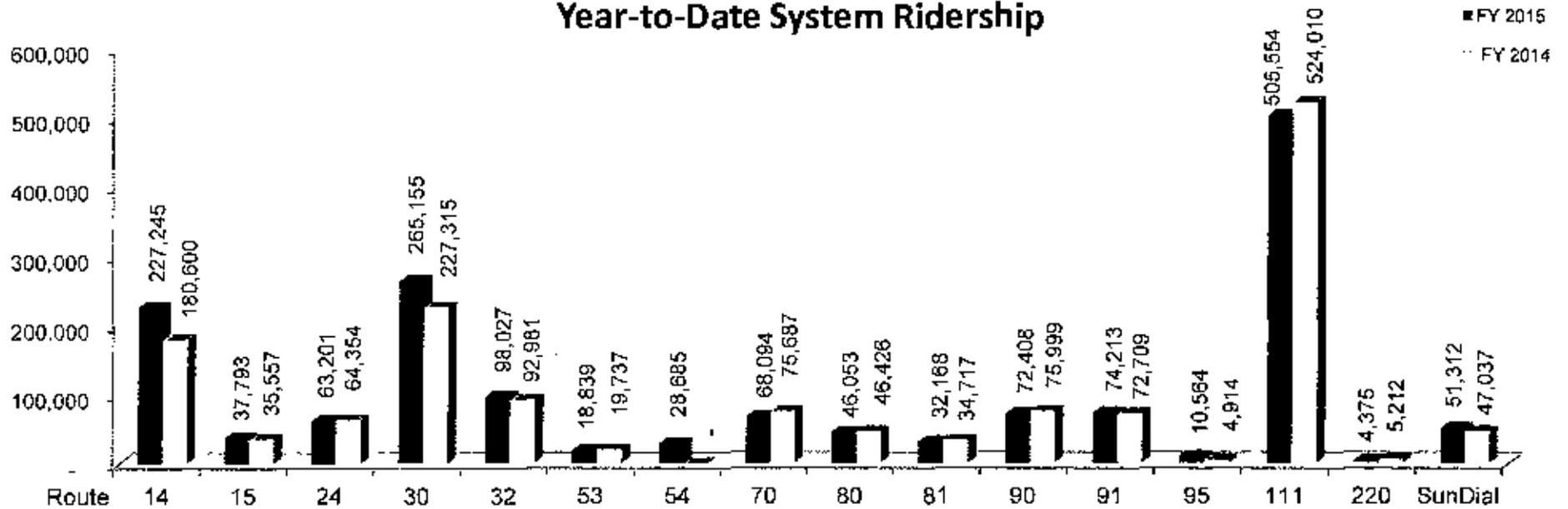
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership



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



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

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**SunDial Operational Notes**  
**October 2014**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.1%	89.5%	Total trips carried in the on-time window
1,212	1,444	Total trips late during the month
11,426	13,797	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,560	14,312	Total passengers for the month
110,837	118,225	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
2	1	Total ride-a-long evaluations
10	7	Total onboard inspections
1	2	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>	
1,756	2,120	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**  
**October 22, 2014**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:12 pm on Wednesday, October 22, 2014 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The meeting of the SunLine Transit Agency Board was called to order at 12:00 p.m. by Chairman Greg Pettis.

**Pledge of Allegiance**

Councilmember Doug Hanson led all in a salute to the flag.

**2. Roll Call**

Completed.

**Members Present**

Greg Pettis, Chairman, Councilmember, City of Cathedral City  
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs  
G. Dana Hobart, Councilmember, City of Rancho Mirage  
Robert Spiegel, Councilmember, City of Palm Desert  
Ty Peabody, Mayor Pro Tem, City of Indian Wells  
Don Adolph, Mayor, City of La Quinta  
Glenn Miller, Councilmember, City of Indio  
Eduardo Garcia, Mayor, City of Coachella

**Members Absent**

Rick Hutcheson, Councilmember, City of Palm Springs  
John J. Benoit, Supervisor, County of Riverside

**3. Presentations**

Deputy Chief Operations Officer -- Maintenance, Mike Morrow addressed the Board. He introduced Robert Beigie of the Maintenance Dept. who is celebrating 30 years of service with SunLine. Mr. Morrow stated that Robert continues to be of value. He came to SunLine as a diesel mechanic, and moved up to lead mechanic, supervisor and is currently senior supervisor. Mr. Morrow stated that the importance of maintenance of the Agency vehicles is vital to the success of SunLine. This requires good mechanics and good leaders; Robert is a good leader. Mr. Morrow provided a small token of appreciation to Robert for thirty years of service to the Agency. The Board acknowledged Mr. Beigie with a round of applause.

**4. Finalization of Agenda**

No changes.

**5. Public Comments**  
Non-Agenda Items:

Bill Meyer, Yellow Cab of the Desert, addressed the Board. He stated that as there is no taxi business this month, he wanted to make sure everyone was on point in taking care of the issues with Uber. He stated that the PUC is not going to do anything, so it is in the Board's hands to take hold of this issue and attack it. Mr. Meyer stated that not only is it going to protect the taxi industry, it is going to protect all the tourists. He stated that the tourists coming into the Valley need to know that the rides will be safe, as well as the vehicles. This affects the entire Valley. Mr. Meyers stated that the taxi industry needs to compete on a fair and level playing field. He stated that in the Valley, it is going to be hot in August and the PUC is not going to do a thing about Uber, our tourists and the taxi business.

Councilmember Hobart stated that he is not sure he agrees with Mr. Meyers that it is the responsibility of the Board. He stated that Uber has major lobbyists. He stated that the lobby that the taxi industry has can compete. Councilmember Hobart stated that the taxi industry is going to have to get really active at the state level. He stated that the policy will not change unless the taxi lobbyist can get some effective leverage coming out of Sacramento. Mr. Meyers responded that the taxi lobby is attacking.

Councilmember Hobart stated that the Board is going to try and get the cities to agree to prevent Uber from picking up people outside of restaurants, and other places. Councilmember Miller stated that we have to follow their PUC rules. He asked what we can do to make it stronger in our own community, if there is a desire to do so. Councilmember Hobart stated that one thing we can do is make sure the hotels and the restaurants know that Uber cannot hang out outside and pick up patrons. Each city needs to pass an ordinance, and soon.

Chairman Pettis asked that we agendize this issue for the December meeting. (SSG Board agenda). Chairman Pettis also stated that he would like to have someone from Uber come to the meeting as well.

Councilmember Hobart asked that staff provide two sample ordinances that can be approved in total or in part.

General Manager Lauren Skiver stated that staff has reached out to Uber, but we were unable to get a commitment to come to the Board meeting. She stated that we will continue to pursue getting a representative here. Ms. Skiver further stated that we have been in contact with the Airport about their plans with Uber as well. She encouraged the Board to think about the local ordinances and the cost of enforcement. Whether SunLine enforces or the cities themselves, there will be a cost associated with that. Ms. Skiver stated that as a regulator, the SRA would be a help in that aspect.

Chairman Pettis stated that the issue will also be brought up at the CVAG Transportation Committee meeting as it will be a joint effort by all the Valley agencies.

Mayor Pro Tem Betts stated that he would like to also see a discussion of service levels of both taxi and Uber and the way the systems work. Councilmember Hobart stated that we may not get a comparison between the two, but we can provide information how the system works, such as dispatch, etc. Everyone should be on the same page.

Ms. Skiver stated that the SRA does have data on the taxi business so you can see the changes to the amount of trips requested and provided.

Agenda Items – None.

**6. Board Member Comments**

Councilmember Glenn Miller stated that he recently read article in the paper about 'The Buzz' in Palm Springs. (*Palm Springs trolley service*) He stated that he has heard from business owners that they are asking Palm Springs to expand the service to other areas. Councilmember Miller stated that we need to know how that is going to affect SunLine. We need to look at the Joint Powers Agreement and ask Palm Springs representative Board Member Rick Hutcheson to provide plans for the service. Councilmember Miller stated that more than likely the City is going to move forward with the request from the businesses if possible.

Ms. Skiver stated that Legal Counsel, Bob Owen, has been instrumental in looking at the JPA, but the Board and staff can do a more in-depth look at the impacts of this service related to the JPA, as well as the requirements of the JPA each city has. Ms. Skiver stated that we can include this on next Board meeting agenda.

Mayor Pro Tem Betts asked that we have a scenario – if the route is successful, how would we react to it, how do we adjust our routes and will we be in competition with the route.

Councilmember Miller stated that he is not against the route, but we need to protect the JPA as a whole as it influences how the service is provided. He stated that this could just as easily be the City of Indio running transportation for the concerts outside of the scope. He stated that he does not want to see issues with the JPA as all cities have always worked together.

**7. Consent Calendar**

- a) Checks over \$1,000 for September, 2014
- b) Monthly Budget Report August, 2014
- c) Credit card statement for August, September, 2014
- d) Ridership Reports for August, September, 2014

e) SunDial Operational Notes for August, September 2014

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

8. **Approval of Minutes**

Councilmember Spiegel moved to approve the minutes of the September 17, 2014 Special Board meeting and the September 24, 2014 Regular Board meeting. The motion was seconded by Mayor Adolph. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Mayor Pro Tem Betts, City of Desert Hot Springs of the September 24, 2014 Board meeting minutes.

9. **Approval of Change Order**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He requested approval of a change order for design work on the Administrative Building project. The change order is for \$7,474. He stated that he included in the agenda a listing of all change orders with the supplier. He reminded the Board that the project started out as a design build and then changed to a design-bid build, which required 100% design. He stated included in the change order listing is a topic that shows that the majority of the changes are owner approved, such as the back-up generator, the bus wash, as well as Board room changes.

Councilmember Spiegel requested that the Board provide authority to the General Manager to approve the change order to 'Not to Exceed' \$10,000 – round it off. The motion was seconded by Councilmember Miller. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

10. **Approval of Contract for Telephone Lines**

Purchasing Administrator, Rick Barone, addressed the Board. He stated that staff is recommending that the Board of Directors delegate authority to the General Manager to negotiate and execute a contract with TelePacific Communications for the Administration Building Project for a value 'Not To Exceed' \$22,100.00, which includes 36 months of service. This is for the phone lines going into the new building, and for local and long distance service. SunLine has used TelePacific for a number of years and has proved to be a cost saving alternative to the traditional companies. Councilmember Spiegel asked why we did not go out to bid. Mr. Barone stated that this is a utility type procurement and we added on to the current contract, which we have had for quite some time. TelePacific is more cost effective. The costs include the installation of TelePacific lines and 36 months of continued service. Mayor Pro Tem Betts stated that the Finance Committee reviewed this item and recommends approval.

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

**11. Award of Contract for Purchase of Paratransit Vehicles**

Purchasing Administrator, Rick Barone, addressed the Board. He stated that staff is recommending that the Board of Directors grant authorization to the General Manager to approve award of a contract to Creative Bus Sales for four (4), (two expansion & two replacement vehicles beyond their life cycle) paratransit buses, upon review as to form and legality by Legal Counsel. Total cost \$434,577.76, (\$108,644.44/bus). Mr. Barone stated that SunLine has gone through a cooperative purchase for these vehicles. The CalAct – MBTA Cooperative Agreement is a competitive procurement that has been approved by the FTA and the State of California Department of General Services. The Cooperative Agreement provides a federal and California State compliant purchasing solution that allows agencies to select the vehicle that best meets transit needs.

Councilmember Spiegel asked what the Agency does with the old vehicles. Mr. Barone stated that the vehicles will be surplus auctioned as required by the FTA. Ms. Skiver further stated that staff has had some discussions on this issue. Many transit agencies allow non-profits to utilize those vehicles. The issue here is related to CNG – the repair and fueling. At one point in history, SunLine did try to see if agencies could use them to transport within the Valley. Ms. Skiver stated that staff is still looking at the option, but there is a complication in that the Agency cannot take the burden of repair. Councilmember Miller stated that he would like to see non-profits, such as senior centers, receive the vehicles. He would like to see this explored.

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

**12. Second Reading of Conflict of Interest Code Policy Ordinance #14-1**

Clerk of the Board, Carolyn Rude, addressed the Board. At the September 24, 2014 Board meeting, the Board of Directors unanimously approved the first reading of Ordinance #14-1, which updates the Agency's Conflict of Interest Code. Every two years local public agencies are required to review their Conflict of Interest Code. The Ordinance includes updated titles that have changed due to the Agency reorganization.

Councilmember Hobart moved to approve the second reading of Ordinance #14-1. The motion was seconded by Mayor Adolph. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

**13. Approval of ACCESS Advisory Committee Members**

Chief Operations Officer, Apolonio Del Toro, addressed the Board. He stated that staff recommends that the Board of Directors approve two new members to the ACCESS Advisory Committee as approved and presented by the current members. At the September 9, 2014 ACCESS Advisory Committee meeting, currently seated members unanimously approved two new members (one primary and one alternate) as presented to the Committee by the Membership Subcommittee. Bylaws of the Committee require approval by the Board of Directors. The recommended members are: Angelica Chappell, Community Access Center, Senior Low Vision Advocate and Mario Janesin (alternate), Community Access Center, Systems Change Advocate/Community Organizer. There are no known conflicts of interest. There are currently six members on the ACCESS Advisory Committee. The bylaws allow up to 15 members. The Committee meets bi-monthly. Mr. Del Toro further stated that the ACCESS Committee is advisory capacity. They review and advise the legalities and access to seniors and any member of the ADA community. The members come from a background well versed in that area. The meetings are conducted under the Brown Act and Robert's Rules of Order. Councilmember Miller asked if there are representatives from throughout the Valley and a good mix of organizations, such as veterans. Mr. Del Toro stated that he will look to see if veterans are represented.

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

**14. Approval of 2015 Board Meeting Schedules**

Clerk of the Board, Carolyn Rude, provided a schedule for the 2015 Board meetings. The schedule follows SunLine tradition of holding Board meetings on the 4<sup>th</sup> Wednesday of the month, with a few exceptions. We have combined the July & August meetings to be held on the last Wednesday in July, and have also combined the November & December meetings, holding it on the first Wednesday in December.

Councilmember Hobart moved to approve the proposed 2015 Board meeting schedule. The motion was seconded by Councilmember Spiegel. Chairman Pettis asked if there was opposition. Given none, the motion carried by a unanimous vote.

**15. Update on the Operations Building Facilities Schedule**

Chief Performance Officer, Rudy Le Flore, addressed the Board. He provided an update on the status of the operations facility building. Mr. Le Flore stated that as discussed with the Board, staff intended to develop new facilities for the Operations staff. The effort should be completed in the first quarter of next year. We have invested in the infrastructure, which was the change order that was approved.

Councilmember Spiegel asked if the Board would be meeting in the new Administration building in January. Mr. Le Flore stated that yes, the Board will be meeting in the new Board room at the January 28, 2015 Board meeting.

**16. Advertising Plan**

Chief Administration Officer, Michael Williams, addressed the Board. He provided the presentation below related to a new advertising plan for the Agency, which will include the need for a revised Board approved Advertising Policy to be brought for approval at the December 3<sup>rd</sup> Board meeting.

**Current Advertising Policy**

- Advertising is allowed on up to 15 buses (Revenue Vehicles).
- Advertising is allowed at bus shelters:
  - Currently have 160 Shelters with 2 advertisement cabins per shelter (320 total).
  - \$25 paid to the cities per month for each shelter ad.
  - Currently there is no onboard advertising.
  - Current policy does not allow for political advertising.

**Advertising \$\$\$ Generated in FY 2014**

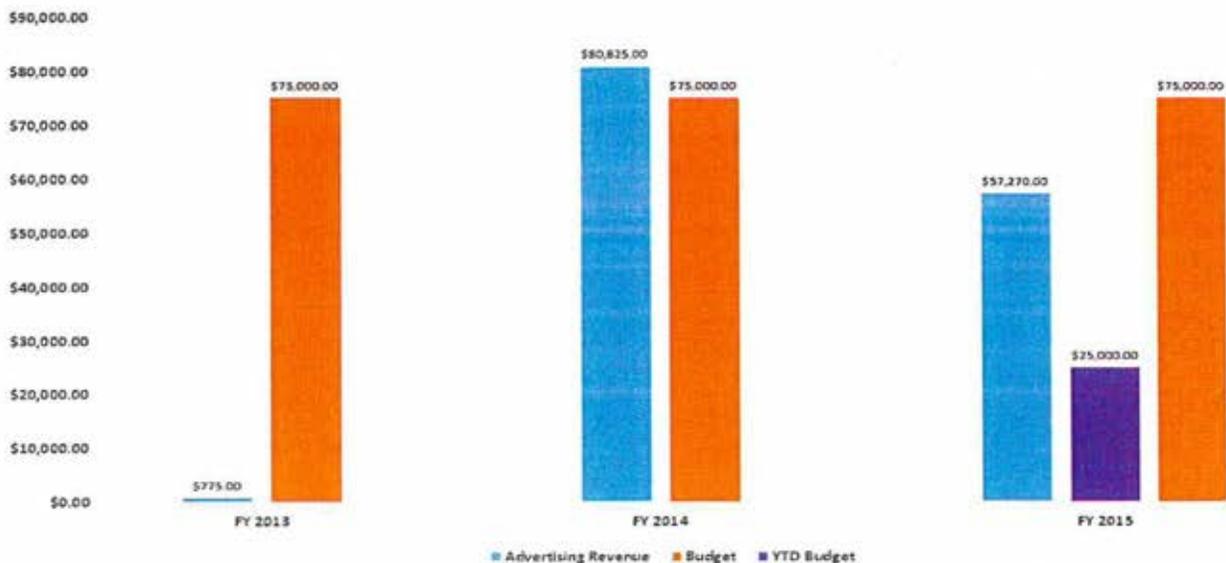
Revenue Vehicles - currently 15 buses with paid advertising (maximum allowed per policy)

- 13 poster kings.
- 2 king kongs.

Bus Shelters

- 70 bus shelters with paid advertising.
- FY2015 (3 months) - \$4,500 paid to the cities as part of the Revenue Sharing Program.

**Advertising Revenue**



**Maximum Advertising Revenue**

Revenue Vehicles (Buses)

- 69 Full Wrap @ \$6,500 Per Month Each - \$5,382,000

Bus Shelters

- 320 Shelter Ads @ \$300 Per Month Each - \$1,152,000

TOTAL: Could generate up to \$6.5M Annually; not realistic;

**Proposed Rate Comparison:**

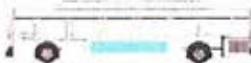
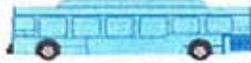
## Proposed Rate Comparison

Product	SunLine Pop. 439,363	Victor Valley Pop. 110,000	Omni Trans Pop. 850,291	OCTA Pop. 3,115,000	Butte Transit Pop. 129,782	RABA Pop. 110,271
Tail 21x70	\$300	N/A	\$500	\$1,290	\$500	\$400
King 30 x 144	\$500	N/A	\$600	\$1,290	\$500	\$500
Super King 30 x 215	\$700	N/A	\$1,000	\$4,680	N/A	N/A
King Kong Varies	\$1,500	N/A	\$1,500	N/A	N/A	N/A
Full Bus Wrap	\$6,500	N/A	\$7,500	\$11,361	N/A	N/A
Bus Shelter	\$300	\$325	\$290	Cities sell their own	\$265-\$395	N/A

OMNI TRANS: Net Revenue for FY2014 is \$454,000 after splitting the profit 50/50 with outsourced company

**Recommended Rate Card:**

## RECOMMENDED RATE CARD

PRODUCT	MATERIAL: Flexcon Busmark or 3M or comparable material	SPACE RATE / 4 WKS
TAIL 21" X 70"		\$300.
KING 30" X 144"		\$500.
Super King 30" X 216"		\$700.
KING KONG Varies street side only		\$1,500.
Full Wrap Varies		\$6,500
BUS SHELTER 48" X 69"		\$300.

**Recommended Advertising Program:**

- 50 Percent of Revenue Vehicles – 35 Buses
- 50% of Facilities (Bus Shelters) for Paid Advertising
- 40% of Facilities (Bus Shelters) for Bartering and/or STA Events Promotion
- 10% of Facilities (Bus Shelters) for Cities Public Service Announcements (PSA's)
- No Onboard Advertising

**Potential PAID Advertising Revenues (Annual)****50% of Revenue Vehicles (Buses)**

- 4 Full Wraps @ \$6,500 x 12 = \$312,000
- 4 King Kongs @ \$1,500 x 12 = \$72,000
- 4 Super Kings @ \$700 x 12 = \$33,600
- 15 Kings @ \$500 x 12 = \$90,000
- 10 Tails @ \$300 x 12 = \$36,000

TOTAL: \$543,600

**25% of Facilities (Bus Shelters)**

- 80 bus shelter ads @ \$300 x 12 = \$288,000

TOTAL: \$288,600

Would take up to 3 years to achieve recommended advertising revenues w/ incremental annual increase.

\*Potential annual advertising revenue of \$400K

**Bartering Opportunities**

- STA receive several request from media outlets (Print, Radio and TV) and also request from local colleges to barter
- \$\$\$ for \$\$\$ (in kind) bartering to assist with:
  - Promoting SunLine System and Events
  - Employee Development (Colleges and Universities)
- Potential Value of Bartering = Over \$500K annually
  - Assume 25% (80) Shelter Ads @ \$300 Per month ea. = \$460,800 annually
  - 1 Full Bus Wrap @ \$6,500 per month = \$78,000 annually

**Advertising Policy Draft Recommendation**

- 50% of Revenue Vehicles – 35 buses for paid and bartering advertising
- 50% of Facilities (Bus Shelters) for paid advertising (160 shelters)
- 40% of Facilities (Bus Shelters) for Bartering and STA promotions (128 shelters)
- 10% of Facilities (Bus Shelters) for Cities PSA's (32 shelters)
- No onboard advertising

There was discussion as to whether to allow political advertising. Mayor Pro Tem Betts stated that in regards to losing the identity of SunLine, he believes there is a way to provide advertising revenue through bus wraps, while keeping the Agency branding. He would like that to be taken into consideration when revising the policy. Staff will bring the revised Advertising Policy to the Bylaws, Policies and Procedures Committee to discuss all proposed changes and then to the Board for discussion and approval at the December 3, 2014 Board meeting.

17. **General Manager's Report**

General Manager, Lauren Skiver, addressed the Board. She gave an update on the Administration Building. The completion remains on schedule for November. She stated that there had been discussion to hold the December 3<sup>rd</sup> meeting in the new building; however, there has been some issues with the flooding that occurred. This affects the Certificate of Occupancy. Currently it is anticipated that the Certificate of Occupancy will be provided in the third week of November. Holding the December 3<sup>rd</sup> meeting in the new building could also impact the moving schedule; there will be a phased moving schedule. Ms. Skiver stated that by waiting until the January 28, 2015 meeting, this gives staff time to move in and get everything ready for the grand opening and the first Board meeting in January.

Ms. Skiver provided an update on the solar project. This is a long term project and has been in the works for quite some time. Yesterday, October 21<sup>st</sup>, Renova obtained the contraction permit for the first phase of the solar project. The second phase is with the County for review. Ms. Skiver stated that there has been some issues with the process of this project and many people in the County helped to move this along. She said staff is very appreciative of the relationships with the Board to help assist when there is an issue. Ms. Skiver stated that staff will be providing regular updates by Rudy Le Flore, Chief Performance Officer, and Tommy Edwards, Deputy Chief Performance Officer, on this project as it moves forward.

Ms. Skiver stated that several employees went to the American Public Transportation Association Expo and Conference. She stated that attending the conference was very beneficial. There are several projects that have had some issues, such as the camera project, Cummins engines, Trapeze - the ops module. Ms. Skiver stated that there were meetings during the conference with the vendors to talk about plans to mitigate the issues with projects. Trapeze will be coming to SunLine to check to see how we are using the product and to ensure that staff has the ability to manipulate the system as needed. Ms. Skiver stated that in regards to the Apollo Camera System, there was a lot of work completed to make sure that the live streaming and the downloading of video off the buses runs smoothly.

Ms. Skiver further stated that this is really a busy time of the year. SunLine has worked on being more community focused – not just providing transportation, but helping out in the community in a number of ways. The annual Palm Desert Golf Cart Parade takes place this weekend; we hope to have a winning entry. Staff will be participating. There is the Veterans Day parade – we will have FC3 in the parade, showcasing our hydrogen bus and is wrapped with a patriotic bus wrap. It fits into the venue. On November 6<sup>th</sup>, the annual "Fill the Bus" food drive will take place. Ms. Skiver encouraged the Board to come out. There is Taxicab Appreciation Day on November 19<sup>th</sup> to thank our taxi operators; staff will be there to personally thank them. We will have a 'haunted bus' at the Palm Springs Street Fair on Thursday, October 30<sup>th</sup>. It will be an opportunity to introduce transit to the community. There will be information on using transit after walking through a scary bus. The Highway 111 Music Festival is also taking place November 1<sup>st</sup>. She encouraged the Board to come see local musical acts on the buses. Ms. Skiver stated that there has been an incredible team putting this even together; they have worked very hard on this event, along with the Coachella Valley Art Scene. It was a tough event taking creative people and putting them into a logistical business has been difficult. Ms. Skiver stated that staff has done a good job of moving forward with an event that the Coachella Valley Arts Scene wanted to do and what we have had to do to deliver the event safely.

Ms. Skiver stated that we are working on the dashboard for performance – performance management plan. The program is under way and we are working on the way we collect data to provide to the Board and riders. There is a rider's survey being conducted so that staff can understand what people want from us and what we can do to better serve them and what they would be willing to pay for service, if expanded. Ms. Skiver stated that the Planning team has put together the real questions we need answered in order to expand our footprint.

Chairman Pettis stated that during the past week the hydrogen fuel cell bus was down. He stated that this seems to be an ongoing challenge. Ms. Skiver stated that there has been conversations with our partners and the manufacturer. There was a conversation at the APTA Conference. There was a discussion about the fact that SunLine is leading the effort in the production environment of hydrogen, but the Agency has a bus service system to run. We need to ensure that we can deliver the product and not use every available resource to keep hydrogen vehicles running and on the road. Ms. Skiver stated that there was a good response from BAE, who has also been here at the Agency for a couple of weeks working on the buses. Ms. Skiver stated that our hydrogen buses are not affecting our spare ratio for service delivery; we are not running at a place where we can't deliver bus service due to a hydrogen bus sitting in the yard.

Councilmember Miller asked when the old buildings will be taken down. Ms. Skiver stated that there are people who are currently working in conditions worse than this (the Board room). Some of the facilities have to go; however, there are some needs and we don't want to tear anything down that is usable, permitted

and in the correct form that we could use for those who are in trailers that are in very poor condition.

Mr. Le Fiore stated that staff has been working with the County to come up with a plan to retire some of the facilities. There are also some concurrent activity with the Center of Excellence to try and utilize some of the facilities for developing the Center. As Ms. Skiver mentioned, there is some internal needs as well. We have applied for grants for Phase Three. There are three phases of the entire project. Phase One was the Maintenance Bay; Phase Two is the Administration Building and the Transit Hub; Phase Three is demolition and the warehousing. Ms. Le Fiore stated that we are still going after funds for the Third Phase.

Chairman Pettis stated that when we hold the grand opening, make sure we invite previous Board members – Yvonne Parks, Bud England and past Board members who were here during the process and to make sure they are recognized for the work that they did during their time on the Board.

Ms. Skiver stated that will be an open house for employees that will not be moving into the new building, such as the operators. There are things that will be done to improve their facility. But the new facility is where everyone goes; Human Resources will be in the new building. We want everyone to feel comfortable to come to the new building. Ms. Skiver stated that in regards to the transit hub, staff has been talking to Amtrak, Greyhound and others about the hub. Staff will continue to try to work with them to utilize using the transit hub for their bus services that travels throughout the Valley. Staff is looking at other partners to use real estate at the transit hub to provide connections to the Valley, such as Los Angeles - the lane to the train to get as much action as possible with the I-10 corridor so that when the train does come, we have built the ridership base.

**18. Next Meeting Date**

December 3, 2014

12 o'clock Noon – Kelly Board Room

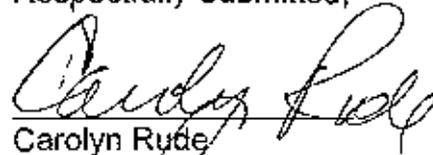
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**19. Adjourn**

Chairman Pettis adjourned the meeting at 12:55p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board

**SunLine Transit Agency**

**DATE:** December 3, 2014 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Purchasing Administrator

**RE:** Approval of Contract for Telephone Lines for Division II

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**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute a contract with TelePacific Communications for the Administration Building Project, for Division II, for a value Not To Exceed \$15,991.72, which includes 36 months of service.

**Background**

SunLine approved an agreement for a new ShoreTel phone system at the September 24, 2014 Board meeting. This new system is for both Division I & II. Last month the Board approved a contract for TelePacific for Division I; we also need the new lines for Division II. This item is being brought to the Board of Directors for approval because the agreement extends for 36 months. Policy requires that any agreement in excess of one (1) year needs approval of the Board of Directors.

This item covers a one-time installation charge of \$250.00, and a monthly charge of \$437.27 for 36 months.

TelePacific is the largest competitor to AT&T, Verizon and CenturyLink in California and Nevada and has proven to be a more cost effective local and long distance carrier. This service will provide new lines and equipment to our new facility and serve as our local and long distance carrier. TelePacific has provided a proposal for installation and 36 month service. Staff has reviewed this proposal and agrees with the scope.

The timing of this agreement is sensitive because these services will ideally be available to staff when the new administrative building is occupied later this year and the new phone system goes live.

### **Selection of Contract Type**

SunLine is using the standard TelePacific utility and service agreement.

### **Rational for Method of Procurement**

Using SunLine's Purchasing Policies and Procedure Manual, it was determined that a Non Competitive Single Source procurement and no other contract type is acceptable due to the necessity of SunLine to continue to use existing TelePacific equipment; therefore, any new equipment must be compatible. SunLine would have to pay for substantial duplication cost by using another contractor.

### **Reason for Contractor Selection**

TelePacific was chosen because of the need for compatibility with existing equipment and schedule.

### **Pricing**

SunLine is being charged discounted market rates by TelePacific.

### **Fiscal Impact**

Funds for this service is included in the Capital and Operating Budget. This item covers a one-time installation charge of \$250.00, and a monthly charge of \$437.27 for 36 months, for a total \$15,991.72.



Rick Barone

**SunLine Transit Agency**

**DATE:** December 3, 2014 **ACTION**  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Chief Performance Officer  
**RE:** Approval of Transportation Planning Services Contract

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**Recommendation**

Recommend that the Board of Directors delegate authority to the General Manager to negotiate and execute an agreement with Transportation Management & Design (TMD) in an amount Not to Exceed \$160,000 subject to approval as to form by Legal Counsel.

**Background**

SunLine is in need of expertise in transportation planning and development. This expertise is needed to improve the synchronization deliverables such as the Short Range Transit Plan, Long Range Transit Planning and the Budget. This expertise is needed to provide training to existing staff, as well as develop planning deliverables for the Agency.

This effort was not competed as SunLine is in need of these services in the near term, and to delay would impact the ability of staff to make decisions based on reliable transit information. TMD has provided satisfactory services to SunLine in the past and has a solid reputation in the transit industry. This effort is for a limited duration of seven months in order to allow time for staff to develop a more sustainable solution to this business problem.

**Reason for Selection of the Procurement Process**

This is a single source procurement because of the potential impact to service planning and operations.

**Reason for Selection of the Contract Type**

A Labor Hour contract type was selected because the Agency will be reimbursing the company for expenditures of labor in specific labor categories which will be negotiated as fair and reasonable. No other contract type is deemed appropriate.

**Reason for Selection of Contractor**

Transportation Management & Design Inc. was selected for this effort because of their familiarity with SunLine's planning operations, the urgency of the need, and their history of providing transportation services to the transportation industry.

**How Price was Determined Fair and Reasonable**

SunLine compared the rates of TMD with catalog and market prices and determined the prices fair and reasonable.

**Fiscal Implications**

This amount will be secured from the operations budget from savings in salary vacancies.



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Rudy LeFlore  
Chief Performance Officer

**SunLine Transit Agency**

**DATE:** December 3, 2014 **ACTION**

**TO:** Bylaws, Policies & Procedures Committee  
Board of Directors

**FROM:** Public Outreach Specialist

**RE:** Approval of Advertising Policy # B-020598

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**Recommendation**

Recommend that the Board of Directors approve the attached Advertising policy #B-020598.

**Background**

At the May 23, 2012 Board meeting, the SunLine Board of Directors approved a revision to the Policy for Bus Advertisement which allowed advertisements on 15 fixed route buses. Currently, the Agency has 70 revenue vehicles and 190 bus shelters with two cabins each (380). With increased staff focus on promoting the advertising program and the upward economic trend, the Agency has not been able to accommodate all interested advertisers and capitalize on the revenue potential.

At the October 22, 2014 Board meeting, a presentation was provided to Board Members to review the revenue potential from expanding the number of buses that can accommodate exterior bus advertising and was well received. The revisions to the Advertising Policy incorporates Board discussion.

**Fiscal Impact**

The fiscal impact will depend on market demand.

  
\_\_\_\_\_  
Norma Stevens

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## ADVERTISING POLICY FOR THE PLACEMENT OF EXTERIOR BUS DESIGNS

### STATEMENT OF PURPOSE

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~~SunLine, acting in a proprietary capacity, operates public bus service in the Coachella Valley. SunLine Transit Agency (hereinafter referred to as STA) will accept limited advertising on buses, at designated bus shelters and at other sites as it deems appropriate subject to the following guidelines:~~

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#### STATEMENT OF PURPOSE

~~SunLine Transit Agency (hereinafter referred to as STA) will accept limited advertising on buses, at designated bus shelters and at other sites as it deems appropriate subject to the following guidelines:~~

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

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

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

#### Advertising Guidelines

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

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

It further seeks to maintain an image of neutrality on political, religious and other issues that are not the subject of commercial advertising and may instead be the

subject of public debate and concern. Finally, STA's goal is to continue to build and retain ridership.

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

1. Contains defamatory, libelous or obscene matter.

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2. Is false, misleading or deceptive.

3. Supports or opposes any labor organization or any action by, on behalf of or against any labor organization.

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4. Relates to or promotes any illegal activity.

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5. Contains explicit sexual references, pictures or text, or includes material harmful to minors.

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6. Depicts or promotes the sale of alcohol, tobacco products, any illegal products, service or entity and/or firearms.

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7. Depicts or advocates violence.

8. Includes language that is obscene, vulgar or profane.

9. Demeans, degrades or has the effect of promoting discrimination against any group or individual on the basis of race, color, religion, national origin, age, sex, disability, ancestry or sexual orientation.

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10. Supports or opposes the nomination or election of a candidate for public office, the investigation, prosecution or recall of a public official or the passage of a levy or bond issue. Constitutes an ~~unauthorized endorsement~~ defined as ~~defined~~ ~~advertising as~~ ~~that advertising~~ ~~implies that~~ ~~or implies~~ or declares that STA endorses a product, service, viewpoint, event or program. This definition does not include advertising for a service, event or program for which STA is an official sponsor, co-sponsor or participant.

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11. Constitutes a religious advertisement defined as advertising that contains direct or indirect reference to religion, a deity or which includes reference to the existence, non-existence or other characteristics of a deity or any religious creed, denomination, belief, tenet, cause or issue relating to opposing or questioning any religion. This includes text, symbols, images commonly associated with any religion or deity or any religious creed, denomination, belief, tenet, cause or issue relating to, opposing or questioning any religion.

**Permitted Advertising**

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

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

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

1. Commercial advertising has a sole purpose of promoting a business or to sell products, goods or services. It does not include advertising that both promotes a business or offers to sell products, goods or services and also conveys a political or religious message or can be construed as issue advocacy or which expresses an opinion or position.
2. Operations advertising is permitted. This is defined as advertising that promotes STA and its services.
3. 3. Governmental advertising is permitted. This is defined as advertising that promotes programs and events of governmental entities, political subdivisions and state agencies.
4. Entering into barter deals in exchange for media advertising or employee development programs is permitted.

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**Administration and Enforcement of Policy**

**Review by the General Manager**

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

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

~~It has long recognized that allowing advertising on placards within the interior of the bus can generate revenue. A similar use can be made of the exterior of the bus.~~

~~The Board wishes to balance the attainment of revenue with the avoidance of the stereotypical "public bus" exterior and interior, which carries with it an unpleasant association. The Board wishes to convey the promises of a fresh, modern, clean and friendly public transportation system preferred by tourists and local commuters alike.~~

~~Tourism is one of the most important industries in the Coachella Valley, and one that every member of SunLine seeks to promote. The appearance of an aesthetically and functionally unpleasant public transportation system is something that SunLine wishes to avoid.~~

~~It is not the Board's intent to generate promotional or advertising revenue at any expense. The Board specifically intends to monitor trends in this area to insure that the generation of revenue does not interfere with the promotion of the aesthetic interests of the Valley.~~

### Statement of Policy

SunLine specifically rescinds the previously approved ~~Policy for Exterior Bus Designs~~ Advertising Policy as was approved on ~~January 28, 1998~~ May 23, 2012, and replaces it with this new Policy.

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~~SunLine shall allow exterior "bus-wraps" which generate revenue. Up to 15 buses shall be used for this purpose.~~

The Board designates the General Manager to administer the Advertising Policy ~~bus wrap policy~~. This delegation is with the power of re-delegation to appropriate staff. ~~In determining the acceptability of a bus-wrap the following criteria shall be used:~~

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a) ~~The design is aesthetically acceptable; and~~

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b) ~~No political messages shall be accepted.~~

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c) ~~Preference shall be to those wrap designs that promote attractions or events in the Coachella Valley.~~

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**SunLine Transit Agency**

**DATE:** December 3, 2014 **ACTION**  
**TO:** Board of Directors  
**FROM:** Chief Performance Officer  
**RE:** Resolution to Obtain Grant Funding

---

**Recommendation**

Recommend that the Board of Directors ratify by Resolution the General Manager's authority to execute Proposition 1B grants for the fiscal year 2014.

**Background**

Each year the various funding agencies to which SunLine applies for either grants or formula funding require a Resolution from the Board of Directors authorizing the General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds.

The former Planning Director believed that the document was executed; however, Staff could not locate the document. The resolution was requested as a part of the FY 14 audit. The Resolution is typically executed in advance of the fiscal year that the Agency is requesting grant funding.

**Fiscal Implications**

These Resolutions are necessary to obtain operating and capital funds to operate the Agency in fiscal year 2013-14.

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Rudy LeFlore  
Chief Performance Officer

**SUNLINE TRANSIT AGENCY**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHDRIZING THE FILING OF  
AN APPLICATION WITH THE GOVERNDR'S  
OFFICE OF HOMELAND FOR A GRANT UNDER  
THE HIGHWAY SAFETY, TRAFFIC REDUCTIDN,  
AIR QUALITY AND PORT SECURITY BOND ACT  
(PROPOSITION 1B – FY2013/14 FUNDING)**

WHEREAS, the Governor is authorized to make grants for the California Transit Security Grant Program under the Transit System Safety, Security and Disaster Response Account, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the Governor's Office of Homeland Security in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the California Transit Security Grant Program-California Transit Assistance Fund of 2006, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the Governor's Office of Homeland Security requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

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

1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security to aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006, as amended.

2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the Governor's Office of homeland Security effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the Governor's Office of Homeland Security may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security for aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006.

ADOPTED THIS 3rd DAY OF DECEMBER, 2014

ATTEST:

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Carolyn Rude  
CLERK OF THE BOARD  
SunLine Transit Agency

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Greg Pettis  
CHAIRMAN of the Board  
SunLine Transit Agency

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Carolyn Rude  
CLERK OF THE BOARD  
SunLine Transit Agency

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel  
Robert Owen

## SunLine Transit Agency

**DATE:** December 3, 2014 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** Transit Manager  
**RE:** City of Palm Springs "BUZZ" Pilot Project

---

### **Background**

In November 2013, the City of Palm Springs informed SunLine staff of their plans to initiate a pilot project to provide weekend trolley service within their city limits. As the unifying umbrella agency responsible for coordinating transit services in the Coachella Valley in accordance with the Joint Powers Transportation Agency Agreement (JPA) (Section 1, Line 3), SunLine staff provided some technical planning service guidance to the City. The planned service was to provide FREE weekend service from 5p.m. to 1a.m., running from the Parker Hotel in Palm Springs, to the Racquet Club Road, traveling along Palm Canyon and Indian Canyon Drives, and would utilize several of SunLine's bus stops. The City secured a one year allocation of Measure J funding in the amount of \$818,000 and an additional \$100,000 in private sector funds to launch the service as a one year demonstration project.

In February 2014, the City issued a Request for Proposal (RFP) and later selected MV Transportation as their Contractor to operate the service. As the regional transit operator in the Coachella Valley, and consistent with our efforts to coordinate transit planning and operations in the region, SunLine staff has been working with the City of Palm Springs staff over the last several months on a technical level. To that end, the City recognizes the expertise that SunLine offers and both parties are working on a Memorandum of Understanding (MOU), in addition to a service agreement, to utilize SunLine's bus stops.

The MOU, once finalized and if approved by the Board, will allow SunLine to invoice the City for staff time spent on assisting the City with route planning and layout, development of performance matrix, compliance review and service operation. The Cooperative Service Agreement (CSA) would allow the City to utilize SunLine bus stops and also provide for cost sharing between the City and SunLine for the maintenance of these stops. Exhibit "A" delineates the proposed stops to be utilized by the Palm Springs Buzz service.

While the work to date been SunLine and the City of Palm Springs has been at the staff level, staff is bringing this item to the Board to provide information in addition to

appraising the Board of the potential impact the City of Palm Springs service could have on the Agency.

**POTENTIAL FUNDING IMPACT TO SUNLINE**

The City's pilot project is currently funded with Measure J funding in addition to private sector funds which provide the necessary funds to launch the pilot project for one year. While, SunLine would like for the Buzz service to be a success, we are mindful of the fact that there is a potential for the City of Palm Springs to compete for the same funding source, in future years, if the service is to be continued beyond the pilot period of one year.

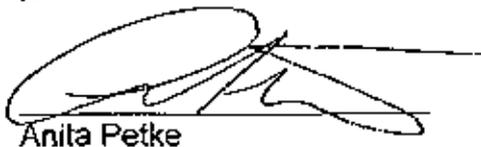
Specifically, the City of Palm Springs may decide to pursue Measure A funding. Measure A funds are currently allocated to SunLine for the Coachella Valley and is used for operating expenditures. In addition, the City of Palm Springs could be an eligible recipient to receive federal funds and share a portion of the Federal Transit Administration (FTA) Section 5311 (Non-urbanized Population funding), Local Transit Funds, and State Transportation Assistance funds, annual apportionment to the region. FTA Section 5311 are allocated to transit operators based in part on non-urbanized population and land area of the states.

**POTENTIAL IMPACT TO SUNLINE SERVICE**

SunLine staff is not aware of any plans by the City of Palm Springs to pursue additional service beyond the scope of the pilot project. Nevertheless, staff believe it is prudent to inform the Board that in the event, the City was to expand service that staff will continue to coordinate such services and will make adjustment to SunLine service if necessary.

**Financial Impact**

N/A



Anita Petke

## EXHIBIT "A"

The City of Palm Springs is requesting to utilize the following SunLine bus stops for their pilot project "Buzz" service:

### Southbound BUZZ Route 1

- Bus stop #9 located on the southwest corner of Palm Canyon Drive at Racquet Club Road
- Bus stop #10 located on the southwest corner of Palm Canyon Drive at Via Escuela
- Bus stop #125 located on the northwest corner (nearside) of Palm Canyon Drive at Amado Road
- Bus stop #628 located on the southwest corner of Palm Canyon Drive at Ramon Road
- Bus stop #630 located on the southwest corner of S. Palm Canyon Drive at Mesquite Avenue
- Bus stop #12 located on the southwest corner of S. Palm Canyon Drive at Sonora Road
- Bus stop #13 on the southeast corner of E. Palm Canyon Drive at Camino Real
- Bus stop #14 located on the southeast corner of E. Palm Canyon Drive at Sunrise Way

### Northbound BUZZ Route 1

- Bus stop #23 located on the northeast corner of E. Palm Canyon Drive at Sunrise Way
- Bus stop #673 located on the northwest corner of E. Palm Canyon Drive at Camino Real
- Bus stop #675 located on the southeast corner of S. Palm Canyon Drive at Mesquite Avenue
- Bus stop #677 located on the northeast corner of Indian Canyon Drive at Camino Parocela
- Bus stop #193 located on the northeast corner of Indian Canyon Drive at Amado Road

## **EXHIBIT "B"**

# **Technical Support for the City of Palm Springs Buzz Shuttle Pilot**

## ***Memorandum of Understanding***

### **Objective**

The objective of this Memorandum of Understanding is to provide technical support to the City of Palms Springs on a number of tasks related to the planning, execution and operational and administrative performance monitoring of the Palm Springs Buzz Shuttle Pilot.

### **Background**

The City of Palm Springs has embarked on the development of a city circulator designed to provide transportation options to residents and visitors. Currently the City does not have a position on staff dedicated to this pilot or that possess the expertise to assist in the planning, operations or compliance factors needed to monitor the service contractor.

SunLine has these departmental resources and expertise on staff and will provide technical assistance to the City of Palm Springs to review service attributes and performance. SunLine Transit Agency will also assist with an agreement to share certain bus stop locations beneficial to the Buzz pilot that do not hamper SunLine Transit services.

### **Scope of Work**

#### **Task 1 - Route Planning and Design**

This task would involve technical assistance to the city to review and comment on route alignments and bus stop usage or creation. SunLine Transit Agency will utilize in-house expertise and Trapeze Software to review proposed alignments for adherence to proposed running times and headways.

#### **Task 2 - Development of performance metrics for the Buzz pilot contractor.**

SunLine Transit Agency has extensive experience in monitoring transit service performance and will assist City staff in creating a Performance Management Plan. The plan will be designed to ensure adherence to all key performance indicators dictated in the contractor's agreement and provide data reports that the City can share with leadership and the community. SunLine will also assist with service launch and

transition issues might involve, for example, possible revisions to the current contractors' required operational reports, or on-going performance monitoring relative to the contractors' performance incentives and liquidated damages associated with their contract.

### **Task 3 - Compliance Review Assistance**

SunLine employs a full-time Compliance Officer and will provide technical assistance on areas that include, operator training and hiring, drug testing requirement audits, and adherence to the Americans with Disabilities Act.

### **Task 4 - Service Operations Assistance**

As the transit operator for the Coachella Valley, SunLine is highly qualified to evaluate service provision through data and on-street operations reviews. SunLine will use current supervisory staff to observe the contractor and ensure customer service and performance metric adherence.

### **Task 5 - Other Technical Assistance As Needed**

Over the term of this assistance, there may be additional issues that arise, some on a very short-term basis that require immediate response. This task would allow for such assistance, whether this involves a 30-minute telephone call for an immediate question, the drafting of a two-page memo outlining possible options related to a specific issue or question, or assistance to Palm Springs City staff in preparation for a formal meeting, community outreach or other event in which the Buzz pilot will be discussed.

## **Schedule**

It is anticipated that this Task Order assistance will cover up to 12 months of technical assistance, depending on the specific nature of the assignments. Given SunLine's strong familiarity with transit programs and its ancillary functions, including Taxi regulation, we are able to quickly respond to technical questions that arise on a short-term basis.

## **Staffing and Budget**

Rudy Le Flore, Chief Performance Officer, will manage this MOU and Lauren Skiver, General Manager/CEO, will serve as a Senior Advisor. Data analysis and support will be provided by the Planning and Operations departments. The on-call assistance will be provided within a budget ceiling not to exceed \$75,000. The hourly rates for these staff members will be dependent on which task order contract is utilized.

**SunLine Transit Agency**

**DATE:** December 3, 2014 **DISCUSSION**  
**TO:** Finance Committee  
Board of Directors  
**FROM:** Chief Performance Officer  
**RE:** Administration Building Update

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**Background**

Staff has provided the Board of Directors with regular updates on the Administration Building and Transit Hub Project.

This morning Board Members were given a tour of the new facility. The Grand Opening is scheduled for January 28, 2015.

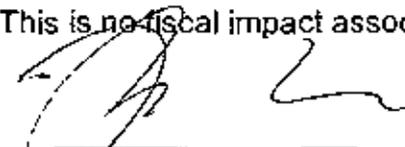
There are approximately \$362,000 of proposed change orders from the General Contractor currently in the negotiation process. Of the approximately \$1.8 Million in total construction changes approved, approximately half were owner directed changes leaving change orders at approximately 10 percent of the construction contract.

The County of Riverside has met with staff and agreed to provide support to facilitate the early December move in.

Staff believes that there may be sufficient funds to add covered parking with solar panels and is advising the Board of its intent to pursue this effort once the Certificate of Occupancy is obtained on the current Administration Building and Transit Hub Project.

**Fiscal Impact**

This is no fiscal impact associated this report.

  
\_\_\_\_\_  
Rudy Le Flore

# SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, December 3, 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 September, October, 2014. (Pages 1-4)
- b) SSG/SRA Monthly Budget Reports August, September, October, 2014. (Pages 5-9)
- c) Taxi Vehicle/Rides Analysis October, 2014. (Pages 10-12)
- d) Fuel Price Report (Page 13)

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

Minutes of the September 24, 2014 Board of Directors Meeting. (Pages 14-17)

**----- DISCUSSION -----****11. Transportation Network Companies – Discussion  
(Michael Jones)****Discussion**

Taxi Administrator, Michael Jones, will provide information for discussion relating to the transportation network companies and the taxi industry. (Page 18)

**12. Next Meeting Date**

January 28, 2015, or as needed  
12 o'clock Noon – New Board Room

**13. Adjourn**

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - September 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 - 9/12/14	89946	09/15/14	\$11,073.57	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 9/26/14	89952	09/29/14	\$10,947.59	Y	N		Operating
	<b>Sub-total</b>			\$22,021.16				
<b>Section II - Legal Fees for litigation, Retainer &amp; Consultancy</b>								
RUTAN & TUCKER	Legal fees (August)	89944	09/15/14	\$7,263.50	Y	Y	\$237,519.00	Operating
	<b>Sub-total</b>			\$7,263.50				
	<b>Total Checks Over \$1,000</b>			\$29,284.66				
<b>Summary</b>								
Total of Checks Over \$1,000				\$29,284.66				
Total of Checks Under \$1,000				\$869.12				
Total of All Checks for the Month				\$30,153.78				
Total Amount of Checks Prior Year - Same Month				\$41,921.36				

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	089946	9/15/2014	\$11,073.57
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	089952	9/29/2014	\$10,947.59
RUTAN & TUCKER, LLP	Legal fees	089944	9/15/2014	\$7,263.50
<b>Total of Checks Over \$1,000</b>				\$29,284.66
<b>Total of Checks Under \$1,000</b>				\$869.12
<b>Total of All Checks for the Month</b>				\$30,153.78
<b>Total Amount of Checks Prior Years Same Month</b>				\$41,921.36

SunLine Regulatory Administration  
 Checks \$1,000 and Over  
 For the month - October 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 - 10/10/14	89957	10/09/14	\$11,073.57	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 10/24/14	89964	10/24/14	\$11,009.96	Y	N		Operating
	<b>Sub-total</b>			\$22,083.53				
<b>Section II - Legal Fees for litigation, Retainer &amp; Consultancy</b>								
RUTAN & TUCKER	Legal fees (September)	89962	10/24/14	\$3,581.50	Y	Y	\$207,625.00	Operating
	<b>Sub-total</b>			\$3,581.50				
	<b>Total Checks Over \$1,000</b>			\$25,665.03				
<b>Summary</b>								
Total of Checks Over \$1,000				\$25,665.03				
Total of Checks Under \$1,000				\$1,711.12				
Total of All Checks for the Month				<b>\$27,376.15</b>				
<b>Total Amount of Checks Prior Year - Same Month</b>				<b>\$55,734.42</b>				

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of October 2014

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	089957	10/9/2014	\$11,073.57
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	089964	10/24/2014	\$11,009.96
RUTAN & TUCKER, LLP	Legal fees	089962	10/24/2014	\$3,581.50
<b>Total of Checks Over \$1,000</b>				<b>\$25,665.03</b>
<b>Total of Checks Under \$1,000</b>				<b>\$1,711.12</b>
<b>Total of All Checks for the Month</b>				<b>\$27,376.15</b>
<b>Total Amount of Checks Prior Years Same Month</b>				<b>\$55,734.42</b>

## SunLine Regulatory Agency

## Budget Variance Report

August 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	325,000	18,104	27,083	(8,979)	39,608	54,167	(14,559)
Revenue Fines	5,000	375	417	(42)	375	833	(458)
Vehicle Inspection Revenue	17,000	1,650	1,417	233	2,000	2,833	(833)
New Driver Permit Revenue	6,000	490	500	(10)	1,540	1,000	540
Driver Transfer Revenue	1,620	120	135	(15)	280	270	10
Driver Renewal Revenue	9,200	640	767	(127)	1,055	1,533	(478)
Driver Permit Reinstatement/Replacement	165	40	14	26	90	28	63
Vehicle Permit Revenue	102,000	0	8,500	(8,500)	750	17,000	(16,250)
Interest Revenue	110	3	9	(6)	6	18	(12)
Carryover Taxi Funds	8,950	0	746	(746)	0	1,492	(1,492)
<b>Total revenue</b>	<b>475,045</b>	<b>21,422</b>	<b>39,587</b>	<b>(17,419)</b>	<b>45,704</b>	<b>79,174</b>	<b>(33,470)</b>
<b>Expenses:</b>							
Salaries and Wages	246,918	17,997	20,577	2,580	37,643	41,153	3,510
Fringe Benefits	115,624	11,000	9,635	(1,364)	21,185	19,271	(1,914)
Services	75,028	7,637	6,252	(1,384)	13,452	12,505	(948)
Supplies and Materials	10,300	457	858	401	1,328	1,717	389
Miscellaneous	27,175	2,002	2,265	263	5,822	4,529	(1,293)
<b>Total Expenses</b>	<b>475,045</b>	<b>39,092</b>	<b>39,587</b>	<b>496</b>	<b>79,430</b>	<b>79,174</b>	<b>(256)</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (17,670)</b>			<b>\$ (33,727)</b>		

## SunLine Regulatory Agency

## Budget Variance Report

September 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	325,000	20,576	27,083	(6,508)	60,183	81,250	(21,067)
Revenue Fines	5,000	525	417	108	900	1,250	(350)
Vehicle Inspection Revenue	17,000	2,400	1,417	983	4,400	4,250	150
New Driver Permit Revenue	6,000	490	500	(10)	2,030	1,500	530
Driver Transfer Revenue	1,620	240	135	105	520	405	115
Driver Renewal Revenue	9,200	800	767	33	1,855	2,300	(445)
Driver Permit Reinstatement/Replacement	165	50	14	36	140	41	99
Vehicle Permit Revenue	102,000	0	8,500	(8,500)	750	25,500	(24,750)
Interest Revenue	110	3	9	(6)	10	28	(18)
Carryover Taxi Funds	8,950	0	746	(746)	0	2,238	(2,238)
<b>Total revenue</b>	<b>475,045</b>	<b>25,084</b>	<b>39,587</b>	<b>(13,758)</b>	<b>70,788</b>	<b>118,761</b>	<b>(47,974)</b>
<b>Expenses:</b>							
Salaries and Wages	226,918	19,870	18,910	(960)	57,513	56,730	(784)
Fringe Benefits	135,624	10,186	11,302	1,116	31,371	33,906	2,535
Services	75,028	4,117	6,252	2,136	17,569	18,757	1,188
Supplies and Materials	10,300	1,246	858	(388)	2,118	2,575	457
Miscellaneous	27,175	1,278	2,265	986	7,557	6,794	(763)
<b>Total Expenses</b>	<b>475,045</b>	<b>36,697</b>	<b>39,587</b>	<b>2,890</b>	<b>116,128</b>	<b>118,761</b>	<b>2,634</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (11,613)</b>			<b>\$ (45,340)</b>		

## Budget Variance Analysis - Sunline Regulatory

---

### Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months.
- Taxi companies were given the opportunity to pay the full year's vehicle permits during the peak months of October through April.

### Salaries and Wages - Unfavorable

- Salaries and wages are within acceptable range of budget.

### Fringe Benefits - Favorable

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

### Services - Favorable

- Expense savings due to audit services that have yet to be performed.

### Supplies and Materials - Favorable

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

### Miscellaneous - Unfavorable

- Miscellaneous expenses are within acceptable range of budget.

SunLine Regulatory Agency  
Budget Variance Report  
October 2014

Description	FY 15 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 15 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	325,000	23,496	27,083	(3,587)	84,745	108,333	(23,589)
Revenue Fines	5,000	200	417	(217)	1,100	1,667	(567)
Vehicle Inspection Revenue	17,000	1,950	1,417	533	6,350	5,667	683
New Driver Permit Revenue	6,000	700	500	200	2,730	2,000	730
Driver Transfer Revenue	1,620	480	135	345	1,000	540	460
Driver Renewal Revenue	9,200	920	767	153	2,775	3,067	(292)
Driver Permit Reinstatement/Replacement	165	65	14	51	205	55	150
Vehicle Permit Revenue	102,000	16,533	8,500	8,033	17,283	34,000	(16,717)
Interest Revenue	110	3	9	(6)	13	37	(24)
Carryover Taxi Funds	8,950	0	746	(746)	0	2,983	(2,983)
<b>Total revenue</b>	<b>475,045</b>	<b>44,347</b>	<b>39,587</b>	<b>5,506</b>	<b>116,201</b>	<b>158,348</b>	<b>(42,148)</b>
<b>Expenses:</b>							
Salaries and Wages	226,918	20,453	18,910	(1,543)	77,966	75,639	(2,327)
Fringe Benefits	135,624	10,561	11,302	741	41,932	45,208	3,276
Services	75,028	11,763	6,252	(5,511)	29,332	25,009	(4,323)
Supplies and Materials	10,300	394	858	464	2,512	3,433	922
Miscellaneous	27,175	1,182	2,265	1,082	8,739	9,058	320
<b>Total Expenses</b>	<b>475,045</b>	<b>44,353</b>	<b>39,587</b>	<b>(4,766)</b>	<b>160,480</b>	<b>158,348</b>	<b>(2,132)</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$</b>	<b>(5)</b>		<b>\$ (44,280)</b>		

## Budget Variance Analysis - Sunline Regulatory

---

### Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the following peak months will continue to decrease the unfavorable balance.
- Taxi companies were given the opportunity to pay the full year's vehicle permits during the peak months of October through April.

### Salaries and Wages - Unfavorable

- Salaries and wages are within acceptable range of budget.

### Fringe Benefits - Favorable

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

### Services - Unfavorable

- Audit service expenses were charged completely in October at a higher cost than projected.

### Supplies and Materials - Favorable

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

### Miscellaneous - Favorable

- Miscellaneous expenses are within acceptable range of budget.

**TRIP vs. VEHICLE ANALYSIS**  
**TRIP vs. VEHICLE ANALYSIS**

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
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	36,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

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

FY14/15

FY 12/1

	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	140	36,397	260			#DIV/0!			#DIV/0!			#DIV/0!			#####
AUG	142	38,805	273			#DIV/0!			#DIV/0!			#DIV/0!			#####
SEP	150	38,569	257			#DIV/0!			#DIV/0!			#DIV/0!			#####
OCT	158	49,123	311			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
NOV			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
DEC			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JAN			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
FEB			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAR			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
APR			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAY			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUN			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
TOTALS	590	162,894	276	0	0	#DIV/0!									

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

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

	FY 14/15								
HIGHEST TRIPS	OCT	49,123							
LOWEST TRIPS	JUL	36,397							

<b>MOST VEHICLES</b>	OCT	158							
<b>LEAST VEHICLES</b>	JUL	140							
<b>MOST TRIPS/VEH</b>	OCT	311							
<b>LEAST TRIPS/VEH</b>	JUL	260							

U.S. Energy			
Apr 01, 2013	\$3.91		
May 01, 2013	\$4.01		
Jun 01, 2013	\$3.94		
Jul 01, 2013	\$4.00		
Aug 01, 2013	\$3.87		
Sep 01, 2013	\$3.93		
Oct 01, 2013	\$3.78		
Nov 01, 2013	\$3.60		
Dec 01, 2013	\$3.65	3 Month Trend	
Jan 01, 2014	\$3.62	Jan 01, 2014	\$3.62
Feb 01, 2014	\$3.76	Feb 01, 2014	\$3.76
Mar 01, 2014	\$4.00	Mar 01, 2014	\$4.00
Average	\$3.84	Average	\$3.79

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

Meter calculation is 1/8 mile increments @ \$0.38 per 1/8 mile = \$3.12 per mile

U.S. Energy				Fuel Per Gallon	Average	Regular Grade	
Apr 01, 2014	\$4.16			2013	\$4.05		
May 01, 2014	\$4.17			2014	\$3.84		
Jun 01, 2014	\$4.11			Difference	-\$0.21	Rate Increase	
Jul 01, 2014	\$4.06					0	
Aug 01, 2014	\$3.91			New Rate	2014/15	\$3.12	
Sep 01, 2014	\$3.69						
Oct 01, 2014	\$3.54			Fuel Per Gallon	Average	Rate Increase	RPM
Nov 01, 2014	\$3.26			2012	\$3.49	0.08	\$ 3.04
Dec 01, 2014		3 Month Trend		2013	\$4.05	0.08	\$ 3.12
Jan 01, 2015		Jan 01, 2015		2014	\$3.84	0	\$ 3.12
Feb 01, 2015		Feb 01, 2015		2015			
Mar 01, 2015		Mar 01, 2015		Difference	\$3.79		
Average	\$3.86	Average	#DIV/0!				

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

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**September 24, 2014**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, September 24, 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 Vice Chairman Doug Hanson.

2. **Flag Salute**

Councilmember G. Dana Hobart led all in a salute to our flag.

3. **Roll Call**

Completed.

**Members Present**

Greg Pettis, Chairman, Councilmember, City of Cathedral City, via teleconference from Hyatt Regency Minneapolis 300 Nicollet Mall, Minneapolis, MN 55403

Douglas Hanson, Vice Chairman, Councilmember, City of Indian Wells

Paul Lewin, Councilmember, City of Palm Springs

G. Dana Hobart, Councilmember, City of Rancho Mirage

Don Adolph, Mayor, City of La Quinta

Glenn Miller, Councilmember, City of Indio

Eduardo Garcia, Mayor, City of Coachella

**Members Absent**

John J. Benoit, Supervisor, County of Riverside

Robert Spiegel, Councilmember, City of Palm Desert

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

4. **Finalization of Agenda**

No changes to agenda.

5. **Presentations**

General Manager, Lauren Skiver, called upon Norma Stevens, SunLine Public Outreach Specialized. Ms. Skiver stated that the Agency held a "Pack the Bus" backpack and school supplies drive for students in need. The Taxi Franchises and the regulatory staff, Harman Singh and staff, did a great job of assisting the event and donating. Ms. Skiver wanted to recognize the Franchises for their participation in the drive. Mr. Singh addressed the Board stating that SunLine would like to recognize the three franchises for their support and contribution towards the "Pack the Bus" drive, which was held August 9<sup>th</sup> at Walmart located in Palm Desert. Ms. Singh thanked the three franchises for their generosity and

dedication to our community. Mr. Singh stated that the franchises not only provide taxi service, but they are very vital part of our community. Mr. Singh presented American Cab, Yellow Cab of the Desert and Desert Cities Cab representatives with a certificate. Vice Chairman Hanson thanked the franchises on behalf of the Board for their participation and the efforts in packing the bus.

**6. Correspondence**

None.

**7. Public Comments**

**NON - AGENDA ITEMS:**

No public comments.

**AGENDA ITEMS:**

No public comments.

**8. Board Member Comments**

None.

**9. Consent Calendar**

a) SSG/SRA checks over \$1000 issued July, August, 2014

b) SSG/SRA Monthly Budget Reports June, 2014.

c) Taxi Vehicle/Rides Analysis, July, August 2014.

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

**10. Approval of Minutes**

Mayor Adolph moved to approve the minutes of the July 30, 2014 Board meeting. The motion was seconded by Councilmember Miller. Vice Chairman Hanson asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Councilmember Lewin from the City of Palm Springs, and Mayor Pro Tem Martinez from the City of Coachella.

**11. Special Taxi Committee Follow Up**

Taxi Enforcement Officer II, Harman Singh, addressed the Board. He stated that the information provided in the staff report is follow up to the Special Taxi Committee meeting held August 21, 2014 at SunLine.

- CVB presentation at upcoming meeting: SSG was added to the CVB agenda and presented a PowerPoint on Transportation Network Companies "TNC" in our Valley on Friday, September 19<sup>th</sup>.

- Palm Spring Airport Uber pick up: During a preschedule meeting with Palm Springs Airport Officials and SunLine, a clarification question of Uber pick up and drop off was asked. The Palm Springs Executive Director explained there are no restrictions for anyone dropping off, but no TNC has been authorized to pick up passengers at the Airport.
- SunLine request of Palm Springs Airport to be placed on next Airport meeting agenda to discuss TNCs: During a prescheduled meeting with Palm Springs Airport, SunLine Transit Agency's General Manager asked to be added to next Palm Springs Airport meeting agenda.
- Cities will discuss passing an ordinance regarding parking restrictions on amount of distance from an establishment such as hotels, bars, etc.: Staff and General Counsel are working on the draft template.
- Change letter to CPUC President to mention issue included in the L.A. Times article: The letter to CPUC President was revised to include verbiage related to the L.A. Times article and sent.
- Higher level of contact with the CPUC regarding the enforcement issues and possible partnership with us to regulate: SSG is awaiting a response from CPUC to establish upper leadership contact.
- Contact Senate Appropriations Committee of appropriation of bills and ask for signatures on AB 612 and AB 2293:

AB 612 8/25/14 sent back to Assembly where it failed passage. Reconsideration granted. Hearing canceled at the request of author.

AB 2293 Approved by the Governor September 17, 2014.

- Taxi Committee asked Staff for Rules and Regulations of the Public Utilities Commission for TNCs: Documents were sent as requested.

Mr. Singh informed the Board members that if they had any questions concerning his report, he would be glad to answer. There were no questions.

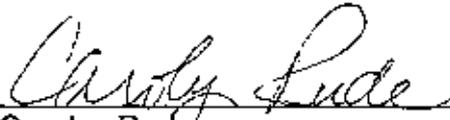
## 12. Next Meeting Date

Vice Chairman Hanson announced that the next regular meeting of the Board of Directors, if needed, will be held October 22, 2014 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

**13. Adjourn**

Vice Chairman Hanson adjourned the meeting at 12:11 p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board

**SunLine Services Group**

**DATE:** December 3, 2014 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** Taxi Administrator  
**RE:** Transportation Network Companies Presentation

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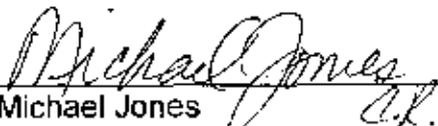
**Background**

At the October 22, 2014 SunLine Transit Agency Board meeting, staff was directed to provide a presentation with information on service levels for both taxicab and TNCs. In addition, staff was asked to contact a representative from Uber to be included in the presentation. Staff has attempted several times throughout the past several months to contact Uber Senior Counsel. The CPUC provided the contact information. Unfortunately, there has been no response.

SRA staff has put together a presentation that includes both Taxi and TNC information.

**Financial Impact**

**NONE**

  
Michael Jones