



**Wednesday, March 23, 2016
12:00 Noon
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

AMENDED

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Kristy Franklin

2. **Flag Salute**

3. **Roll Call**

4. **Presentations**
None

5. **Finalization of Agenda**

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

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Clerk at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

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

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

8. **Consent Calendar** **Receive & File**
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
- a) [Checks over \\$1,000 report for January 2016](#)
 - b) [Credit Card Statement for January 2016](#)
 - c) [Monthly Budget Variance Report for January 2016](#)
 - d) [Contracts Signed in Excess of \\$25,000 January 2016](#)
 - e) [Ridership Report for January 2016](#)
 - f) [SunDial Operational Notes for January 2016](#)
 - g) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Fleet Age, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments\)](#)

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

9. **Andrea Carter Projects** **Information**
This report is an informational item to update the Board of Directors on projects completed by SunLine's marketing firm, Andrea Carter and Associates. **(Staff: Norma Stevens)**

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

10. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the February 24, 2016 Board of Directors meeting.
11. **Access Committee By-Laws** **Approve**
(Greg Pettis, Chair Board Operations Committee; Staff: Vanessa Mora)
Recommend that the Board of Directors approve the revised changes to the By-Laws governing the activities of SunLine's Access Advisory Committee.

12. **Contract with Apollo Video Technology** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of a bus camera recording system on three (3) BYD electric buses in an amount not to exceed \$25,797.
13. **Contract with California Consulting, LLC.** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 12-month agreement with California Consulting, LLC to provide grant writing services. **RFP 15-096 Bid Opening – Tabulation Records Grant Writing**
14. **Amendment to Andrea Carter and Associates Contract** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Norma Stevens)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the Andrea Carter and Associates contract. The proposed amendment will cover the cost to produce a Travel Training video and a How to Bike and Ride video.
15. **Advanced Web Offset, Inc. (Option Year One)** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Norma Stevens)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year one (1) of two (2) with Advanced Web Offset for printing services for Rider's Guide booklets.
16. **Ratification of Contract for Paratransit Vehicles** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)
Management recommends that the Board of Directors ratify the award of a contract between SunLine Transit Agency and Creative Bus Sales for fifteen (15) paratransit vehicles.
17. **Announcement from Closed Session of February 24, 2016**
a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
The People of the State of California ex.rel. Mahmoud Alzayat v. Gerald Hebb,
SunLine Transit Agency (Riverside County Superior Court Case No. INC 1204627)
b) CONFERENCE WITH LABOR NEGOTIATOR

Agency Representative: Lauren Skiver
Employee Organization: ATU
Pursuant to Government Code section 54957.8

17. CEO/General Manager's Report

18. Closed Session

CONFERENCE WITH LABOR NEGOTIATOR

Agency Representative: Lauren Skiver

Employee Organization: ATU

Pursuant to Government Code section 54957.8

19. Next Meeting Date

April 27, 2016

12 o'clock Noon – New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

20. Adjourn



FINANCE/AUDIT COMMITTEE AGENDA

March 23, 2016

11:15 a.m. – 11:45

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

AMENDED

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

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

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

6. **Contract with Apollo Video Technology** **Approve**
**(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)**
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of a bus camera recording system on three (3) BYD electric buses in an amount not to exceed \$25,797.

7. [Contract with California Consulting, LLC.](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 12-month agreement with California Consulting, LLC to provide grant writing services. [RFP 15-096 Bid Opening – Tabulation Records Grant Writing](#)
8. [Amendment to Andrea Carter and Associates Contract](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Norma Stevens)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the Andrea Carter and Associates contract. The proposed amendment will cover the cost to produce a Travel Training video and a How to Bike and Ride video.
9. [Advanced Web Offset, Inc. \(Option Year One\)](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Norma Stevens)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year one (1) of two (2) with Advanced Web Offset for printing services for Rider’s Guide booklets.
10. [Ratification of Contract for Paratransit Vehicles](#) **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee;
Staff: Eric Taylor)
Management recommends that the Board of Directors ratify the award of a contract between SunLine Transit Agency and Creative Bus Sales for fifteen (15) paratransit vehicles.
11. [Adjourn](#)



**AGENDA
BOARD OPERATIONS COMMITTEE**

March 23, 2016

11:45 – 12:00 a.m.

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

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

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

5. **Access Committee By-Laws** **Approve**
(Greg Pettis, Chair Board Operations Committee;
Staff: Vanessa Mora)
Recommend that the Board of Directors approve the attached revised Access Committee By-Laws.
6. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2016

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

Vendor Name	Description	Check #	Check	Amount
CalPERS	Group Health Ins Prem	667225	1/28/2016	\$221,679.35
PERMA - Insurance	Gen Lib/WC	667050	1/8/2016	\$113,597.55
CREATIVE BUS SALES, INC.	WIP-Replacement DAR 1of4	667213	1/27/2016	\$111,003.19
CREATIVE BUS SALES, INC.	WIP-Replacement DAR 2of4	667215	1/27/2016	\$111,003.19
RENOVA ENERGY CORP.	WIP-Solar Panel Project T2	667214	1/27/2016	\$88,539.65
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	667254	1/28/2016	\$86,655.43
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	667151	1/15/2016	\$84,728.63
ST. BOARD OF EQUALIZATION	Fuel Taxes	667216	1/27/2016	\$58,233.00
BP ENERGY COMPANY	CNG/Hydrogen	667167	1/22/2016	\$54,129.56
SO CAL GAS CO.	Utilities	667143	1/15/2016	\$32,455.67
CAMIRA GROUP, INC.	WIP-Bus Rehab Fabric	667168	1/22/2016	\$21,755.13
MICHELIN NORTH AMERICA, INC.	Tire Leasing	667188	1/22/2016	\$21,148.02
IMPERIAL IRRIGATION DIST	Utilities	667109	1/15/2016	\$20,666.62
FUEL SOLUTIONS INC.	WIP-CNG Station Engineer	667100	1/15/2016	\$19,008.00
ST. BOARD OF EQUALIZATION	Fuel Taxes #58-400124	667248	1/28/2016	\$16,981.00
ENGINEERING PROCUREMENT & TRAPEZE SOFTWAREGROUP, INC.	WIP-Refurbish Hydrogen	667231	1/28/2016	\$15,731.95
AVAIL TECHNOLOGIES	WIP-ITS Ops Web Modules	667150	1/15/2016	\$14,832.00
ROBERTSON AIR SYSTEM, INC.	WIP-Bus Systems Upgrade	667166	1/22/2016	\$13,795.50
ROBERTSON AIR SYSTEM, INC.	WIP-Bus Vacuum System	667240	1/28/2016	\$13,740.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	667071	1/15/2016	\$13,724.00
SHI INTERNATIONAL CORP.	WIP-Information Tech Project	667141	1/15/2016	\$11,856.72
TRANSPORTATION MANAGEMENT & RUTAN & TUCKER, LLP	Bus Route Planning	667056	1/8/2016	\$11,625.00
KAMBRIAN CORPORATION	WIP-Information Tech Project	667113	1/15/2016	\$11,268.98
CUMMINS PACIFIC, LLC	Bus Repair Parts	667085	1/15/2016	\$11,150.42
G & K SERVICES	Uniform service	667102	1/15/2016	\$10,355.94
CALIFORNIA CONSULTING, LLC	Consulting	667223	1/28/2016	\$10,000.00
DECALS BY DESIGN, INC.	WIP-Bus Rehab Graphics	667087	1/15/2016	\$9,582.00
AMERICAN CAB	Taxi Voucher Program	667065	1/15/2016	\$8,724.81
TYLER TECHNOLOGIES, INC.	WIP-ERF Project	667057	1/8/2016	\$8,509.00
GENFARE	Printing of Fare Media	667179	1/22/2016	\$8,149.68
MIRAMONTE RESORT AND SPA	Holiday Gala Event	667117	1/15/2016	\$7,963.00
NEW FLYER	Bus Parts	667120	1/15/2016	\$7,697.57
YELLOW CAB OF THE DESERT	Taxi Voucher Program	667160	1/15/2016	\$7,426.67
AIRWAVE COMMUNICATIONS	WIP-Information Tech Project	667161	1/22/2016	\$7,001.20
IMPERIAL IRRIGATION DIST	Utilities	667233	1/28/2016	\$6,961.38
NAPA AUTO PARTS	Vehicle Repair Parts	667194	1/22/2016	\$6,189.51
TYLER TECHNOLOGIES, INC.	WIP-ERF Project	667253	1/28/2016	\$6,070.98
AMALGAMATED TRANSIT UNION	Union Dues	667218	1/28/2016	\$5,802.25

SunLine Transit Agency
Checks \$1,000 and Over
For the month of January 2016

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Vendor Name	Description	Check #	Check	Amount
PALMSPRINGSCLEANING-COM, LLC	Janitorial Servs	667125	1/15/2016	\$5,700.00
AMALGAMATED TRANSIT UNION	Union Dues	667064	1/15/2016	\$5,589.69
STRICKLAND KENNY INC.	Lubricants & Oils	667145	1/15/2016	\$5,258.20
PVC CONSULTING, LLC	WIP-FCB Tigger III	667132	1/15/2016	\$5,200.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	667099	1/15/2016	\$5,119.17
CARQUEST OF THE DESERT	Repair Parts	667078	1/15/2016	\$4,781.09
EVERYTHING UNDER THE SUN	Printing	667174	1/22/2016	\$4,320.00
VERIZON WIRELESS	Wireless Cell Service	667154	1/15/2016	\$4,172.49
TELEPACIFIC COMMUNICATIONS	Telephone Service	667251	1/28/2016	\$4,051.13
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	667165	1/22/2016	\$4,050.00
NEW FLYER	Bus Parts	667195	1/22/2016	\$3,656.83
THE SIGN WORKS	Signage Admin Bldg.	667147	1/15/2016	\$3,514.00
SAFeway SIGN COMPANY	F/A Bus Shelters Signage	667200	1/22/2016	\$3,403.30
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	667076	1/15/2016	\$3,390.42
DECALS BY DESIGN, INC.	WIP-Bus Rehab Graphics	667041	1/8/2016	\$3,194.00
TIME WARNER CABLE	Utilities	667055	1/8/2016	\$3,041.61
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	667038	1/8/2016	\$2,900.00
PATRICK M. BRASSIL	Hydrogen Maintenance	667127	1/15/2016	\$2,880.00
DESERT CITY CAB	Taxi Voucher Program	667088	1/15/2016	\$2,825.36
CLEAN ENERGY	Sun Fuel Parts	667080	1/15/2016	\$2,752.47
GAS COMPANY, THE	Indio Facility Gas	667177	1/22/2016	\$2,653.01
PROPER SOLUTIONS	Temp. Emp Serv	667131	1/15/2016	\$2,566.11
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	667224	1/28/2016	\$2,553.77
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	667075	1/15/2016	\$2,519.77
BURRTEC WASTE & RECYCLING	Facility Trash Removal	667072	1/15/2016	\$2,474.49
WESTPORT DALLAS, INC.	Repair Parts	667158	1/15/2016	\$2,393.34
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667107	1/15/2016	\$2,387.98
ROMAINE ELECTRIC CORP.	Repair Parts	667134	1/15/2016	\$2,374.45
DESERT AIR CONDITIONING, INC.	A/C Repair and Sales	667172	1/22/2016	\$2,363.59
MAGALDI & MAGALDI, INC.	Repair Parts	667236	1/28/2016	\$2,302.79
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	667104	1/15/2016	\$2,251.34
ST. BOARD OF EQUALIZATION	Sales Use Tax	667250	1/28/2016	\$2,249.00
TK SERVICES, INC.	Bus Repair Parts	667148	1/15/2016	\$2,196.57
AVAIL TECHNOLOGIES	ITS Implementation	667069	1/15/2016	\$2,192.20
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	667210	1/22/2016	\$2,164.47
FAST UNDERCAR PALM DESERT	Repair Parts	667044	1/8/2016	\$2,163.08
ALLIEDBARTON SECURITY SERVICES	Security Services	667063	1/15/2016	\$2,159.28
FLEET-NET CORPORATION	Software & Licenses	667045	1/8/2016	\$2,130.00
AIRWAVE COMMUNICATIONS	WIP-Maintenance Equip	667162	1/22/2016	\$2,112.19

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Vendor Name	Description	Check #	Check	Amount
CUMMINS PACIFIC, LLC	Bus Repair Parts	667170	1/22/2016	\$2,076.75
FIESTA FORD, INC.	Repair Parts/Support	667093	1/15/2016	\$2,042.95
VANESSA MORA	Staff Development	667153	1/15/2016	\$2,000.00
VICKY CASTANEDA	Education Reimbursement	667155	1/15/2016	\$2,000.00
AMERICAN SEATING COMPANY	WIP-Bus Rehab	667164	1/22/2016	\$1,814.40
GAS COMPANY, THE	Indio Facility Gas	667103	1/15/2016	\$1,761.49
PETERSON HYDRAULICS, INC.	Security Equipment	667129	1/15/2016	\$1,577.50
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	667110	1/15/2016	\$1,508.86
CALSTART, INC.	Membership Fee	667226	1/28/2016	\$1,500.00
AGILITY FUEL SYSTEMS	Alt Fuel Parts	667060	1/15/2016	\$1,488.00
PAUL ASSOCIATES	Printing	667128	1/15/2016	\$1,467.56
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	667196	1/22/2016	\$1,456.14
ALLIEDBARTON SECURITY SERVICES	Security Services	667217	1/28/2016	\$1,434.63
PROPER SOLUTIONS	Temp. Emp Serv	667051	1/8/2016	\$1,416.10
SAFETY-KLEEN CORPORATION	Solvent Tank Service	667137	1/15/2016	\$1,401.08
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667181	1/22/2016	\$1,393.49
GRAINGER	Facility Maintenance	667106	1/15/2016	\$1,351.13
FIESTA FORD, INC.	Repair Parts/Support	667175	1/22/2016	\$1,310.03
ALLIEDBARTON SECURITY SERVICES	Security Services	667163	1/22/2016	\$1,301.52
ELLSWORTH TRUCK & AUTO	Repair Parts	667090	1/15/2016	\$1,289.11
DECALS BY DESIGN, INC.	WIP-Bus Rehab Graphics	667086	1/15/2016	\$1,260.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	667054	1/8/2016	\$1,240.00
SARDO BUS & COACH UPHOLSTERY	WIP-Bus Rehab Fabric Install	667201	1/22/2016	\$1,216.43
OFFICE DEPOT	Office Supplies	667122	1/15/2016	\$1,149.72
ROMAINE ELECTRIC CORP.	Repair Parts	667199	1/22/2016	\$1,133.92
DESERT ALARM, INC.	Security Services	667042	1/8/2016	\$1,120.00
GENFARE	Farebox	667047	1/8/2016	\$1,105.26
TOTALFUNDS BY HASLER	Postage Supplies	667149	1/15/2016	\$1,003.00

Total of Checks Over \$1,000	\$1,466,012.42
Total of Checks Under \$1,000	\$27,389.48
Total of All Checks for the Month	\$1,493,401.90
Total Amount of Checks Prior Years Same Month	

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: January 21, 2016

Lauren Skiver – Detail

01/05/16	APTA	Registration 2016 Transit CEO Seminar – CEO/GM	\$ 770.00
01/28/16	Southwest	2016 Transit CEO Seminar – CEO/GM	\$ 164.98
01/28/16	Southwest	2016 Transit CEO Seminar – early bird check in – CEO/GM	\$ 12.50
02/02/16	United Airlines	2016 Transit CEO Seminar – CEO/GM	\$ 101.60
01/10/16	Hilton Hotel	CAL ACT – CEO/GM	\$ 201.84
01/13/16	Expedia	APTA Marketing Workshop – N Stevens-Public Outreach Spec	\$ 281.20
01/19/16	APTA	Registration APTA Marketing Workshop – N Stevens Public Outreach Specialist	\$ 550.00
01/03/16	Expedia	TSI Train the Trainer 1/3/16 – 1/7/16 – W Robin – Deputy Chief Safety Officer	\$ 497.20
01/03/16	Expedia	TSI Train the Trainer 1/3/16 – 1/7/16 – M Garcia – Safety Officer	\$ 497.20
03/21/16	Expedia	Booking Fee - Drug & Alcohol Program 3/21/16 – 3/24/16 – D Manriquez - \$ Drug and Alcohol Compliance Officer	7.00
12/16/15	Southwest	California Fuel Cell Partnership Bus Team – A.C. Transit T Edwards – Chief Operations Officer	\$ 394.46

Total Amount

\$ 2082.12

Credits:

December payment

\$ 6198.03



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 \$2082.12 will be automatically deducted from your bank account on 02/16/2016. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Congratulations! As a valued cardmember, we are pleased to advise you that we have raised your credit line \$5000. Your new credit line appears on this statement.

An Easy Way to Monitor Your Spending. Now there's a more convenient way to view and monitor your credit card spending history. With ScoreBoard, you can securely view your transaction and spending information online. It's a valuable cardmember tool that will help you manage your expenses from the convenience of your computer! See enclosed insert for more details.

Visa Payment Controls allows you to customize each of your employee's business credit cards to control where, when, and how your employees use them. Easily set controls that limit card use by time of day or day of week, dollar amount, transaction types or geographical locations. Visit myaccountaccess.com/vpc to set up customized controls on your employees' business credit cards today.

Transactions SKIVER, LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Purchases and Other Debits		
01/06	01/05	8997	AMERICAN PUBLIC TRANS 202-4964800 DC	\$770.00	
01/08	01/06	8484	SOUTHWES 5282171276307 800-435-9792 TX SKIVER/LAURA L 01/28/16 LOS ANGELES TO DENVER DENVER TO TAMPA	\$177.48	
01/08	01/06	0517	UNITED 0187741583850 800-922-2732 TX SKIVER/LAURA L 02/02/16 ORLANDO FLA TO HOUSTON HOUSTON TO LOS ANGELES	\$101.60	
01/11	01/10	4571	HILTON HOTELS LA JOLLA LA JOLLA CA	\$201.84	
01/15	01/13	8040	AMERICAN 0017743731897 BELLEVUE WA STEVENS/NORMA 02/28/16 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$281.20	
01/20	01/19	9025	AMERICAN PUBLIC TRANS 202-4964800 DC	\$550.00	
			Total for Account	\$2,082.12	



January 2016 Statement

Open Date: 12/22/2015 Closing Date: 01/21/2016

Account: [REDACTED]

Cardmember Service (1-866-552-8855)
BUS 30 EIN 7 13

Cardmember Service (1-866-552-8855)
BUS 30 EIN 7 13

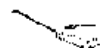
New Balance	\$2,082.12
Minimum Payment Due	\$21.00
Payment Due Date	02/17/2016
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary		
Previous Balance	+	\$6,198.03
Payments	-	\$6,198.03 CR
Other Credits		\$0.00
Purchases	+	\$2,082.12
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,082.12
Past Due		\$0.00
Minimum Payment Due		\$21.00
Credit Line		\$48,000.00
Available Credit		\$45,917.88
Days in Billing Period		31

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

0047985100508939200000021000002082128



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

- to pay by phone
- to change your address

Automatic Payment

Account Number: 4798 5100 5009 3920

Your new full balance of \$2,082.12 will be automatically deducted from your account on 02/16/16.

000025987 1 MB 0.439 000633420635469 P

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





January 2016 Statement 12/22/2015 - 01/21/2016
 SUNLINE TRANSIT (CPN 000648533)

Page 3 of 3

Cardmember Service ☎ 1-866-552-8855

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
01/14	01/14		PAYMENT THANK YOU	\$6,198.03cr	_____
			Total for Account	\$6,198.03cr	

2016 Totals Year-to-Date	
Total Fees Charged in 2015	\$0.00
Total Interest Charged in 2016	\$0.00

Interest Charge Calculation

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

**APR for current and future transactions

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$2,082.12	\$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: 1-866-807-9053	Questions Cardmember Service P.O. Box 6353 Fargo, ND 58125-6353	Mail payment coupon with a check Cardmember Service P.O. Box 790408 St. Louis, MO 63179-0408	Online myaccountaccess.com
--	--	---	--

End of Statement

SUNLINE TRANSIT

Receive Email Updates

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

Provide your email address at email.myaccountaccess.com.

Wells Fargo
SunLine Transit Agency Visa Credit Card Statement
Closing Date: February 2, 2016

Lauren Skiver – Detail

01/22/16	Southwest	NHTSA Safety Summit – P Gregor Chief Safety Officer	\$ 262.46
01/27/16	Panera	January Board Meeting	\$ 342.37

Total Amount \$ 604.83

Credits: \$

New Bank no December payment



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	4484 6100 0423 5941
Statement Closing Date	02/02/16
Days in Billing Cycle	12
Next Statement Date	03/02/16
Credit Line	\$40,000
Available Credit	\$38,888

For 24-Hour Customer Service Call:
800-231-5511

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 6415
Carol Stream, IL 60197-6415

2-1

Payment Information

New Balance	\$604.83
Current Payment Due	\$500.00
Current Payment Due Date	02/29/16

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

Previous Balance		\$0.00
Credits		\$0.00
Payments	-	\$0.00
Purchases & Other Charges	+	\$604.83
Cash Advances	-	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$604.83

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month	+	\$6.05
Transfers from other Accounts	+	\$0.00
Bonus/Adjustments	+	\$0.00
Cash Back Balance		\$6.05
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

Your next cash back reward is scheduled for 03/20/16.

See reverse side for important information.

5596 0008 YTG 1 7 2 146202 0 PAGE 1 of 4 10 3268 1000 ECAS 01DR5596 2362

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$604.83
Total Amount Due	\$500.00
Current Payment Due Date	02/29/16

Print address or phone changes:

Work ()

Amount Enclosed



PAYMENT REMITTANCE CENTER YTG
PO BOX 6415 29
CAROL STREAM IL 60197-6415

SUNLINE TRANSIT
LUIS GARCIA 2362
32605 HARRY OLIVER TRL 1132
THOUSAND PALMS CA 92376-3501



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.49%	.03147%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.24%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$604.83 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/29/15. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2015 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2015 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$604.83

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
Transaction Summary For LAURA SKIVER Sub Account Number Ending In 5958					
01/22	01/22	2459216D700DW9679 02/04/15	SOUTHWEST 6522178547959800-435-8792 TX GREGOR/PETER ONTARIO SACRAMENTO SACRAMENTO ONTARIO		262.96
01/27	01/27	2423128DB2CJH996U	PANETTA BROAD #601771 PALM DESERT CA TOTAL 4454510004288598 \$604.83 LAURA SKIVER / Sub Acct Ending In 5958		342.37

Wells Fargo News

What can Messages and Alerts do for your business?

Wells Fargo Business Online® can deliver timely updates on your business credit card account via email or text. Alerts allow you to control and receive only the messages that are important to you. Sign up for Alerts during your Wells Fargo Online session by going to the Messages and Alerts tab.

SunLine Transit Agency
Budget Variance Report
January 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,537,602	270,735	294,800	(24,065)	1,850,811	2,063,601	(212,790)
Other Revenue	1,636,829	129,645	136,402	(6,758)	1,237,537	954,817	282,720
Total Operating Revenue	5,174,431	400,380	431,203	(30,823)	3,088,347	3,018,418	69,929
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,170,608	691,815	680,884	(10,931)	4,527,370	4,766,188	238,818
Operator & Mechanic Overtime	958,000	135,904	79,833	(56,071)	621,269	558,833	(62,436)
Administration Salaries & Wages	4,599,232	342,747	383,269	40,522	2,399,095	2,682,885	283,790
Administration Overtime	7,200	1,850	600	(1,250)	5,800	4,200	(1,600)
Fringe Benefits	8,519,093	706,484	709,924	3,440	4,581,954	4,969,471	387,517
Communications	141,620	11,408	11,802	394	78,347	82,612	4,265
Legal Services - General	150,000	3,396	12,500	9,104	53,172	87,500	34,328
Computer/Network Software Agreement	315,593	26,896	26,299	(596)	170,160	184,096	13,936
Uniforms	85,400	7,825	7,117	(708)	60,173	49,817	(10,356)
Contracted Services	477,520	36,516	39,793	3,278	224,741	278,553	53,813
Equipment Repairs	4,000	193	333	141	2,517	2,333	(183)
Security Services	67,440	5,946	5,620	(326)	38,710	39,340	630
Fuel - CNG	1,373,972	124,121	114,498	(9,623)	756,206	801,484	45,278
Fuel - Hydrogen	180,554	11,474	15,046	3,572	139,935	105,323	(34,612)
Tires	301,501	15,133	25,125	9,993	113,702	175,876	62,173
Office Supplies	62,466	4,697	5,206	509	37,916	36,439	(1,478)
Travel/Training	141,140	2,650	11,762	9,112	44,161	82,332	38,170
Repair Parts	919,963	110,905	76,664	(34,242)	659,986	536,645	(123,341)
Facility Maintenance	33,000	961	2,750	1,789	23,270	19,250	(4,020)
Electricity - CNG & Hydrogen	170,030	12,716	14,169	1,453	97,919	99,184	1,265
Natural Gas	1,263,484	115,803	105,290	(10,513)	727,454	737,032	9,578
Water	6,000	572	500	(72)	2,731	3,500	769
Insurance Losses	1,389,250	86,044	115,771	29,727	450,876	810,396	359,520
Insurance Premium - Property	60,000	1,195	5,000	3,805	8,362	35,000	26,638
Repair Claims	50,000	1,130	4,167	3,037	27,080	29,167	2,087
Fuel Taxes	145,450	27,120	12,121	(14,999)	108,132	84,846	(23,286)
Other Expenses	3,538,550	211,240	294,879	83,639	1,306,192	2,064,154	757,962
Self Consumed Fuel	(1,508,641)	(135,647)	(125,720)	(9,927)	(853,072)	(880,041)	26,969
Total Operating Expenses (Before Depreciation)	31,622,425	2,561,092	2,635,202	74,111	16,414,158	18,446,415	2,032,257
Operating Expenses in Excess of Operating Revenue		\$ (2,160,712)			\$ (13,325,810)		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	535,825	546,560	10,735	3,304,608	3,825,920	521,312
State - LTF, LCTOP	15,185,740	1,240,624	1,265,478	24,855	7,651,329	8,858,348	1,207,020
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	384,263	391,961	7,698	2,369,874	2,743,728	373,855
Total Subsidies	26,447,994	2,160,712	2,204,000	43,288	13,325,810	15,427,997	2,102,186
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
January 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	22,254,133	1,878,801	1,854,511	(24,289)	12,135,488	12,981,578	846,090
Services	3,189,005	188,730	265,750	77,020	1,245,710	1,860,253	614,543
Fuels & Lubricants	1,693,861	144,001	141,155	(2,846)	982,183	988,086	5,902
Tires	301,501	15,133	25,125	9,993	113,702	175,876	62,173
Materials and Supplies	1,186,279	128,364	98,857	(29,507)	839,092	691,996	(147,096)
Utilities	1,712,400	151,929	142,700	(9,229)	980,887	998,900	18,013
Casualty & Liability	2,115,064	127,114	176,255	49,142	685,477	1,233,787	548,311
Taxes and Fees	145,450	27,120	12,121	(14,999)	108,132	84,846	(23,286)
Miscellaneous Expenses	533,373	35,548	44,448	8,900	176,559	311,134	134,576
Self Consumed Fuel	(1,508,641)	(135,647)	(125,720)	(9,927)	(853,072)	(880,041)	26,969
Total Operating Expenses (Before Depreciation)	31,622,425	2,561,092	2,635,202	74,111	16,414,158	18,446,415	2,032,257
Revenues:							
Passenger Revenue	3,537,602	270,735	294,800	(24,065)	1,850,811	2,063,601	(212,790)
Other Revenue	1,636,829	129,645	136,402	(6,758)	1,237,537	954,817	282,720
Total Operating Revenue	5,174,431	400,380	431,203	(30,823)	3,088,347	3,018,418	69,929
Net Operating Gain (Loss)		\$ (2,160,712)			\$ (13,325,810)		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	535,825	546,560	10,735	3,304,608	3,825,920	521,312
State - LTF, LCTOP	15,185,740	1,240,624	1,265,478	24,855	7,651,329	8,858,348	1,207,020
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Total Subsidies	26,447,994	2,160,712	2,204,000	43,288	13,325,810	15,427,997	2,102,186
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- System wide ridership is currently down 6.2% for FY16, with fixed route ridership down 6.9% and SunDial up 14.6%

Other Revenue - Favorable

- Outside fuel sales above the budgeted amount due to an increase in the quantity of publicly consumed CNG.
- Emissions credit's selling price increased over 32% for first quarter of FY16.
- Bus stop advertising revenue has already exceeded FY16 budget.

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Unfavorable

- While Fixed Route and Mechanic's overtime is performing under budget, Paratransit operator's overtime is over budget due to increased ridership and quantity of scheduled hours for part-time operators.

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

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

Fringe Benefits - Favorable

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

Communications - Favorable

- Increases in communication expenses are planned throughout the rest of the fiscal year.

Legal Services - General - Favorable

- Savings due to a decreased use in legal consulting during the change in legal firms and overall lower monthly expenses YTD.

Computer/Network Software Agreement - Favorable

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

Uniforms - Unfavorable

- Uniform expenditures are over budget in the operations department due to the new classes of operators and increased number of uniform alterations.

Contracted Services - Favorable

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

Equipment Repairs - Unfavorable

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

Security Services - Favorable

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

Fuel - CNG - Favorable

- The budget accounts for an increase in expenses for fuel due to new service improvements. The new service improvements were implemented in January 2016 and should reduce the favorable balance.
- CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage. Warmer temps will reduce favorable balance.

Fuel - Hydrogen - Unfavorable

- A favorable Hydrogen fuel cost in December and January has helped reduce the unfavorable balance due to previous technical difficulties with the hydrogen station.

Tires - Favorable

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

Office Supplies - Unfavorable

- Office supply expenses are currently exceeding budget. One reason is due to new supplies, such as check stock, ordered for the change of banks.

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- CNG Repair Parts for Thousand Palms increased due to an issue with one of the compressors. Increase in repair parts for Indio was related to the replacement of a fueling valve.
- Engine rebuilds contributed to the unfavorable balance in Paratransit.
- Fixed Route repair parts for engine repair contributed to increased expenses in January.

Facility Maintenance - Unfavorable

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

Electricity - CNG & Hydrogen - Favorable

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

Natural Gas - Favorable

- The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance. The current favorable balance has decreased due to the new services that were implemented in January.

Water - Favorable

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

Insurance Losses - Favorable

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

Insurance Premium - Property - Favorable

- Insurance coverage changed as of January 1st to include Auto Physical Damage, which has increased premiums. Additional insurance quotes are also being obtained for more comprehensive coverage and should decrease favorable balance. Invoices for changes are pending receipt, which will reduce favorable balance.

Repair Claims - Favorable

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

Fuel Taxes - Unfavorable

- An increase in outside fuel sales over the budgeted amount has lead to an unfavorable variance in fuel taxes. The increase in expenses are outweighed by the generated revenue.

Other Expenses - Favorable

- Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. A change for Auto Physical Damage was brought before the board in December and went into effect in January 2016.

Self Consumed Fuel - Favorable

- The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance. The current favorable balance has started to decrease when the new services were implemented in January.
- CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage.

Contracts Signed in Excess of \$25,000

January 2016

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
ElDorado National	Battery Dominant Bus Glider	To obtain a bus glider.	Approved as part of SRTP FY 2014/15	\$ 218,747.00	\$ 218,747.00	Executed Agreement
U.S. Hybrid	Battery Dominant Bus Fuel Cell & Distrubution System	To obtain a fuel cell and power distribution system	Approved as part of SRTP FY 2014/15	\$ 686,560.00	\$ 686,560.00	Executed Agreement
KMIR/KPSE	Advertising Services	To receive air time on KMIR and KPSE in exchange for Bus Advertising	Barter Deal	\$ 93,600.00	\$ 93,600.00	Executed Agreement



SunLine Transit Agency Monthly Ridership Report January 2016

FY
2015 & 2016

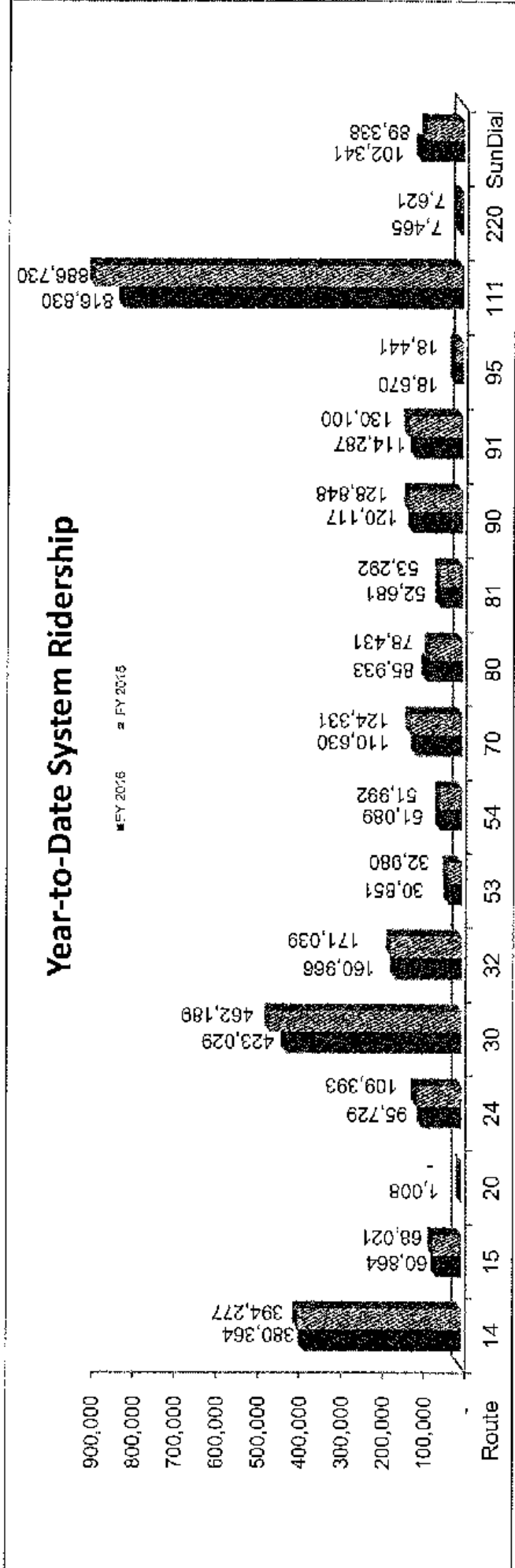
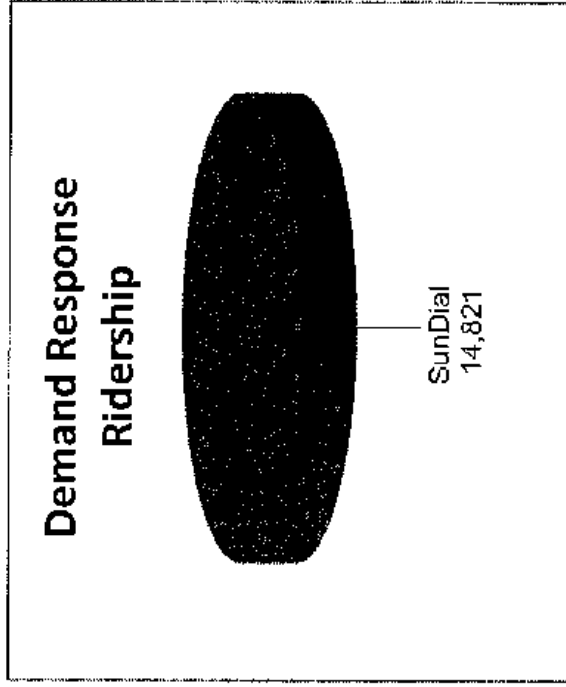
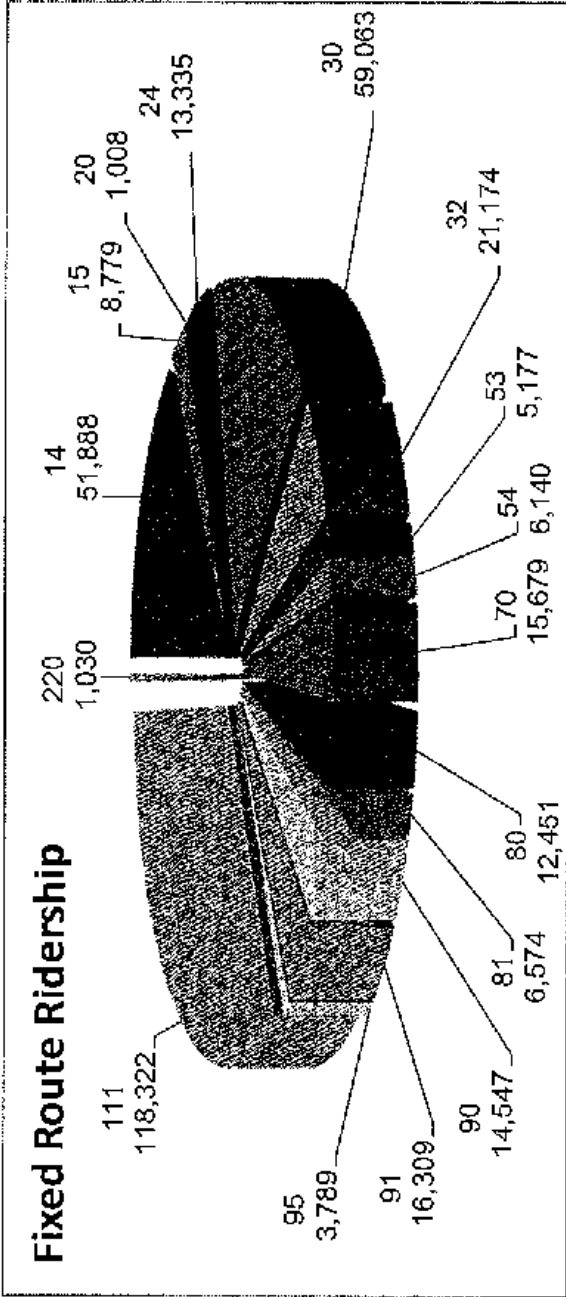
Line	Fixed Route Description	Jan 2016	Jan 2015	Dec 2015	FY 2016		FY 2015		Bikes		Wheelchairs			
		Month	Month	Month	Var.	%	YTD	YTD	YTD	Var.	Monthly	YTD	Monthly	YTD
14	DHS/PS	51,888	57,491	51,685	(5,603)	-9.7%	380,364	394,277	(13,913)	-3.5%	1,469	11,892	336	3,160
15	DHS	8,779	10,340	8,320	(1,561)	-15.1%	60,864	68,021	(7,157)	-10.5%	235	2,012	33	277
20	DHS/PD	1,008	-	0	1,008	#DIV/0!	1,008	-	1,008	#DIV/0!	27	27	4	4
24	PS	13,335	15,502	13,515	(2,167)	-14.0%	95,729	109,393	(13,664)	-12.5%	428	2,445	165	1,275
30	CC/PS	59,063	66,778	61,073	(7,715)	-11.6%	423,029	462,189	(39,160)	-8.5%	1,779	13,810	349	2,891
32	PD/RMTP/CC/PS	21,174	24,844	22,799	(3,670)	-14.8%	160,966	171,039	(10,073)	-5.9%	788	6,456	87	1,007
53	PD/IW	5,177	5,024	4,132	153	3.0%	30,851	32,980	(2,129)	-6.5%	107	1,132	18	126
54	Indio/LQ/IW/PD	6,140	7,709	7,046	(1,569)	-20.4%	51,089	51,992	(903)	-1.7%	146	1,626	19	325
70	LQ/BD	15,679	19,787	16,646	(4,108)	-20.8%	110,630	124,331	(13,701)	-11.0%	343	3,234	65	404
80	Indio	12,451	10,745	12,197	1,706	15.9%	85,933	78,431	7,502	9.6%	145	1,666	60	520
81	Indio	6,574	7,160	7,980	(586)	-8.2%	52,681	53,292	(611)	-1.1%	77	684	120	631
90	Coachella/Indio	14,547	19,314	17,123	(4,767)	-24.7%	120,117	128,848	(8,731)	-6.8%	278	2,989	87	648
91	I/Cch/Th/Mec/Oas	16,309	18,608	16,017	(2,299)	-12.4%	114,287	130,100	(15,813)	-12.2%	355	3,261	22	307
95	I/Cch/Th/Mec/NS	3,789	2,759	2,376	1,030	37.3%	18,670	18,441	229	1.2%	47	479	4	14
111	PS to Indio	118,322	127,093	118,799	(8,771)	-6.9%	816,830	886,730	(69,900)	-7.9%	3,808	29,181	749	5,846
220	PD to Riverside	1,030	1,071	713	(41)	-3.8%	7,465	7,621	(156)	-2.0%	13	145	12	47
Fixed route total		355,265	394,225	360,421	(38,960)	-9.9%	2,530,513	2,717,685	(187,172)	-6.9%	10,045	81,039	2,130	17,482
Demand Response														
SunDial		14,821	12,685	14,493	2,136	16.8%	102,341	89,338	13,003	14.6%				
System total		370,086	406,910	374,914	(36,824)	-9.0%	2,632,854	2,807,023	(174,169)	-6.2%				
Weekdays:		** 20	Jan-15	Dec-15										
Saturdays:		5	** 21	* 22										
Sundays:		6	5	4										
Total Days:		31	31	30										

System total 370,086 406,910 374,914 (36,824) -9.0% 2,632,854 2,807,023 (174,169) -6.2%

Jan-16 Jan-15 Dec-15
 ** 20 ** 21 * 22
 5 5 4
 6 5 4
 31 31 30

Please note: *No transit service on Friday, December 25, 2015 due to Christmas Holiday
 ** January First runs as Sunday schedule

SunLine Transit Agency Monthly Ridership Report January - 2016





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
January 2016

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.0%	91.47%	Total trips carried in the on-time window
1,106	1,100	Total trips late during the month
11,339	11,730	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,685	12,998	Total passengers for the month
104,238	99,250	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	2	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
4	1	Total Ride-a-Long Evaluations
10	12	Total Onboard Inspections
8	5	Total safety evaluations

5. DENIALS

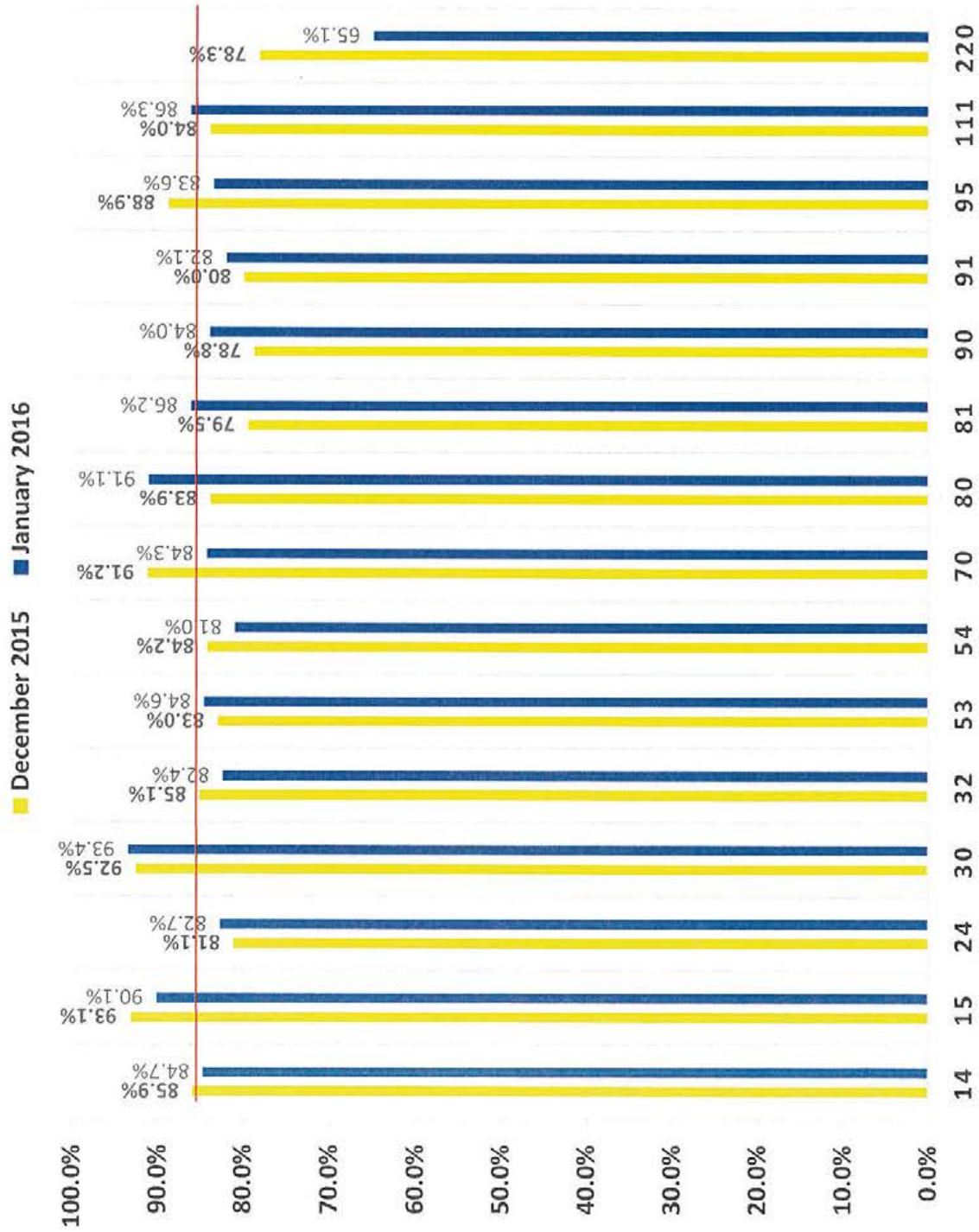
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

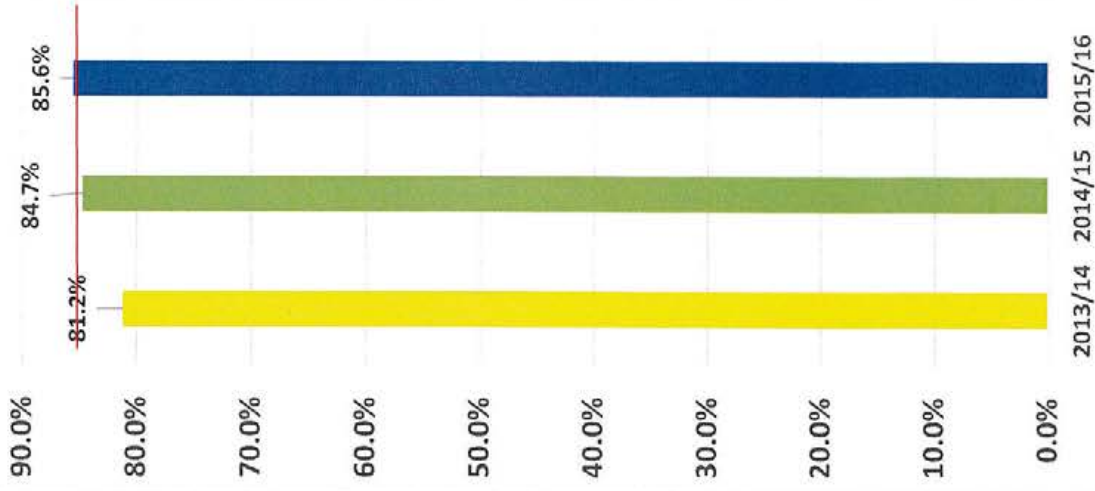
<u>Last Year</u>	<u>This Year</u>	
1,814	1,802	Total Mobility Device Boarding's

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

ON TIME PERFORMANCE % BY LINE JANUARY 2016



On Time Performance System Wide



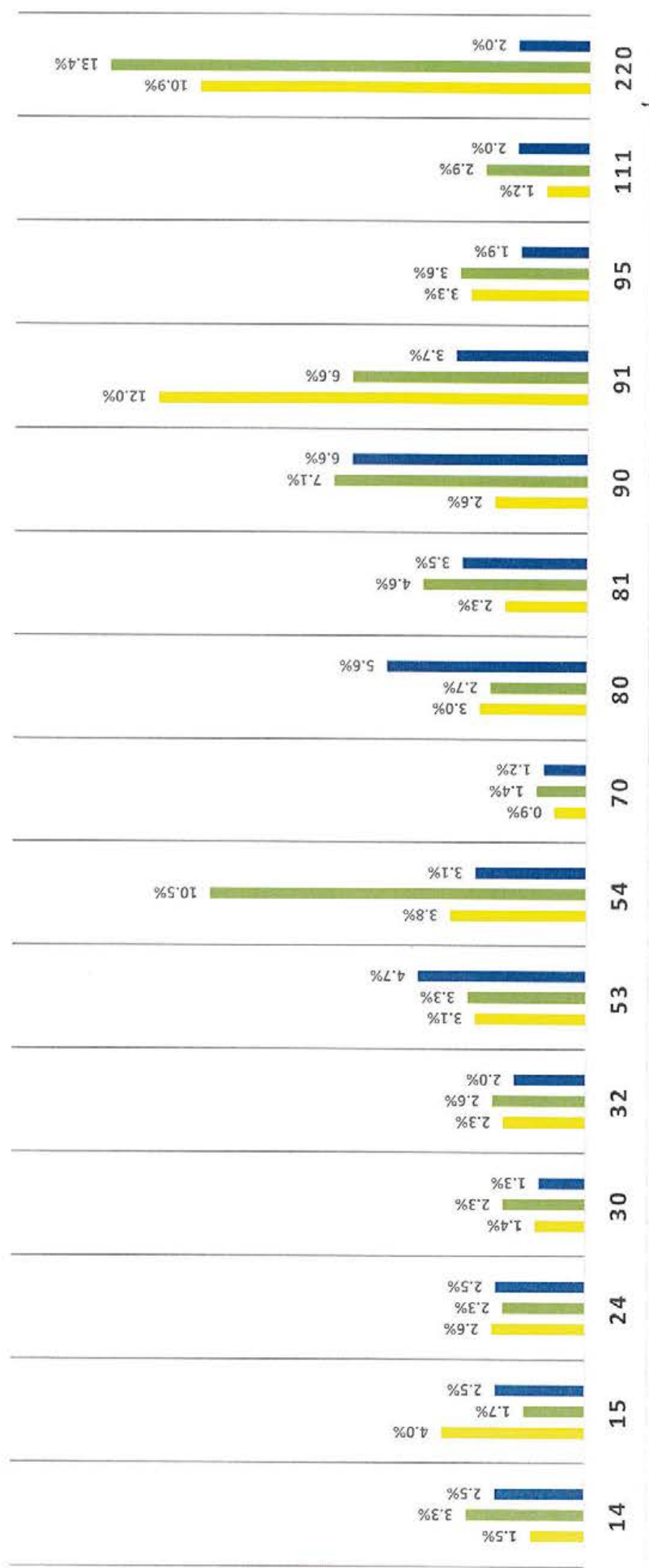
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

Goal: minimum target for On Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues

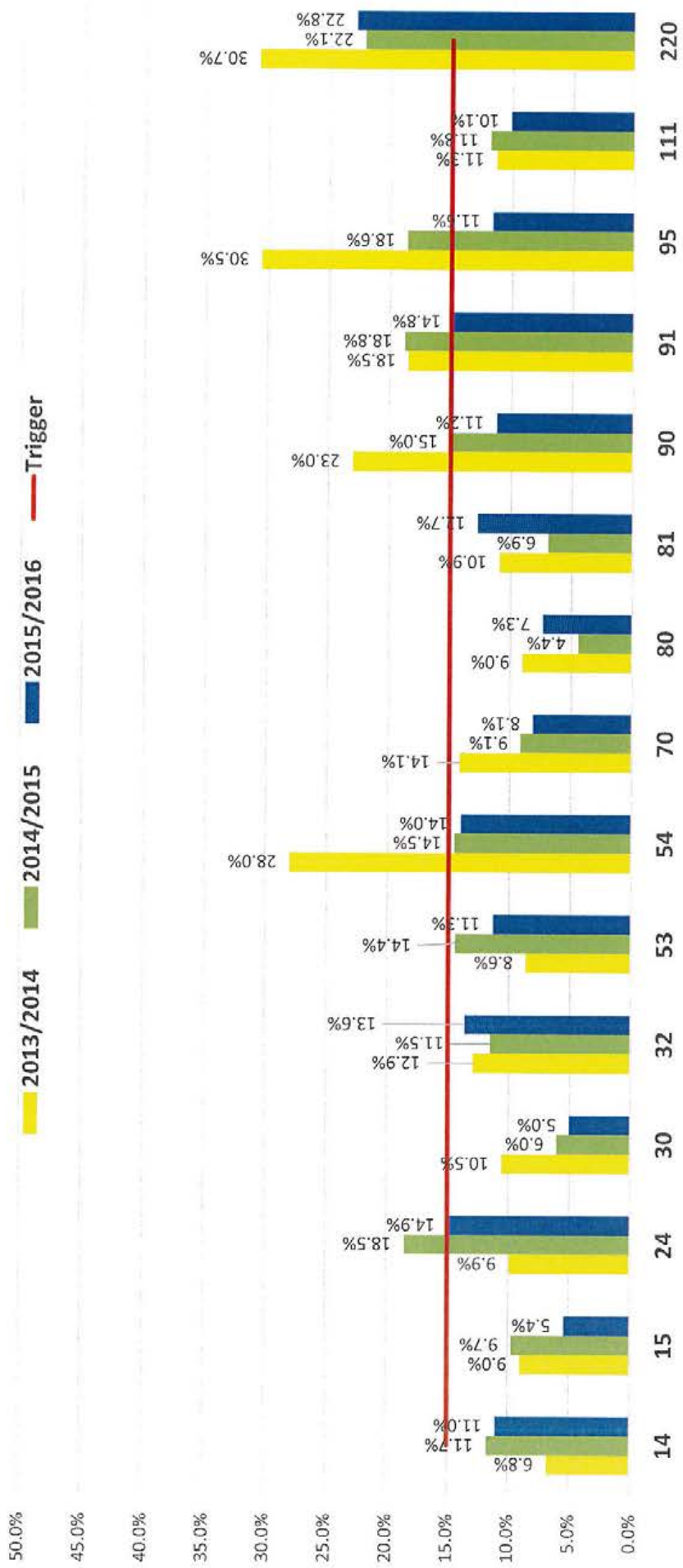
EARLY DEPARTURES BY LINE - YEAR TOTALS

■ 2013/2014
 ■ 2014/2015
 ■ 2015/2016



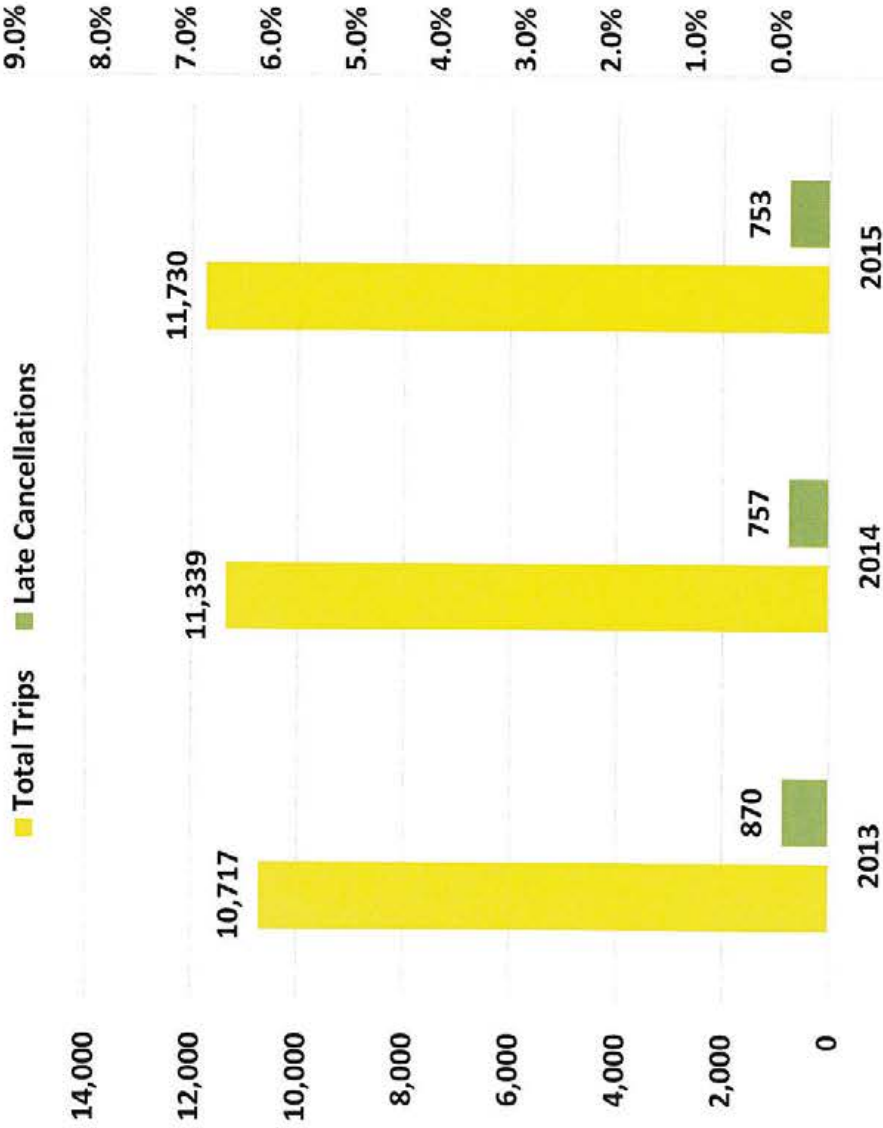
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
Goal: to reduce early departures to 0% for each line.

Late Departures By Line- Year Totals

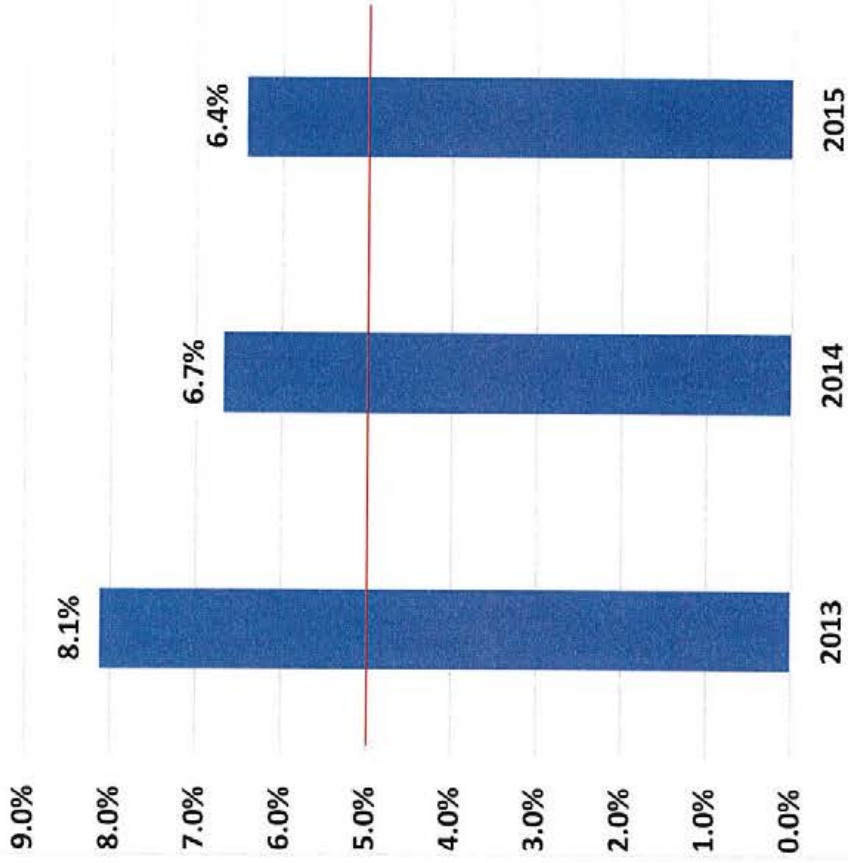


Definition: When a bus leaves a time point behind the scheduled departure time.
The line is running late with a departure greater than 5 minutes.
Goal: to reduce late departures to 15% for each line.

TOTAL TRIPS VS LATE CANCELLATIONS JANUARY



LATE CANCELLATION PERCENTAGE JANUARY

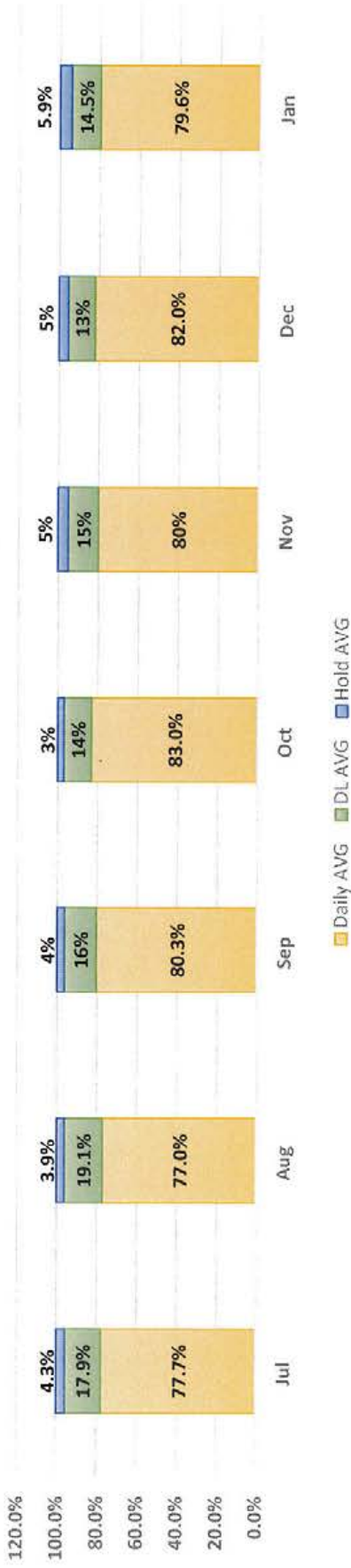


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

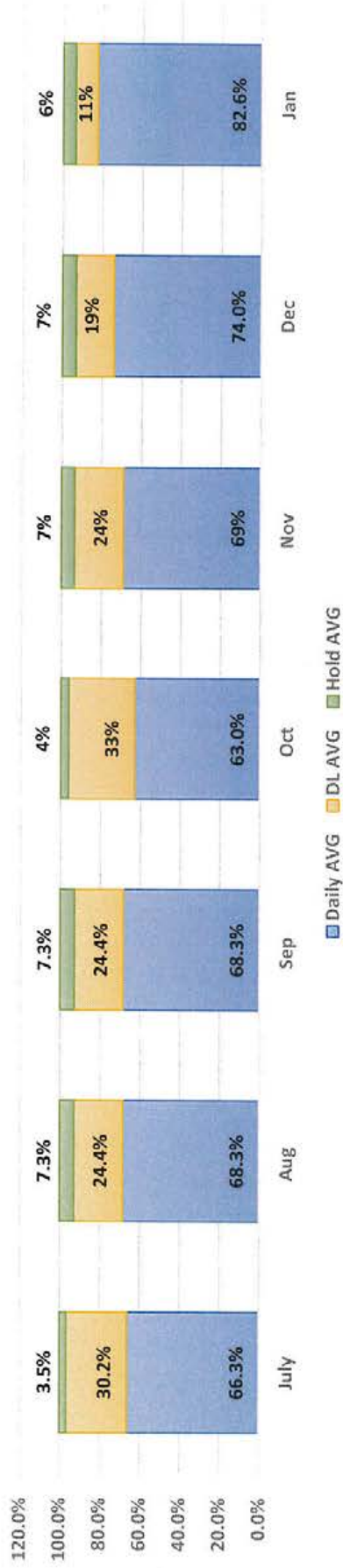
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 5% or below.

FY 16 Fixed Route Fleet Availability



FY 16 Paratransit Fleet Availability



Fleet Availability: Total average percentage of the Fleet available to Operations

Hard Down = When a vehicle absolutely cannot go out on the road for the day. This is noted as DL.

Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.

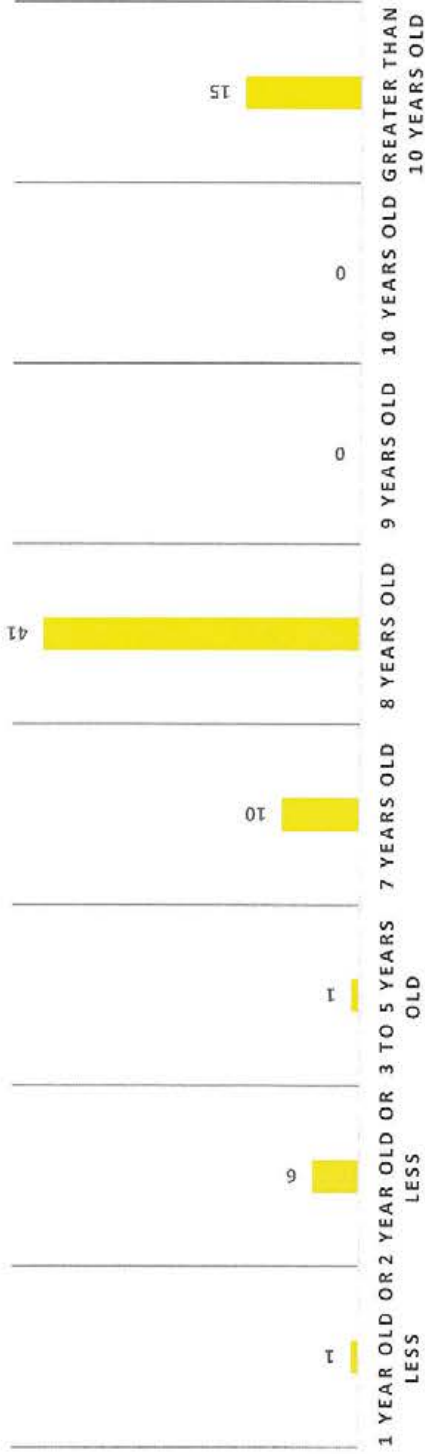
Goal: To have less than 20 percent of the fleet down for maintenance

There has been a focus on improving the Dial a Ride fleet by addressing the long term dead line vehicles

Note: Currently replacing seat inserts and bus decals, these projects has caused hold and DL vehicles to increase for Jan

FIXED ROUTE FLEET AGE - DEC 2015

■ Number of Fixed Route Buses



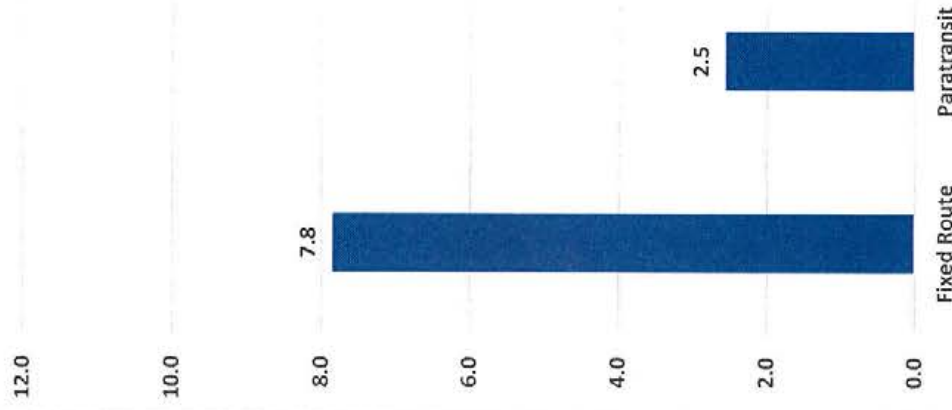
PARATRANSIT FLEET AGE - DEC 2015

■ Number of Paratransit Vehicles



Average Age of Vehicles

■ Years



FIXED ROUTE FLEET AGE: The average fleet age should be no greater than 10 years old according to the Service Standards Policy.

The Fixed Route average fleet age currently stands at 7.8 years old.

Goal: to reduce the current 10 year standard average to a 6 year average. According to the Service Standards Policy, 1/12th of the fleet should be replaced each year; this is equal to 8.3% of the fleet for approximately 6 buses per year.

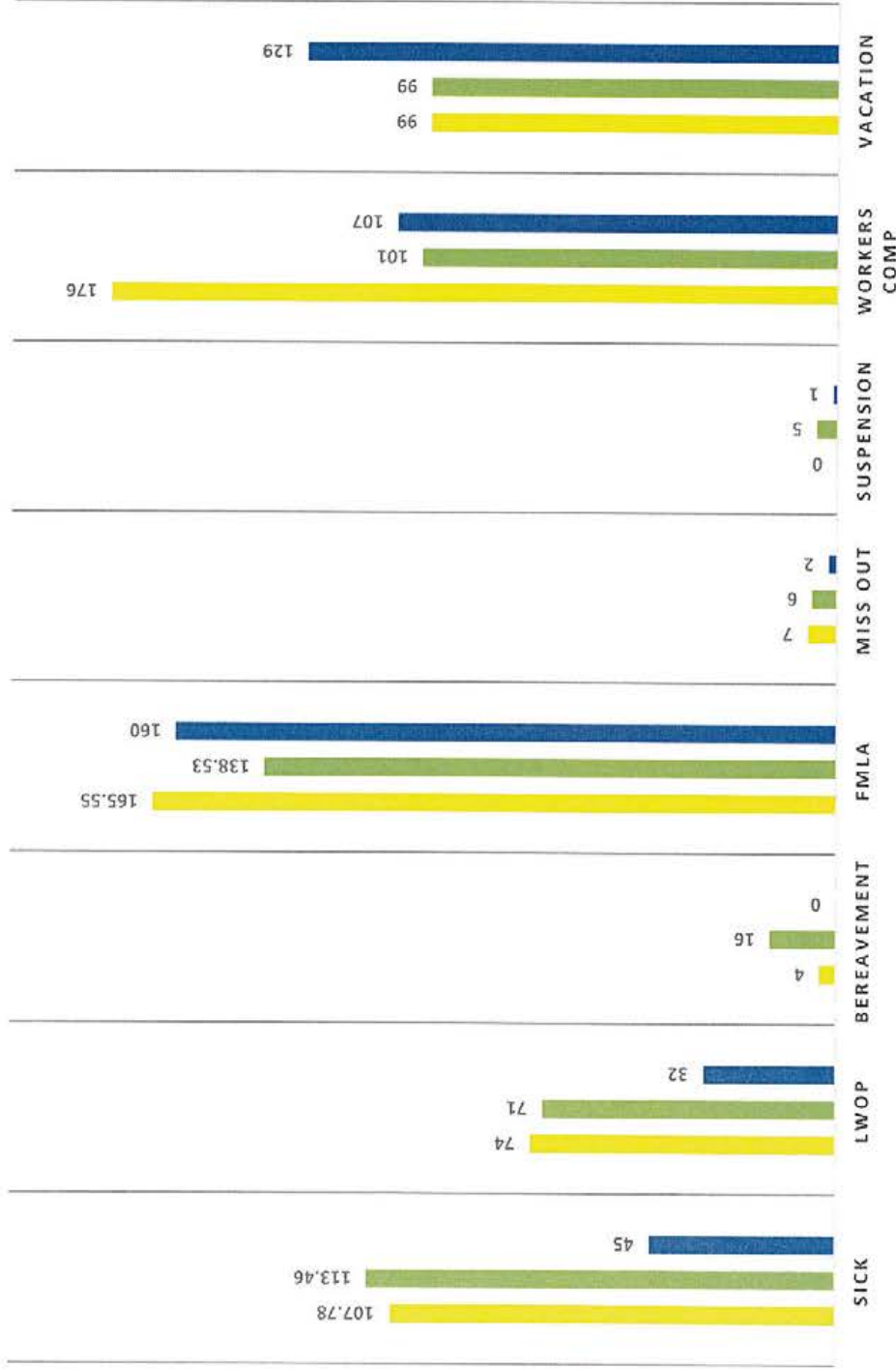
PARATRANSIT

Paratransit vans have a 3 year, 150,000 mile life. Currently, the paratransit fleet average age is 2.5 years old.

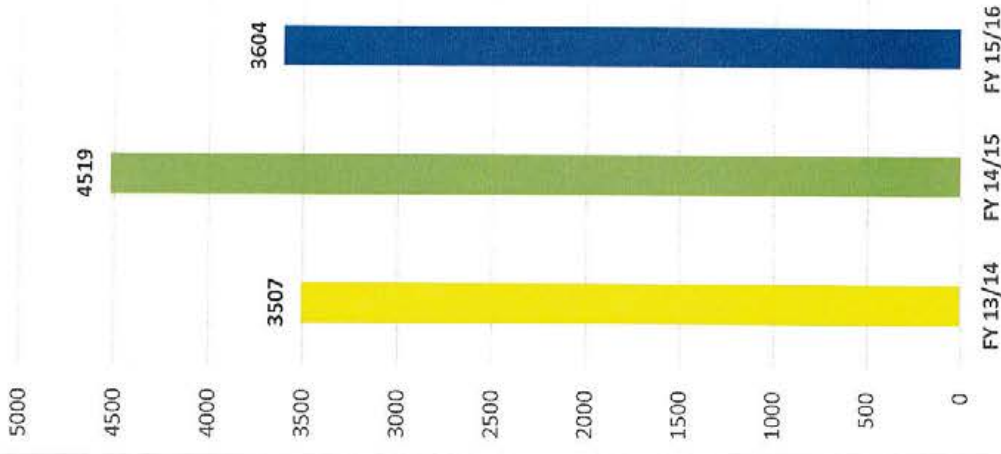
Goal: According to the Fleet Plan, the existing paratransit vehicle fleet requires 10 to 12 vehicles to be purchased annually for replacement.

DRIVER ABSENCE OCCURRENCES - YTD

Jan 2014 Jan 2015 Jan 2016



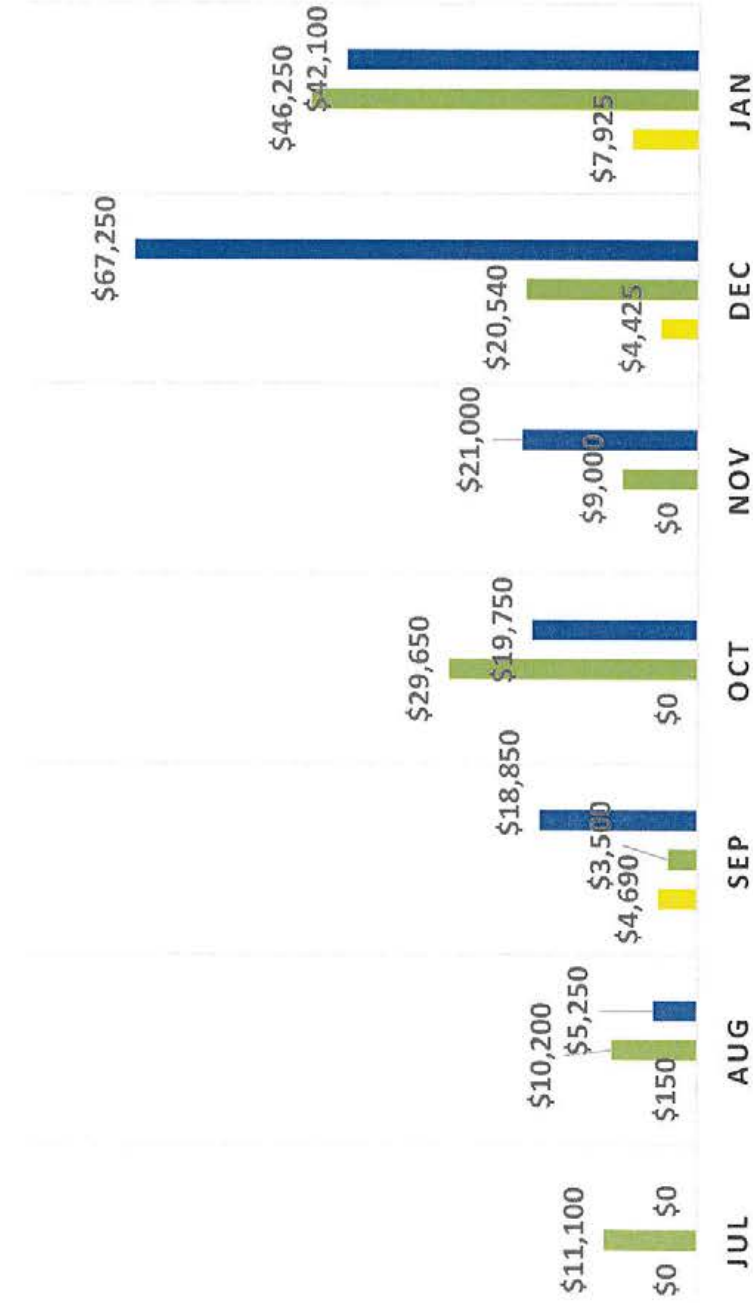
Occurrences - YTD



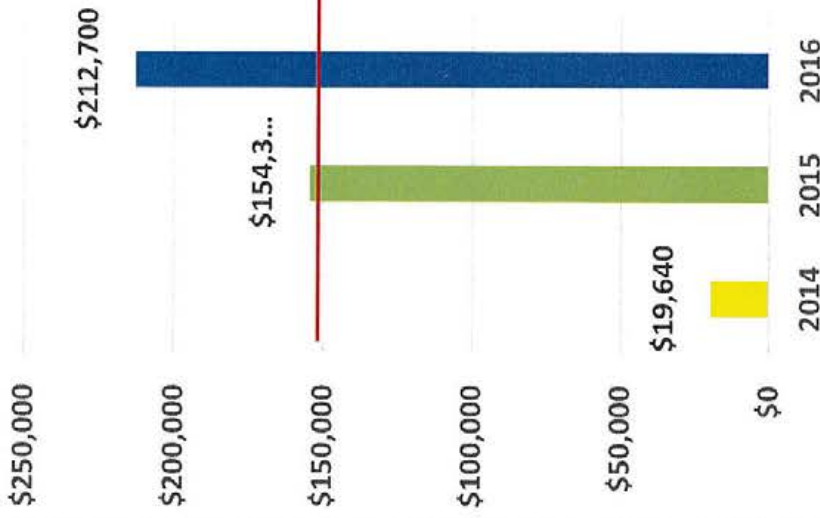
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for both Paratransit and Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.

ADVERTISING REVENUE

■ FY 14 ■ FY 15 ■ FY 16



YTD TOTALS

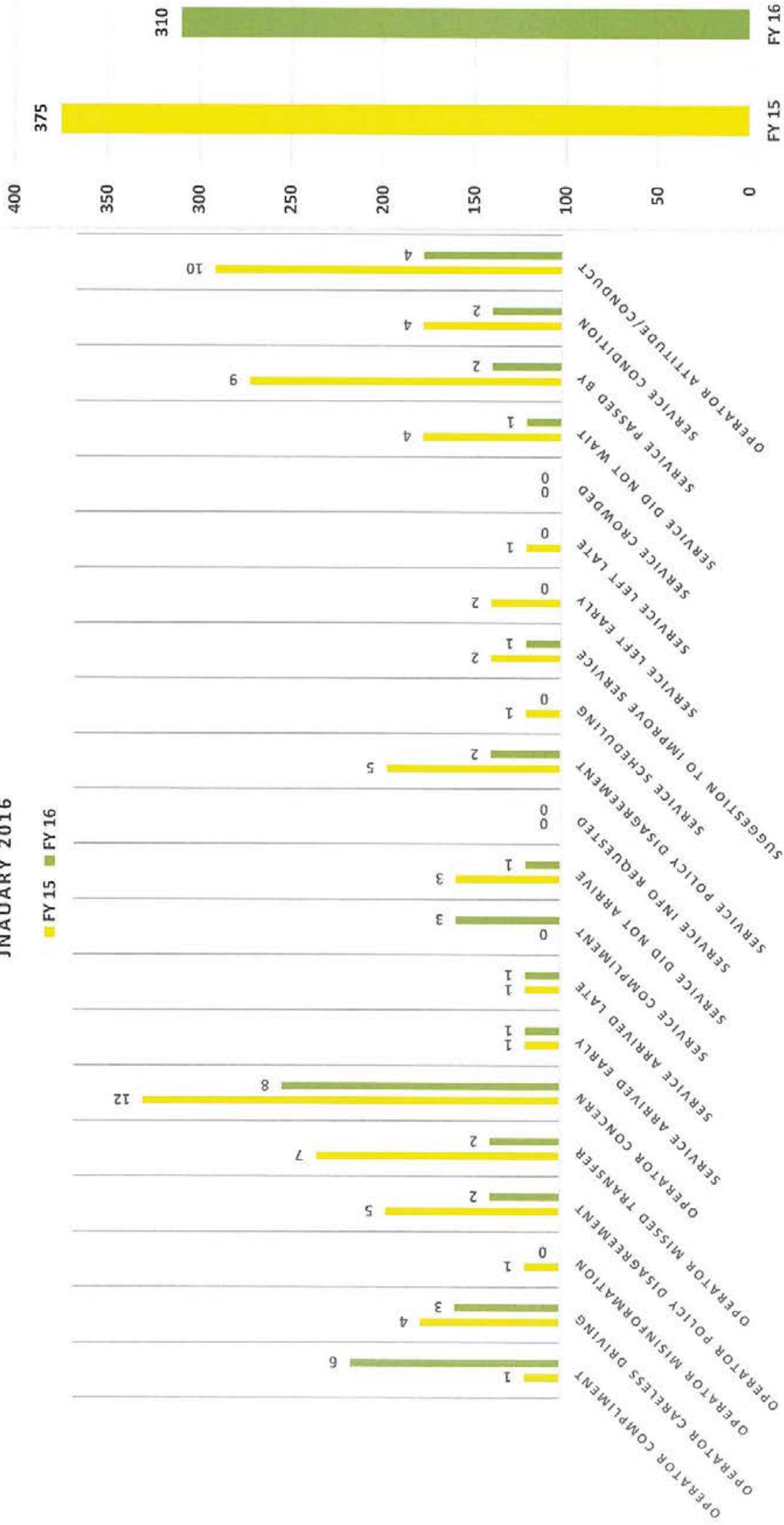


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
 SunLine Transit Agency budgeted \$150,000 in advertising revenue for FY 15/16.
The goal is \$150,000 for FY 16

FIXED ROUTE CUSTOMER COMMENTS BY TYPE

JANUARY 2016

YTD Totals

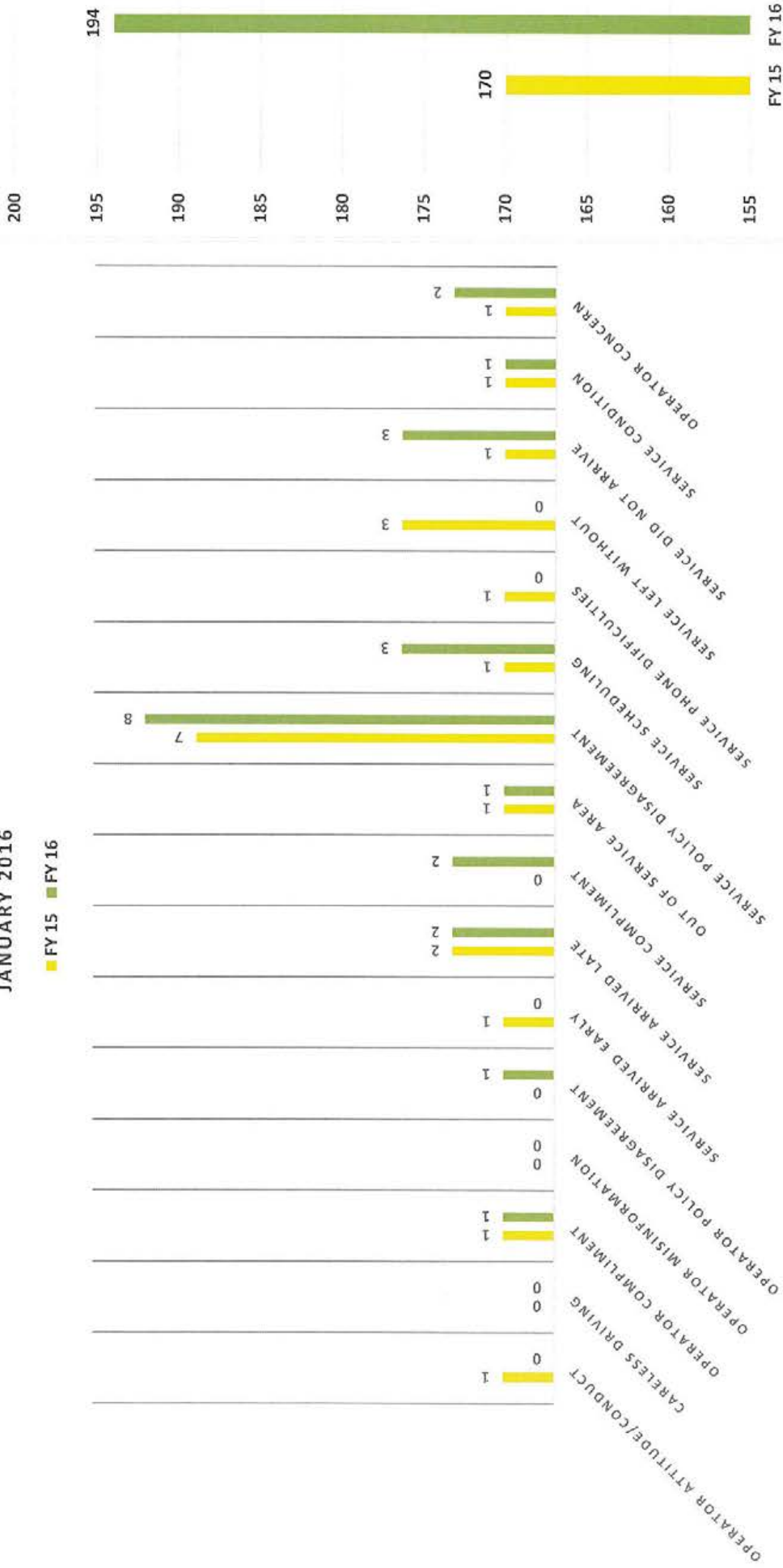


Compares monthly customer comments by type and yearly total comparison for fixed route. Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff. This will reduce the number of comments that need to move forward to other staff to address. Operator and Service compliments were both up in January 2016 - GOOD News!

PARATRANSIT CUSTOMER COMMENTS BY TYPE

JANUARY 2016

YTD Totals



Compares monthly customer comments by type and yearly total comparison for paratransit. Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff. This will reduce the number of comments that need to move forward to other staff to address. SERVICE DID NOT ARRIVE: client stating the vehicle did not come or pickup time or location was incorrect up 2 over last year. SERVICE SCHEDULING : were also up 2 over last year.

SunLine Transit Agency

DATE: March 23, 2016
TO: Board of Directors
FROM: Public Outreach Specialist
RE: [Andrea Carter Projects](#)

INFORMATION

Information

This report is an informational item to update the Board of Directors on projects completed by SunLine's marketing firm, Andrea Carter and Associates. The report also includes projects planned to be completed in FY16/17. The attached document provides the summary of projects.

Financial Impact

The financial impact has been identified as part of the original contract and the proposed amended contract with Andrea Carter and Associates.

Norma Stevens

MINUTES
SunLine Transit Agency
Board of Directors Meeting
February 24, 2016

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, February 24, 2016 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

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

2. Flag Salute

Chairperson Kristy Franklin led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Russell Betts, Councilmember, City of Desert Hot Springs

Ginny Foat, Councilmember, City of Palm Springs

Kristy Franklin, Chair, Mayor Pro Tem, City of La Quinta

Dana Hobart, Mayor, City of Rancho Mirage

Ty Peabody, Mayor, City of Indian Wells

Robert Spiegel, Mayor Pro Tem, City of Palm Desert

Troy Strange, Councilmember, City of Indio

Members Absent

John J. Benoit, Supervisor, County of Riverside

Steven Hernandez, Vice Chair, Mayor, City of Coachella

Greg Pettis, Mayor Pro Tem, City of Cathedral City

4. Presentations

SunBus Tracker App presentation was given by Eric Mester, Assistant IT Administrator. He displayed the app for the board and went through the app process. He offered to download and show any interested board member the app on their phones. Mayor Pro Tem Spiegel asked how we would get this information to the riders. Lauren Skiver, CEO/General Manager stated there is a campaign with our outside marketing people along with our internal team are putting together to teach individuals how to use it. She explained that compared to some of the apps out there in transportation companies this is very close, from a public transit standpoint, of how to understand where your vehicle is and how to intercept it and get on and this ride is only a dollar.

Eric Mester, Assistant IT Administrator directed the board to the website where there is documentation on how to use the tracker.

LEED Presentation was given by Rudy LeFlore, Chief Performance Officer and Tommy Edwards, Chief Operations Officer

At the board's direction they set out to accomplish the Silver LEED (Leadership and Energy and Environmental Design) Certification a nationally accepted benchmark for green building design and construction. SunLine's goal was LEED Silver and we came well within the limits of LEED Silver. Tommy Edwards, Chief Operating Officer unveiled the plaque and stated there will be two plaques one placed in the board room and one in the reception area.

New Service Update Presentation Anita Petke, Planning Manager and Diego Rojo, Transit Planning Analyst

Updates were given for the following:

- Line 20 – total rides to date 1366
- Line 95 – increase of 766 rides
- Line 111 – increase of 8800 rides
- Line 220 – pattern of increase in ridership

5. Finalization of Agenda

No changes to the agenda.

6. Public Comments

Dennis Ujimori addressed the board and stated he wanted to do a follow up on Marcia's request for adding Augustine Casino to SunDial. He asked if there had been any response to that. Lauren Skiver, CEO/General Manager addressed Dennis and stated that we are currently looking at a redesign in planning services for several services. To incorporate new areas that we are not currently serving we have to either find resources in what we already have, reprogram resources in underperforming service or find funding for new ones. She stated we are looking in that area and there are some other reasons besides the casino that make that an important area for us to serve. For that service to be covered under SunDial it must also be covered under Fixed Route so we would have to plan Fixed Route services there in order for SunDial to cover that area. She invited Dennis to join the Access Advisory Committee as we look for people who care about the bus service and are residents.

7. Board Member Comments

None.

8. Consent Calendar

- a) Checks over \$1,000 and backup report, for, December 2015
- b) Credit card statement for December, 2015
- c) Monthly Variance Report December, 2015
- d) Ridership Reports for December, 2015
- e) SunDial Operational Notes for December, 2015
- f) Metrics

Mayor Pro Tem Spiegel moved to approve the consent calendar. The motion was seconded by Mayor Hobart. The consent calendar was approved by a unanimous vote of 7 yes; 0 no.

**9. Service Standards Performance Report FY 2014/15
(Steve Hernandez, Chair Board Strategic Planning & Operations Committee;
Staff: Semia Hackett)**

Semia Hackett, Chief Administration Officer presented a brief overview to the board. Overall SunLine has met the service quality standards that include on time performance, miles between service interruptions and fleet age. Majority of system lines are meeting the service with the three low performers identified as the 53, 54 and 95. She stated that we are working to increase ridership with the Planning and Marketing Departments are investigating a variety of different options.

Councilmember Foat moved to approve the Service Standards Performance Report FY 2014/15. The motion was seconded by Councilmember Strange. The Service Standards Performance Report FY 2014/15 was approved by a unanimous vote of 7 yes; 0 no

10. Bus Rider Survey Study

Semia Hackett, Chief Administration Officer gave a presentation to the board.

- 94% of riders showed their bus experience met expectations
- 65% traveled from home to work, shopping, college or school
- Most used bus system because they do not have a car or cannot drive

Mayor Pro Tem Spiegel asked for those who were not satisfied do we know why. Lauren Skiver, CEO/General Manager stated that most dissatisfaction is with frequency and coverage.

**11. 2015 /Bus Stop Improvements – New Bus Shelters List Phase 6
(Steve Hernandez, Chair Board Strategic Planning & Operations Committee;
Staff: Semia Hackett)**

Semia Hackett, Chief Administration Officer presented 2015 Bus Stop Improvements

- Since 2008 SunLine improved 257 new bus shelters and relocated 4 shelters
- Improvements include the installation of new shelters and compliance with the ADA guidelines
- Part of Phase 6 is the installation of 25 new shelters for bus stop enhancement with solar lighting, ADA improvements

Councilman Betts stated that given the heat of the desert we need to do better than a bench at a bus stop and shade needs to be provided. He understands the constraints of money but would like to see it set as a goal and a standard. Lauren Skiver, CEO/General Manager stated that if bus service was running every twenty minutes or less the need for shelters wouldn't be as great as it is now with buses running every sixty minutes. What we would like to do is balance the frequency of service and how it needs to be more frequent so people aren't standing in the hot sun. We are aggressively embarking on a redesign program for the system where we are looking at frequencies and connections so when we are making decisions about amenities that we are putting the funding that we do have on the best places. You should see in January some ideas to make the connections and the ride times for individuals much

better and it may mean we have to make some hard decisions about some low performing lines so other lines can be reinfused with more frequency.

12. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of the January 27, 2016 Board meeting. The motion was seconded by Councilmember Strange. The motion was approved by a vote of 6 yes; 0 no; 1 abstention

13. No Show Policy #B-190498 Revision Approval

(Greg Pettis, Chair Board Operations Committee; Staff: Manny Garcia)

Eric Vail, Legal Counsel addressed the board and stated that this is a revised policy and we are asking the board to adopt the policy as revised. Councilmember Foat asked if he could tell the board what was changed from what was sent out as she read the original policy but not the revised. Eric Vail, Legal Counsel stated that, in substance, the policy is very much the same with some reorganizing to allow it to flow from definition through the end of the appeal policy and clarified some of the language. In substance the policy will be as she read it. Lauren Skiver, CEO/General Manager wanted to let the board know that there is currently a 10% no show rate and the goal is to get the no show rate to industry standards of 3-4% which could equate to a savings of about \$350,000 per year that could be reinvested back into paratransit service.

This item was brought to the Board Operations Committee and the committee unanimously approved the item and Mayor Peabody moves to approve and Mayor Hobart seconded. The motion carried by a unanimous vote of 7 – yes; 0 – no.

Mayor Pro Tem Spiegel brought up that at one time there was talk of using taxi's. Ms. Skiver stated that we are still working on a SunTaxi service and working through the boiler plate language for the contract and the RFP that we would put out. She stated that January is when we thought it would be put out but there is some complexity and liabilities in delivering that kind of contract and service so we are taking our time and due diligence.

Councilmember Foat asked how the information on the No Show Policy would get out to the SunDial users. Ms. Skiver stated that there will be an amnesty period and a variety of ways of communicating with direct mail being one of them. We will work with centers who deal with people who use our service and an educational period where we remind people of the policy before we take any negative action against them. It will be near summer before we actually start the catalog and take any action on people that violate the policy. We will take a lot of time to educate about the importance of letting us know when they are not riding.

14. Checks Policy #B-030403 Revision Approval

(Greg Pettis, Chair Board Operations Committee; Staff: Luis Garcia)

This item was brought to the Board Operations Committee and the committee unanimously approved the item and Mayor Peabody motioned to approve the Checks Policy #B-030403 and the motion was seconded by Councilmember Strange. The motion carried by a unanimous vote of 7 – yes; 0 – no.

15. Board of Directors Travel & Expense Reimbursement Policy #B-020216 Approval

(Greg Pettis, Chair Board Operations Committee; Staff: Luis Garcia)

This item was brought to the Board Operations Committee and the committee unanimously approved the item, with the change suggested by Eric Vail, Legal Counsel, and Mayor Peabody motioned to approve the Board of Directors Travel & Expense Reimbursement Policy #B-020216 and the motion was seconded by Mayor Hobart. The motion carried by a unanimous vote of 7 – yes; 0 – no.

Eric Vail, Legal Counsel stated we would interpret that change to be an addition to Section B 3 “c” which would read: Expenses related to alcoholic beverages (beer, wines, spirits, etc.) shall not be covered.

16. Option Year One (1) Andrea Carter and Associates (Robert Spiegel, Chair of Finance/Audit Committee; Staff: Norma Stevens)

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and Mayor Pro Tem Spiegel moves to approve and Councilmember Betts seconded. The motion carried by a unanimous vote of 7 – yes; 0 – no.

17. CEO/General Manager’s Report

CEO/General Manager Lauren Skiver, addressed the Board:

Ms. Skiver addressed the board and let them know of upcoming events:

- 2/27/16 SunLine Transit Agency Rodeo held at SunLine and she welcomes the board to come and drive a bus if they so desire. This is a really important event at this agency and we typically come in very high in the international rodeo that APTA holds. From our report last year our operator came in fourth so we do well competing with all of the agencies in North America.
- There were a series of hearings yesterday that RCTC held for unmet needs where people come and tell us about gaps in services and things that we might need. One was held at CVAG headquarters and another at the Mecca Boys and Girls Club. We heard from some of the public on needs for transit and areas where we can improve our service and we will be bringing the board some ideas for that. The community in North Shore is having a meeting on March 8, 2016 and we will put a contingency together to attend that meeting to see how we can better serve the North Shore area and connect them to the rest of the valley.
- We had participation in the ARB Symposium where she gave a presentation in Sacramento. It was a collection of transit agencies that are successfully implementing zero emission vehicles which we have been doing for a long time.

We have proposals in with ARB for funds for zero emission vehicles and projects so being invited to speak as they are looking at those proposals was a win-win for us.

- We hosted ten different transit properties here two weeks ago and the purpose of this group was to talk from the transit industry perspective of how do we implement ARB proposed rulemaking on zero emissions. How do we re-educate other transit properties in California about how to negotiate both the rulemaking, the funding and the operation of zero emission vehicles? SunLine has been seen as a leader for a long time and we are trying to take the mission and advocate that others also look at zero emissions and create educational opportunities for transit. The group was really excited and are ready to have their next meeting and they want to double the previous group. We will bring you more information from this group as it grows. They have named themselves the Zero Emission Bus Resource Advocacy Group or the Z.E.B.R.A. Group and there is a work plan already in development. Ms. Skiver wanted to thank her team and the board's support for us going out and talking to others about how zero emissions can work in transit and we can only do that with your support as a board and with your guidance in moving forward in these efforts.

That concludes my report.

18. Closed Session

- a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
The People of the State of California ex.rel. Mahmoud Alzayat v. Gerald Hebb, SunLine Transit Agency (Riverside County Superior Court Case No. INC 1204627)
- b) CONFERENCE WITH LABOR NEGOTIATOR
Agency Representative: Lauren Skiver
Employee Organization: ATU
Pursuant to Government Code section 54957.8

19. Next Regular Board Meeting Date

March 23, 2016 12 o'clock Noon, Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

20. Adjourn

Meeting was adjourned at 2:00 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

SunLine Transit Agency

DATE: March 23, 2016

ACTION

TO: Board Operations Committee
Board of Directors

FROM: Compliance Officer

RE: Access Committee By-Laws

Recommendation

Recommend that the Board of Directors approve the revised changes to the By-Laws governing the activities of SunLine's Access Advisory Committee.

Background

The Access Advisory Committee is comprised of community members to assist SunLine in providing and expanding innovative public transit service to the Coachella Valley. The Committee is advisory in nature and draws upon a variety of professional and personal experience.

The existing By-Laws have not been updated since June 2001 and are out dated. The attached By-Laws have been revised to reflect SunLine's mission and goals as well as clarifying verbiage as it pertains to membership, election of Chair and Vice-Chair and the rules of conduct.

Financial Impact

None.

Vanessa Mora



~~SUNLINE TRANSIT AGENCY~~

ACCESS ADVISORY COMMITTEE

BY-LAWS

~~JUNE 2001~~ MARCH 2016

SUNLINE TRANSIT AGENCY ACCESS ADVISORY COMMITTEE BY-LAWS

The following constitutes the By-laws, including appropriate rules for procedure as adopted by the SunLine Transit Agency (SunLine) ACCESS Advisory Committee (Committee) and the Board of Directors of SunLine as amended on ~~June 12, 2004~~March 23, 2016.

ARTICLE 1 – GENERAL PURPOSE, GOALS AND OBJECTIVES

SECTION 1. PURPOSE.

As determined by the Board of Directors, the purpose of the Committee is to review, ~~to~~ comment and to advise the staff of SunLine regarding the implementation of SunLine planning programs and services for all riders of both fixed route and paratransit service. The Committee operates under the rules and regulations of the Brown Act of the State of California, and meetings are conducted in accordance with Robert's Rules of Order.

SECTION 2. MISSION STATEMENT AND GOAL(S)

- a) Mission Statement: The charge of the Committee is to assist SunLine in fulfilling its stated mission which is: ~~To provide and expand innovative Public Transit Services for the Coachella Valley with a commitment to excellence and environmental leadership.~~To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.
- b) Goals(s): The goals of the Committee are to ~~advise~~provide input to SunLine on all matters pertinent to the accessibility of all riders, including seniors and persons with disabilities serviced by ~~the~~ SunLine, staff training, physical equipment and legal requirements focusing on access issues.

ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

All members of the Committee shall serve at the pleasure of the SunLine Board of Directors. All members serve in a voluntary capacity. The Committee ~~will~~shall consist includeof at least nine (9) and no more than fifteen (15) ~~members~~seats. Any person living within SunLine's service area may be appointed to the Committee, and ~~the~~ Committee shall include individuals who regularly utilize ~~be composed of a minimum number of one-third of its members utilizing the service of SunLine's transit services as their primary source of transportation. The membership subcommittee pursuant to the policies and procedures of the Committee shall entertain all qualified applicants and present them to the Committee for approval of acceptance to the committee as members. Upon approval by~~ ~~the~~ Committee shall evaluate the applicants and recommend; prospective new members ~~will be recommended~~ to the Board for appointment.

The term of office shall be for a period of two (2) years. New members that are installed to fill the vacancy created by the resignation of an existing member will be installed to

complete the remainder of that office term. Seven (7) ~~members of the full fifteen (15) members Committee seats~~ shall have terms which end in the odd numbered years; and 8 ~~members seats of the full fifteen (15) member Committee~~ shall have terms which end in the even numbered years. A term year shall run from ~~May 1st~~ July 1st through ~~April 30th~~ June 30th of the following year. There shall be no limit restricting a member to the number of terms that he or she may continuously serve as long as that member remains in good standing.

ARTICLE III – MEMBERSHIP ~~WITHDRAWL OR~~ TERMINATION

Membership ~~may be withdrawn or membership~~ will be terminated through the power of the SunLine Board of Directors at the recommendation of the ~~full~~ Committee for the following reasons:

- a) The member has acquired three (3) consecutive absences from regularly scheduled meetings in the twelve (12) month period that constitutes a term year, or four (4) total absences in a twelve (12) month period.
- b) Misrepresentation at time of appointment with respect to personal use of SunLine's service.
- c) ~~When serving in the capacity of ACCESS Advisory Committee member, a~~Any serious misconduct including, but not limited to a criminal conviction, ~~moral turpitude or use of slurs, derogatory comments,~~ or any other conduct, ~~where whether~~ physical, verbal or written, ~~directed at or based upon another that constitutes discrimination based on a~~ person's race, color, origin, sex, religion, sexual orientation, disability, ~~or~~ age or other protected characteristic under state or federal law.
- d) If the Committee member does not reside in the SunLine service area or ceases to use the SunLine transportation system.
- e) Misuse of membership on the Committee for any purpose to achieve personal financial gain or advantage ~~of SunLine service~~.

ARTICLE IV – OFFICERS

SECTION 1. CHAIR

The Committee shall elect from its members a Chair who shall preside at all meetings of the Committee. The Chair shall appoint members to all subcommittees and shall serve as ex-officio member to all subcommittees. The Chair shall also perform such other duties as may be requested from time to time by the Committee, when and for whatever period of time deemed necessary.

SECTION 2. VICE CHAIR

The Committee shall elect from its members a Vice-Chair whom in the absence or inability of the Chair to preside, shall have all of the powers and shall perform all of the duties of the Chair. The Vice-Chair shall perform such other duties from time to time as may be requested by the Committee when and for whatever period of time deemed necessary.

SECTION 3. CHAIR AS PRESIDING OFFICER

The Chair shall preside and conduct all meetings in accordance with the articles of the Brown Act of the State of California. The Chair may move, second and debate from the Chair, subject only to such limitations of debate as are imposed on all members. He or she shall not be deprived of any rights and privileges of any member by reason of his or her acting as presiding officer.

The Chair shall conduct all Committee meetings in accordance with Robert's Rules of Order and is responsible to maintain order and decorum during all Committee meetings. The Chair's determination on all Points of Order is subject to the right of any Committee member to appeal the determination to the entire Committee within a period of 2 regularly scheduled meetings. In the event of an appeal, the majority decision of the Committee shall govern and conclusively determine any question of order.

When appropriate for clarification purposes or requested by a member, the Chair shall restate each motion immediately following its introduction. In situations where extensive discussion or debate occurs following introduction of a motion, or when an amendment(s) has been made to a motion, the Chair, or his or her designee, shall restate each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated.

~~The Chair shall appoint a Nominating Committee not later than the regularly scheduled Committee meeting for the month of March for the purpose of recommending a slate of candidates for the positions of Chair and Vice-Chair for the next term year.~~

SECTION 4. ELECTION OF CHAIR AND VICE-CHAIR

- a) Term. During the scheduled Committee meeting in ~~April-July~~ of each year, and at any time when there is a vacancy in the office of Chair or Vice-Chair, ~~the Committee shall appoint a Chair and Vice-Chair. The appointments~~ shall be for the period of one term year or for the remainder of the existing term year, should the election be held to fill an existing vacancy within that term year.
- b) The Chair and Vice-Chair shall serve at the direction of the Committee and may be removed by a majority vote of the appointed Committee members.
- c) Should the Committee member's fail to elect a Chair and/or Vice-Chair, then the existing Chair or Vice-Chair shall continue in that position until such time as the Committee does elect a successor to that position.
- d) ~~Temporary vacancies and/or absences of both~~ the Chair and Vice-Chair are absent from any regularly scheduled meeting ~~and/or are~~ for any ~~unknown~~ reason are unable to act as the presiding officer, the meeting shall be called to order by the SunLine staff and the first order of business shall be for the staff to call a temporary presiding officer to be selected from the ~~ranks, for the position of Chair, of one of the subcommittees~~ Committee members present for the remainder of the meeting.

SECTION 5. STAFF SUPPORT

As authorized by the Board of Directors, the CEO/General Manager, or his or her designee's, shall serve as Committee staff to prepare meeting notices, agendas, minutes and other materials as required.

ARTICLE V – MEETINGS

SECTION 1. GENERAL

All meeting of the Committee shall be open and accessible to the public, in accordance with the Brown Act of the State of California.

SECTION 2. QUORUM. REGULAR BUSINESS:

A majority of the appointed members of the Committee shall constitute a quorum for the purposes of conducting business.

For example: If there are no vacancies on the Committee, eight (8) members would constitute the majority of the fifteen (15) member Committee. If three (3) vacancies existed on the Committee, seven (7) members would constitute the majority of the twelve- (12) member Committee.

SECTION 3. ACTIONS

All actions of the Committee shall be by motion passed by a majority of the voting members present at a meeting.

SECTION 4. MEETING PLACE

All regular meetings of the Committee except as noted in the following paragraph, shall be held at the SunLine offices, located at 32-505 Harry Oliver Trail, Thousand Palms, California, unless changed by the Chair with a majority vote of members present at the meeting at which the change of location is announced.

SECTION 5. REGULAR MEETING

Regular scheduled meetings of the Committee shall be held monthly on a day and at a time determined by the Committee.

As the need exists, the Committee may meet at other times ~~as provided in Sections 6 through 9~~ by holding special meetings as allowed for under the Brown Act. There will be no regularly scheduled meetings held during the months of July and August.

SECTION 6. ADJOURNED REGULAR MEETINGS

The Committee may adjourn any meeting to a time and place specified in the motion or order of adjournment. Any regular or adjourned regular meeting of the Committee may be adjourned to a time and place specified in the order of adjournment of that meeting, but not beyond the next regular meeting.

SECTION 7. SPECIAL MEETINGS

~~Special meetings may be called at any time by the Chair or by a majority of Committee members.~~

~~SECTION 8. NOTICE OF SPECIAL MEETINGS~~

~~Written notice shall be required of all special meetings by personal delivery or by mail. Notice shall be received at least twenty four (24) hours before the time of the meeting and shall be given to each member of the Committee and to a local newspaper of general circulation, radio or television station requesting notice in writing. The call and notice shall specify the time and place of the special meeting and the business to be transacted at the special meeting. Mailing and posting of the agenda of the special meeting at least seventy two (72) hours in advance of the special meeting may serve as notice for the special meeting.~~

~~SECTION 9. ADJOURNMENT~~

~~The Committee may adjourn any meeting to a time and place specified in the motion or order of adjournment. Less than a quorum of the Committee may adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the SunLine staff may declare the meeting adjourned to a stated time and place and shall cause a written notice of adjournment to be given in the same manner as given for special meetings.~~

ARTICLE VI – AGENDAS, MINUTES, ~~RULES OF CONDUCT~~

SECTION 1. AGENDA

SunLine staff shall prepare and submit to the Chair a draft agenda for each regular meeting ten (10) days prior to the regularly scheduled meeting. The Chair shall, within two (2) days of receipt, review the final agenda and approve the order of items therein.

SunLine staff shall be responsible for distributing and posting the final agenda and preparing or compiling the associated agenda materials for each ~~regular scheduled~~ meeting. Agenda materials shall be distributed to Committee members by U.S. mail, e-mail, or fax preferably one (1) week prior to each regularly scheduled meeting, but in no case shall agendas be mailed so as to be received later than seventy-two (72) hours prior to ~~the a next~~ regularly scheduled meeting.

SECTION 2. MINUTES

Minutes of each ~~regular scheduled~~ Committee meeting shall be prepared by SunLine staff and distributed to Committee members together with the agenda materials for the next ~~month's~~ regularly scheduled meeting ~~at least seventy-two hours prior to that scheduled meeting.~~

~~SECTION 3. RULES OF CONDUCT~~

~~The Committee shall use a consensus model of decision making as a guideline for conducting its business except as provided otherwise by California State Law or by these by-laws. However, Robert's Rules of Order shall always be followed.~~

- ~~a) Getting the Floor, improper references to be avoided: Each and every member wishing to speak shall be recognized by the Chair. Upon recognition by the Chair, that member shall confine himself or herself to the question under debate, avoiding all personal innuendoes and indecorous language.~~
- ~~b) Interruptions: Any Committee member, once recognized by the Chair, shall not be interrupted when speaking, except by the chair to that member to address a point of order, or as herein is otherwise provided. If a Committee member, while speaking, has been called to order, he or she shall cease speaking until the question of order is determined and, if in order, that Committee member shall be permitted to proceed speaking.~~
- ~~c) Representation: No Committee member shall represent the Committee to the general public or at a SunLine Board of Director's meeting without majority vote of a quorum of the Committee at a meeting prior to the general public without consent from the SunLine General Manger or his or her appointed designee prior to that representation.~~

SECTION 43. AGENDA/ORDER OF BUSINESS

The agenda shall be posted in compliance with the Brown Act of the State of California. The business of each regular scheduled meeting of the Committee shall be transacted, as far as possible, in the following order.

1. Check for quorum by the Chair
2. Approval of the Agenda
3. Approval or correction of the minutes of the previously scheduled regular meeting
4. Comments from the public on items not on the agenda – All comments from the public will be accepted and addressed according to published policy and procedures.
5. Receipt of Committee correspondence
6. Reports of Subcommittees
7. Reports of SunLine staff
8. Unfinished business
9. New business
10. SunLine Transit Agency business matters
11. Adjournment

ARTICLE VII - AMENDMENTS

SECTION 1. AMENDMENTS

These by-laws may be amended by a majority vote of those Committee members present at any regular scheduled meeting provided that a copy of the proposed amendment has been mailed to each Committee member in advance of the time the proposed amendment is to be voted upon. The by-laws shall be reviewed every three (3) years or as necessary for possible updating and amending. The SunLine Board of Directors must ratify all amendments.

ACCESS ADVISORY COMMITTEE BY-LAWS
ADOPTED 6/5/96
SUNLINE BOARD OF DIRECTORS
AMENDED (_____)

SunLine Transit Agency

DATE: March 23, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Interim Procurement Manager

RE: Contract with Apollo Video Technology

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Apollo Video Technology for the purchase and installation of a bus camera recording system on three (3) BYD electric buses in an amount not to exceed \$25,797.

Background

The original contract with Apollo Video Technology was approved by the Board in September 25, 2013, and amended on March 4, 2015 for the installation of equipment on all fixed route buses. This agreement will enable SunLine to have the three (3) BYD electric buses utilize the same Apollo platform and software as all fixed route buses, streamlining the video retrieval and archiving process.

Reason for Selection of the Procurement Process

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

Reason for Selection of the Contract Type

A firm fixed price contract was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and deliver the product effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of Contractor

SunLine currently uses Apollo video technology on all fixed route buses. The software to view and download the video is already in place at SunLine. The upgrades must be compatible with the Apollo video system.

How Price was Determined Fair and Reasonable

SunLine procurement conducted a price analysis and determined the prices fair and reasonable.

Financial Impact

The funding for this effort will be from the programming of existing STA (State Transit Assistance) capital funds allocated to SunLine Transit Agency in an amount not to exceed \$25,797.

Eric Taylor

SunLine Transit Agency

DATE: March 23, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Interim Procurement Manager

RE: Contract with California Consulting, LLC.

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 12-month agreement with California Consulting, LLC to provide grant writing services.

Background

The original contract with California Consulting, LLC was executed on January 12, 2015 for a one-year term with a maximum obligation of \$60,000. The contract guaranteed the total amount of grant money awarded would exceed the amount expended for the project.

Reason for Selection of the Procurement Process

Using SunLine's Purchasing Policies and Procedures Manual, it was determined that an informal procurement was acceptable considering prices for services were estimated to be greater than \$3,000 but less than \$100,000.

Furthermore, the Request for Proposal solicitation was selected as the procurement method in order to award the contract based on established criteria: experience of Contractor, experience of personnel, detailed work plan and cost. This provided competition on quality and cost.

Reason for Selection of the Contract Type

SunLine chose a firm fixed type contract in order to place contractual performance risk on the Contractor and not SunLine. The contract guarantees that SunLine shall not pay the Contractor until they have reached \$60,000 in grant awards. The guarantee from the initial contract read that grant money awarded would exceed the total amount expended for the project.

Reason for Selection of Contractor

California Consulting provided the best value to SunLine by guaranteeing the first \$60,000 in grant awards would be generated prior to payment by SunLine.

How Price was Determined Fair and Reasonable

SunLine procurement conducted a price analysis and determined the prices fair and reasonable.

Financial Impact

The total contract amount of \$60,000 for these services are included in the FY16 operating budget.

Eric Taylor

SunLine Transit Agency

DATE: March 23, 2016 **ACTION**

TO: Finance / Audit Committee
Board of Directors

FROM: Public Outreach Specialist

RE: Amendment to Andrea Carter and Associates Contract

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the Andrea Carter and Associates contract. The proposed amendment will cover the cost to produce a Travel Training video and a How to Bike and Ride video.

Background

As part of SunLine's targeted strategy for generating ridership, the Marketing Department is recommending the production of two videos mentioned above in English and Spanish. The videos will offer detailed examples of individuals using the bus and the steps involved. Additional benefits include:

- Increased independence for Coachella Valley residents
- Supports an active lifestyle
- Reduces traffic congestion
- Helps protect the environment, and provides greater access throughout our valley

This project was not included in the original scope of work due to budgetary constraints. The Marketing team has since been notified of the availability of additional funds.

Granting this authority to the CEO/General Manager will expedite the completion of this project.

Financial Impact

The total financial impact of this item will be \$56,100. This item is not included in the FY16 operating budget but will be covered by revenue from an unexpected CNG rebate.

Norma Stevens

SunLine Transit Agency

DATE: March 23, 2016 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Public Outreach Specialist

RE: Advanced Web Offset, Inc. (Option Year One)

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year one (1) of two (2) with Advanced Web Offset for printing services for Rider's Guide booklets.

Background

Sunline Transit Agency entered into a contract with Advanced Web Offset, Inc. in June of 2015 for Rider's Guides printing services.

SunLine will have three (3) printings in one year with an estimated quantity of \$75,000 per printing. The Rider's Guide is printed in conjunction with service changes that typically occur in September, January and May of each year.

The actual number of books printed and purchases is subject to change with each printing. The quantities listed above are estimates based on past usage.

Marketing staff recommends that Advanced Web Offset, Inc. be offered the option to continue providing printing services for Rider's Guide to SunLine Transit Agency for an additional year.

Financial Impact

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

Option year one (1) – \$41,523.84

Option year two (2) - \$41,523.84

This item is included in the budget for FY 15/16.

Norma Stevens

for the El Dorado Aero Tech paratransit bus in Southern California and was awarded a contract through the agreement. By continuing with the El Dorado Aero Tech model, SunLine is standardizing the fleet while keeping inventory and parts cost to a minimum.

How Price was Determined Fair and Reasonable

The CalAct – MBTA Cooperative Agreement is a compliant acquisition method that uses competitive market based pricing while leveraging the buying power of multiple state wide agencies. Prices are determined to be fair and reasonable based on competition.

Financial Impact

SunLine's cost for these vehicles will be \$1,853,115. Federal & State funds will be used to pay for these vehicles. These funds were approved in the FY16 SRTP, along with carryover funds from previous years.

Eric Taylor

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA
AMENDED**

**Wednesday, March 23, 2016
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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

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

<u>AGENDA TOPICS</u>	<u>RECOMMENDATION</u>
1. <u>Call to Order</u> Chairperson Kristy Franklin	
2. <u>Roll Call</u>	
3. <u>Finalization of Agenda</u>	
4. <u>Presentations</u> None	
5. <u>Public Comments</u> (NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)	Receive Comments

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Clerk at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

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

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

7. **Consent Calendar** **Receive & File**
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
- a) [SSG/SRA checks over \\$1000 issued January 2016](#)
 - b) [SSG/SRA Monthly Budget Variance Report January 2016](#)
 - c) [Taxi Vehicle/Rides Analysis](#)
 - d) [California Retail Gasoline Price Report](#)
 - e) [Metric \(Taxi Expense vs Taxi Revenue\)](#)

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

8. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the February 24, 2016 Board of Directors meeting.
9. **Resolution Setting Special Music Festival Venue Fee April 15, 2016 to the end of the last festival May 2, 2016.** **Approve**
(Robert Spiegel, Chair of the Taxi Committee;
Staff: Stephanie Buriel)
Staff recommends that the Board of Directors approve the attached resolution that incorporates a Special Music Festival Venue Fee of \$20 at the Coachella and Stagecoach Festivals.
10. **Next Meeting Date**
April 27, 2016
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
11. **Adjourn**



AGENDA
TAXI COMMITTEE MEETING
March 23, 2016
10:45 a.m. - 11:15 a.m.

Amended
Wellness Center
SunLine Transit Agency
Thousand Palms, CA

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

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Presentations**

5. **Public Comments**

Receive Comments

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

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

6. **Consent Calendar**

Receive & File

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

- a) [SSG/SRA checks over \\$1000 issued January 2016.](#)
- b) [SSG/SRA Monthly Budget Reports January 2016.](#)
- c) [Taxi Vehicle/Rides Analysis](#)
- d) [California Retail Gasoline Price Report](#)
- e) [Metric \(Taxi Expense vs Taxi Revenue\)](#)

----- ACTION -----

7. [Resolution Setting Special Music Festival Venue Fee April 15, 2016 to the end of the last festival May 2, 2016.](#) **Approve**

**(Robert Spiegel, Chair of the Taxi Committee;
Staff: Stephanie Buriel)**

Staff recommends that the Board of Directors approve the attached resolution that incorporates a Special Music Festival Venue Fee of \$20 at the Coachella and Stagecoach Festivals.

8. **Adjourn**

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of January 2016

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

Vendor Name	Description	Check #	Check	Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 1/15/16	090167	1/15/2016	\$7,870.12
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 1/29/16	090172	1/28/2016	\$7,795.63
SUNLINE TRANSIT AGENCY	Operating Exp Allocation (Dec 2015)	090168	1/15/2016	\$5,060.75
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services (Dec 2015)	090162	1/15/2016	\$1,222.00

Total of Checks Over \$1,000	\$21,948.50
Total of Checks Under \$1,000	\$1,188.84
Total of All Checks for the Month	\$23,137.34
Total Amount of Checks Prior Years Same Month	

SunLine Regulatory Agency
Budget Variance Report
January 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,286	20,416	24,441	(4,025)	122,935	171,084	(48,148)
Revenue Fines	5,000	125	417	(292)	1,125	2,917	(1,792)
Vehicle Inspection Revenue	15,100	1,150	1,258	(108)	9,250	8,808	442
Vehicle Re-inspection Revenue	2,000	300	167	133	5,700	1,167	4,533
New Driver Permit Revenue	5,500	720	458	262	2,550	3,208	(658)
Driver Transfer Revenue	1,980	0	165	(165)	500	1,155	(655)
Driver Renewal Revenue	9,200	1,200	767	433	5,590	5,367	223
Driver Permit Reinstatement/Replacement	165	25	14	11	100	96	4
Vehicle Permit Revenue	91,400	10,833	7,617	3,217	61,434	53,317	8,117
Interest Revenue	39	3	3	(1)	21	23	(2)
Other Revenue	0	0	0	0	540	0	540
Total Revenue	423,670	34,771	35,306	(534)	209,745	247,141	(37,396)
Expenses:							
Salaries and Wages	167,564	9,812	13,964	4,152	81,897	97,746	15,849
Fringe Benefits	103,827	6,815	8,652	1,837	44,973	60,566	15,592
Services	78,500	1,821	6,542	4,721	19,041	45,792	26,750
Supplies and Materials	69,430	4,794	5,786	992	32,908	40,501	7,593
Miscellaneous	4,349	1,658	362	(1,296)	4,196	2,537	(1,659)
Total Expenses	423,670	24,901	35,306	10,405	183,015	247,141	64,126
Total Operating Surplus (Deficit)	\$ -	\$ 9,870			\$ 26,730		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- TNCs continue to negatively impact taxi ridership.
- Vehicle permit revenue is up, but is caused by the allowance of full year's vehicle permits to be paid during peak months of October through April.
- Vehicle re-inspection revenue is up. Aging vehicle fleet has increased the quantity of re-inspections performed.

Salaries and Wages - Favorable

- One employee was re-assigned to SunLine Transit Agency (STA).

Fringe Benefits - Favorable

- One employee was re-assigned to SunLine Transit Agency (STA).

Services - Favorable

- Legal services expenses have been below expectations for the first half of FY16.
- Currently, there are no audit expenses charged under services. When resolved, the expenses will increase YTD expenses more in line with the budget.

Supplies and Materials - Favorable

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

Miscellaneous - Unfavorable

- Planned training expenses were paid in full for the Transit-Paratransit Membership program in July 2015.
- New credit card terminal and payment collection fees resulted in higher miscellaneous expenses for January.

TRIP vs. VEHICLE ANALYSIS

TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

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

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

http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm

U.S. Energy	
Apr 01, 2015	\$3.21
May 01, 2015	\$3.75
Jun 01, 2015	\$3.54
Jul 01, 2015	\$3.76
Aug 01, 2015	\$3.56
Sep 01, 2015	\$3.12
Oct 01, 2015	\$2.89
Nov 01, 2015	\$2.69
Dec 01, 2015	\$2.72
Jan 01, 2016	\$2.78
Feb 01, 2016	\$2.53
Mar 01, 2016	\$2.46
Average	\$3.08

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

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

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

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

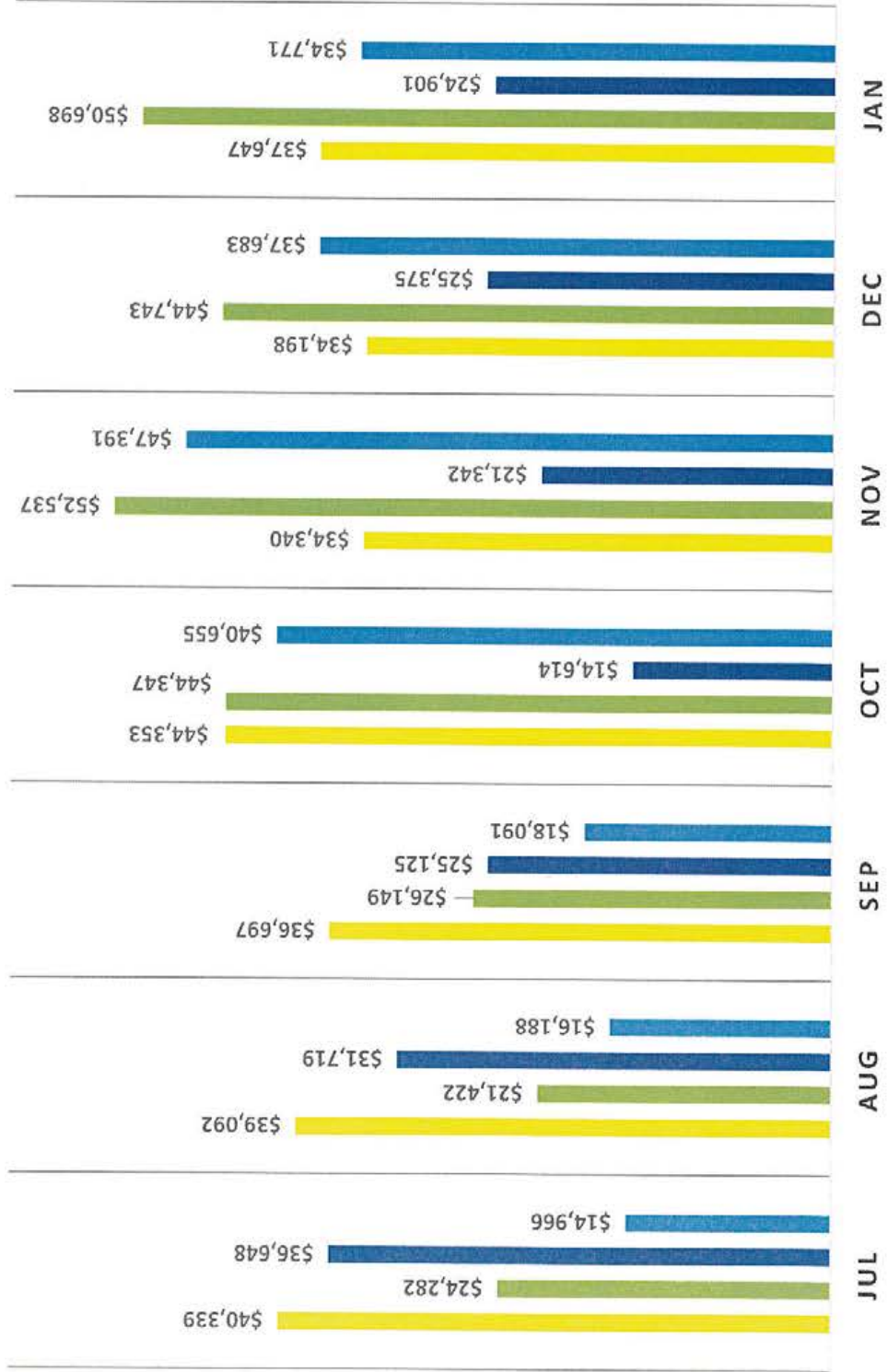
Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.48	
Difference	-\$0.36	Rate Decrease
		0
New Rate	2015/16	\$3.12
2015	\$3.51	
2016	\$3.08	
Difference	-\$0.43	Rate Decrease

Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	0	\$ 3.12
2016	\$3.08		
Difference	\$3.60		

TAXI EXPENSE VS. REVENUE AND VARIANCE JANUARY 2016

FY 16 YTD

■ Expense 15 ■ Revenue 15 ■ Expense 16 ■ Revenue 16 ■ Variance



Measuring the health of the FY16 SRA budget by monitoring expenses and revenues.
Goal: Reduce operating expenses by 5% to offset the continued decrease in taxicab ridership.

MINUTES
SunLine Services Group
Board of Directors Meeting
February 24, 2016

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, February 24, 2016 at 12:00 p.m. in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:45 p.m. by Chairperson Kristy Franklin.

2. Roll Call

Completed.

Members Present

Russell Betts, Councilmember, City of Desert Hot Springs
Ginny Foat, Councilmember, City of Palm Springs
Kristy Franklin, Chair, Mayor Pro Tem, City of La Quinta
Dana Hobart, Mayor, City of Rancho Mirage
Ty Peabody, Mayor, City of Indian Wells
Robert Spiegel, Mayor Pro Tem, City of Palm Desert
Troy Strange, Councilmember, City of Indio

Members Absent

John J. Benoit, Supervisor, County of Riverside
Steven Hernandez, Vice Chair, Mayor, City of Coachella
Greg Pettis, Mayor Pro Tem, City of Cathedral City Board

3. Finalization of Agenda

No changes

4. Presentations

None

5. Public Comments

NON - AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

6. Board Member Comments

None.

7. Consent Calendar

- a) SSG/SRA checks over \$1000 issued December, 2015.
- b) SSG/SRA Monthly Budget Reports December, 2015.
- c) Taxi Vehicle/Rides Analysis.
- d) California Retail Gasoline Price Report
- e) Metric (Taxi Expense vs Taxi Revenue)

Mayor Pro Tem Spiegel moved to approve the Consent Calendar. Councilmember Strange seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no.

8. Approval of Minutes

Mayor Pro Tem Spiegel moved to approve the minutes of January 27, 2016 Board Meeting. The motion was seconded by Councilmember Strange. The motion was approved by a unanimous vote of 6 yes; 0 no; 1 abstention

9. Second Reading Amendments to SSG

Ordinance (Robert Spiegel, Chair of the Taxi Committee; Staff: Stephanie Buriel)

Mayor Pro Tem Spiegel stated this item was presented at the Taxi Committee and it was determined that this item would be continued until more information is available and a better plan is put together and that is the motion. There was a second to the motion on the floor by Councilmember Betts and motion passes unanimously. Vote 7 of yes; 0 No

10. Next Meeting Date

March 23, 2016 12 o'clock Noon, Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

11. Adjourn

Chairperson Franklin adjourned the meeting at 12:45 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

SunLine Services Group
Amended

DATE: March 23, 2016 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Acting Taxi Administrator
RE: [Resolution Setting Special Music Festival Venue Fee](#)

Recommended Action

Staff recommends that the Board of Directors approve the attached resolution that incorporates a Special Music Festival Venue Fee of \$20 at the Coachella and Stage Coach Festivals.

Background

It is at the request of the franchises that staff has looked at adding a \$20 fee for trips that originate at the music festivals.

The fee would incentivize drivers to wait at the taxi stand provided by festival organizers, so that patrons leaving the venue have the option of taking a taxi. By providing an incentive to drivers, staff will achieve the goal of having more taxicabs staged at the taxi stand than previous years.

The \$20 fee will only be effective from the start of the first music festival, April 15, 2016 to the end of the last festival May 2, 2016.

Financial Impact

None.

Stephanie Buriel

SunLine Services Group
Amended

RESOLUTION NO. _____

RESOLUTION ADOPTING SPECIAL MUSIC FESTIVAL VENUE FEE

April 15, 2016 to the end of the last festival May 2, 2016.

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the cost of regulating taxicab services within the Coachella Valley; and

WHEREAS, the staff of SunLine Regulatory Administration presents a budget for Fiscal Year 2016; which has been approved by the board; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are reasonable fees imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of Sunline Services Group

Section 1. That the following fee shall be charged for pick-up at the Coachella and Stage Coach Festivals.

The following fees are effective April 15, 2016 to the end of the last festival May 2, 2016.

Special Music Festival Venue Fee **\$ 20.00**

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 23rd day of March, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Services Group

Kristy Franklin
CHAIRMAN OF THE BOARD
SunLine Services Group