



Wednesday, June 26, 2013

12:00 Noon

(Lunch Provided for Board Members)

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

**Board Member Greg Pettis will be participating
via phone conference
Mayflower Hotel
1127 Connecticut Ave NW,
Washington, District of Columbia 20036**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Robert Spiegel
2. **Flag Salute**
3. **Roll Call**

4. Presentations

a) Roger Snoble

5. Finalization of Agenda**6. Correspondence**

None.

7. Public Comments

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

Receive Comments**NON AGENDA ITEMS**

Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

8. Board Member Comments

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

Receive Comments

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

9. Approval of Minutes**Approval**

- a) Minutes of the May 22, 2013 Board of Directors Meeting (Pages 1-20)
- b) Minutes of the May 31, 2013 Special Board of Directors Meeting (Pages 21-25)

**10. Overview of the FY 2014 Budget
(Roger Snoble)**

Overview of the budget for fiscal year 2014.

11. Public Hearing on the Budget**Accept Public Comments**

Members of the public are encouraged to address the Board on issues concerning the budget. Each presentation is limited to 3 minutes.

- a) Open the public hearing
- b) Accept public comment
- c) Close the public hearing

- 12. Approval of FY 2014 Operating & Capital Budget** **Approve**
(Roger Snoble)
Request to the Board to approve operating and capital budget for fiscal year 2014. (Page 26) ([Draft budget is separate attachment.](#))
- 13. Approval of Short Range Transit Plan (S RTP) for FY 2014-2016** **Approve**
(Joseph Forgiarini)
Request to the Board to approve the final Short Range Transit Plan for FY 2014-2016 (Pages 27-29) ([Final S RTP is separate attachment.](#))
- 14. Election of Officers (Chairman Spiegel)** **Approve**
Board to elect officers for FY 2014.
- 15. Appointment of Committees (Chairman Spiegel)** **Approve**
Board to approve committee assignments.
- 16. Resolutions to Obtain Grant Funding** **Approve**
(Joseph Forgiarini)
Request to the Board to approve the attached Resolution. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task. (Pages 30-33)
- a) 5304 Funds, Federal Transit Administration
 - b) 5307 Funds, Federal Transit Administration
 - c) 5308 Funds, Federal Transit Administration
 - d) 5309 Funds, Federal Transit Administration
 - e) 5310 Funds, Federal Transit Administration
 - f) 5311 Funds, Federal Transit Administration
 - g) 5316 Funds, Federal Transit Administration
 - h) 5317 Funds, Federal Transit Administration
 - i) CMAQ Funds
- 17. Resolution Authorizing Access to FTA's Transportation Electronic Award and Management System [TEAM]** **Approve**
(Joseph Forgiarini)
Request to the Board to approve the attached Resolution enabling Agency staff access to FTA's TEAM system to complete legal, planning, financial and reporting activities. (Pages 34-36)
- 18. Approval of the Riverside Commuter Route Extension Agreement** **Approve**
(Joseph Forgiarini)
Request to the Board to approve extension of the Riverside Commuter Route Agreement with Riverside Transit Authority. (Pages 37-42)

- 19. Approval of the California Transit Mutual Assistant Compact Agreement (Donald Bradburn)** **Approve**
Request to the Board to grant authorization the General Manager to enter into a reciprocal agreement for mutual support known as the California Transit Mutual Assistance Compact (TransMAC) and designate the General Manager as the "Authorized Official" for TransMAC. (Pages 43-59)
- 20. Resolution Updating Signatories on Bank Accounts (Roger Snoble)** **Approve**
Request to the Board to approve the attached Resolution updating bank signature cards to reflect removal of General Manager and Human Resources Director, and addition of Interim General Manager and Interim Director of Finance. (Pages 60-62)
- 21. Agreement with Ballard Power Systems (Tommy Edwards)** **Approve**
Request to the Board to grant authority to the General Manager to execute agreement with Ballard for warranty extension for the fuel cell modules for the American fuel cell bus and the AT fuel cell bus. (Page 63)
- 22. Approval of Executive Committee and Finance Committee Bylaws (Jeff Goldfarb)** **Approve**
Request to the Board to approve the attached proposed Resolution and bylaws for the Executive Committee and the Finance Committee. (Pages 64-72)
- 23. Adopt Resolution to Participate in the Employment Risk Management Authority (ERMA) (Donald Bradburn)** **Approve**
Request to the Board to adopt Resolution to participate in the Employment Risk Management Authority and authorize General Manager to take necessary steps for implementation. (Pages 73-76)
- 24. Amendment Three of the Bargaining Union Pension Plans (Donald Bradburn)** **Approve**
Request to the Board to adopt Resolution approving Third Amendment to the Restated Retirement Income Plan for Bargaining Unit and grant authorization to the General Manager to sign amendment. (Pages 77-83)
- 25. Amendments Four of the Bargaining and Amendment Five of the Non-Bargaining Pension Plans (Donald Bradburn)** **Approve**
Request to the Board to approve Fourth Amendment to Restated Retirement Income Plan for Bargaining Unit plan, and Fifth Amendment to the Restated Retirement Income Plan for Non-Bargaining Unit. (Pages 84-89)

26. Public Comments on the Title VI Update**Approve**

Request to the Board to open a 30-day public comment period (concluding July 26, 2013, including public meetings) for the SunLine Transit Agency Federal Transit Administration (FTA) Title VI Update. (Pages 90-91)

Members of the public are encouraged to address the Board on issues concerning the Title VI Update. Each presentation is limited to 3 minutes. ([Title VI Update attached as separate attachment](#))

- d) Open the public comment
- e) Accept public comment

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

27. Consent Calendar**Receive and File**

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

- a) Checks over \$1,000 for March, April, May, 2013 (Pages 92-100)
- b) Credit card statement for April, May, 2013 (Pages 101-106)
- c) Monthly Budget Reports for February, March, April 2013 (Pages 107-109)
- d) Ridership Report for May, 2013 (Pages 110-111)
- e) SunDial Operational Notes for May, 2013 (Page 112)

28. Financial Audit of SunLine Transit Agency for Fiscal Year 2011/12 (Naomi Nightingale)**Receive & File**

Request to the Board of Directors to Receive & File the Financial Audit and the Single Audit for fiscal year 2011/12. (Page 113)

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

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

29. Request from College of the Desert for Donation of Bus Passes for Students (Joe Forgiarini)**Discussion**

Request by Board member Glenn Miller to discuss request by College of the Desert for a donation of bus passes for students. (Pages 114-116)

30. New Bus Service Request for North Indio and Desert Edge/Sky Valley (Joe Forgiarini) Discussion

Discuss requests of bus service from residents of North Indio and Desert Edge/Sky Valley. (Pages 117-118)

31. Procedures of Communication Between Staff and Board Members (Chairman Spiegel) Discussion

Discussion at the request of Board Member Hutcheson related to procedures of communication of Board members and staff to requests of documents as well as questions.

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

32. Bus Stop Improvement Program (Joe Forgiarini) Information

Board Member Glenn Miller requested an update be provided to the Board on the bus stop improvement program. (Page 119)

33. Closed Session

a) Closed Session - Gov. code sec. 54956.9 - CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Significant expose to litigation pursuant to subdivision (b)(1) 4 potential cases.

b) CONFERENCE WITH LEGAL COUNSEL Subd. (a) of Government Code Section 54956.9 *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)

34. General Manager's Report

35. Next Meeting Date

July 31, 2013
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

36. Adjourn

MINUTES
SunLine Transit Agency
Board of Directors Meeting
May 22, 2013

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, May 22, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

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

2. Flag Salute

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

Chairman Spiegel stated that a friend of his is in attendance today that was on the Palm Desert City Council – Jim Ferguson.

3. Roll Call

Completed.

Members Present

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

Members Absent

Yvonne Parks, Vice Chairman, Mayor, City of Desert Hot Springs

Guests:

Scott Russo, Legal Counsel American Cab
Joseph Larsen, Rutan & Tucker
Harry Incs, American Cab
Bill Meyer, Yellow Cab
Michal Brock, Yellow Cab
Barrett Newkirk, The Desert Sun
Joe Pradetto, County of Riverside
Phyllis Tunis, Public
Becky Broughton, Public
Karlie Gonzalez, Public
H. Dowell Tunis, Public

Mirna Flores, Public
Marion Champion, Public
Mary Jane Sanchez, College of the Desert
Mabu Hossain Desert City Cab
Marc Triplett, Desert City Cab
Sheila Gill, Public
Lisa Rosales, Public
Brenda Walker, Public

Staff:

C. Mikel Oglesby, General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board
Naomi Nightingale, Chief of Staff
Polo Del Toro, Director of Operations
Joe Forgiarini, Director of Transit Planning
Mike Morrow, Director of Maintenance
Don Bradburn, Director of Human Resources
Tommy Edwards, Contracting Officer Technical Representative
Rudy LeFlore, Procurement Consultant
Mannie Thomas, Manager of Operations and Safety Training
Manny Garcia, Senior Supervisor, Operations
Armando Ozuna, Supervisor/Dispatcher
Rick Barone, Procurement Officer
Michael Jones, Manager Taxicab Administration
Stephanie Buriel, Senior Administrative Assistant
David Robin, Assistant Taxi Cab Administrator II
Jeff Bergen, Payroll Accountant
Anita Petke, Transit Planning Assistant
Ivanna Samokish, Safety and Security Coordinator
Joe Gomez, Security Technician
Karen Thomas, Senior Administrative Assistant
Francine DePalo, Administrative Assistant
Norma Stevens, Community Outreach Specialist
Karen Thomas, Senior Administrative Assistant
David Manriquez, Facility Maintenance Assistant
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Karen Thomas, Senior Administrative Assistant
Amy Heilman, Coin Counter

4. **Presentations**

None.

5. **Finalization of Agenda**

No changes were made.

6. Correspondence

None.

7. Public Comments**NON AGENDA ITEMS:**

Phyllis from Sun City, Shadow Hills, stated the following: "Good afternoon members of the SunLine Board. My name is Phyllis Tunes and I live in Indio. When my husband and I moved to Sun City, Shadow Hills in 2004, it seemed all of our neighbors and my husband and I were either involved in golf, tennis, exercise, or joining the various clubs available. We didn't spend much time running to doctors. We spent our time playing and enjoying our retirement. My husband immediately got involved in Indio politics and served on the Planning Commission and then the Water Commission. However, nine years makes a huge difference in a person's health. He just recently stopped driving and we are now a one car family. Coming from New York, I figured he could use public transportation. What a surprise to find out that there is no public transportation available to us, the residents north of 1-10 and Jefferson. I thought how could this be? How can such a large community be so isolated? Thus began my research and I soon discovered this to be true. I discovered the closest bus stop to be at Washington and Harris, or Jackson near Winter Market. Each of the stops is miles from our community. Sun City Shadow Hills is an over 55 community and presently we have well over 3000 homes with 5400 residents. At build out, there will be 3424 homes and 6000 residents – a pretty good tax revenue for the City and Riverside County. We need to accommodate the residents so they can continue to be independent and remain in their homes in the community as long as possible. One way to do so is by bringing in SunDial paratransit bus service designed to meet the requirements of Americans with Disabilities. However, in order to get SunDial into Shadow Hills, we have to be at least $\frac{3}{4}$ of a mile of a SunLine bus stop, which we are not. As a first step, I appeal to this Board to add another stop to an existing line so we are within the $\frac{3}{4}$ mile boundary. Better yet, I would like to see a regular bus stop at Jefferson and 40th so it would accommodate Sun City Shadow Hills as well as the students at Shadow Hills High School. Thank you."

AGENDA ITEMS:

None.

8. Board Member Comments

Councilmember Glenn Millier stated: "At the last meeting we talked about getting the C.O.D. discount to be discussed at this meeting. I didn't see it on the agenda after it went out. I would like to get this discussed before the next semester of school classes– September, not summer. Hopefully we can have something in place to get the discount to the C.O.D. students or at least be working toward that goal. The Alumni Association has spent over \$267,000 on bus passes since the installation of that program. I think we need to get those buses filled up with as many students as we can to save them money to get into the schools and to their interim jobs. That is one thing I would like to see on the next agenda if I could. Last, I would like to get an update on our bus shelters. It is summertime. I would like to know where we stand and where the next round of bus shelters are located. I think that is something we

consistently need to be doing. A lot of bus shelters in Indio and as I travel through Palm Springs and other areas, have a bench which is made of steel and a sign there. I think it is incumbent upon us to work year round, not just when we get a grant, year round to make sure that we are putting bus shelters in at least one by one, or four or five throughout the cities until we get these things covered up for the convenience of the people in need. I would like to get a status on the rest of those bus shelters and I want to understand why we can't, as the money comes forward, move forward with one or two at a time." Chairman Spiegel asked the Clerk of the Board to put both items on the June agenda.

Councilmember Hobart stated: "I would like to ask at the next Board meeting that we have on the agenda, the review of the Travel and Expense Reimbursement Policy. I have a copy of it. I don't know what year it was approved. I don't know if it is even a current, applicable policy, but it contains what is required to obtain reimbursement for various expenses, including travel. It is a bit ambiguous in that this one paragraph makes it sound like the Board has automatically approved all. I will read the paragraph: 'Policy – The SunLine Board of Directors will approve all travel and conference expenses for SunLine employees and Board members in advance via the annual budget process.' I have heard it said that when we approve the budget, some take that to mean we have approved the actual undertaking of whatever may be budgeted without having any idea of what it is just because we have approved the budget. I think we should have it clear that we are not doing that and any ambiguity in this sentence that was just read – that we are approving everything – expenses – I think it only meant transportation expenses and I wouldn't have a problem with that. It says all travel and conference expenses for SunLine employees and Board members in advance via the annual budget process. I think that should be significantly not applied so that we are not giving advance approval to things we don't even know about. So I would ask that it be on the agenda and if anybody wants more clarification from me as to what it is I am looking for..." Chairman Spiegel stated: "The budget is on the agenda in June. Looking at it very quickly, it announces each event, where they are going and why, and the dollar amount. So you will have a chance to take a look at it." Councilmember Hobart stated: "And I will do that, but it says all expenses. How about the other expenses beyond hotel and travel? I don't think it is intended to include that. But it is a very ambiguous statement." Chairman Spiegel stated that he will put it on the agenda." Councilmember Pettis stated the following: "If the Board member could also suggest some language in advance of what he may be looking at so we just don't have another discussion about this so that would come back up on future agendas. If we wanted to change the Policy, we could do it at the same time because there will be language that we could work with." Chairman Spiegel stated okay. Councilmember Hobart stated: "I will work with Mr. Goldfarb on that."

9. Consent Calendar

Board member Hanson stated the following: "I would like to pull a couple of items – items b), *the Checks Over \$1000 report for March*, c), *Credit Card Statement for April* and d) *Monthly budget reports for February, March, April 2013 to be provided at the next Board meeting.*" Chairman Spiegel asked if there was a motion to approve the remainder of the items – a) *Minutes of the April 24, 2013 Board of Directors meeting*, e) *Contracts Report for April, 2013*, f) *Ridership Report For April 2013*, g) *SunDial*

Operational Notes for April, 2013. Councilmember Hutcherson moved for approval of the consent calendar items a), e), f), g). The motion was seconded by Councilmember Pettis. The motion was approved with a unanimous vote with the exception of an abstention by Board member Adolph.

Chairman Spiegel further stated: "We will go back to the items that have been pulled. First, the checks over \$1000 for March, 2013 on pages 8 and 9." Councilmember Hanson stated the following: "As a member of the Finance Committee, I raised a number of issues this morning in that Committee meeting. What I think I learned this morning, and I can obviously be corrected; what I think I learned is that in affect, what we are doing is simply opining on all of these expenses that have been paid rather than approving these expenses to be paid. I objected to that this morning and I will object to it at the full Board. I believe it is the fiduciary responsibility and obligation of this Board to approve the expenditures. While the expenditures may have been approved in the budget, as a budgetary item, the actual expenditure of the money needs to be approved by a Board. I sited a number of examples I think that again, if the policy as it relates to paying these funds without Board approval, then I think we should readdress the policy so that the Board has approval before the checks are actually issued. If you pay close attention – what the Board is being asked to do today is to approve checks that were issued in March and we are now in the middle of May. I can understand that there has been some problems in the Finance Dept. – replacement of employees and so forth that might cause some delay and problems, but obviously those kinds of issues need to be corrected and so therefore, because these funds have already been expended, I will not be voting to approve it today myself. This is as it relates to item b. And that would also apply to credit card statements for April whereby in my opinion, there was insufficient explanation as to why those expenditures would be made. Furthermore, we are being asked to approve as a consent item, monthly budget reports for February, March and April which will not be provided until the next meeting." Councilmember Pettis stated: "Doug, how would you – my Council does a Receive and File. We don't do a check register that we Receive and File, but in essence, we do. Those checks have already been expended, so we are receiving and filing them. So it is no different than this. How would you envision this and maybe you could tell us what Indian Wells does that would be different. We have already contracted for these items and we have approved the contract." Councilmember Hanson stated: "Not necessarily. You don't know that you have approved the contract." Councilmember Pettis stated: "I am new the Board. I guess I am just looking through this list and I can understand where there may be some things that come up that are not necessarily on this particular month's list that could raise questions. But if contracts have been issued over the course of 18 months for things, how would we look at doing approval?" Councilmember Hanson stated: "First of all, you as a Board member would need to know that. Secondly, you would need to know the total cost of the contract and you would need to know how much of that contract had been expended and what is the remainder amount in that contract so that you can track what the total expenditures are on an ongoing basis. In our City, no checks are issued over a certain amount without approval of the City Council. At every City Council meeting, we meet twice a month, we approve the issuance of those checks. Because you are asked as a Board member or Councilmember, to approve the expenditures of this Agency. That is not the case here." Councilmember Pettis

stated: "I am not stating that one is better than the other." Councilmember Hanson stated: "Well simply because it was in the budget that does not give staff the authority to spend money. They have to come back to you and ask you to expend the money – in my opinion." Councilmember Pettis stated: "I agree with that as it relates to a budgetary item, but once a contract has been made then that may be a different..." Councilmember Hanson further stated: "Absolutely – if it is a contract item, I think you and I are in agreement as it relates to a contract item. But we need to know that. We sited an example... Kimco Staffing Services. There are three payments totaling \$15,676.00. The question I asked this morning was is that in the budget. If so, where is it in the budget? Where can I then go back in the budget, and take a look? It very well may be in the budget. I just couldn't find it. I need to know that. I need to track what is in the budget. It is our responsibility. Staff is going to investigate and report back."

Mayor Garcia stated the following: "In regards to the Kimco question in terms of how that is outlined in the budget, I think it is important that you share the entire conversation." Councilmember Hanson stated: "What they said was, I believe, and you can correct me if I am wrong, is that they are expending funds that were allocated for personnel for the open positions. My position was that if you allocated funds for a particular position, it has to be spent on that position. It cannot be spent on any other services that you are getting – for temp. services. If you approved a budget for a person for \$100,000, you can't just reach out and spend that money for other temporary services." Chairman Spiegel stated the following: "But remember this – people are going to leave an organization and they don't have anybody to do the job. They can go out and get somebody and bring them in to do the job. They should wait until we approve it?" Councilmember Hanson stated: "The Board needs to approve that within some limits. You may give the General Manager some discretionary limits for spending, but he needs to come back to the Board and say 'I want to spend \$50,000 for these services' – whatever they are, rather than just arbitrarily spend the money and then come back to the Board later saying 'this is what I spent'."

Councilmember Hobart stated the following: "With respect to the Kimco entry, is that for one month of salaries, or more than one month?" Mr. Oglesby stated: "One month. I believe that is one month." Councilmember Hobart then asked: "What department?" Mr. Oglesby further stated: "Multiple positions one month – that line item for Kimco could be more than one person." Councilmember Hobart asked what Departments are receiving that money." Director of Human Resources, Don Bradburn, stated the following: "Right now, currently the only place that we have temps is in Finance." Councilmember Hobart stated: "And is that temps because of the termination of three people from Finance recently?" Mr. Bradburn stated: "They are filling vacancies created; yes." Councilmember Hobart further stated: "In respect to the overall thing that we are looking at, the 'Checks Over \$1000' report for the month of March – this is coming to us a month late, is that right?" Mr. Oglesby stated: "That is correct." Councilmember Hobart stated: "That means we should also be looking at the April checks, which I don't see attached. Why aren't they attached?" We are supposed to be approving today, the April Checks Over \$1000, but we don't have that schedule. What is the reason for that?" Don Bradburn, Director of Human Resources, stated: "We are still working with all of the turnover and staffing – trying to get caught up on

the reports from prior months when the turnover occurred. We are also making sure that the payables are done properly." Councilmember Hobart asked: "What does that mean – properly?" Mr. Bradburn stated: "They are going through anything that has been completed and is just re-verifying and checking. We have new people doing it, so it takes a bit longer as they learn the process. That is the main thing." Councilmember Hobart stated: "Let me just say that we would like to be getting them promptly when due." Mr. Oglesby stated: "And just to add to that. I like to have them promptly also. Unfortunately, given the recent scenario, we are doing the best we can with what we have." Councilmember Hobart stated: "The other thing is regarding the LeFlore Group, there is a payment of \$15,985. I am assuming the \$985 was expenses – or does any part of that go on to the contract in general? Does anybody in this room know the answer to that question?" Rudy LeFlore stated: "Those hours are multiples of the hourly rate and there is some expenses, I believe, for maybe one night hotel for an authorized stay over." Councilmember Hobart further stated: "So other than one night of expenses of the stay over, the rest of it is called for by the contract?" Mr. LeFlore stated: "Yes; those are hourly rates billed for the contract." Councilmember Hobart stated: "My question is – I have never seen this contract and I would like to see it. I have an understanding, correct me if I am wrong, that this is a three year contract and calls for a maximum of \$150,000 per year - \$450,000 maximum for three years. I would like to know how much has been paid on that \$150,000 because we are nearing the end of the fiscal year and I should ask you, or maybe I should be asking Mr. Oglesby. Is the contract on a fiscal year or an annual year basis?" Mr. Oglesby stated: "Well actually the contract on a whole, I don't have it in front of me, but I will get you a copy... I didn't know you were going to ask me the question. I can give you the specifics of what you are asking for. The total amount of the contract was for \$450,000. It is mentioned in there that the budgeted amount would be \$150,000 a year. I take that as a budgeted amount – the total amount of the contract is three years; budgeted means that it could fluctuate lower or higher, but the end result of the contract of \$450,000 would not be exceeded." Councilmember Hobart further asked: "What is the precise language of the \$150,000 per year limitation?" Mr. Oglesby stated: "I just remember that it says budgeted, but I will get you that information." Councilmember Hobart stated: "I am not going to support a \$15,000 expenditure, almost \$16,000 expenditure when I think there is reason to believe that it exceeds the \$150,000 per year that I believe is in that contract, but I have not seen the contract and I doubt if anybody on the Board has seen it."

Councilmember Hanson stated: "Excuse me sir, I have just requested and received a copy of this contract yesterday. I just wanted you to know that I am a Board member that has read the contract for the first time last night." Councilmember Hobart stated the following: "Do you have that contract with you by any chance? I would like to see what the language is with respect to the \$150,000. If it is an absolute limit, and we are at \$150,000, than I don't see how we can approve it without amending the contract or going into a discussion as to why we are going in excess of what the contract calls for." Councilmember Hanson stated: "I'm sure that the Clerk of the Board has a copy of that contract and can produce it now. I would rather that the Clerk of the Board produce the actual contract rather than I because I may be missing something and I wouldn't want that to happen."

Chairman Spiegel stated: "Can we move the meeting along now? We have the item on the consent calendar, b, c, and d. Is there a motion?"

Councilmember Hobart further stated: "Wait a second. How do we get past where we are at the moment? Are you telling me that I am out of order in requesting to find out if we are over budget or not." Mr. Oglesby stated: "Can I make a suggestion on that? That I gather all of the information, because I have noticed that the LeFlore Group has come up a lot lately, I gather all the information and do a full presentation to the Board on that." Councilmember Hobart stated: "That won't do anything for me. I just want to know what the contract says with respect to whether or not there is an annual limitation of the \$150,000. That is my only question." Councilmember Pettis stated: "I think we probably can get that at some point during the meeting, but this particular moment, the check has been cut." Councilmember Hobart stated: "I am not going to vote to approve it. I don't get a chance to vote for it in advance."

Councilmember Pettis stated: "And I appreciate that, and let me make my motion and you can vote no or yes. As it relates to item b), I make a motion for the Board to receive and file item b) and request that in this next fiscal year, that the Finance Dept. develop some kind of a matrix so that we can see as contracts are being paid down, that we see a report on a quarterly basis, where we are on those contracts. The motion was seconded by Councilmember Hutcheson a unanimous vote with the abstention by Councilmember Hobart because of the lack of information and Councilmember Hanson who voted no.

Councilmember Pettis moved to receive and file item c), the credit card statement report, and pull item d), monthly budget reports for February, March and April 2013, which stated would be provided at the next Board meeting. The motion was seconded by Councilmember Hutcheson and approved by a unanimous vote.

10. Change Order for LEED Verifications to IBI

Chairman Spiegel stated that the item before the Board is to approve the issuance of a change order to the IBI contract to hire independent LEED evaluator for the administration building." Mayor Garcia stated: "The Finance Committee reviewed this item and recommends approval." Mayor Garcia moved for approval. Mayor Adolph seconded the motion. Councilmember Hutcheson stated the following: "I am going to vote against this. I think it is a great thing to build sustainable buildings. I don't personally support the notion of hiring an expert to put a little green stamp on it saying it is certified. I think it is a nice thing to put on the wall, but I don't think it is worth the \$25,000. I will be opposed for that reason." Councilmember Hobart stated: "Is there any requirement for that - The LEED verification?" Councilmember Pettis stated: "It has been in all of our public outreach – probably not a legal thing, but an ethical." Mr. Oglesby stated: "Perhaps I should read the report. This is a change order to the original contract that amends the contract to get the building to LEED certified. Funds are already included in the project budget, therefore, to move forward with the LEED certification, it would not cost us any additional money. At the time that the original contract was taking place, this wasn't in there because we didn't know whether we could look at it as being LEED certified or not. There was a place holder for money just in case. Now that we have the okay, we are simply coming back to the Board to

move forward as LEED certified. And as being the leaders in alternate fuel technology and clean renewable fuel, it makes sense to have a clean building."

Councilmember Hanson stated: "I think this certainly goes to the point that I was trying to make this morning in the Finance Committee meeting. In my opinion, we should have had it in advance of this meeting so each of us can review it. It also goes to the issue that Mr. Pettis and I discussed earlier - what was the original amount - this is a change order - what was the original amount of the contract? How much money has been spent on that contract today and why is there a request for a change order? When you read this, other than you want LEED certification and as Mr. Hutcheson said, a stamp of approval for \$25,000, further and more detailed explanations should be given to the Board so that we can approve or not approve these items and do so with knowledge that we do not currently have."

Councilmember Miller stated: "And what we discussed, and I think this clarifies this, the more detail that we can have - and that is why the fiscal impact that we have - if we can go by what grant this is coming off of, how much money is spent, how much money is left and then take this \$25,000 off, we will know what kind of impact there is and if it has any other impact, and what due diligence we might do and any contracts we have to do to see exactly where the money is coming from. Obviously the other contract would have helped us to say what Mr. Oglesby has just told us, that this is a continuation from the last contract. But without any back up to substantiate it or at least the Board minutes or staff report saying what it was, we would not have known unless you told us. I think there needs to be financial impact - what account it comes from, what grant it comes from and how much money is left so that we can make an educated decision."

Chairman Spiegel stated the following: "I think that staff has got the message. We have a motion by Mayor Garcia and a second by Mayor Adolph. Vote of record: No vote: Councilmember Dana Hobart, Councilmember Doug Hanson and Councilmember Rick Hutcheson; Yes vote: Mayor Eduardo Garcia, Mayor Don Adolph, Chairman Robert Spiegel, Supervisor John Benoit, Councilmember Greg Pettis, Councilmember Glenn Miller. I was not unanimous, but it did pass."

11. Modification to Ballard Contract for Support of the Fuel Cell Bus

Tommy Edwards, Contracting Officer Technical Representative, addressed the Board stating the following: "As a background, we put our AT bus, fuel cell bus, out in service about three and a half years ago. The company that did the integration and the technology on the hybrid drive system, ISE Corporation, filed for bankruptcy and ultimately went out of business. SunLine has obtained funding through a competitive grant that was earmarked several years to go for hydrogen projects and that earmark grant is what we found for this, along with some local matching funds. That would get us a service contract and take us out for three more years on the drive system and the fuel storage system."

Councilmember Pettis asked the following: "Can you tell us how much are grant funds and how much are Agency funds?" Mr. Edwards stated: "Approximately \$115,000 is

federal funds, and the rest is local funds that were set aside for that grant." Councilmember Hutcheson stated: "So it is a ten year useful life and this contract is for three years. Do we have the ability to extend it for additional years if we are satisfied with the service?" Ms. Edwards answered, "Yes."

Councilmember Hanson stated: "We need further explanation for the Board. This issue came before the Finance Committee this morning. What we discovered this morning in the Finance Committee is that these funds came to the Agency by a grant. My question this morning was that it did not appear in the budgeting cycle for last year. I was informed this morning that it was not in the budget cycle because we have grant funds that are outside the budgeting process. Correct me if I am wrong, because I am only giving you my understanding based on what I heard this morning. The concern that I have is that there are funds in this Agency that, and I am treading on thin ice – I don't want to misrepresent anything – there are funds in this Agency that are being spent that were not accounted for in the budgeting process. You can step in here at any time. In fact there is more money in this particular grant – I heard you say this morning, that you didn't have use for, but it was there?" Mr. Edwards stated: "No; this grant was earmarked for hydrogen projects. It was multiple years and we used it. The FTA awarded that grant to us to extend our hydrogen projects and help move them along. This other company had to go through the process of going through bankruptcy and selling the technology and so on. So it took us a while to put it together." Councilmember Hanson further stated: "I'm with you; you explained that this morning. Let me ask this question. Are there any funds remaining in that particular grant that could be used for hydrogen fuel cell projects of any kind?" Mr. Edwards stated: "No, that closes out that grant. FTA has asked us to do that before the end of May." Councilmember Hanson stated: "That was a misunderstanding I had this morning based on what I heard you say. I am glad you clarified that for me. Ballard – this is a sole source project because Ballard is the only company that has the only capability of providing this service to you, correct?" Mr. Edwards stated: "Correct - for that particular bus."

Councilmember Hutcheson moved for approval. The motion was seconded by Mayor Garcia and approved by a unanimous vote.

12. Resolution Updating Signatories on Bank Accounts

Mr. Oglesby addressed the Board stating: "Staff recommends that the Board approve the attached Resolution updating signatories on the bank accounts as follows: remove the Finance Director and add Chief of Staff, Naomi Nightingale."

Chairman Spiegel asked for a motion. Mayor Garcia moved for approval. Councilmember Hanson stated: "Hold on – time out guys. Here's what is happening with approval of this. Nothing against the parties involved. You got a situation here where you are giving the General Manager and his Chief of Staff authority to sign checks for the this organization. There is no checks and balances in this process. I don't think any auditor would ever approve allowing two people from the same department, authority to sign checks for any agency. There has to be someone in Finance, someone in this organization outside of the executive department of the organization that has purview and ability to review all of the expenditures and sign the

checks. You just wouldn't let two people in the same department sign all the checks." Mr. Oglesby stated: "Actually, prior to recently adding on the Director of Finance, because we didn't have one, the people signing were the Director of Operations, myself and Naomi Nightingale. Those were the three, and if we had anybody that was sitting in or temping in, they would review for checks and balances and it would go through the whole financial cycle. We would get the actual documents from Finance, so there is a check and balance there. We would then sign off on them. We hired a Director of Finance and we changed it and took Naomi off. Now with the Director of Finance gone, we are simply putting it back to the way it was. It is not a situation where there are two people sitting in a room concocting anything. The Finance Departments puts the information together and it is sent over to us. The Board has known in the past that I have stepped in to the best of my ability to oversee and manage that department until we could somebody. That is simply the status of what took place and why it is where it is."

Councilmember Hanson stated: "Mr. Oglesby - that is why I asked for a copy of this earlier. The reason I did, is because I wanted to see who replaced Ms. Walker in the signing authority. I mean Ms. Walker replaced the Chief of Staff in the process. Had I been on the Board at the time, and as I will do today, I will vote no because I think it is absolutely inappropriate for the General Manager and the Chief of Staff to have check signing authority for this Agency and it has nothing to do with the people involved - Ms. Nightingale. Please understand that." Ms. Nightingale stated that she takes no offense. Councilmember Hanson further stated: "As an example - the H.R. Director, Don Bradburn, who is filling in on Finance today and is an employee of this organization, would be a much more appropriate individual to have check signing authority, along with the General Manager, than the General Manager and the Chief of Staff. The appearance - the simple appearance that something might go wrong in the process - not that the individual would ever do anything wrong, we should demand that we have a segregation of expenditure authority or actual expenditure."

Councilmember Hobart stated: "I would like to refresh Mr. Oglesby's memory - when Ms. Walker was hired by you to be the Finance Director, the Finance Director had already, prior to her being hired, had already been designed as a signatory on the authority. She didn't have to change anything to get that authority and this is not resorting back to what it was because if we were resorting back to what it was, the Director of Finance would be on it. I think it is important that we know exactly what we are saying. What I would do, is I would move to amend the recommendation to change the Chief of Staff as the authorized signatory, to the H.R. Director who is in Finance now. There should be somebody in the Finance Dept. that is signing checks. They are the ones that know this stuff. I think we need somebody to sign the checks and I would simply say change it over from the Chief of Staff to the H.R. Director."

Chairman Spiegel stated: "We have a motion and a second on the floor. Are those that made the motion okay with this change?" Mayor Garcia stated the following: "I am not." Councilmember Hanson stated: "You could offer a substitute motion." Councilmember Hobart stated: "No, I can move to amend it. Amending the recommendation - amended what we pass to be the same as what the Resolution calls for, except strike Chief of Staff and enter, by amendment, H.R. Director."

Mayor Garcia stated: "I understand that the Director of Operations is in the process as well. I feel comfortable that there is a check and balance there. I think we send a wrong message with this conversation that is taking place, when we are not allowing the General Manager of this Agency to have the ability to check off on the expenses for this Agency. For those reasons, I make a motion as this has been presented, that both the General Manager, the Chief of Staff and the Director of Operations be allowed to be on these accounts to make these checks available to vendors and all of the other expenses that this Agency has."

Councilmember Hanson made a substitute motion: "My substitute motion is exactly as Board member Hobart stated – We remove the Chief of Staff as a signor and replace the H.R. Director as a signor in executing checks for the Agency." Councilmember Hobart seconded the motion. The vote is as follows: No vote: Chairman Robert Spiegel, Councilmember Rick Hutcheson, Mayor Don Adolph, Mayor Eduardo Garcia; Vote of yes: Councilmember Dana Hobart, Councilmember Doug Hanson, Councilmember Glenn Miller, Councilmember Greg Pettis, Supervisor John Benoit. The motion passes.

13. Approval of Contract with CMG

Mr. Oglesby addressed the Board stating: "Staff recommends that the Board delegate authority to the General Manager to negotiate and execute a contract with CMG for accounting related services for an amount not to exceed \$30,000, subject to approval to form by Legal Counsel. Over the past two years SunLine has needed external support in the Finance area. CMG came highly recommended by Kimberly Gayle from the California State Department of Transportation. In addition, we have used her in the past to handle and help with our federal grant tracking and reporting, which hopefully we will be bringing to the next Board meeting. CMG is working with the auditors right now to clear up some questions that they had. CMG is familiar with SunLine's accounting system and grant reporting requirements. Staff is submitting this contract for approval because it exceeds the General Manager's authority. This was discussed in the Finance Committee."

Councilmember Hanson stated: "Again, this came up this morning at the Finance Committee meeting. I do not have an issue of granting the \$30,000 for CMG, my question remained, and we need to know this, how long a period is the contract for? And what is the per hour rate that we will be receiving for the employee doing work? You didn't quite there go with your motion - but could you make it part of your motion?"

Councilmember Hobart stated: "Let's have a discussion first. I think it does a great injustice to the Board to be asked to execute a contract if the contract is not attached. I will never vote for a contract again at any organization when I don't have a chance, at least, to look at the contract. We apparently had a prior contract. We don't have a copy of that prior contract. We don't know the terms of the contract. It says the contract is not to exceed \$30,000. What does that mean? Per day, per week, per year, per month? Per what? And we are going to approve a \$30,000 contract when we haven't got the slightest idea what the \$30,000 buys us. That is not a way to do business. So what I would suggest we do, we continue this matter to the next meeting

and we approach it in a manner that allows us to vote with some element of understanding of what it is we are doing.”

Councilmember Hanson stated: “I think the issue with that action, Mr. Hobart, would be that this individual, and I think she is in the room... why don't you stand up? You are the person doing the finance accounting for the Agency – this is CJ Smith. She is going to be doing the work. She works for CMG. I agree what you said, and we talked about that this morning in the Finance Committee. We need to see contracts when we are giving Board approval. I think we have addressed that partially here and we don't know what the \$30,000 gets us.”

Councilmember Hobart stated: “Let's address it then. We apparently could use somebody there – CJ Smith. She worked there before. She had a contract before and left. I think you (CJ Smith) gave notice – I don't mean to suggest anything improper. She gave two week notice as I understand it. So what we could do pending this, why not just employ her on an hourly basis until we approve the contract. They have got her now and they can do whatever, and then the Board could approve the general contract. If somebody could tell us what the roughly hourly is, then she will be paid. It is not a matter of her being an employee.”

Councilmember Miller stated: “Just to clarify this, it would be very helpful if we had a contract in place. From our discussions at the Finance Committee meeting, she is charging us \$65 an hour – 461 hours and a little change. So that is what she would be utilizing for her services and that is what the contract would be for until the 461 are up – helping with the Finance Dept. I do agree that we need to have more backup. I understand that we need to move forward to make sure that we have the proper tools for the organization. I think we need to move forward with it. I would very much reconsider things that from now on, if we don't have a contract and backup of that simple information to make sure that we can make an educated decision and where financially it comes from so that we know that the \$30,000 is coming out of grant.”

Councilmember Miller made a motion to approve it and make sure that the Board has the backup. Mayor Garcia seconded the motion and stated the following: “Just to reiterate – I think it is extremely important that as the Finance Committee has the discussion, that when the item is presented, that members of the Finance Committee, as you just did Member Miller, explain exactly what took place so that there is a much more comprehensive understanding. The questions that were asked by Mr. Hobart were the same questions that were asked in the Committee meeting by Mr. Hanson. I think the reservations were similar, but understanding the circumstances and the responses provided, we recommended that we move forward with this. I think it is imperative that the committees, whether it be the Taxi Committee or the Finance Committee, step up and make that recommendation based on the conversation that took place and not stand on the side lines and let the conversation go in a different direction.” Chairman Spiegel stated: “I think that Staff has got the message.”

Councilmember Hobart stated: “Somebody just tell us – what is the \$30,000 for?” Mayor Garcia stated: “Not to exceed \$30,000 and what that amounts to is 461 hours.

The goal should be that we begin to set a timeframe on when that position is filled by a permanent person."

Motion by Councilmember Miller is to approve contract with CMG not to exceed 461 hours at \$65 per hour. Mayor Garcia seconded the motion and was approved by a unanimous vote.

14. Execution of Water District Easement

Mr. Oglesby addressed the Board stating the following: "Staff recommends that the Board authorize the General Manager to execute the grant of an easement with the Coachella Valley Water District for the Administrative Building and Transit Hub project, subject to review by SunLine Counsel. In short, this is required in order to run water to the proposed administrative building that we are attempting to build. The previous Resolution back in 2009 only covered the County, so this is required to run water to the new building." Supervisor Benoit moved for approval. The motion was seconded by Councilmember Hanson and was approved by a unanimous vote.

15. Litigation Committee Bylaws

Councilmember Dana Hobart stated the following: "I would move that we adopt the proposed Litigation bylaws as set forth on pages 25 through 27. At the last meeting, you might remember that before we got to this issue, an issue was raised that some of the PERMA personnel had some concerns about the document. I then met with Mr. Trost and Scott Ellerbrock for an hour and a half to two hours. We went through the document in detail. When it was all done, we both participated in the crafting of the language that deals with PERMA matters – cases that are being handled by PERMA. They are in complete accord with this document the way it stands. Unless there are questions, which I will be glad to try and answer, I would move for adoption of the Litigation Committee Bylaws."

Chairman Spiegel asked Legal Counsel, Jeff Goldfarb if he had reviewed the document. Mr. Goldfarb stated the following: "I have reviewed it, and generally don't have any significant concerns. I have one question on item #5. Item #5 relates to 'the Board of Directors shall meet in closed session at each regular meeting of the BOD where they shall be apprised of the status of the litigation and given the opportunity to fully express their views and opinions.' It is just so, for purposes of scheduling, is the intent that an item be put on the Closed Session for each particular item of litigation whenever there is a change in status? There could be weeks..." Councilmember Hobart stated: "If there is anything new at all."

Councilmember Hobart made a motion to adopt the Litigation Committee Bylaws as presented. The motion was seconded by Councilmember Hanson and approved by a unanimous vote.

16. Appoint a Nominating Committee for Board Officers

Chairman Spiegel stated the following: "I don't think this is necessary. We have never had a Nominating Committee before. We will come to our meeting in June and we will have nominations for the Chairman and we will have nominations for the Vice Chairman. They have to have been on the Board for a minimum of two years for the

Chairman and one year for the Vice Chairman. We will make the decision at the June meeting." Councilmember Pettis asked the following: "Since I am new, if staff could send me the bylaws, or whatever, that stipulates the length of term of a Board member before he can serve as an officer." Councilmember Hobart asked that it be sent to the entire Board."

17. **Legal Counsel's Proposal for Contract Modification**

Jeff Goldfarb addressed the Board stating the following: "This was brought to the Finance Committee meeting three months ago and then briefly discussed at a Board meeting - the meeting after that Finance Committee meeting. When we originally went into the fee agreement for General Counsel services, we entered into it with a sort of hybrid retainer agreement; the concept of the hybrid agreement was essentially that we would say some matters of routine, some matters of non-routine. For routine matters, there would be a flat fee payment per month regardless of how many hours were spent for non-routine work. Over the course of several months, we have realized that this is resulting in SunLine paying more for attorney services than necessary as there is more non-routine work than routine work and SunLine is nevertheless paying that flat fee. I got together with Rudy LeFlore, per the direction of the Finance Committee and we discussed this. What we came up with was a slightly different proposal. That proposal is to do this instead – the first 40 hours of all non-litigation work and non-bond counsel service work, which there is none, the first 40 hours of non-retainer work would be billed at a rate of \$220 per hour and only based on the actual hours used. The work that is performed after that 40 hours, non-litigation work performed, after that 40 hours, would be billed at \$229 an hour for associate time and \$265 an hour for partner time. I have done a short little analysis of this and based on what I have looked at, January – it would have been about \$500 more under the new system. February would have been \$4400 less and March would have been \$4300 less. I think that it would work out to a cost savings. The suggestion of the Finance Committee, and I want to make sure that the Finance Committee has my back on this, I think their suggestion was to try it out and if it turns out that we are not saving money, we will do something else." Councilmember Hobart stated: "And you have indicated that you have withheld invoices for a few months – four months? We appreciate that." Mr. Goldfarb further stated: "What I will do is rebill the new rate."

Councilmember Pettis asked the following question: "This has nothing to do with your (*Mr. Goldfarb's*) firm, but special counsel – and I am asking this because we had to make a change when we changed our city attorney a few years ago, we found that we had the same kind – associate would get paid one rate and partners get paid another – we found there was nobody watching the special counsel and we were getting billed partner rates across the board. Who looks at those bills to make sure we are being charged accordingly? Would that be part of your (*Mr. Goldfarb*) job, or would that go under a staff person? Does anybody look at that now? If not, can we look at that as we are hiring a new Director of Finance so that we can make some kind of determination for keeping an eye on it?"

Councilmember Hanson stated: "How many other law firms does this Agency retain for all of its legal work and who are they? Mr. General Manager." Mr. Oglesby stated: "Off the top of my head it is hard to say. For labor relations, we deal with Barbara Raileanu

from Woodruff, Spradlin and Smart and I think there is only one other that we don't really use that much for pension. I could get you the specifics." Councilmember Hanson further asked: "Labor relations – is that as it relates to Union issues?" Mr. Oglesby stated yes.

Councilmember Hobart stated: "I have a question on that; when we were going through negotiations with the maintenance and drivers, the guy that was here representing us in those negotiations was a guy from Cincinnati or somewhere." Mr. Oglesby stated: "His name is Tom Hock. He is a well-respected Union negotiator." Councilmember Hobart further stated: "You said Woodruff was doing it and I am saying that we had more than Woodruff." Mr. Oglesby stated: "The Union negotiations is Tom Hock. As far as dealing with Union related issues separately – arbitrations, all of that type of stuff, is handled by Woodruff, Spradlin and Smart. We actually have Mr. Hock on board as a Union negotiator." Councilmember Hobart asked: "Why would you be hiring somebody from Ohio to do negotiations here?" Mr. Oglesby answered: "He actually has done negotiations in Long Beach..." Councilmember Hobart asked: "I asked why would we hire him." Mr. Oglesby answered: "He is the number one Union negotiator in public transit. He was pretty inexpensive; we felt we would bring him on board." Councilmember Hobart stated: "Well, I saw him a little bit and I would not put him up in number one."

Councilmember Hobart further asked: "Hock – does he have a contract now?" Oglesby stated no. Councilmember Hobart asked: "Can we be assured that he won't have a contract without us approving in advance?" Oglesby answered yes.

Councilmember Hanson further stated: "Going back to my question. You only retain one additional law firm other than Mr. Goldfarb?" Oglesby stated: "I would like to go back and research to make sure I give you the proper answer in public. Off the top of my head I can think of one. But that does not mean I don't have some others that we use that I can't say right now." Councilmember Hanson further asked: "The point of the question goes back to what Mr. Pettis was saying. If Mr. Goldfarb is the Agency's attorney, the official attorney that reports to the Board, is he involved in any of those decisions to use Woodruff, Spradlin and Smart in any way? Does he manage the process? Does he get involved in any way?" Mr. Goldfarb stated: "I don't know that there has been a situation where we have had the need to hire outside counsel or consulting counsel since I have been here. I think Ms. Raileanu was retained prior to me getting here for those services. I don't think that the situation has arisen. One thing I do want to add if I can in terms of attorney services and that is that a significant portion of the litigation that SunLine is involved in is actually handled by counsel that is appointed by the insurance company. That is a big, big chunk of it. The litigation that we do is the unusual and substantially different litigation."

Ms. Nightingale stated: "Barbara Raileanu does the arbitrations when we have grievances that go beyond the second level. We have quite a few of those. We handle it in house on the first level and we handle it in house on the second level. If there is not satisfaction with the decisions that are made in house on those two levels, then it goes to arbitration. Barbara Raileanu sits in on arbitration on behalf of the Agency."

Councilmember Hanson further asked: "Is Ms. Raileanu an additional person to the Woodruff firm?" Ms. Nightingale stated: "She is part of it."

Councilmember Hobart asked: "Why did we spend \$5000 on the Woodruff firm? What did they do that we paid that money." Don Bradburn answered: "That would be arbitration. I would have to go back on the month that it occurred. We have had three or four arbitrations." Councilmember Hobart further asked: "Arbitrations on what kinds of matters?" Bradburn answered: "There was an arbitration on a pending disciplinary action; most of them are disciplinary actions since I have been here. All Union related."

Councilmember Pettis made a motion to approve the contract modification. The motion was seconded by Councilmember Hobart and approved by a unanimous vote.

18. Bus Service Request for Shadow Hills, Sun City and Desert Eagle, DHS

Public Comment: Phyllis Tunis, "Good afternoon members of the SunLine Board. My name is Phyllis Tunes and I live in Indio. When my husband and I moved to Sun City, Shadow Hills in 2004, it seemed all of our neighbors and my husband and I were either involved in tennis, golf, exercise, or joining the various clubs. We didn't spend much time running to doctors then. We spent our time playing and enjoying our retirement. My husband immediately got involved in Indio politics and served on the Planning Commission and then on the Water Board. However, nine years makes a huge difference in a person's health. He just recently stopped driving and we are now a one car family. Coming from New York, I figured he could use public transportation. What a surprise to find out that there is no public transportation available to us, the residents north of 1-10 and Jefferson. I thought how could this be? How can such a large community be so isolated? Thus began my research and I soon discovered this to be true. I discovered the closest bus stop to be at Washington and Harris, or Jackson near the WinCo Market. Each of the stops are miles from our community. Sun City Shadow Hills is an over 55 community and presently we have over 3000 homes with 5400 residents. At build out, there will be 3424 homes and 6000 residents – a pretty good tax revenue for the City and Riverside County. We need to accommodate these residents so they can continue to be independent and remain in their homes in the community as long as possible. One way to do so is by bringing in SunDial paratransit bus service designed to meet the requirements of Americans with Disabilities. However, in order to get SunDial into Shadow Hills, we have to be at least $\frac{3}{4}$ of a mile of a SunLine bus stop, which we are not. As a first step, I appeal to this Board to add another stop to an existing line so we are within the $\frac{3}{4}$ mile boundary. Better yet, I would like to see a regular bus stop at Jefferson and 40th so it would accommodate Sun City Shadow Hills, as well as the students at Shadow Hills High School. I think it is really imperative to the High School to have that bus stop. I drive on 40th Street many times from my house to go to WinCo and see these little girls walking along on 40th Street. As much I would love to stop and ask them if I could give them a ride, I don't do it. But just today or yesterday I read another article about a girl – someone attempted to lure her into his vehicle. So I think we are just waiting for something to happen to have young kids walking by themselves. Thank you."

Director of Transit Planning stated the following: "This item has been brought to the Board at least as a report item, at prior meetings, responding to Mr. Miller's request. Staff is considering a request, amongst all the other service improvement planning. As part of the budget, we had presented to the Finance Committee, a number of service recommendations such as the North Indio request. There are a number of factors that complicate the request. We cannot look at it in isolation as a school request. We must provide the service to the boarder community. Within that frame work, we need to basically prioritize this and other service improvements that we have been trying to implement over the years. We will be looking for Board guidance on that. One other factor is that we really have not received clear information on the travel needs of this community. We know there are needs, but where to and at what times. Following from the previous Board meeting, we did meet the manager of the Shadow Hills Community and committed to undertake a basic travel survey. I have a draft survey almost ready and I will look forward to getting in touch with the community in the coming month."

Oglesby stated: "In addition, I have had some discussion with Mr. Miller on this topic. Both of us are going to sit down and talk to the community to get the specifics that we need while we are in the position of developing this budget and hopefully after we talk to them and get what we need, there will be some light in the horizon."

Councilmember Miller stated: "A lot of it is talking to the school - a lot of the youth on the south side of the freeway. With a new interchange going in next year, it is going to be even more imperative that we take people off the Jefferson Interchange and either coming in through Jackson and sideways across 38th, 39th or 40th or down Washington Street and over. It is imperative that we get a route in that area not only to ease the construction burden that we are going to have, but to also get a lot of these youth and senior citizens that need transportation from SunDial; there is over 1200 students there. Besides Sun City, Palm Desert, you have Sun City Shadow Hills, you have Talavera that has 1500 homes. You have almost 15,000 people in that area that if you could do a route going from route 81 over to the one on Washington - I talked to the school and the HOA of both Talavera, Sun City and Shadow Hills, it would be incumbent upon them to come forward with some information. I am working with Mr. Oglesby, but I think it is dire need to get this thing resolved." Chairman Spiegel stated: "So hopefully it will be in next years' budget?" Councilmember Miller stated: "Yes."

Supervisor Benoit stated: "I think that there may be a need for discussion, and maybe it has been held before I got here, it seems that we have a single approach to a large bus route. It seems to me that it is more expensive than some other means of transportation that could be provided by a transit agency like this. I am wondering if we focus exclusively on a large bus - there might be some opportunities to do some additional reach on this community - 15,000 - that is huge. We have some smaller ones in remote areas where I think we may be missing some opportunities if we broaden our perspective a little bit." Mr. Oglesby clarified with Supervisor Benoit - "When you say small bus, you mean 30 foot or paratransit size vehicles?" Supervisor Benoit stated: "Yes." Oglesby stated: "There are some organizations that do blend and do deviated routes. You have to train both the drivers to go on both routes and there is a lot to it. We have done a presentation on that in the past, but it was quite some time ago. I agree with you that we need to bring it back and take a look at it."

19. Discuss Time Schedule for Committees

Councilmember Hobart asked that we bring back the committee bylaws that we did not bring this month to the June meeting.

20. General Manager's Report

Mikel Oglesby stated the following: "I simply wanted to congratulate Victor Duran who was the bus operator that represented us in Indianapolis in the Bus Rodeo. Of 53 people, he came in 12th place – almost in the top ten. That is the highest that SunLine has had. We are very proud of him. Just wanted to give him public recognition."

21. Next Meeting Date

June 26, 2013

12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

At 1:15pm Chairman Spiegel suspended the SunLine Transit Agency meeting to hold the SunLine Services Group meeting. Councilmember Hobart moved to suspend the Transit meeting and was seconded by Mayor Garcia and approved by a unanimous vote.

At 1:50pm Chairman Spiegel announced the Board would go into Closed Session. Legal Counsel, Jeff Goldfarb, announced the following items:

22. Closed Session

- a) Closed session – Conference with Legal Counsel—Existing Litigation Subdivision (a) of Section 54956.9) S.I.T.O v. SunLine Transit Agency et. Al., United States District court, Eastern Division, case No. ED CV 12-01084VAP (OPx).
- b) Closed Session – Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: Gilmar Chacon; Agency Claimed Against: SunLine Transit Agency.
- c) Closed Session – Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: William and Ursula Fox; Agency Claimed Against: SunLine Transit Agency.
- d) Closed Session – Conference with labor negotiators Government Code Sec. 54957.6: Designated Representatives: The Ad Hoc Committee (Robert A. Spiegel, Yvonne Parks, G. Dana Hobart, Don Adolph, Glenn Miller) Unrepresented Employee: General Manager.
- e) Closed Session - Gov. Code Sec. 54957 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE"

- f) Closed Session - Gov. code sec. 54956.9 - CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Significant expose to litigation pursuant to subdivision (b)(1) (3 potential cases)

At 3:30pm Chairman Spiegel returned to open session. Legal Counsel stated the following: "We are reconvening as SunLine Transit in open session. Closed Sessions have been completed and we are reporting out on two closed sessions. One of them is under Item a) existing litigation. This is S.I.T.O v. SunLine Transit Agency et. Al., this case has been settled. The Board approved a settlement agreement, which does not involve the payment of any money whatsoever. The settlement agreement is being signed by Chairman of the Board. We are reporting out as well on Item e). That is that the General Manager has been put on paid administrative leave pending an investigation."

15. Adjourn

Chairman Spiegel adjourned the meeting at 3:32p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

MINUTES
SunLine Transit Agency/SunLine Services Group
Special Board of Directors Meeting
May 31, 2013

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 10:00am on Wednesday, May 31, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The SunLine Transit Agency Board and the SunLine Services Group Board meetings were called to order at 10:00 a.m. by Chairman Robert Spiegel.

2. Flag Salute

Councilmember Greg Pettis led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

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

Members Absent

None.

Guests:

Kathleen Bennett, Resort Marketing
Greg Lee, KESQ
Kurt Beabes, KESQ
Barrett Newkirk, The Desert Sun
Roger Snoble, Public
Harry Incs, American Cab
Illya Pike, American Cab
Sheila Gill, Public

Joe Forgiarini, Director of Transit Planning
Mike Morrow, Director of Maintenance
Don Bradburn, Director of Human Resources
Tommy Edwards, Contracting Officer Technical Representative
Rudy LeFlore, Procurement Consultant
Mannie Thomas, Manager of Operations and Safety Training
Anita Petke, Transit Planning Assistant
Francine DePalo, Administrative Assistant
Norma Stevens, Community Outreach Specialist
Karen Thomas, Senior Administrative Assistant
David Manriquez, Facility Maintenance Assistant
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician

4. Presentations

None.

5. Finalization of Agenda

No changes were made.

6. Correspondence

None.

7. Public Comments

NON AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

8. Board Member Comments

Mayor Adolph stated the following: "After the long Board meeting last week, when I got home that night, I got to thinking about what is happening with our employees here. I am concerned about the operation and other things and how they were informed in regards to what transpired. I took the opportunity to call Jeff Goldfarb and we had a conversation. He brought me up to date as to what transpired. I asked him how the employees were informed about what decision was made here. Jeff said that there was a letter put together that was given to every one of the employees. Jeff read the letter to me. What I want to do is commend Jeff. He put together a great letter. I wish there was more detail, but I understand why the detail was not added. I thought he did an outstanding job. I just wanted to commend Jeff specifically for the letter he put out to the employees."

Councilmember Hutcheson asked the following: "I just wanted to request that a discussion be put on the agenda for next time to discuss how we, as Board members, communicate with SunLine employees. I think we all understand that we can ask for information and ask questions, but I think in terms of directives, I want to understand exactly what procedure we follow and how those decisions are communicated."

At 10:04 a.m., Chairman Spiegel moved to go into Closed Session and asked Roger Snoble to stay. The closed session items are as follows:

9. **Closed Session**

- a) PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Sec. 54957) Interim General Manager.
- b) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code Sec. 54957).
- c) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code Sec 54956.9 (b)(2)(C); one (1) case.

At 10:40am, Chairman Spiegel announced the return to open session.

Items #11 was addressed

11. **Retention of Successful Candidate to Act as Interim General Manager**

Supervisor Benoit moved to appoint Roger Snoble as Interim General Manager and approve a contract at an hourly rate of \$250 per hour, for twenty five hours a week for a period of four months. The motion was seconded by Councilmember Pettis and approved by a unanimous vote.

Councilmember Hanson asked that we introduce the Interim General Manager, Roger Snoble, and that he address the Board, employees and guests.

Roger Snoble addressed the Board stating that it is an honor to serve as Interim General Manager and he looks forward to working with the Board and staff. He stated that his commitment is to work with the Board and staff, individually and collectively, to make sure that there is a good outcome for the situation in moving forward. Mr. Snoble stated that he will be meeting with staff. He stated that safety is a huge part of his focus. Mr. Snoble stated that SunLine is a good organization with a good reputation.

Councilmember Hanson pointed out that Mr. Snoble has an extensive resume and background, leaving Metro, the largest transportation Agency of its kind, after serving there many years. Mr. Snoble shared some his background – starting in Akron, Ohio as a Planner, moving to San Diego where he spent twenty years; five years after arrival in San Diego, he became General Manager.

Mayor Garcia stated the following: "I am in support of the appointment. I think we reported that unanimously. We feel there is a need for an Interim General Manager. The terms of the agreement – the hourly rate, that was presented, I cannot support. So I want the record to reflect that I cannot support \$250 per hour, for 25 hours a week, which equals to \$25,000 a month. I can't support that."

Councilmember Miller asked the following: "Is Mr. Goldfarb going to negotiate this contract and what we are doing? Is there any wiggle room? I kind of concur with Mayor Garcia on this. With all due respect to Mr. Snoble, \$25,000 a month is pretty steep. It

comes out to \$25,000 a month for 25 hours a week. At an Agency of this size, I understand that we have the need, but I think it is excessive. I want to go on the record."

Supervisor Benoit stated the following: "We need to move for the better of the organization quickly. I think his resume is so outstanding that he demands and can receive that kind of compensation from a lot of different places. It is a short term contract with a commitment we need to make for the benefit of the Agency. It is a significant investment in the future of this Agency."

Councilmember Hutcheson stated the following to Mr. Snoble: "I just wanted to reiterate publicly what I heard you say and what really impressed me, which is how impressed you are with SunLine, this organization and the quality of the employees here. You told us that privately and I wanted to mention that publicly."

Councilmember Hobart stated the following: "We are getting a lot in Mr. Snoble and we are paying substantially, but contrary to what the public perception is, this is not a case of a couple of wrongful terminations. We have serious internal issues that are being explored and being developed and worked with to try to be corrected. Mr. Snoble's background is essential if we are going to, for example, get progress in our Finance Department, which has been in serious turmoil for a long time. These are issues that are extremely important to the well-being of SunLine. For us to pay him his rate coming in at the last moment is indeed a bargain in my view."

Mr. Snoble stated that during most of his career he was in the top five General Manager in terms of pay. In Los Angeles he was the highest paid General Manager, which was a big issue. He stated that in that first year he was there, he saved a great deal of money as there were so many issues that needed fixing. The money going out more than compensated for his salary. Mr. Snoble stated that he does not know that he can make that claim here at SunLine as he has not yet seen any of the financials. He has always had balanced budgets. Mr. Snoble stated that he did not put expenses in his contract; he will take care of that. He stated that he will probably put in a lot more hours than actually charged."

Councilmember Miller stated the following: "No disrespect, Mr. Snoble. Your resume speaks for itself. It is just that we are just a very small Agency. Supervisor Benoit speaks highly. I am looking at the dollars in the organization." Mayor Adolph stated the following: "It behooves us to move forward to find a permanent General Manager at a reasonable rate."

10. **Amend Procurement Policy**

Legal Counsel, Jeff Goldfarb stated the following: "This item relates to an amendment to the Procurement Policy that SunLine has adopted. I have circulated a report on that. The intent is simply to do this; the Procurement Policy prescribes a competitive bid process in virtually, but not necessarily all, most circumstances. State law does not require that and federal law does not require that unless you are using federal funds for purposes of the contract. There are certainly circumstances that confront SunLine occasionally where there may not be sufficient time to follow the formal Procurement Policy where federal funds are not being used, and for that reason, it makes sense to follow a procedure other

than a formal competitive bidding process. And so the purpose of this is simply to allow SunLine the opportunity to do that in those situations where federal law would otherwise allow that. I have listed in the staff report that I have prepared, the text of the amended Section 300. I would simply add to the second paragraph of that, at the very end, language that says 'when federal law permits.'

Councilmember Hanson moved to approve the amendment to the Procurement Policy. Councilmember Pettis seconded the motion and was approved by a unanimous vote.

12. Adjourn

Chairman Spiegel adjourned the meeting at 11:00 a.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Interim General Manager
RE: FY 2014 Operating and Capital Budget

Recommendation

Recommend that the Board of Directors approve the FY 2014 Capital and Operating Budgets.

Background

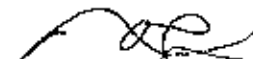
In accordance with the SunLine Transit Agency (STA) Joint Powers Agreement, the STA Board of Directors must approve an annual operating and capital budget by a majority of the entire membership of the Board. SunLine operates an Enterprise Fund consistent with the requirements of the State Controller. The FY 14 Operating Budget is proposed at \$24,950,824. The FY 14 Capital Budget is proposed at \$29,266,971.

This year's balanced Operating Budget reflects increases from last year's budget by \$2,793,380 or 11 percent. The majority of the budget increase is based on an increased level of Public Transportation Services. Other increases consist of employment expenses (a two percent wage increase), increases in workers' compensation, medical, dental, and vision benefits, as well as adding Employer Risk Insurance to SunLine's insurance coverage's.

SunLine's balanced Capital Budget represents a new format from prior years. All capital projects are supported by funds restricted for capital purposes. The major program highlights are the Administration Building, the two new fuel cell buses, and the installation of solar panels. These three projects comprise approximately \$17 million of FY 14 \$28 million Capital Budget.

Financial Impact

The approval of the FY 14 Capital and Operating Budgets will allow SunLine to continue to provide public transportation services in the Coachella Valley. Planned revenues support all planned expenditures.



Roger Snoble

SunLine Transit Agency

DATE: June 26, 2013 **Action**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: Draft FY 2013/14 Short Range Transit Plan (SRTP)

Recommendation

Staff is requesting the Board approve the FY 13-14 SunLine Transit Agency Short Range Transit Plan, in conjunction with its approval of the FY13-14 Budget.

Background

For each financial year, staff is required to develop a Short Range Transit Plan [SRTP] for the agency. This document is a three year planning document for the agency, outlining both its service operating plan and capital projects, together with a financial plan to sustain the operating and capital plans. The first year of the plan is developed for approval at the same time as the agency budget is approved (financial details in each of these documents are consistent). The second and third year plans documented in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission [RCTC]. The following are highlights of the FY 2013/14 SRTP.

Proposed Operating Budget:

In fiscal year 2013/14, the operating budget will increase from \$22,276,993 to \$24,950,824. The budget increase includes operating cost increases (wages, benefit costs, etc.) as well as the following service improvements:

- New Transit Lines:
 - North Shore to Indio (Line 95) proposed to be introduced in September 2013 (with Federal Job Access Reverse Commute grant funding).
 - Indio to Palm Desert via Fred Waring Drive (Line 54) proposed to be introduced in January 2014 (with Federal Congestion Mitigation Air Quality grant funding).
- Improved frequency of service to increase capacity:
 - Line 111 weekend frequency increase from 40 to 20 minute service between 9 am and 6 pm (implement September 2013)
 - Line 14 Desert Hot Springs to Palm Springs increase from 35 to 20 minute service weekdays (implement January 2014)

- Line 30 Cathedral City – Palm Desert increased from 30 to 20 minute service weekdays (implement January 2013)
- Line 111 Extension: from Indio to Coachella (implement May 2014)
- Line 53 Palm Desert Realignment: to improve performance, potentially serving the more populated area around Portola/Country Club, as well as Xavier School, and the Roslyn Senior Center. Hours of operation of the route will also adjust. (implement January 2014)
- Lines 90/91: Revised Line 90 and 91 alignments to service more of Coachella, as well as revised weeknight and weekend frequency (implement May 2014).
- Operate weekend schedule in place of weekday schedule on major holidays (Memorial Day, 4th July, Labor Day, New Year's Day)

The value of these service improvements is \$838,000 with phasing in across FY 13-14, and is worth \$1.61 Million for a full year of operation.

Proposed Capital Improvement Budget:

The following new capital projects are proposed in FY 2013/14, totaling \$5,948,149:

- Mid-life overhaul (engine, transmission) for the 15 oldest fixed route buses.
- Purchase four replacement paratransit vans.
- Purchase six replacement trucks, 3 replacement/2 expansion (new) relief cars.
- Purchase and install 38 new bus shelters.
- Purchase various Information Technology needs (hardware, software).
- Design and commence construction of a new fueling station at Thousand Palms.
- Update camera system on ten buses.
- American Fuel Cell Bus Warranty

Financial Impact

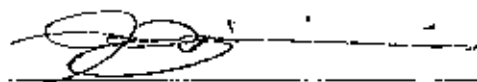
Funding for the operating budget of \$24,950,824 is from the following sources:

- \$3,477,121 Federal funding (Section 5307, 5311, 5316, 5317)
- \$11,768,614 State Local Transportation Fund (LTF)
- \$5,217,000 Local Measure A funding
- \$3,550,000 passenger fare revenue
- \$938,089 other revenue (outside fuel sales, fuel rebate, taxi voucher sales, bus stop maintenance, RTA Commuter Link 220 contribution)

Funding for the capital budget of \$5,948,149 is from the following sources:

- \$1,544,414 Federal funding (Section 5307)
- \$2,831,865 State Transit Assistance
- \$371,870 State Proposition 1B
- \$1,200,000 Cal Start/FTA funding

The above funding plan is based on estimates of available funding from RCTC. Table 4 funding plan attached.



 Joseph Forgiarini

Starkes Transit Agency
FY 2013/14
Summary of Funds Requested
Brant Range Transit Plan

Table 4 - Summary of Funding Request for FY 2013/14 DRAFT FOUR 060713

06/11/2013

Project Description	Total Amount of Funds With Carryover	Total Amount of Funds Without Carryover	Total Carryover Amount	TF	Carryover TF	STA	Carryover STA	Prop 13 Target Sec 15	Prop 13 PTV/SEA	Measure 5	Section 507 - Non-Catégorie City Port Springs	Carryover Section 507 - Non-Catégorie City Port Springs	Section 511	Section 516	Section 517	Other Revenue	Farebox
OPERATING																	
Operating Expenses	\$23,072,250	\$23,143,250	\$926,874	\$11,759,614	\$0					\$5,217,290		\$275,851	\$120,149	\$276,665	\$48,020	\$261,000	\$3,550,000
Proposed Machinery	\$1,877,484	\$0	\$1,877,484	\$0	\$0							\$1,877,484					
Subtotal - Operating	\$24,949,734	\$23,143,250	\$2,802,265	\$11,759,614	\$0			\$0	\$0	\$5,217,290	\$0	\$2,802,265	\$120,149	\$276,665	\$48,020	\$261,000	\$3,550,000
CAPITAL																	
Bus Replacement - 15 units @ \$295,000	\$4,425,000	\$4,425,000	\$0	\$0	\$0			\$25,000	\$25,000		\$480,000	\$1,130,000					
Bus Replacement - 13 units @ \$295,000	\$3,832,500	\$3,832,500	\$0	\$0	\$0			\$25,000	\$25,000		\$480,000	\$1,130,000					
Bus Replacement - 13 units @ \$295,000	\$3,832,500	\$3,832,500	\$0	\$0	\$0			\$25,000	\$25,000		\$480,000	\$1,130,000					
Bus Replacement - 13 units @ \$295,000	\$3,832,500	\$3,832,500	\$0	\$0	\$0			\$25,000	\$25,000		\$480,000	\$1,130,000					
Bus Replacement - 13 units @ \$295,000	\$3,832,500	\$3,832,500	\$0	\$0	\$0			\$25,000	\$25,000		\$480,000	\$1,130,000					
Bus Replacement - 13 units @ \$295,000	\$3,832,500	\$3,832,500	\$0	\$0	\$0			\$25,000	\$25,000		\$480,000	\$1,130,000					
Subtotal Capital	\$16,857,000	\$16,857,000	\$0	\$0	\$0			\$125,000	\$125,000	\$0	\$1,920,000	\$4,530,000	\$0	\$0	\$0	\$0	\$0
Total - Operating & Capital	\$41,806,734	\$40,000,250	\$2,802,265	\$11,759,614	\$0			\$125,000	\$125,000	\$5,217,290	\$1,920,000	\$6,460,000	\$120,149	\$276,665	\$48,020	\$261,000	\$3,550,000

Proposed Funding Details

Target Budget

- Proposed FY 2014 - TF \$ 11,759,614 - RTOE Bd. 02/13/13
- Proposed FY 2014 - Farebox Revenue \$ 3,550,000 - This number shows the projected farebox revenue FY 2013-14 \$274 service improvements (equal to total revenue FY 2013-14) ;
- Proposed FY 2014 - Other Funds \$ 819,000 - Includes 10 months \$520,000 bus on Leases, \$300,000 O&M Rec'd, \$60,000 bus shelter maintenance, \$60,000 STA 220 contribution, \$18,000 farebox revenue
- Proposed FY 2014 - Measure A Funds \$ 5,217,290 - RTOE Bd. 02/13/13 - And includes \$503,250 carryover
- Proposed FY 2014 - Section 507 Operating Funds \$ 2,802,265 - Carryover from FY 2013/14 STA 220 Grant
- Proposed FY 2014 - Section 517 Operating Funds \$ 420,188 - RTOE Bd. 02/13/13
- Recommended FY 2014 - ARD North Shore Funds \$ 101,535 - Bus on Leases RTOE Board Approval
- Existing 2011 Gal ARD Funds for Commuter Link 220 \$ 100,000 - 11/13/11
- Existing 2011 Gal NF Funds for Commuter Link 220 \$ 90,000 - 10/13/11
- Van Vleet Program 2013 Gal New Freedom Funds \$ 21,000 - 10/13/11
- \$ 24,950,024

* includes \$77,461 of carryover OMBG funding

SunLine Transit Agency

DATE: June 26, 2013 ACTION
TO: Board of Directors
FROM: Director of Transit Planning
RE: Resolution to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolution that grants authorization to the General Manager to direct the Planning staff to apply for grants and obtain revenues for the new fiscal year.

Background

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

Fiscal Implications

The Resolutions are necessary to obtain operating and capital funds to operate the Agency in Fiscal Year 2013-14.



Joseph Forgiarini



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTIONS 5304, 5307, 5308,
5309, 5310, 5311, 5312, 5316, 5317, 5339 OR
CMAQ FUNDING OF THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2013/2014**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

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

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

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

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

1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5308, 5309, 5310, 5311, 5312, 5316, 5317, 5339 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.

2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

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

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 26th DAY OF JUNE, 2013

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**
TO: Board of Directors
FROM: Director of Transit Planning
RE: Resolution Authorizing Access to FTA's Transportation
Electronic Award and Management System [TEAM]

Recommendation

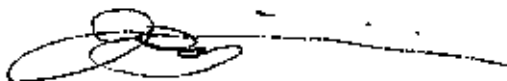
Recommend that the Board of Directors approve the attached Resolution to enable Agency staff to complete legal, planning, financial, and reporting for grant activities in TEAM.

Background

As a requirement by the Federal Transit Administration, SunLine's Board of Directors is required to approve a resolution authorizing employees to access the TEAM system to apply for federal funds, as well as for the management and administration of federal funds for SunLine Transit Agency. The Resolution authorizes the General Manager, Director of Finance, and Director of Transit Planning to act on behalf of the Agency in completing necessary activities to obtain operating and capital funds and complete required reporting.

Fiscal Implications

This Resolution is necessary to outline designated and approved staff eligible to access the TEAM system to pin yearly Certification and Assurances, legal certification, develop, submit, execute, and amend grants, as well as submit quarterly reports in FY 2013/14.



Joseph Forgiarini



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SUNLINE TRANSIT AGENCY TO AUTHORIZE ACCESS
TO FTA's TRANSPORTATION ELECTRONIC AWARD
AND MANAGEMENT SYSTEM**

WHEREAS, SunLine Transit is a recipient of Federal Transit Administration funding;
and

WHEREAS, FTA requires that recipients of FTA funding utilize the TEAM system to
access the funding and identify those individuals with authority to have access, including the
level of access; and

WHEREAS, The Board of Directors desires to authorize that General Counsel,
General Manager, Director of Finance and Director of Transit Planning to have access to the
TEAM system relating to the administration of FTA funding for SunLine Transit Agency,
specifically as follows:

- | | |
|-------------------|----------------------------------------------------------------------------------------------------------------------|
| Roger Snoble | Certify and Assure as the Designated Official (CAD) |
| Chagalajoy Smith | Pin Certification & Assurances, Submit Application (SA), Execute
Award (EA), Submit Federal Funding Reports (FFR) |
| Joseph Forgiarini | Submit Milestone Progress Reports (MPR) |

NOW THEREFORE, BE IT RESOLVED that the individuals identified above are
authorized to have access to TEAM on behalf of SunLine Transit Agency at the levels
specified.

Approved and Adopted this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: Cooperative Agreement Amendment No. 1 - Riverside
Commuter Link 220 Service

Recommendation

Recommend that the Board of Directors approve the General Manager to enter into Amendment No. 1 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency (RTA). This agreement is for the continued operation of Riverside Commuter Link 220 Bus Service for the period of October 1, 2013 through September 30, 2014. The agreement also includes an operating funding contribution for the Commuter Link 220 of up to a maximum amount of \$61,597.

Background

The Commuter Link 220 bus service between Palm Desert and Riverside was launched by SunLine Transit Agency on September 10, 2012. The cooperative agreement allows SunLine to operate and collect fare revenue within the RTA service area. The agreement also includes up to \$61,597 in operating assistance to be provided by RTA, this being 25% of the net operating costs of the service after fare revenue is deducted. Fifty percent of the net cost comes from federal grants, and the remaining 25% from local SunLine funding.

Direct operating costs for the Commuter Link 220 were estimated as follows:

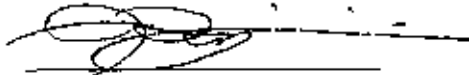
- Year 1: \$306,653
- Year 2: \$295,665

Current costs are tracking slightly below the estimated costs for Year 1. Estimated ridership was 70 per day (17,850 per year). This target has been met or exceeded for the last three months (March through May 2013) after lower demand in the first six months of operation. Average fare estimate was \$2.77 per ride, and this has been exceeded each month of operation. Annual fare revenue estimate = \$49,459 and this target should be met based on current performance.

Fiscal Implications

Cooperative Agreement 12-027 provides 25% of the net operating costs of the Commuter Link 220 service, up to a maximum of \$61,597 contribution from

Riverside Transit Agency. Without this contribution, that funding would have to come from SunLine's local funds in place of using these funds for local transit service improvements. The cooperative agreement is also required to allow the Commuter Link 220 service to operate and collect fare revenue within RTA service area.



Joseph Forgiarini

1 3. Amend **ARTICLE 3. CONTRIBUTION AND DISBURSEMENT OF FUNDS:**
2 Section D, Page 4 of 17, to delete \$61,597 from the second sentence, and in lieu thereof
3 insert \$123,194.

4 4. Amend **ARTICLE 4. MAXIMUM OBLIGATION:** Page 4 of 17, line 18, to
5 delete "Sixty-One Thousand Five-Hundred Ninety-Seven Dollars (\$61,597) for the Initial
6 Term" as RTA's maximum cumulative payment obligation, and in lieu thereof insert "One
7 Hundred Twenty Three Thousand One Hundred Ninety Four (\$123,194) for the Initial
8 Term and First Option Term.

9 5. Delete **Exhibit A** and in lieu thereof insert the form of Exhibit A attached
10 hereto.

11 6. Delete **Exhibit B** and in lieu thereof insert the form of Exhibit B attached
12 hereto.

13

14 This Amendment No. 1 to Agreement No. 12-027 shall be made effective upon
15 execution by both PARTIES.

16

17 **IN WITNESS WHEREOF**, the PARTIES hereto have caused this Amendment
18 No. 1 to Agreement No. 12-027 to be executed on the date first above written.

19

20 **RIVERSIDE TRANSIT AGENCY**

SUNLINE TRANSIT AGENCY

21

22 By _____

By _____

23 Larry Rubio
24 Chief Executive Officer

 Roger Snoble
 Interim General Manager

25

26 APPROVED AS TO FORM:

APPROVED AS TO FORM:

27

28 By _____

By _____

29 Kennard R. Smart, Jr.
30 General Counsel

 Jeffrey Goldfarb
 General Counsel

Exhibit A - Proposed Schedule – SunLine Transit Agency Route 220 Trips

220	Weekday MORNINGS WESTBOUND to Riverside-Downtown Transit Center								
Palm Desert Mall	Thousand Palms	Morongo Casino	Banning Ramsey & Sunset	Beaumont City Hall	Nason & Fir	Moreno Valley Mall	UCR Lot 30	Riverside-Downtown Metrolink Station	Riverside-Downtown Transit Center
1	2	3	4	5	6	7	8	9	10
4:55 A.M.	5:07	5:40	5:50	5:58	6:18	6:31	--	6:56	7:09
5:55 A.M.	6:07	6:40	6:50	6:58	7:18	7:31	7:51	8:01	8:14

220	Weekday EVENINGS EASTBOUND to Palm Desert Mall								
Riverside-Downtown Transit Center	Riverside-Downtown Metrolink Station	UCR Lot 30	Moreno Valley Mall	Nason & Fir	Beaumont City Hall	Banning Ramsey & Sunset	Morongo Casino	Thousand Palms	Palm Desert Mall
10	9	8	7	6	5	4	3	2	1
5:15 P.M.	5:27	5:42	5:57	6:12	6:32	6:40	6:50	7:22	7:34
6:53 P.M.	7:05	7:15	7:30	7:40	8:00	8:08	8:18	8:50	9:02

Exhibit B - Proposed Fare Matrix for SunLine Route 220

CATEGORIES*	CASH FARES		PASSES [^]			
	Within Zone 1** or Zone 2**	Travelling Between Zone 1 and Zone 2	1-DAY		31-DAY	
			Within Zone 1** or Zone 2**	Travelling Between Zone 1 and Zone 2	Within Zone 1** or Zone 2**	Travelling Between Zone 1 and Zone 2
General / Youth	\$ 3	\$ 6	\$ 7	\$ 14	\$ 75	\$ 150
Senior / Disabled / Medicare / Child ²	\$ 2	\$ 4	\$ 5	\$ 10	\$ 50	\$ 100

CATEGORIES*	Additional cash fares required with valid fare media or accepted ID cards.		
	Within Zone 1	Within Zone 2	Travelling Between Zone 1 and Zone 2
With RTA General and Youth Local 1-Day, 7-Day, 30-Day passes	\$1.50	\$3.00	\$4.50
With RTA Senior/Disabled/Medicare 1-Day, 7-Day, 30-Day pass	\$1.30	\$2	\$3.30
U-Pass ² , Go-Pass ³ , City Pass ⁴	FREE	\$ 3	\$ 3
MetroLink Tickets / Passes ⁵	FREE	\$ 3	\$ 3
Jury / Grand Juror Badge ⁶	FREE	FREE	\$ 3

NOTES:

[^] Bus operators accept cash and sell 1-day passes only.

[^] RTA's Day and 30-day passes for Zone 1 are "CommuterLink+Local". 31-Day passes are offered by SunLine.

^{**} Zone 1 = Cabazon to/from Banning, Beaumont, Moreno Valley and Riverside.

Zone 2 = Palm Desert to/from Thousand Palms.

² Senior / Disabled / Medicare / Child = People who meet RTA's and SunLine's disability requirements, present a valid Medicare card, senior age 60 or older, or child 46" tall or under. Requires proof of age or disability.

² U-Pass = University of California at Riverside, California Baptist University, and La Sierra University. Requires validation of ID.

³ Go-Pass = Riverside City College, Moreno Valley College and Mt. San Jacinto Community College District. Requires validation of ID.

⁴ City Pass = City of Riverside Employee Badge.

⁵ MetroLink = Valid MetroLink ticket or pass for same day travel.

⁶ Jurors summoned to serve in western Riverside County courthouses are able to ride free in Zone 1 only. Jurors summoned to serve in Coachella Valley courthouses are able to ride free in Zone 2 only.

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Board of Directors

FROM: Director of Human Resources

RE: Transit Mutual Assistance Compact (TranMAC)

Recommendation

Recommend the Board of Directors authorize the General Manager to enter into a reciprocal agreement for mutual support known as the California Transit Mutual Assistance Compact (TransMAC) and designate the General Manager as the "Authorized Official" for TransMAC.

Background

Approving this action will better prepare SunLine Transit Agency to respond to, and recover from emergencies and disasters while fulfilling its obligation to provide essential services to the community, or assist its fellow public transit providers in doing the same. A formal mutual assistance agreement for public transit agencies has been developed with wide participation from transit providers, emergency management agencies and legal counsels in California.

The California Transit Mutual Assistance Compact (TransMAC) is similar to those that have existed and been tested in other disciplines for many decades (e.g., law enforcement, public works, utilities). TransMAC will help SunLine Transit Agency to forge a resilient, formal and mutually beneficial relationship with its fellow public transit providers for emergency situations. TransMAC facilitates rapid, short-term deployment of emergency support (personnel, equipment, materials and other associated services) prior to, during, and/or after an incident or pre-planned event amongst its Membership.

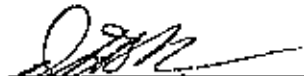
TransMAC establishes the framework for activation, withdrawal, member responsibilities, reimbursement, documentation, legal and liability issues; yet provides great flexibility for members to negotiate terms appropriate to the situation at the time of activation. TransMAC will also assist SunLine Transit Agency in joining a community of its fellow transit providers that are creating and codifying a united and strong voice for transit among our public safety and emergency services counterparts.

During the response to, and the period of recovery from, an emergency that may impact our operations or other event, it may be necessary for SunLine Transit

Agency to sustain and rebuild its operation quickly in order to maintain essential services and support other agencies. The General Manager's power to contract in an emergency as set forth in California Public Utilities Code Sections 130234, 130235 and 130051.9. SunLine Transit Agency need to support other transit agencies and the potential need of SunLine Transit Agency to be assisted by other agencies would be enhanced by this formal agreement with those other members to the TransMAC.

Fiscal Implications

The action of approving the TransMAC agreement doesn't have immediate fiscal impacts. In the event of an emergency and activation of the plan, the fiscal implications would be dependent on the amount of support provided or received. Most, if not all costs incurred in response to an emergency, would be eligible for funds through the Federal Emergency Management Agency (FEMA).



Donald A. Bradburn

STATE OF CALIFORNIA

**TRANSIT MUTUAL
ASSISTANCE COMPACT
(TransMAC)**

MAY 2013

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**STATE OF CALIFORNIA
TRANSIT MUTUAL ASSISTANCE COMPACT (TransMAC)**

PREAMBLE

This Transit Mutual Assistance Compact (TransMAC) and its Members have established a formal process whereby they may receive and provide Mutual Assistance to each other in the form of personnel, services, and equipment as deemed to be necessary or advisable in an emergency. The Mutual Assistance Agreement contained herein, sets forth the terms and conditions under which the undersigned Members agree to provide or receive Mutual Assistance. However, if a Requesting Member and one or more Providing Members are parties to another mutual assistance agreement at the time the Mutual Assistance is requested, such other mutual agreement shall govern the Mutual Assistance among those Members insofar as the previous agreements are not inconsistent with this Agreement.

In consideration of the foregoing, the TransMAC Member hereby agrees as follows:

- A. When providing Mutual Assistance to, or receiving Mutual Assistance from, another Member, the Member will adhere to these written principles to govern Mutual Assistance arrangements that are in effect as of the date of a specific request for Mutual Assistance, unless otherwise agreed to in writing by each Member.
- B. With respect to each Period of Assistance, Requesting Members agree that they will provide appropriate reimbursement to the Providing Member regarding all costs and expenses incurred by the Providing Member in furnishing Mutual Assistance as identified under the articles of this Agreement, unless otherwise agreed to in writing by each Member. Entities must maintain auditable records in a manner consistent with generally accepted practices and in a manner consistent with the Member's adopted practices and methods of record keeping and retention.
- C. During each Period of Assistance, the conduct of the Requesting Member and the Providing Member shall be subject to the liability and indemnification provisions set forth herein.
- D. A Member may withdraw from this Agreement at any time. In such an event, the Member should provide written notice to the Chairperson of the TransMAC Steering Committee.
- E. The TransMAC Steering Committee Chairperson shall maintain a current list of Members, which shall be distributed to all Members no less than twice annually; however, a Member may at any time request a copy of the signed Agreement of another Member prior to providing or receiving Mutual Assistance.

**ARTICLE I.
PURPOSE**

Recognizing that emergencies and other events may overwhelm the resources and capabilities of transit agencies, and that transit agencies may require assistance in the form of personnel, services, and equipment to continue to deliver critical services, the TransMAC Members hereby establish an intrastate program for Mutual Assistance. Through the TransMAC, Members

coordinate response activities and share resources when deemed to be necessary or advisable in an emergency. This Agreement sets forth the policies and standards for the administration of the TransMAC.

This Agreement shall be in accordance with the California Emergency Services Act, the California Disaster and Civil Defense Master Mutual Aid Agreement, the State Emergency Plan, and other existing state and local emergency operations plans, and shall be by and among Member transportation providers in the State of California.

ARTICLE II. DEFINITIONS

- A. **Associate Member** – Any non-transit providers, approved by the TransMAC Steering Committee, which play a supporting role for the TransMAC program. For example, the U.S. Department of Transportation (U.S. DOT), Federal Transit Administration (FTA), California Department of Transportation (CalTrans), California Emergency Management Agency (CalEMA), local emergency management organizations, and/or others who are not signatories to the TransMAC, but manifest the intent to offer support or coordination.
- B. **Authorized Official** – An employee or officer of a Member who is empowered and legally authorized to: (1) request assistance; (2) offer assistance; (3) refuse to offer assistance; (4) cancel a request or release assistance; or (5) withdraw assistance under this Agreement.
- C. **Emergency** – A natural or human caused event or circumstance causing, or imminently threatening to cause, impact to the operations of a Member, loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, flood, severe weather, earthquake, civil disturbance, riot, explosion, drought, volcanic activity, spills or releases of oil or hazardous material, utility interruption, transportation emergencies, disease, blight, infestation, intentional acts, sabotage, declaration of war, or other conditions which are, or are likely to exceed, the resources of a Member and requires Mutual Assistance.
- D. **Founding Members** – The original agencies that coordinated and drafted this Agreement, which include: Los Angeles County Metropolitan Transportation Authority, Orange County Transportation Authority, Foothill Transit, SunLine Transit, Omnitrans, Long Beach Transit, California Emergency Management Agency, and the Orange County Sheriff-Coroner Department - Emergency Management Division.
- E. **Incident Command System (ICS)** – A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- F. **Independent Contractor** – Independent entity that agrees to furnish certain number or quantity of goods, materials, equipment, personnel, and/or services, at a mutually agreed upon price and within a specified timeframe to Members.
- G. **Member** – Any public or private transit provider who participates in the transit mutual assistance program by executing the TransMAC Agreement.

- H. **Mutual Assistance** – Any assistance provided under this Agreement. Mutual assistance is to be provided to a Requesting Member with the expectation of cost reimbursement as negotiated with the Providing Member.
- I. **Mutual Assistance Agreement** – A written agreement between and among Members that provides a mechanism to quickly obtain Mutual Assistance in the form of personnel, services, and equipment. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an emergency.
- J. **National Incident Management System (NIMS)** – A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.
- K. **Period of Assistance** – A specified period of time when a Providing Member assists a Requesting Member. The period shall commence when personnel and/or equipment expenses are initially incurred by the Providing Member in response to the official request of the Requesting Member and shall end upon agreement of the parties.
- L. **Providing Member** – A Member that responds to a Requesting Member by agreeing to provide personnel, services, equipment, etc. under the terms and conditions of this Agreement.
- M. **Requesting Member** – A Member who requests Mutual Assistance under this Agreement.
- N. **Sensitive Security Information** – Any document marked Sensitive Security Information (SSI), including but not limited to any map, report, notes, papers, plans, opinion, or e-mail, which relates to the system vulnerabilities of a Member or Associate Member, shall be handled consistent with proper protocols for Sensitive Security Information under 49 CFR Parts 15 and 1520.
- O. **Standardized Emergency Management System (SEMS)** – A standardized approach to command and jurisdictional management and response set forth by State of California Code of Regulations for multi-agency or multi-jurisdictional response to an emergency.

ARTICLE III. ADMINISTRATION

The administration of the TransMAC will be through the TransMAC Steering Committee and ad hoc project committees as designated by the Steering Committee.

The Steering Committee will be established by representatives from the Members to the TransMAC Agreement and will be originally comprised of the Founding Members that established this Agreement. Membership in the Steering Committee will be by nomination of the current Steering Committee membership from among the Members and Associate Members to this Agreement. The Steering Committee shall be comprised of no more than sixteen (16) Members and no more than eight (8) Associate Members. Steering Committee Members will have full voting rights. Associate Members will serve as advisors and will not have voting rights. A Chair and Vice-Chair will be elected by majority vote for a period of two (2) years and will act as administrators for the TransMAC during that time.

At a minimum, the Steering Committee will meet twice each year and issue a list of current Members and Associate Members. The Steering Committee will also address administrative issues such as database and document management, communications, funding, organization, and annual membership events.

In the event membership to this Agreement grows beyond the original region, comprised of the Counties of Los Angeles, Orange, San Bernardino, and Riverside, to include Members throughout the State of California, then the Steering Committee will explore options for establishing Regional Steering Committees and a State Steering Committee.

ARTICLE IV. **PROCEDURES**

An Operational Guide, detailing the processes for implementing this Agreement will be developed and adopted by majority vote of the Steering Committee. The Operational Guide will be reviewed and updated at least annually to reflect new material, processes, and to remove obsolete materials and processes. The document and revisions and updates will be reviewed and approved by the Steering Committee prior to publication and dissemination to the Members.

- A. In coordination with local and state emergency management organizations, the TransMAC Steering Committee shall develop operational and planning processes for the implementation of the TransMAC that shall be consistent with the California Emergency Services Act, SEMS, the State Emergency Plan, and the NIMS, reviewed annually and updated as needed by the Steering Committee.
- B. Requests for Mutual Assistance under this Agreement shall be directed to appropriate Authorized Official(s) from the list of Members.
- C. Any private sector Member to this Agreement shall be requested and tasked by a public sector Member before furnishing Mutual Assistance. Private sector Members may not be eligible to receive Mutual Assistance from public sector Members.
- D. Consistent with SEMS, when more than one County is impacted by a disaster, requests for mutual assistance under this Agreement may be channeled through the Regional Emergency Operations Centers and/or the State Operations Center to ensure maximum effectiveness in allocating resources to the highest priority needs.

ARTICLE V. **MEMBER RESPONSIBILITIES**

- A. Consistent with the NIMS, SEMS, and this Agreement, each Member shall develop a plan providing for the effective mobilization of its resources and personnel, both public and private, to cope with emergencies.
- B. Each Member agrees to furnish personnel, services, and/or equipment to each and every other Member to this Agreement to prevent and/or respond to any type of emergency in accordance with duly adopted plans, whether heretofore or hereafter adopted, detailing the method and manner by which such personnel, services, and equipment are to be made available and furnished; provided, however, that no Member shall be required to unreasonably deplete its own personnel, services, and/or equipment in furnishing such Mutual Assistance.

- C. It is expressly understood that any Mutual Assistance extended under this Agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the California Emergency Services Act and other applicable provisions of law.
- D. Members shall identify an Authorized Official and alternates; provide contact information including 24-hour access; and maintain resource information made available by the Member for Mutual Assistance purposes, as allowed by the Member's policies. Such information shall be updated annually or as changes occur (whichever is sooner) and shall be provided to the TransMAC Steering Committee.
- E. Personnel of the Providing Member shall at all times during the Period of Assistance continue to be personnel of the Providing Member and shall not be deemed personnel of the Requesting Member for any purpose. Wages, hours, and other terms and conditions of employment of the Providing Member shall remain applicable to its personnel during the Period of Assistance.
- F. The Providing Member shall make available a sufficient number of Supervisors during its provision of Mutual Assistance consistent with the Providing Member's policies for personnel. All instructions for work to be done by Providing Member's personnel shall be given by Requesting Member to Providing Member supervisor(s); or when Providing Member personnel are to work in separate areas, to such of Providing Member's supervisors as may be designated for the purpose by Providing Member's policies/management.
- G. Unless otherwise agreed, the Requesting Member shall be responsible for supplying and/or coordinating support functions such as travel, lodging, meals, materials, etc. from the time Mutual Assistance arrives to the time of release when it is reasonably able to do so. The Providing Member shall normally be responsible for arranging travel, lodging and meals en route to the Requesting Member and for the return trip home.
- H. The Providing Member's safety and security rules, procedures, policies, guidelines, regulations, and laws shall apply to all work done by its personnel unless as mutually agreed otherwise. Any conflict, disagreement, questions and/or concerns arising about any safety and security rules and/or procedures should be brought to the Authorized Officials for prompt resolution between the Requesting Member and Providing Member.
- I. All time sheets and work records pertaining to the Providing Member's personnel furnishing Mutual Assistance shall be kept by the Providing Member.

ARTICLE VI.
REQUESTS FOR ASSISTANCE

In general, Mutual Assistance will be in the form of resources, such as personnel, services equipment, and/or supplies. Mutual Assistance shall be given only when Providing Member, in its sole and absolute discretion, determines that its own needs can be met while rendering Mutual Assistance. The execution of this Agreement shall not create any duty to furnish Mutual Assistance on the part of any Member hereto.

- A. **Member Request** – In the event of an emergency, a Member's Authorized Official may request Mutual Assistance from another Member. Requests for Mutual Assistance may be made orally or in writing. When made orally, the request for Mutual Assistance shall

also be prepared in writing and submitted to the Member as soon as possible, but in no event longer than forty-eight (48) hours after the oral request was made. Requests for Mutual Assistance shall be directed to the Authorized Official of the other Member.

- B. Response to a Request for Assistance** – After a Member receives a request for Mutual Assistance, the Authorized Official evaluates whether or not to respond, whether resources are available to respond, and/or if other circumstances will hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member of its decision.
- C. Discretion of Providing Member's Authorized Official** – Execution of this Agreement does not create any duty to furnish Mutual Assistance. When a Member receives a request for Mutual Assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to furnish Mutual Assistance, or the availability of resources to be furnished in such response. A potential Providing Member shall not be held liable for refusing to provide Mutual Assistance. An Authorized Official's decisions on the availability of resources and the furnishing of Mutual Assistance shall be final.
- D. Specifying Type and Quantity of Mutual Assistance Resources** – The Requesting Member shall indicate to the Providing Member the number and specific types of resources desired, but the extent to which the Providing Member makes available such resources shall be at the Providing Member's sole discretion. Every effort will be made, to the extent reasonably possible, to accommodate the Providing Member's personnel with assigned work in their job classification.
- E. Period of Assistance** – The Period of Assistance shall commence when personnel, services and/or equipment expenses are initially incurred by the Providing Member in response to the official request of the Requesting Member. This may include any request for the Providing Member to prepare its personnel, services, and/or equipment for transport and/or to prepare them for the Mutual Assistance assignment, and/or while awaiting further instructions before departing. The Period of Assistance shall terminate when such personnel and/or equipment have returned to the Providing Member, and may include any mandated U.S. Department of Transportation rest time resulting from the Mutual Assistance provided and reasonable time required to prepare the equipment for return to normal activities (e.g., cleaning, repair of vehicles, restocking parts).

The Requesting Member and Providing Member should reach a mutual understanding and agreement in advance as to the anticipated length, in general, of the Period of Assistance. For extended Periods of Assistance, there should be agreement on the process for replacing or providing extra rest for the Providing Member's personnel. It is understood and agreed that if, in the Providing Member's judgment, such action becomes necessary; the decision to terminate the assistance and recall personnel and equipment lies solely with the Providing Member. The Requesting Member will take the necessary action to return such personnel and equipment promptly (See Right to Withdraw Resources).

ARTICLE VII. COST REIMBURSEMENT

Except as herein otherwise provided, the Requesting Member shall reimburse the Providing Member for each of the following categories of costs and expenses incurred by the Providing

Member as a result of furnishing Mutual Assistance during the specified Period of Assistance, as set forth below, or by written mutual agreement reached at the time the request for assistance is agreed to by the Providing Member. Members will use their respective documented financial, accounting, and procurement policies in managing costs and coordinating reimbursement and payment.

- A. **Personnel** – Providing Member's fully burdened personnel costs (i.e., equal to the personnel's applicable salary or hourly wage plus fringe benefits and overhead, and consistent with Providing Member's collective bargaining agreements or other prescribed conditions). All personnel costs incurred for work performed during the specified Period of Assistance will be included. The Requesting Member shall be responsible for all direct and indirect labor costs.
- B. **Equipment** – Use of equipment, including construction equipment, revenue and/or non-revenue vehicles, or any other equipment, shall be at Providing Member's current equipment rates and subject to the following conditions:
1. The Requesting Member shall reimburse the Providing Member for the use of equipment during the specified Period of Assistance, including, but not limited to, any rental rates, fuel, lubrication, maintenance, transportation, and loading/unloading of equipment furnished for Mutual Assistance. Alternatively, Requesting Member may, at its own expense, provide fuel, lubrication and maintenance for furnished equipment until such time as the equipment is returned to the Providing Member.
 2. Providing Member's costs related to the transportation, handling and loading/unloading of equipment shall be chargeable to the Requesting Member.
 3. In the event equipment is damaged while being dispatched to the Requesting Member, or while in the custody and use of the Requesting Member, the Requesting Member shall reimburse the Providing Member for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired, then the Requesting Member shall reimburse the Providing Member for the cost of replacing said equipment with equipment that is of at least equal capability as determined by the Providing Member. If the Providing Member must lease equipment while the equipment furnished to the Requesting Member is being repaired or replaced, then the Requesting Member shall reimburse the Providing Member for such lease costs.
- C. **Materials and Supplies** – Requesting Member shall reimburse the Providing Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. Other supplies and reusable items that are returned to the Providing Member in a clean, damage-free condition shall not be charged to the Requesting Member and no rental fee will be charged; otherwise, they shall be treated as expendable supplies. Supplies that are returned to the Providing Member with damage must be treated as expendable supplies for purposes of cost reimbursement.
- D. **Payment Period** – Providing Member shall provide an itemized invoice to the Requesting Member for all expenses incurred by the Providing Member while furnishing Mutual Assistance. The Providing Member shall send the itemized invoice not later than ninety (90) days following the end of the Period of Assistance. The Providing Member may request additional periods of time within which to submit the itemized invoice, and Requesting Member shall not unreasonably withhold consent to such requests. The

Requesting Member agrees to reimburse the Providing Member within sixty (60) days from receipt of an invoice for Mutual Assistance furnished under this Agreement. The Requesting Member may request additional periods of time within which to pay the itemized invoice, and Providing Member shall not unreasonably withhold consent to such requests, provided, however, that all payments shall occur no later than one (1) year after the date a final itemized invoice was submitted to the Requesting Member.

E. **Records** – Each Providing Member and Requesting Member and their duly authorized representatives shall have access to books, documents, notes, reports, papers and records, which are directly pertinent to this Agreement and the Period of Assistance for the purposes of reviewing the accuracy of an invoice or making a financial, maintenance or regulatory audit. Such records shall be maintained in a manner consistent with the Member's records retention policy for at least three (3) years after the close of the Period of Assistance or longer where required by law and as needed for federal reimbursement practices.

1. The Providing Member shall furnish documentation of expenses to the Requesting Member when it submits its invoice. Such documented costs and expenses shall include, but not be limited to the following:

- a. Employees' wages and salaries for time during the Period of Assistance spent in Requesting Member's service, and time during travel to and from such service area, plus the Providing Member's standard payable additives to cover all personnel benefits and allowances for vacation, sick leave and holiday pay, social and retirement benefits, all payroll taxes, workers' compensation, employer's liability insurance, and other contingencies and benefits imposed by applicable law or regulation.
- b. Personnel travel and support functions such as lodging, meals, materials, etc.
- c. Replacement costs of expendable materials and supplies furnished.
- d. Repair or replacement costs of equipment damaged or lost.
- e. Charges for the use of vehicles and other equipment furnished.
- f. Administrative and general costs, which are properly allocated to Mutual Assistance, to the extent such costs are not chargeable pursuant to the foregoing subsections.

ARTICLE VIII. RESPONSE COORDINATION

When providing assistance under this Agreement, the Requesting Member and Providing Member shall be organized by and shall function under the NIMS and SEMS protocols and procedures.

A. **Resources** – Providing Member retains the right to identify the resources that are available for Mutual Assistance.

- B. **Control** – While personnel furnished through Mutual Assistance shall remain under the employment and supervision of the Providing Member, the Providing Member's personnel come under the direction and control of the Requesting Member when providing Mutual Assistance, consistent with the NIMS and the ICS to address the needs of the Requesting Member and/or as deemed appropriate by the Incident Commander. The Requesting Member's Authorized Official shall coordinate Mutual Assistance activities with the designated supervisor(s) of the Providing Member(s). The Providing Member's designated supervisor(s) must keep accurate records, consistent with Federal Emergency Management Agency (FEMA) standards, of work performed by personnel during the specified Period of Assistance.
- C. **Lodging and Meals** – As set forth in Article V Section I of this Agreement or unless otherwise agreed to in writing by the Requesting and Providing Members, the Requesting Member remains responsible for reimbursing the Providing Member for all reasonable and necessary costs associated with providing lodging and meals, if such resources are not provided.
- D. **Communications** – The Requesting Member shall provide the Providing Member's personnel with communications equipment such as radio equipment as available, or radio frequency information to program existing radios, in order to facilitate communications with local responders and/or the Requesting Member's command and control structure.
- E. **Status** – Unless otherwise provided by law, the Providing Member's officers and personnel retain the same privileges, immunities, rights, duties and benefits as provided in their respective home jurisdictions.
- F. **Licenses and Permits** – To the extent permitted by law, Providing Member personnel who hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials while providing Mutual Assistance during the specified Period of Assistance.
- G. **Right to Withdraw Resources** – The Providing Member's Authorized Official retains the right to withdraw some or all of its resources at any time for any reason in the Providing Member's sole and absolute discretion. Notice of intention to withdraw resources must be communicated by the Providing Member to the Requesting Member's Authorized Official as soon as possible under the circumstances. Actual release of the Providing Member's furnished resources shall be made as soon as it is safe and practicable as determined by the Requesting Member's Authorized Official. All resources shall be returned to the Providing Member as soon as is practicable and reasonable under the circumstances.
- H. **Right to Cancel a Request for Mutual Assistance or Release Resources** – The Requesting Member's Authorized Official retains the right to cancel a request for Mutual Assistance at any time for any reason prior to the deployment of Mutual Assistance resources by a Providing Member. The Requesting Member also retains the right to release the Providing Member's furnished resources at any time, including when they are en route, for any reason so long as it is safe and practicable to do so. In accordance with Article VII of this Agreement, all policies related to cost reimbursement still apply to the Period of Assistance even if that Period of Assistance is terminated early. Notice of

intention to release resources must be communicated by the Requesting Member to the Providing Member's Authorized Official as soon as possible under the circumstances.

ARTICLE IX.
ARBITRATION

If any controversy or claim arises out of, or relates to, this Agreement, including, but not limited to an alleged breach of the Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation or arbitration in accordance with the Rules of the American Arbitration Association. Each Member reserves the right at any time after mediation or arbitration to pursue its rights and remedies in a court of law.

ARTICLE X.
REQUESTING MEMBER'S DUTY TO INDEMNIFY

The Requesting Member shall indemnify, hold harmless, and defend the Providing Member from and against any and all liability for loss, damage, cost, or expense which the Providing Member may incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing Mutual Assistance and whether or not due in whole or in part to any act, omission, or negligence of the Providing Member, except to the extent that such death or injury to person, or damage to property, is caused by the willful or wanton misconduct and/or gross negligence of the Providing Member, its employees, officers, contractors, or agents. Where payments are made by the Providing Member under a workers' compensation or disability benefits law or any similar law for bodily injury or death resulting from furnishing or Mutual Assistance, the Requesting Member shall reimburse the Providing Member for such payments, except to the extent that such bodily injury or death is caused by the willful or wanton misconduct and/or gross negligence of the Providing Member, its employees, officers, contractors, or agents.

In the event any claim or demand is made, or suit or action is filed against the Providing Member alleging liability for which the Requesting Member shall indemnify and hold harmless the Providing Member under the above paragraph, the Providing Member shall promptly notify the Requesting Member thereof; and the Requesting Member, at its sole cost and expense, shall settle, compromise, or defend the same in such manner as it deems necessary or prudent. The Requesting Member shall consult the Providing Member on all such litigation and will not compromise any issue or claim without the concurrence of the Providing Member, which will not be unreasonably withheld. The Providing Member shall cooperate with the Requesting Member's reasonable efforts to investigate, defend, and settle the claim or lawsuit.

ARTICLE XI.
SIGNATORY INDEMNIFICATION

In the event of a liability, claim, demand, action or proceeding, of whatever kind or nature arising out of the rendering of Mutual Assistance through this Agreement, the parties involved in rendering or receiving Mutual Assistance agree to indemnify and hold harmless all Members whose only involvement is the execution and approval of this Agreement, in the transaction or occurrence which is the subject of such claim, action, demand or other proceeding. Such indemnification shall include indemnity for all claims, demands, liability, damages and costs, including reasonable attorneys' fees and other costs of defense, for injury, property damage and workers' compensation.

**ARTICLE XII.
WORKERS' COMPENSATION CLAIMS**

The Providing Member and Requesting Member are responsible for providing workers' compensation benefits and administering workers' compensation for their respective personnel.

**ARTICLE XIII.
NOTICE**

Each Member hereto shall give to the others prompt and timely written notice, within fifteen (15) business days of any claim made or any suit instituted coming to its knowledge, which in any way, directly or indirectly, contingently or otherwise, affects or might affect them, and each Member shall have the right to participate in the defense of the same, as it considers necessary to protect its own interests.

**ARTICLE XIV.
INSURANCE**

Members shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of membership in the TransMAC. Proof of General Liability and Workers' Compensation coverage must be provided to any Requesting or Providing Member or the Steering Committee upon request.

**ARTICLE XV.
SENSITIVE SECURITY INFORMATION**

To the extent allowed by law, any Member or Associate Member shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any confidential or Sensitive Security Information provided to it by another Member pursuant to this Agreement. If any Member, Associate Member, or third party requests or demands, by subpoena or otherwise, that a Member or Associate Member disclose any confidential or Sensitive Security Information provided to it under this Agreement, the Member or Associate Member shall immediately notify the owner of the confidential or Sensitive Security Information and shall take all reasonable steps necessary to prevent the disclosure of any confidential or Sensitive Security Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

**ARTICLE XVI.
EFFECTIVE DATE**

This Agreement shall take effect for a new Member immediately upon its execution by said Member.

**ARTICLE XVII.
WITHDRAWAL**

Any Member may terminate its participation in this Agreement by written notice to the Chair of the TransMAC Steering Committee. Withdrawal takes effect sixty (60) days after the appropriate officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting

Member's duty to reimburse a Providing Member for costs incurred during a Period of Assistance, which duty shall survive such withdrawal.

**ARTICLE XVIII.
MODIFICATION**

No provision of this Agreement may be modified, altered or rescinded by individual Members to the Agreement. Modifications to this Agreement require a simple majority vote of Members. The TransMAC Steering Committee will notify all parties of modifications to this Agreement in writing and those modifications shall be effective upon sixty (60) days written notice to the Members.

**ARTICLE XIX.
SEVERABILITY**

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

**ARTICLE XX.
PRIOR AGREEMENTS**

To the extent that prior mutual assistance agreements among Members are inconsistent with this Agreement, such agreements are hereby superseded.

**ARTICLE XXI.
PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**

This Agreement is for the sole benefit of the Members and no other person or entity has rights under this Agreement as a third party beneficiary. Assignment of benefits or delegation of duties created by this Agreement to third parties that are not Members is prohibited and without effect.

**ARTICLE XXII.
TORT CLAIMS**

This Agreement in no way abrogates or waives any immunity or defense available under Federal laws and/or the laws of the State of California.

**ARTICLE XXIII.
INTRASTATE AND INTERSTATE MUTUAL ASSISTANCE PROGRAMS**

To the extent practicable, Members retain the right to participate in mutual assistance activities conducted under the State of California Civil Defense and Master Mutual Aid Agreement, the TransMAC, and the interstate Emergency Management Assistance Compact (EMAC) and similar programs.

**STATE OF CALIFORNIA
TRANSIT MUTUAL ASSISTANCE COMPACT (TransMAC)
EXECUTION OF THE AGREEMENT**

Name of Organization

Authorized Signature

Printed Name: _____

Title: _____

Date: _____

Approved as to form and content by:

Legal Counsel Signature

Printed Name: _____

Legal Counsel Organization (If different than above)

Title: _____

Date: _____

Note: Upon obtaining proper signatures, this form must be returned to the TransMAC Chairperson at the regular business address of the Chairperson's agency.

SunLine Transit Agency

DATE: June 26, 2013 **Action**
TO: Board of Directors
FROM: Roger Snoble
Interim General Manager
RE: Resolution Updating Signatories on Bank Accounts

Recommendation

Recommend that the Board of Directors approve the attached Resolution updating signatories on bank accounts as follows: delete General Manager and Director of Human Resources, and add Interim General Manager, and Interim Director of Finance.

Background

It is necessary for SunLine Transit Agency to update bank signature cards. The Resolution removes General Manager, C. Mikel Oglesby and Director of Human Resources, Donald Bradburn, and adds Interim General Manager, Roger Snoble and Interim Director of Finance, Chagalajoy Smith. This Resolution allows the Interim General Manager and the Interim Director of Finance to sign on all Agency bank accounts.

Fiscal Implications

None.



Roger Snoble



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY TO CHANGE
AUTHORIZED SIGNATURES ON ALL SUNLINE
TRANSIT AGENCY BANK ACCOUNTS**

WHEREAS, SunLine Transit Agency has a number of existing bank accounts with Pacific Western Bank; and

WHEREAS, The Board of Directors desires to remove the designated signatories of the accounts, General Manager, C. Mikel Oglesby and Director of Human Resources, Donald A. Bradburn; add Interim General Manager, Roger Snoble, and Interim Director of Finances, Chagalajoy Smith.

NOW THEREFORE, BE IT RESOLVED that any two of the signatories are required for any check issued over \$25,000, with the exception of items listed in SunLine Checks Policy.

Approved and Adopted this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Tommy Edwards

RE: Agreement with Ballard Power Systems

Recommendation

Recommend that the Board of Directors grant authority to the General Manager to execute an agreement with Ballard Power Systems. The agreement is for an extended warranty for the fuel cell modules on the American Fuel Cell and Advanced Technology Buses in an amount of \$699,900. Contract is subject to approval as to form by SunLine Legal Counsel.

Background

SunLine operates fuel cell buses powered by Ballard Power Systems' fuel cells. The cost of a new fuel cell is \$550,000.

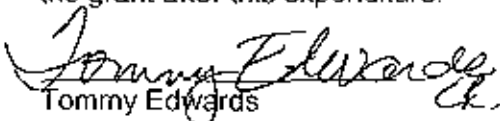
The fuel cell module in the current AT bus, in revenue service with SunLine Transit, is covered by a four year, or 8,000 hour warranty, whichever occurs first. At the completion of this warranty period, Ballard will extend coverage of the 150 kW FCvelocity™-HD6 fuel cell module supplied under the Advanced Technology (AT) bus program to 28,000 hrs or ten-years of service, whichever occurs first. This will provide SunLine Transit cost certainty over this period for all warranty eligible corrective maintenance parts and labor related to the fuel cell module.

The fuel cell module in the current American Fuel Cell bus, in revenue service with SunLine Transit, is covered by a six year or 12,000 hour warranty, whichever occurs first. At the completion of this warranty period, Ballard will extend coverage of the 150 kW FCvelocity™-HD6 fuel cell module supplied under the American Fuel Cell Bus program to 28,000 hrs or ten-years of service, whichever occurs first. This will provide SunLine Transit cost certainty over this period for all warranty eligible corrective maintenance parts and labor related to the fuel cell module.

Staff is submitting this contract action for approval because it exceeds the General Managers authority.

Fiscal Impact

Funds for this transaction were obtained from a competitive federal grant for \$1,200,000 won by SunLine in collaboration with CALSTART. There is \$500,100 remaining under the grant after this expenditure.


Tommy Edwards

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**
TO: Board of Directors
FROM: General Counsel, Jeffrey A. Goldfarb
RE: Adoption of Resolution Ratifying SunLine Transit Agency
Committees and Adopting By-Laws Therefore

I. RECOMMENDATION

1. Adopt a resolution ratifying the existence of any or all of the following SunLine Transit Agency committees:

- Finance
- Executive Committee

2. Determine whether the Board would like to ratify the existence of the Marketing and Personnel Loss Review Committees.

3. Adopt the provided by-laws for the Finance and Executive Committees.

II. BACKGROUND

SunLine Transit Agency was formed pursuant to the SunLine Joint Powers Transportation Agency Agreement (the "STA Agreement"). Section 3 of the Agreement specifies the powers and duties of the Board of Directors. Subsection F of Section 3 states, "The Board shall perform the following functions: (3) appoint advisory committees as deemed necessary . . ."

We are informed that STA has four advisory committees: Finance, Personal Loss Review, Marketing, and Chairman Executive Committee. The Finance Committee meets at each Board meeting, and the Personal Loss Review, Marketing, and Chairman Executive Committee meet "as needed." It is unclear how or when these committees were formed. A recent search of SunLine records failed to reveal any ordinance, resolution, or other official action of either Board creating these committees.

We have been informed that the committees had been annually populated by the SunLine Transit Agency Chairman, who annually reports the committee assignments to

the Board. At that same time, the Chairman distributes to the Board a chart showing the committee assignments for the ensuing year.

As noted above, the authority (and obligation) to form committees belongs to the Board. Because there is no record of the Board having taken any action to create the committees, it is the opinion of General Counsel that the Board should enact the attached Resolution establishing any or all of the committees the Board feels are necessary to the operation of the Agency.

As can be seen from the attached Resolution, the recommended Board action is to *ratify* the prior existence of the above referenced committees, except to the extent that the Board decides one or more of the committees is not necessary to the Agency's operation. Ratification of the existing committees is a legally appropriate action. "It is the general rule that a governmental body may effectively ratify what it could theretofore have lawfully authorized." (*Mott v. Horstman* (1950) 36 Cal.2d 388, 391.)

In order to ratify the above referenced committees, the Board should act with the same formalities required for the original exercise of power. (*Ibid.*) Section 3H of the Agreement provides that, with the exception of the adoption of by-laws, an amendment of by-laws, the adoption of the annual budget and such other matters as the Board may designate, all actions of the Board require a majority vote. It is General Counsel's recommendation that the ratification take place by the adoption of a Resolution so that there remains an easily identifiable and discoverable record of an official Board action establishing the existence of the committees.

It is also recommended that the Board adopt the attached by-laws which will assist the committee in its normal operation.

III. FINANCIAL IMPACT

None, given that the committees are currently operating and funded.


Jeffrey A. Goldfarb
General Counsel

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SUNLINE TRANSIT AGENCY ESTABLISHING AND
RATIFYING THE EXISTENCE OF COMMITTEES OF
THE BOARD**

WHEREAS, the SunLine Transit Agency ("STA") was formed pursuant to the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") in or about May 1977; and

WHEREAS, Section 3(F)(3) of the Agreement authorizes the Board to appoint advisory committees as deemed necessary; and

WHEREAS, the Board has previously received the advice and counsel of a Finance Committee and an Executive Committee; and

WHEREAS, the Board desires to establish the Executive Committee and the Finance Committee and, if it is determined that the Executive Committee and/or the Finance Committee had previously been properly formed pursuant to Section 3(F)(3) of the Agreement, to ratify the existence of the Executive and/or Finance Committees; and

WHEREAS, the Board desires to adopt bylaws for each of the aforementioned committees;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY HEREBY RESOLVES AS FOLLOWS:

SECTION 1. There is hereby established or, to the extent previously and properly created pursuant to Section 3(F)(3) of the Agreement, the Board hereby ratifies the existence of the following committees and only the following committees of the STA Board:

1. SunLine Transit Agency Finance Committee; and
2. SunLine Transit Agency Executive Committee

SECTION 2. The Board hereby adopts bylaws for the Executive Committee, and the Finance Committee in the form attached hereby as Exhibits "A" and "B", respectively.

SECTION 3. The Clerk of the Board shall certify to the passage of this Resolution and enter the same in the Agency's Official Book of Resolutions.

PASSED AND ADOPTED this ____ day of _____, 20__.

ATTEST:

CLERK OF THE BOARD
SunLine Transit Agency

CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel

SunLine Transit Agency

Bylaws of the Finance Committee

Commencing at the first regular meeting in July, and annually thereafter, the Board of Directors of the SunLine Transit Agency ("STA") shall make appointments to the Finance Committee, which shall consist of five (5) Board members. ~~The Board hereby ratifies the appointments made by Chair Spiegel for the balance of the current fiscal year (2012-13).~~ All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The five (5) nominees with the greatest number of votes shall comprise the Finance Committee. In the event of tie votes for some committee position(s), runoff elections shall immediately follow.

1. From among themselves, the committee members shall be elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The monthly regular meetings of the Finance Committee shall be on the day of the regular meetings of the Board of Directors.
 - a. Special meetings may be called by the General Manager, the Chair, or atby the request of two members of the committee to the General Manager.
 - b. Those who call a meeting shall set the agenda, except that matters can be added to the agenda at the request of any member of the committee if at least 48-hours advance notice is provided and if the matter is sufficiently germane to the call of a special meeting.
 - c. Additional meetings shall be called by the General Manager or the Chair, as deemed necessary.
3. Minutes of Finance Committee meetings need not be taken on a regular basis, but shall be taken if any committee member so requests at least one business day prior to the meeting.
4. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.
- 4.5. The Finance Committee shall have the authority to make recommendations to the Board on financial matters including the annual SunLine Transit Agency budget, review of checks issued or to be issued, new contracts which have financial implications.

monthly budget reports and any other financial matters. Notwithstanding any policy to the contrary, the Finance committee shall not have final approval authority over any matter of SunLine business with the exception of the election of the Committee's officers.

SunLine Transit Agency

Bylaws of the Executive Committee

1. ~~The Board of Directors of the SunLine Transportation Agency ("STA") hereby creates the five (5) member "Executive Committee," and ratifies the appointments made by Chair Spiegel for the balance of the current fiscal year (2012-13). The Board reserves to its collective self the right hereafter to make all appointments to such Executive Committee, in future years, except that the Chairperson of the Board shall automatically be a member of the Executive Committee without a vote of the Board of Directors. All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor will succeed to the committee membership. The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The nominee with the greatest number of votes shall be the new committee member. In the event of tie votes for some committee position(s) runoff elections shall immediately follow. From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.~~

~~2. No committee shall be referred to as being the "Chairman's Committee." Each City and the County, which comprise the JPA, has equal authority and no Chairperson has the authority to modify this procedure.~~

3-2. The duties and responsibilities of the Executive Committee shall be:

- a. The primary justification for the Committee to exist is to provide the General Manager, the Chair, and the Board of Directors with the ability to respond quickly to exigent matters or circumstances which, in the best interests of STA, should be dealt with promptly and which are not of such significance as to justify calling a special or emergency meeting of the Board of Directors.
- b. Subject matters which does not meet these criteria shall not be the subject of a meeting of the Executive Committee.
- c. The Executive Committee shall not be considered an appropriate substitute for calling a meeting of the Board of Directors in the absence of exigent circumstances.

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4.3. _____ An Executive Committee meeting can be called by the General Manager, the Chair of the Board of Directors, or by the request of any two members of the Board of Directors to the General Manager.

5.4. _____ All meetings, open and closed, of the Executive Committee shall be subject to the making and keeping of minutes. Such minutes must identify all subjects discussed or considered by the Committee, and all actions taken or proposed to be taken and the reasons for taking such actions.

- a. Such minutes are to be completed within two (2) business days of the Committee meeting and distributed forthwith to each of the members of the Board.
- b. Notice of the meeting and the agenda of any meeting called by the Chair, the General Manager, or the Board of Directors shall be provided to all members of the Board of Directors at least 24 hours in advance of any meeting of the Executive Committee. If notice is not provided at least 72 hours in advance, the meeting shall be treated as a "Special Meeting" for purposes of the Brown Act. Email is the recommended mode of informing members of the call of a meeting, except for Board members who do not employ it, in which case notification shall be sent out by the means calculated to apprise the member of the time, place and subject matter of the meeting, including, but not limited to fax or delivery of personal notice.
- c. Any Board member can attend any meeting of the Executive Committee providing such Board member attends as an "observer," as that term is used in Government Code Section 54952.2(c)(6).
- d. Unless it qualifies under the Brown Act for closed session status, all such Executive Committee meetings shall be open to the public. To misuse a claim of "closed session" status shall subject the perpetrators to being publicly identified with a statement of how they violated the Brown Act.
- e. Any member of the media or general public who has a standing or other request to be notified of all STA meetings shall promptly receive notice of the meetings of the Committee, whether open or closed.
- f. The Committee may not consider personnel issues of any sort, disciplinary or otherwise, whether of staff, Board members, or other persons.
- g. The Committee may not consider issues concerning the hiring of a General Manager or the Board's Legal Counsel. Such matters are reserved to the exclusive jurisdiction of the full Board of Directors.
- h. The Committee may not consider any matter which is within the jurisdiction of any other STA committees.
- i. The General Manager shall be responsible for preparing the agenda and notice of the meeting, and shall at all times comply with all requirements of the Brown Act.

6.5. _____ All meetings of the Committee shall be conducted in accordance with Robert's Rules of Order, Revised.

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Resolution to Participate in the Employment Risk Management Authority (ERMA)

Recommendation

Recommend that the Board of Directors adopt a resolution to participate in the Employment Risk Management Authority (ERMA) and authorize the General Manager to take necessary steps on behalf of SunLine to implement the resolution.

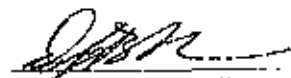
Background

Currently, SunLine Transit Agency is a member of the Public Entity Risk Management Authority (PERMA), which is a self-insured joint powers authority providing general liability and workers' compensation coverage. However, SunLine currently does not have Employment Practices Liability (EPL) coverage to protect the Agency against unlawful employment practices and discrimination claims. Staff has reviewed SunLine Transit Agency's records back to 2003, and discovered that the Agency has not maintained EPL coverage. The lack of EPL coverage may predate 2003.

The proposed resolution will allow SunLine Transit Agency to apply for participation in ERMA and obtain EPL coverage to mitigate and risk exposure related to unlawful employment practices and discrimination claims. SunLine would have a five year commitment to participate in ERMA.

Fiscal Implications

The annual cost is estimated at \$81,069 per year based on a self-insured retention (SIR) of \$50,000. Based on the size of SunLine's payroll, ERMA recommends a SIR of \$50,000. The actual cost could increase based on review of SunLine's application. Staff has budgeted \$100,000 for this coverage in the proposed Fiscal Year 2013-2014 budget. Based on the estimated \$81,069 per year costs, the 5-year cost of participation is \$405,345.



Donald A. Bradburn



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY AUTHORIZING
PARTICIPATION IN EMPLOYMENT RISK
MANAGEMENT AUTHORITY**

WHEREAS, the SunLine Transit Agency wishes to obtain Employment Practices Liability coverage for the period July 1, 2013 and June 30, 2018.

WHEREAS, the Employment Risk Management Authority (ERMA) is a self-insured joint powers authority created for the sole purpose of Employment Practices Liability Coverage. ERMA is comprised of various public entities who risk share up to \$1 million against potentially unlawful employment practices and discrimination claims; and

WHEREAS, ERMA formed primarily due to the fact that government entities have not historically been able to secure Employment Practices Liability (EPL) coverage at a competitive cost through the commercial insurance marketplace; and

WHEREAS, ERMA has met all of the high professional standards established by the California Association of Joint Powers Authorities (CAJPA) in the areas of governance, finance, claims control, safety and loss control and ERMA is fully accredited by CAJPA. CAJPA's accreditation process requires reviews by independent consultants in the areas of accounting, claims adjusting, and actuarial analysis; and

WHEREAS, ERMA provides services to both Joint Powers Insurance Authorities and individual public entities; and

WHEREAS, the SunLine Transit Agency has determined that it is in the best interest to become a member of ERMA for the purpose of obtaining Employment Practices Liability coverage; and

WHEREAS, ERMA requires the SunLine Transit Agency to pass a resolution expressing the desire and commitment of the SunLine Transit Agency's participation in ERMA, which requires a three year minimum participation period. SunLine Transit Agency also understands our entity will be bound by the provisions in the ERMA Joint Powers Agreement just as though it were fully set forth and incorporated herein whether our entity had signed it individually or through an underlying Joint Powers Insurance Authority.

NOW, THEREFORE, BE IT RESOLVED BY SUNLINE TRANSIT AGENCY THAT, SunLine Transit Agency approves participation in ERMA July 1, 2013 and

THAT, the General Manager on behalf of the SunLine Transit Agency is hereby authorized to take any and all actions necessary to implement the foregoing resolution.

Approved and Adopted this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Amendment to the SunLine Transit Restated Retirement
Income Plan for Bargaining Unit

Recommendation

Recommend that the Board of Directors adopt a Resolution approving the Third Amendment to the SunLine Transit Restated Retirement Income Plan for Bargaining Unit plan document and authorize the General Manager to sign the amendment on behalf of SunLine Transit Agency.

Background

In August 2012, Governor Brown introduced sweeping pension reform, which the state legislature subsequently approved. The Governor signed into law the California Public Employee Pension Reform Act (CPEPRA) and went into effect January 1, 2013.

Among other things, CPEPRA reforms public employee pensions in the following ways:

- Reduces benefit formulas for new pension members.
- Increases retirement ages for new members.
- Prohibits retroactive enhancements to benefit formulas
- Requires equal sharing of normal costs between employee and employer.
- Caps pensionable compensation for new members.
- Defines pensionable compensation.
- Requires a 36-month final compensation period.
- Prohibits the purchase of "air-time."
- Limits post-retirement employment.
- Requires the forfeiture of pension allowance upon conviction of a felony


This Amendment will implement all CPEPRA changes except the equal sharing of normal costs between employee and employer because this provision is subject to bargaining when the current MOU expires on March 31, 2014.

If approved, the revisions will bring the plan into compliance with CPEPRA. Additionally, this will ensure that when our plan is restated later this year it will

reflect current law. Staff will return to the Board later this year seeking approval of the restated plans for submission to the Internal Revenue Service, which must be done in January 2014.

Fiscal Implications

These changes will result in future savings.



Donald A. Bradburn



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION ADOPTING
THE THIRD AMENDMENT TO THE
SUNLINE TRANSIT RESTATED RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

By action of the Board of Directors of SunLine Transit Agency, a political subdivision of the State of California ("Employer") taken on June 26, 2013, the following resolutions were duly adopted:

WHEREAS, the Employer maintains the SunLine Transit Restated Retirement Income Plan for Bargaining Unit Personnel ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 11.06 therein; and

WHEREAS, the Employer has determined that the Plan should be amended to comply with the Public Employees' Pension Reform Act of 2013;

NOW, THEREFORE, BE IT RESOLVED, that the Plan be, and it hereby is, amended by the Third Amendment substantially in the form attached hereto.

RESOLVED, that the appropriate officers of the Employer be, and they hereby are, authorized and empowered to take any action and execute any writing they deem necessary to carry out the purpose and intent of the foregoing resolutions.

Approved and Adopted this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

THIRD AMENDMENT TO THE
SUNLINE TRANSIT RESTATED RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL

WHEREAS, SunLine Transit Agency ("Employer") maintains the SunLine Transit Restated Retirement Income Plan for Bargaining Unit Personnel ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 11.06 therein; and

WHEREAS, the Employer has determined that the Plan should be amended to comply with the Public Employees' Pension Reform Act of 2013;

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the power reserved to the Employer under Section 11.06 of the Plan, the Employer hereby amends the Plan in the following particulars.

1. Plan Section 7.06 is deleted in its entirety and replaced with the following in lieu thereof effective January 1, 2013:

Section 7.06. Reinstatement from Retirement. A retired Participant shall not serve, be employed by, or be employed through a contract directly by the Employer as an Eligible Employee without reinstatement from retirement, except in the following circumstances:

- a. The retired Participant is appointed by the appointing power of the Employer either during an emergency to prevent stoppage of public business or because the retired Participant has skills needed to perform work of limited duration. Any such appointment shall not exceed a total of 960 hours in a Plan Year. The rate of pay for the employment shall not be less than the monthly minimum, nor exceed the monthly maximum, paid by the Employer to other Employees performing comparable duties, divided by 173.333 to equal an hourly rate.
- b. Notwithstanding subsection a., a retired Participant shall not be eligible to serve or be employed by the Employer if, during the 12-month period prior to an appointment described in subsection a., the retired Participant received any unemployment insurance compensation arising out of prior employment with the Employer. A retired Participant shall certify in writing to the Employer upon accepting an offer of employment that he or she is in compliance with this requirement. A retired Participant who accepts an appointment with the Employer after receiving unemployment insurance compensation shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment for a period of 12 months following the last day of employment.
- c. A retired Participant shall not be eligible to be employed pursuant to this Section for a period of 180 days following the date of retirement unless the Employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed and the appointment has

been approved by the governing body of the Employer in a public meeting. The appointment may not be placed on a consent calendar.

- d. A retired Participant who accepted a retirement incentive upon retirement shall not be eligible to be employed pursuant to this Section for a period of 180 days following the date of retirement and subsection c. shall not apply.

In addition to the above conditions, the Committee will only need to reinstate an Eligible Employee from retirement upon the following conditions:

- a. His application to the Committee for reinstatement is accepted, and
- b. The determination by the Committee, based upon medical examination, that the retired Participant is not incapacitated for the duties to be assigned to the retired Participant.

When any Participant is reinstated from retirement under this provision, his retirement allowance shall cease, and he shall become a Participant as of the date of reinstatement. Upon his later retirement, his retirement benefit will be recalculated including all of his years of Credited Service and Monthly Earnings, less the actuarial equivalent of any benefits already paid. In no event will the benefit be less than his benefit at the initial retirement date.

2. Plan Section 12.11 is added to the Plan effective January 1, 2013:

Section 12.11. Forfeiture of Benefits Upon Conviction of a Felony. If any Eligible Employee is convicted by a state or federal trial court of any felony under state or federal law for conduct arising out of or in the performance of his official duties, in pursuit of the office or appointment, or in connection with obtaining salary, disability retirement, service retirement, or other benefits, the following provisions shall apply:

- a. The Eligible Employee shall forfeit all accrued rights and benefits under the Plan to the extent provided in subsection b. and shall not accrue further benefits in the Plan, effective on the date of conviction.
- b. The Eligible Employee shall forfeit all the retirement benefits earned or accrued from the earliest date of the commission of any felony described in this Section to the forfeiture date, inclusive. The retirement benefits shall remain forfeited notwithstanding any reduction in sentence or expungement of the conviction following the date of the Employee's conviction. Retirement benefits attributable to service performed prior to the date of the first commission of the felony for which the Employee was convicted shall not be forfeited as a result of this Section. For purposes of this subsection, "forfeiture date" means the date of the conviction.
- c. If an Eligible Employee's conviction is reversed and that decision is final, the Employee shall be entitled to recover the forfeited retirement benefits.

IN WITNESS WHEREOF, the Employer has caused this Third Amendment to be signed on its behalf by the undersigned duly authorized officer on the date set forth below.

Date: _____

SUNLINE TRANSIT AGENCY

By: _____
Roger Snoble

Title: Interim General Manager

APPROVED AS TO FORM THIS _____
DAY OF _____, 20____

Jeffrey Goldfarb, Attorney at Law

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Amendments to the SunLine Transit Restated Retirement
Income Plan for Bargaining Unit and to the SunLine Transit
Agency Restated Non-Union Employee's Retirement System
Plan

Recommendation

Recommend that the Board of Directors approve the Fourth Amendment to the SunLine Transit Restated Retirement Income Plan for Bargaining Unit plan document and Fifth Amendment to the SunLine Transit Agency Restated Non-Union Employee's Retirement System plan document, and authorize the General Manager to sign the Amendments on behalf of SunLine Transit Agency.

Background

On January 15, 2013, Nyhart Epler, our third party administrator, received a letter of determination from the Internal Revenue Service for our Bargaining and Non-Union pension plans. The letter of determination that the plans were in compliance with the Internal Revenue Code (IRC) was contingent upon timely adoption of the amendments submitted to the IRS. Timely is defined as within 90 days from the date of the letter of determination. After a review of plan documents with Nyhart Epler, staff determined that SunLine had never adopted Amendment 4 to the Union plan or Amendment 5 to the Non-Union plan which would define the "Maximum Benefit Limitation" in accordance with IRC Section 415. Although we have exceeded the 90 day limit, Nyhart Epler will work with the IRS through the Voluntary Compliance Program to mitigate penalty fees.

These amendments will change Section 7.07 of the Bargaining Unit plan and Section 7.08 of the Non-Union plan to read as follows:

"For purposes of this Plan, all provisions of Section 415 of the Code and the regulations thereunder, as amended from time to time, are hereby incorporated by reference.

For participants covered by both this plan and any other defined benefit plan ever maintained by the Employer, employer-provided benefits under this plan will be

limited in proportion to the sum of all employer-provided benefits determined before applying any limitations, such that the sum of all employer-provided benefits does not exceed the limitations under Code Section 415.

Plan aggregation for 415 purposes will be determined as prescribed under Treasury regulation section 1.415(f)-1."

Fiscal Implications

Typically this action would not have a fiscal impact, however the required amendments have not been completed in a timely manner and are subject to penalty fees. If the Board adopts these plan amendments today, SunLine will be able to enter a Voluntary Compliance Program with the IRS at a fee of \$500. If SunLine doesn't amend the plans, the Agency is exposed to whatever penalty that may be imposed by the IRS at its discretion.



Donald A. Bradburn

AMENDMENT NO. 4

SUNLINE TRANSIT RESTATED RETIREMENT INCOME PLAN FOR BARGAINING UNIT PERSONNEL

WHEREAS, effective February 1, 1980, SunLine Transit Agency ("Employer"), a political subdivision of the State of California, Established the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel ("Plan") for the exclusive benefit of eligible employees; and

WHEREAS, SunLine retains the right to amend the Plan from time to time for union negotiations as changes in federal laws as they relate to plans qualified under the provisions of the Internal Revenue Code or for any other reason; and

WHEREAS, the Plan has, from time to time, been amended and restated with the most recent restatement being effective January 1, 2007; and

WHEREAS, the Employer now wished to amend to the Plan for changes requested by the Internal Revenue Service as a condition of qualification.

NOW, THEREFORE, BE IT RESOLVED that the Plan is hereby amended, effective January 1, 2007, as follows:

1. Article VII, Section 7.07 shall be deleted in its entirety and replaced with the following:

Section 7.07 Maximum Benefit Limitation. For purposes of this Plan, all provisions of Section 415 of the Code and the regulations thereunder, as amended from time to time, are hereby incorporated by reference.

For participants covered by both this plan and any other defined benefit plan ever maintained by the Employer, employer-provided benefits under this plan will be limited in proportion to the sum of all employer-provided benefits determined before applying any limitations, such that the sum of all employer-provided benefits does not exceed the limitations under Code Section 415.

Plan aggregation for 415 purposes will be determined as prescribed under Treasury regulation section 1.415(f)-1.

IN WITNESS WHEREOF, the Employer has executed this Amendment No. 4 on this _____ day of _____, 20 ____.

SUNLINE TRANSIT AGENCY

By: _____
Roger Snoble

Title: General Manager

APPROVED AS TO FORM THIS _____

DAY OF _____, 20_____

Jeffrey Goldfarb, Attorney at Law

AMENDMENT NO. 5

SUNLINE TRANSIT AGENCY RESTATED NON-
UNION EMPLOYEE'S RETIREMENT SYSTEM

WHEREAS, effective February 1, 1980, SunLine Transit Agency ("Employer"), a political subdivision of the State of California. Established the SunLine Transit Retirement Income Plan for the exclusive benefit of eligible employees; and

WHEREAS, SunLine retains the right to amend the Plan from time to time for changes in federal laws as they relate to plans qualified under the provisions of the Internal Revenue Code or for any other reason; and

WHEREAS, the Plan has, from time to time, been amended and restated with the most recent restatement being effective January 1, 2007; and

WHEREAS, the Employer now wished to amend to the Plan for changes requested by the Internal Revenue Service as a condition of qualification.

NOW, THEREFORE, BE IT RESOLVED that the Plan is hereby amended, effective January 1, 2007, as follows:

1. Article VII, Section 7.08 shall be deleted in its entirety and replaced with the following:

Section 7.08 Maximum Benefit Limitation. For purposes of this Plan, all provisions of Section 415 of the Code and the regulations thereunder, as amended from time to time, are hereby incorporated by reference.

For participants covered by both this plan and any other defined benefit plan ever maintained by the Employer, employer-provided benefits under this plan will be limited in proportion to the sum of all employer-provided benefits determined before applying any limitations, such that the sum of all employer-provided benefits does not exceed the limitations under Code Section 415.

Plan aggregation for 415 purposes will be determined as prescribed under Treasury regulation section 1.415(f)-1.

IN WITNESS WHEREOF, the Employer has executed this Amendment No. 5 on this

_____ day of _____, 20 ____.

SUNLINE TRANSIT AGENCY

By: _____
Roger Snoble

Title: Interim General Manager

APPROVED AS TO FORM THIS _____
DAY OF _____, 20____

Jeffrey Goldfarb, Attorney at Law

SunLine Transit Agency

DATE: June 26, 2013 **Action**
TO: Board of Directors
FROM: Director of Transit Planning
RE: Draft Title VI Plan Update – Opening of Public Comment Period

Recommendation

Staff is requesting the Board open a 30-day public comment period (concluding July 26, 2013, including public meetings) for the SunLine Transit Agency Federal Transit Administration (FTA) Title VI Update. This is in accordance FTA Title VI Guidelines reissued in Circular 4702.1B dated October 1, 2012. The draft Title VI Plan Update document is attached here and an overview presentation provided at this meeting provided full details of SunLine's efforts at achieving Title VI compliance.

The SunLine Transit Agency Board will be asked at their July meeting to adopt the Title VI Plan Update for the three year period November 1, 2013 to October 31, 2016. The plan update will then be submitted to the Federal Transit Administration for their review and approval prior to November 1.

Background

Title VI of the Federal Civil Rights ACT of 1964 provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). SunLine Transit Agency, as a recipient of federal funding, is obligated to follow these federal laws. The following is SunLine's Title VI policy statement:

"SunLine grants all citizens' equal access to all its transportation services under Title VI of the Civil Act and it is also the intent of SunLine, that all citizens are aware of their rights to such access. SunLine is committed to ensuring that no person is excluded from participation or denied benefits of its services on the basis of race, color or national origin as stipulated by Title VI of the Civil Rights of 1964, as amended. To that end it is SunLine's objective to:

1. Ensure that the level and quality of transportation service is provided without regard to race, color or national origin.
2. Promote fair participation in transportation decision making for all affected population;

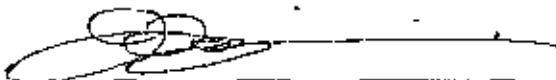
3. Prevent the denial, reduction or delay in benefits related to programs and activities that benefits minority or low-income and populations;
4. Ensure meaningful access is granted to programs and activities by people with limited English proficiency.”

In order to demonstrate nondiscriminatory practices, transit agencies including SunLine Transit Agency must:

1. Implement a Title VI reporting process addressing complaint process and resolution.
2. Identify above average minority population routes. These are Lines 15 v(Desert Hot Springs), 80-81 (Indio), 90 (Indio, Coachella) and 91 (Indio, Coachella, Thermal, Mecca, Oasis) based on high percentage of Hispanic/Latino population.
3. Develop Board approved Service Standards to guide all service planning and operating decisions in a nondiscriminatory manner. This includes definition of major service change where more than 25% of a service has changed (revenue hours or miles per day type, route revenue miles), for which a public hearing is required. This will be presented in detail at the July board meeting.
4. Conduct a “Four-Factors Analysis” of the needs of limited English language proficiency population (LEP analysis) in the Coachella Valley. This is to ensure meaningful access for this group to all SunLine programs. This involves actions of identifying the number and proportion of those people in the SunLine service area who speak English less than very well or not at all, determine how often they come in contact with the agency, what agency programs are important to them, and the costs and resources required to address their needs. Efforts include translation of all public information, as well as ready access to Spanish-speaking staff and scheduling of meetings with translation services in minority area communities, as documented in a public participation plan (included in the Title VI Plan Update).
5. Define Disparate Impact (minority population) and Disproportionate Burden (low income population) policies, suggested to be that where a minority or low income population is impacted more than 20% than the average minority or low income population in the service area. Such changes require further review to mitigate such unfavorable changes, or to determine that any other necessary option would have worse impact than the proposed change (these items are discussed in more detail in the Title VI Plan Update).

Financial Impact

There is no funding request associated with this item.



Joseph Forgiarini

SunLine Transit Agency
Checks \$1,000 and Over
For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Costs for utilities	657203	3/8/2013	\$81,400.10	Y	N		Operating
IMPERIAL IRRIGATION DIST	Costs for utilities	657269	3/20/2013	\$17,148.51	Y	N		Operating
GOODYEAR TIRE & RUBBER CO.	Cost for the vehicle tire lease agreement	657348	3/29/2013	\$6,358.92	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657145	3/5/2013	\$5,612.45	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to repair and service vehicles	657259	3/20/2013	\$5,571.45	Y	N		Operating
A.C. PROPANE	Propane Service	657301	3/29/2013	\$5,053.56	Y	Y	\$0	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657324	3/29/2013	\$4,023.94	Y	N		Operating
STRICKLAND KENNY, INC.	Cost to purchase lubricants & oils	657206	3/8/2013	\$3,941.03	Y	N		Operating
ALLIED BARTON SECURITY SVCS	Onsite security services for facilities	657308	3/29/2013	\$3,727.08	Y	Y	\$127,726.00	Operating
GATEWAY COMPRESSION, INC	Cost to purchase maint. parts & equip	657122	3/5/2013	\$3,404.85	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	657364	3/29/2013	\$3,201.18	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657111	3/5/2013	\$2,654.74	Y	N		Operating
ALLIED BARTON SECURITY SVCS	Onsite security services for facilities	657073	3/5/2013	\$2,484.72	Y	Y	\$123,999.00	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657093	3/5/2013	\$2,355.49	Y	N		Operating
FARWEST CORROSION CONTROL	Cost to purchase vehicle parts	657112	3/5/2013	\$2,050.00	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	657168	3/5/2013	\$2,038.98	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657339	3/29/2013	\$1,915.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657277	3/20/2013	\$1,675.49	Y	N		Operating
CARGEST OF THE DESERT	Cost to purchase vehicle parts	657179	3/8/2013	\$1,606.64	Y	N		Operating
DAMLER BUSES NORTH AMER, INC	Cost to purchase vehicle parts	657095	3/5/2013	\$1,447.70	Y	N		Operating
FRANKLIN TRUCK PARTS, INC	Cost to purchase vehicle parts	657188	3/8/2013	\$1,277.77	Y	N		Operating
ALLIED BARTON SECURITY SVCS	Onsite security services for facilities	657175	3/8/2013	\$1,242.36	Y	N		Operating
SMARTDRIVE SYSTEMS, INC	Security equipment maintenance agreement	657286	3/20/2013	\$1,240.00	Y	N		Operating
SMARTDRIVE SYSTEMS, INC	Security equipment maintenance agreement	657202	3/8/2013	\$1,140.00	Y	N		Operating
DESERT ALARM, INC	Facilities security system maint. Agreement	657183	3/8/2013	\$1,120.00	Y	Y	\$3,000.00	Operating
TRANSIT RESOURCES, INC	Cost to purchase vehicle parts	657294	3/20/2013	\$1,042.15	Y	N		Operating
	Subtotal			\$164,732.11				

Note: *) Contract period ended.

Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
KIMCO STAFFING SERVICES, INC.	Costs for temporary employment services	657356	3/29/2013	\$7,662.06	Y	N		Operating
IMPERIAL IRRIGATION DIST	Costs for utilities	657133	3/5/2013	\$6,383.40	Y	N		Operating
G&K SERVICES	Costs to service uniforms	657121	3/5/2013	\$6,234.97	Y	Y	\$351,910.00	Operating
WOODRUFF, SPRADLIN & SMART	Costs for legal services for labor counsel	657365	3/29/2013	\$5,310.50	Y	N		Operating
G&K SERVICES	Costs to service uniforms	657345	3/29/2013	\$4,885.52	Y	Y	\$347,025.00	Operating
MOORE MAINTENANCE & JANITORIAL	Costs for janitorial services	657276	3/20/2013	\$4,678.00	Y	Y	\$15,126.00	Operating
KIMCO STAFFING SERVICES, INC.	Costs for temporary employment services	657137	3/5/2013	\$4,282.50	Y	N		Operating
RESORT MARKETING	Costs for public relations & marketing services	657240	3/15/2013	\$4,127.50	Y	Y	\$927.50	Operating
OFFICETEAM	Costs for temporary employment services	657147	3/5/2013	\$4,064.05	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
KIMCO STAFFING SERVICES, INC.	Costs for temporary employment services	657273	3/20/2013	\$3,732.23	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Costs for telephone services - Monthly	657209	3/8/2013	\$3,545.60	Y	N		Operating
NYHART COMPANY	Costs for pension consultant	657238	3/15/2013	\$2,758.11	Y	N		Operating
BURRTEC WASTE & RECYCLING SVC	Costs for utilities - waste removal	657080	3/5/2013	\$2,612.04	Y	N		Operating
BURRTEC WASTE & RECYCLING SVC	Costs for utilities - waste removal	657312	3/29/2013	\$2,560.55	Y	N		Operating
VERIZON	Costs for wireless communications	657297	3/20/2013	\$2,207.48	Y	N		Operating
DESERT PUBLICATIONS, INC.	Costs for advertisement	657261	3/20/2013	\$2,083.17	Y	N		Operating
IMPERIAL IRRIGATION DIST	Costs for utilities	657351	3/29/2013	\$1,635.04	Y	N		Operating
VALLEY OFFICE EQUIPMENT	Costs for fax/copy supplies	657215	3/8/2013	\$1,615.09	Y	N		Operating
GRAINGER	Cost for facilities maintenance parts/supplies	657266	3/20/2013	\$1,532.21	Y	N		Operating
OFFICETEAM	Costs for temporary employment services	657366	3/29/2013	\$1,523.02	Y	N		Operating
COACHELLA VALLEY PRINTING	Costs for printing services	657316	3/29/2013	\$1,143.37	Y	N		Operating
AMERICAN DICTATION CORP.	Costs for office supplies	657251	3/20/2013	\$1,098.99	Y	N		Operating
GRAINGER	Costs for facilities maintenance parts/supplies	657125	3/5/2013	\$1,053.44	Y	N		Operating
OFFICE DEPOT	Costs for office supplies	657197	3/8/2013	\$1,050.62	Y	N		Operating
TOTAL FUNDS BY HASLER	Costs for postage	657293	3/20/2013	\$1,047.21	Y	N		Operating
TOTAL FUNDS BY HASLER	Costs for postage	657212	3/8/2013	\$1,032.90	Y	N		Operating
EISENHOWER OCCUPATIONAL SCRTIC	Costs of medical exams and testing	657333	3/29/2013	\$1,030.00	Y	N		Operating
	Membership & Subscriptions	657159	3/5/2013	\$1,000.00	Y	N		Operating
	Subtotal			\$81,889.57				

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

IMPERIAL IRRIGATION DISTRICT	Fees for electrical services for admin building	657218	3/14/2013	\$173,817.41	Y	N		Capital
TRAPEZE GROUP	Annual Software license - Trapeze Ops Progr.	657219	3/14/2013	\$37,221.00	Y	N		Capital
LEFLORE GROUP LLC, THE	Consulting and procurement services - Feb	657191	3/8/2013	\$15,985.51	Y	Y	\$130,172.00	Capital
HEWLETT-PACKARD COMPANY	Purchase of network hardware & IT equip	657130	3/5/2013	\$18,752.89	Y	N		Capital
TRAPEZE GROUP	Annual Software license - Trapeze-PASS	657169	3/5/2013	\$18,423.00	Y	N		Capital
CMG	Grants & audits coordination services - Feb	657181	3/8/2013	\$9,993.75	Y	N		Capital
CVAG	JARC program-Federal grant reimbursement	657252	3/20/2013	\$7,578.52	Y	N		Capital
ROTC	JARC program-Federal grant reimbursement	657238	5/1/2013	\$5,850.81	Y	N		Capital
COUNTY OF RIVERSIDE	Submital fees for Admin Building	657320	3/29/2013	\$3,834.41	Y	N		Capital
AMERICAN CAB	Taxi Voucher Program - Federal grant	657250	3/20/2013	\$3,651.04	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	657118	3/5/2013	\$2,145.00	Y	N		Capital
COUNTY OF RIVERSIDE	Easement fees for Admin Building	657256	3/20/2013	\$2,000.00	Y	N		Capital
YELLOW CAB	Taxi Voucher Program - Federal grant	657249	3/15/2013	\$1,451.68	Y	N		Capital
	Subtotal			\$300,705.03				

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

HEALTH NET	Group Health Ins Premium (paid monthly)	657349	3/29/2013	\$218,305.93	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657379	3/29/2013	\$91,349.19	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657171	3/5/2013	\$91,228.76	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657247	3/15/2013	\$90,994.20	Y	N		Operating
PERMA - Insurance	Workers Comp (paid monthly)	657281	3/20/2013	\$76,875.38	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Short/Long Term Disability (paid monthly)	657151	3/5/2013	\$15,367.66	Y	N		Operating
METLIFE SBC	Dental Insurance (paid monthly)	657141	3/5/2013	\$6,582.25	Y	N		Operating
COLONIAL LIFE & ACCIDENT INSUR	Employee Supplemental Insurance (paid monthly)	657255	3/20/2013	\$6,215.61	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union Dues (paid per payroll)	657222	3/15/2013	\$4,421.55	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union Dues (paid per payroll)	657074	3/5/2013	\$4,399.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	657083	3/5/2013	\$3,357.34	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	657225	3/15/2013	\$3,357.34	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	657314	3/29/2013	\$3,098.84	Y	N		Operating
EYE MED	Employee Benefits (paid monthly)	657263	3/20/2013	\$2,192.16	Y	N		Operating
MAGELLAN BEHAVIORIAL HEALTH	Employee Assistance Program (Apr - June)	657358	3/29/2013	\$2,193.51	Y	N		Operating
	Subtotal			\$619,938.98				

Note: Normally, there are two payroll cycles per month. However, this month there were three payroll cycles. Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.

Total Checks Over \$1000

\$1,167,265.69

Summary

Total of Checks Over \$1,000

\$1,167,265.69

Total of Checks Under \$1,000

\$81,372.92

Total of All Checks for the Month

\$1,228,638.61

Total Amount of Checks Prior Year - Same Month

\$1,649,667.35

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost for utilities	657509	4/23/2013	\$81,023.88	Y	N		Operating
SO CAL GAS CO.	Cost for utilities	657405	4/15/2013	\$77,214.21	Y	N		Operating
GOODYEAR TIRE & RUBBER COMPAN	Cost for vehicle tire lease agreement	657593	4/30/2013	\$20,050.74	Y	N		Operating
FLZEET REFINISHING	Cost to repair and service vehicles	657443	4/15/2013	\$15,496.17	Y	N		Operating
GOODYEAR TIRE & RUBBER COMPAN	Cost for vehicle tire lease agreement	657448	4/15/2013	\$15,456.01	Y	Y	\$365,492.00	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657432	4/15/2013	\$10,136.28	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	657511	4/23/2013	\$8,449.50	Y	N		Operating
GFI GENFARE	Cost to repair and service GFI	657447	4/15/2013	\$8,373.60	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657397	4/15/2013	\$6,299.85	Y	N		Operating
ATLAS COPCO COMPRESSORS LLC	Cost to purchase vehicle parts	657450	4/15/2013	\$6,298.80	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657608	4/30/2013	\$5,154.38	Y	N		Operating
PATRICK M. BRASSIL	Cost to repair and service vehicles	657532	4/23/2013	\$4,861.05	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost for utilities	657465	4/15/2013	\$4,799.63	Y	N		Operating
SAFETY-KLEEN CORPORATION	Cost to repair and service vehicles	657507	4/23/2013	\$3,519.93	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	657605	4/30/2013	\$3,428.26	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657582	4/30/2013	\$2,985.07	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	657463	4/15/2013	\$2,767.41	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	657632	4/30/2013	\$2,650.20	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	657418	4/15/2013	\$2,583.33	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	657495	4/23/2013	\$2,464.72	Y	N		Operating
APTA	Bus rodeo expenses	657501	4/23/2013	\$2,280.00	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	657586	4/30/2013	\$2,278.97	Y	N		Operating
TOXGUARD FLUID	Cost for coolant recycling	657633	4/30/2013	\$2,208.10	Y	N		Operating
DAMLER BUSES NORTH AMERICA, INC	Cost to purchase vehicle parts	657401	4/15/2013	\$2,133.28	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	657634	4/15/2013	\$2,031.55	Y	N		Operating
A.C. PROPANE	Propane Service	657436	4/15/2013	\$1,606.63	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657575	4/30/2013	\$1,541.98	Y	N		Operating
BROADLUX, INC	Contract services - Sunfuels	657520	4/23/2013	\$1,330.98	Y	N		Operating
BATTERY SYSTEMS, INC.	Cost to purchase vehicle parts	657563	4/30/2013	\$1,311.81	Y	N		Operating
FRANKLIN TRUCK PARTS, INC	Cost to purchase vehicle parts	657445	4/15/2013	\$1,257.27	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	657393	4/15/2013	\$1,227.57	Y	Y	\$122,772.00	Operating
SUN CHEMICAL	Cost to repair and service vehicles	657630	4/30/2013	\$1,224.92	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	657578	4/30/2013	\$1,103.87	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	657441	4/15/2013	\$1,088.54	Y	N		Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	657454	4/15/2013	\$1,022.36	Y	N		Operating
RECARO NORTH AMERICA, INC.	Cost to purchase vehicle parts	657515	4/30/2013	\$1,016.22	Y	N		Operating
	Subtotal			\$308,694.67				

Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
RUTAN & TUCKER, LLP	Legal fees	657505	4/23/2013	\$17,369.07	Y	Y	<\$59,054> ¹	Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
TIME WARNER CABLE	Cost for Utilities (Jan-March)	657484	4/15/2013	\$6,604.75	Y	N		Operating
G & K SERVICES	Costs to service uniforms	657446	4/15/2013	\$4,766.54	Y	Y	\$340,909.00	Operating
ST. BOARD OF EQUALIZATION	Sales/use tax (Paid quarterly)	657628	4/30/2013	\$4,367.00	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities - telephone	657407	4/15/2013	\$3,445.57	Y	N		Operating
RESORT MARKETING	Costs for public relations & marketing services	657549	4/25/2013	\$2,340.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	657531	4/23/2013	\$2,231.28	Y	N		Operating
COSTCO-HSBC BUSINESS SOLUTIONS	Board room supplies/rodeo expense	657426	4/15/2013	\$1,903.19	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657529	4/23/2013	\$1,831.55	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	657498	4/23/2013	\$1,743.09	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	657609	4/30/2013	\$1,625.70	Y	N		Operating
VERIZON	Cost for communications	657514	4/23/2013	\$1,539.58	Y	N		Operating
CAL-TEST, INC.	Cost of medical exams and testing	657568	4/30/2013	\$1,511.70	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Costs for fax/copy supplies	657409	4/15/2013	\$1,408.22	Y	N		Operating
OMNI SEVERIN HOTEL	Costs for travel/meetings	657558	4/30/2013	\$1,396.98	Y	N		Operating
OMNI SEVERIN HOTEL	Costs for travel/meetings	657554	4/30/2013	\$1,396.98	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Costs for fax/copy supplies	657541	4/30/2013	\$1,331.79	Y	N		Operating
SCRTTC	Membership & subscriptions	657516	4/23/2013	\$1,280.00	Y	N		Operating
PROMO DIRECT	Cost for office supplies	657500	4/23/2013	\$1,051.92	Y	N		Operating
	Subtotal			\$59,144.91				

Notes: 1) Amount exceeding retained.

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

DOUG WALL CONSTRUCTION, INC.	Contract and permit fees for admin building	657548	4/25/2013	\$230,662.37	Y	Y	\$10,494,337.00	Capital
TRAPEZE GROUP	Software & licenses - operations	657547	4/25/2013	\$86,474.00	Y	N		Capital
PERMA - Insurance	Insurance pass-through - from LAWCX	657403	4/15/2013	\$34,984.85	Y	N		Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter Fencing-Indio & Thousand Palms	657489	4/15/2013	\$20,004.15	Y	Y	\$462,643.00	Capital
AVAIL TECHNOLOGIES	IT workstation & equipment	657517	4/23/2013	\$16,008.00	Y	N		Capital
LEFLORE GROUP LLC, THE	Consulting & procurement services - March	657541	4/24/2013	\$14,816.37	Y	Y	\$115,356.37	Capital
COUNTY OF RIVERSIDE	License and permit fees for admin building	657386	4/4/2013	\$14,159.34	Y	N		Capital
AMERICAN CAB	Taxi Voucher program - federal grant	657493	4/23/2013	\$8,805.68	Y	N		Capital
CMS	Grants & audits coordination services - Mar	657551	4/26/2013	\$6,225.00	Y	Y	\$0 ²	Capital
YELLOW CAB OF THE DESERT	Taxi Voucher program - federal grant	657521	4/23/2013	\$5,703.27	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	657523	4/23/2013	\$5,241.14	Y	N		Capital
DESERT CITY CAB	Taxi Voucher program - federal grant	657494	4/23/2013	\$2,236.14	Y	N		Capital
SOFTCHOICE CORP.	IT workstation & equipment	657625	4/30/2013	\$2,915.08	Y	N		Capital
COUNTY OF RIVERSIDE	Grading permit	657504	4/23/2013	\$2,500.00	Y	N		Capital
HEWLETT-PACKARD COMPANY	IT workstation & equipment	657595	4/30/2013	\$1,825.93	Y	N		Capital
FLEET-NET CORPORATION	Software support - accounting system	657442	4/15/2013	\$1,770.00	Y	N		Capital
	Subtotal			\$455,311.32				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
<i>Note: 2) Contract period ended.</i>								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group health insurance premium (paid monthly)	657538	4/23/2013	\$221,885.02	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657637	4/30/2013	\$92,302.88	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657482	4/15/2013	\$91,929.04	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits (May)	657613	4/30/2013	\$15,580.55	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits (April)	657530	4/23/2013	\$15,509.95	Y	N		Operating
METLIFE SBC	Dental insurance (May)	657601	4/30/2013	\$6,764.10	Y	N		Operating
METLIFE SBC	Dental insurance (April)	657410	4/15/2013	\$6,634.46	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins. (paid monthly)	657522	4/23/2013	\$6,161.11	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657559	4/30/2013	\$4,431.34	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657477	4/15/2013	\$4,396.55	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657479	4/15/2013	\$3,334.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657567	4/30/2013	\$3,334.26	Y	N		Operating
EYE MED	Employee benefits (paid monthly)	657503	4/23/2013	\$2,294.20	Y	N		Operating
FRANCHISE TAX BOARD	Employee garnishment (paid per payroll)	657587	4/30/2013	\$1,207.22	Y	N		Operating
	Subtotal			\$475,764.94				
<i>Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>								
Total Checks Over \$1000				\$1,239,770.93				
Summary								
Total of Checks Over \$1,000				\$1,239,770.93				
Total of Checks Under \$1,000				\$43,263.28				
Total of All Checks for the Month				\$1,283,034.21				
Total Amount of Checks Prior Year - Same Month				\$845,402.43				

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost for utilities	657783	5/23/2013	\$98,366.19	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost for utilities	657725	5/16/2013	\$22,179.38	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657850	5/30/2013	\$9,652.05	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657829	5/30/2013	\$7,445.44	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657716	5/16/2013	\$5,930.53	Y	N		Operating
SAFETY-KLEEN CORPORATION	Cost to repair and service vehicles	657779	5/23/2013	\$5,775.74	Y	N		Operating
TRAPEZE GROUP	FX Blockbuster Phase III upgrade	657794	5/23/2013	\$5,482.00	Y	N		Operating
PATRICK M. BRASSIL	Cost to repair and service vehicles	657774	5/23/2013	\$4,557.84	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	657786	5/23/2013	\$4,390.36	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	657760	5/23/2013	\$3,929.33	Y	N		Operating
PATRICK M. BRASSIL	Cost to repair and service vehicles	657853	5/30/2013	\$3,760.00	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657806	5/24/2013	\$3,021.98	Y	N		Operating
DAIMLER BUSES NORTH AMERICA, INC	Cost to purchase vehicle parts	657830	5/30/2013	\$2,827.93	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	657650	5/9/2013	\$2,484.72	Y	Y	\$120,267.00	Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	657858	5/30/2013	\$1,827.58	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	657689	5/9/2013	\$1,240.00	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657720	5/16/2013	\$1,229.39	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	657857	5/30/2013	\$1,094.10	Y	N		Operating
AIR & HOSE SOURCE, INC.	Cost to purchase vehicle parts	657815	5/30/2013	\$1,091.35	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	657694	5/9/2013	\$1,089.10	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	657741	5/16/2013	\$1,045.27	Y	N		Operating
DESERT ALARM, INC.	Facilities security system maint. agreement	657831	5/30/2013	\$1,000.00	Y	Y	\$1,000.00	Operating
	Subtotal			\$189,400.26				
Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)								
WOODRUFF, SPRADLIN & SMART	Legal fees	657700	5/9/2013	\$14,406.96	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657845	5/30/2013	\$8,022.42	Y	N		Operating
PERMA - Insurance	Full and final settlement-claim TS1210	657775	5/23/2013	\$8,000.00	Y	N		Operating
CMG	Grants & audits coordination services - May	657825	5/30/2013	\$7,990.89	Y	Y	\$9.11	Operating
BURRTEC WASTE & RECYCLING	Facility trash removal	657804	5/24/2013	\$4,515.74	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities - telephone	657691	5/9/2013	\$3,594.93	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657728	5/16/2013	\$3,552.51	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities - telephone	657791	5/23/2013	\$3,533.96	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657764	5/23/2013	\$3,308.67	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	657693	5/9/2013	\$2,594.06	Y	N		Operating
GRAVES & KING LLP	Insurance losses - defense costs, claim TS1206	657752	5/23/2013	\$2,552.60	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	657676	5/9/2013	\$2,267.83	Y	N		Operating
EISENHOWER OCCUPATIONAL	Costs for medical exams & testing	657832	5/30/2013	\$2,170.00	Y	N		Operating
RESORT MARKETING	Cost for public relations & marketing services	657682	5/9/2013	\$2,161.25	Y	N		Operating
GRAVES & KING LLP	Insurance losses - defense costs, claim TS1206	657666	5/9/2013	\$1,677.35	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
DESERT PUBLICATIONS INC.	Cost for advertising	657747	5/23/2013	\$1,666.66	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	657699	5/9/2013	\$1,592.69	Y	N		Operating
VERIZON	Cost for communications	657732	5/16/2013	\$1,541.67	Y	N		Operating
VERIZON	Cost for communications	657798	5/23/2013	\$1,540.82	Y	N		Operating
GRAINGER	Cost for facilities maintenance parts/supplies	657840	5/30/2013	\$1,295.57	Y	N		Operating
TOTAL FUNDS BY HASLER	Cost for postage	657695	5/9/2013	\$1,000.00	Y	N		Operating
	Subtotal			\$78,986.58				

Note: *) Contract period ended.

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

ELDORADO NATIONAL (CALIFORNIA),	AFCB 4 & 5 - TIGGER III	657734	5/22/2013	\$509,563.00	Y	Y	\$669,981.00	Capital
BAE SYSTEMS CONTROLS, INC.	AFCB 4 & 5 - TIGGER III	657733	5/22/2013	\$200,500.00	Y	Y	\$2,291,042.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	657648	5/9/2013	\$188,111.86	Y	Y	\$273,474.00	Capital
BALLARD POWER SYSTEMS	AFCB 4 & 5 - TIGGER III	657863	5/31/2013	\$153,415.00	Y	Y	\$348,567.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	657862	5/31/2013	\$146,286.29	Y	Y	\$127,207.00	Capital
CPAC INC.COM	Computer software and equipment	657702	5/9/2013	\$37,719.19	Y	N		Capital
LEFLORE GROUP LLC, THE	Consulting and procurement services - April	657765	5/23/2013	\$18,935.60	Y	Y	\$96,420.00	Capital
C.V. WATER DISTRICT	Offsite water/sewer improvements - admin build.	657703	5/13/2013	\$17,214.00	Y	N		Capital
SOFTCHOICE CORP	Computer equipment	657785	5/23/2013	\$10,883.88	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	657855	5/30/2013	\$9,431.50	Y	N		Capital
PSOMAS	Bus stop improvements	657681	5/9/2013	\$8,063.00	Y	Y	\$15,083.00	Capital
DESERT AIR CONDITIONING, INC.	Installation of new wall mounted unit - ops	657656	5/9/2013	\$5,690.00	Y	Y	\$0 ²	Capital
AMERICAN CAB	Taxi voucher program - federal grant	657802	5/24/2013	\$2,834.02	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	657814	5/24/2013	\$2,645.82	Y	N		Capital
COUNTY OF RIVERSIDE	Roadway easement fees	657646	5/3/2013	\$2,000.00	Y	N		Capital
TECH DEPOT	Computer equipment and supplies	657790	5/23/2013	\$1,138.06	Y	N		Capital
	Subtotal			\$1,314,411.22				

Note: 2) Contract period ended.

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

HEALTH NET	Group health insurance premium (paid monthly)	657723	5/16/2013	\$222,803.96	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (Apr & May)	657679	5/9/2013	\$153,771.21	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657796	5/23/2013	\$93,617.02	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657697	5/9/2013	\$91,823.70	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits (June)	657854	5/30/2013	\$15,420.25	Y	N		Operating
METLIFE SBC	Dental insurance (June)	657846	5/30/2013	\$6,515.96	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins. (paid monthly)	657713	5/16/2013	\$6,255.43	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657736	5/23/2013	\$4,450.92	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657651	5/9/2013	\$4,441.13	Y	N		Operating

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657654	5/9/2013	\$3,252.22	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657742	5/23/2013	\$3,182.99	Y	N		Operating
EYE MED	Employee benefits (June)	657833	5/30/2013	\$2,308.20	Y	N		Operating
EYE MED	Employee benefits (May)	657660	5/9/2013	\$2,289.48	Y	N		Operating
	Subtotal			\$610,132.47				
<i>Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>								
Total Checks Over \$1000				\$2,192,930.53				
Summary								
Total of Checks Over \$1,000				\$2,192,930.53				
Total of Checks Under \$1,000				\$39,547.39				
Total of All Checks for the Month				\$2,232,477.92				
Total Amount of Checks Prior Year - Same Month				\$823,126.04				

April 2013 Statement 03/22/2013 - 04/19/2013

Page 2 of 3



SUNLINE TRANSIT
C MIKEL OGLESBY (CPN C

Cardmember Service ☎ 1-866-552-8855

Important Messages

Your payment of \$2395.47 will be automatically deducted from your bank account on 05/16/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Simplify your finances today by consolidating your debt into one monthly payment. Check your mail for a great new offer or call Cardmember Service today for information on how to save with a balance transfer. Call now and start saving.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/16	04/16		PAYMENT THANK YOU	\$2,714.63cr	_____
TOTAL THIS PERIOD				\$2,714.63cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/25	03/21	0063	AMERICAN 0017178046543 MANKATO MN THOMAS/MANNIE 05/19/13 ONTARIO CAL TO DALLAS DALLAS TO BALTIMORE BALTIMORE TO DALLAS DALLAS TO ONTARIO CAL	\$640.10	_____
04/02	04/01	3847	OWW*ORBITZ.COM 888-856-4546 IL	\$17.98	_____
04/02	04/01	4431	OWW*ORBITZ.COM 888-856-4546 IL	\$8.99	_____
04/03	04/01	1677	AMERICAN 0012377722504 DALLAS TX OGLESBY/CHARLE 05/03/13 PALMSPRINGS TO DALLAS DALLAS TO INDIANAPOLIS INDIANAPOLIS TO DALLAS DALLAS TO PALMSPRINGS	\$455.60	_____
04/03	04/01	2030	AMERICAN 0010042099019 DALLAS TX OGLESBY/CHARLE 04/01/13 XAA TO XAA	\$30.00	_____
04/03	04/01	4672	FRONTIER 4227178885577 MANKATO MN THOMAS/MANNIE 05/02/13 PALMSPRINGS TO DENVER DENVER TO INDIANAPOLIS INDIANAPOLIS TO DALLAS DALLAS TO PALMSPRINGS	\$395.60	_____
04/03	04/01	4680	FRONTIER 4227178885578 MANKATO MN OURAN/VICTOR 05/02/13 PALMSPRINGS TO DENVER DENVER TO INDIANAPOLIS INDIANAPOLIS TO DALLAS DALLAS TO PALMSPRINGS	\$395.60	_____
04/03	04/01	4870	FRONTIER 4227178886843 MANKATO MN DEL TORO/APOLOON 05/04/13 PALMSPRINGS TO DENVER	\$451.60	_____

April 2013 Statement 03/22/2013 - 04/19/2013

Page 3 of 3

SUNLINE TRANSIT
C MIKEL OGLESBY (CPN)

Cardmember Service ☎ 1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			DENVER TO INDIANAPOLIS		
			INDIANAPOLIS TO DALLAS		
			DALLAS TO PALMSPHINGS		
TOTAL THIS PERIOD				\$2,395.47	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/19			ANNUAL MEMBERSHIP FEE	\$0.00	
TOTAL FEES THIS PERIOD				\$0.00	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

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

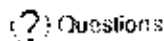
**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$2,395.47	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Contact Us



Phone
Voice: 1-866-552-8855
TDD: 1-888-352-6155
Fax: 1-866-807-9053



Questions
Cardmember Service
P.O. Box 6353
Tampa, MO 63125-6353



Mail payment coupon with a check

Cardmember Service
P.O. Box 700403
St. Louis, MO 63172-0403



Online

myaccountaccess.com

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: April 22, 2013

Payments and other credits:

Detail:			
03/18/13	Payment	Credit card payment	\$2398.54CR
Detail:			
03/25/13	American A/L	Airfare—Ops. Manager-Mannie Thomas, Substance Abuse Mgt. Training Baltimore, Maryland; budgeted in FY 2013 travel training budget.	\$ 640.10
04/01/13	Orbitz.com	Orbitz service fee for flight arrangements-Director of Ops, Apolonio Del Toro, Ops Mgr. Mannie Thomas, Driver, Victor Duran-APTA Roadeo, Indianapolis	\$ 17.98
04/01/13	Orbitz.com	Orbitz service charge-for flight arrange-General Manager, C. Mikel Oglesby American Public Transportation Assn. (APTA) Roadeo, Indianapolis, IN	\$ 8.99
04/03/13	American A/L	Airfare-APTA Bus & Paratransit Conf.-General Manager, C. Mikel Oglesby APTA Roadeo and Bus & Paratransit Conference, Indianapolis, IN	\$ 455.60
04/03/13	American A/L	Travel Charge—luggage; APTA Roadeo and Bus & Paratransit Conf. General Manager, C. Mikel Oglesby	\$ 30.00
04/03/13	Frontier A/L	Airfare-APTA International Roadeo-Operations Manager, Mannie Thomas	\$ 395.60
04/03/13	Frontier A/L	Airfare-APTA International Roadeo-SunLine Driver, Victor Duran	\$ 395.60
04/03/13	Frontier A/L	Airfare-APTA International Roadeo-Director of Operations, Polo Del Toro	\$ 451.60

Note: All travel is included in the Board approved FY 2013 budget.

May 2013 Statement

Page 1 of 3



Open Date: 04/20/2013 Closing Date: 05/22/2013

Account:

Visa® Business Card
 SUNLINE TRANSIT
 C MIKEL OGLESBY

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

New Balance	\$884.52
Minimum Payment Due	\$10.00
Payment Due Date	06/17/2013
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	+	\$2,395.47
Payments	-	\$2,395.47ca
Other Credits		\$0.00
Purchases	+	\$884.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$884.52
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$37,000.00
Available Credit		\$36,115.48
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533

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

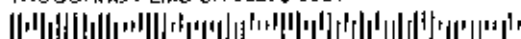
- ☎ - to pay by phone
- ☎ - to change your address

Automatic Payment

Account Number:

Your new full balance of \$884.52 will be automatically deducted from your account on 06/17/13.

SUNLINE TRANSIT
 C MIKEL OGLESBY
 32505 HARRY OLIVER TRL
 THOUSAND OAKS CA 92276-3501





SUNLINE TRANSIT
C MIKEL OGLESBY

Cardmember Service ☎ 1-866-552-8855

Important Messages

Your payment of \$884.52 will be automatically deducted from your bank account on 06/17/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Simplify your finances today by consolidating your debt into one monthly payment. Check your mail for a great new offer or call Cardmember Service today for information on how to save with a balance transfer. Call now and start saving.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/16	05/16		PAYMENT THANK YOU	\$2,395.47cr	
TOTAL THIS PERIOD				\$2,395.47cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/10	05/09	1759	MARRIOTT JW INDIANAPOL INDIANAPOLIS IN 05/03/13 FOR 06 NIGHTS FOLIO: 2900020200003	\$884.52	
TOTAL THIS PERIOD				\$884.52	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____

Accounting Code: _____

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: May 22, 2013

Payments and other credits:

Detail:			
03/18/13	Payment	Credit card payment	\$2395.47CR
Detail:			
05/09/13	Marriott JW	Hotel-American Public Transportation Association International Rodeo and Bus & Paratransit Conference; five nights; May 3-7, 2013. General Manager, C. Mikel Oglesby	\$ 884.52

Note: All travel is included in the Board approved FY 2013 budget.

SunLine Transit Agency
Budget Variance Report
February 28, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	893,202	893,202	0	7,145,613	7,145,613	0
Measure A	4,500,000	375,000	375,000	0	3,000,000	3,000,000	0
FTA Section 5307	2,724,804	0	227,067	(227,067)	1,589,469	1,816,536	(227,067)
FTA Section 5312	264,566	0	22,047	(22,047)	154,330	176,377	(22,047)
FTA Section 5316	125,510	10,443	10,443	0	83,540	83,540	0
FTA Section 5317	101,951	0	8,496	(8,496)	59,471	67,967	(8,496)
Fare Box Revenue (Fixed Route)	3,070,000	268,017	255,833	7,184	2,004,380	2,046,667	(42,286)
Fare Box Revenue (Demand Response)	280,000	22,995	23,333	(338)	204,793	186,667	18,126
Taxi Vouchers	21,724	4,741	1,810	2,931	30,485	14,483	16,002
Interest and Other Revenue	470,218	57,115	39,185	17,930	457,986	313,479	144,508
Total Operating Revenue	22,276,993	1,626,513	1,856,416	(229,903)	14,730,067	14,851,329	(121,262)
Expenses:							
SunFuels (10)	289,540	-	-	-	-	-	-
Operations-Fixed Route (11 & 12)	9,067,431	689,938	755,519	65,681	5,866,705	6,044,954	178,249
Operations-Dial-A-Ride (13 & 14)	2,478,560	198,451	206,547	8,096	1,816,853	1,652,373	(164,480)
Risk Management (15)	836,136	101,423	69,678	(31,745)	763,705	557,424	(206,281)
Maintenance (21 & 22)	4,713,527	395,591	392,794	(2,797)	3,105,769	3,142,351	36,582
Facility Maintenance-T.P. (23)	598,415	49,896	49,868	(28)	332,816	398,943	66,127
Facility Maintenance-Indio (24)	66,623	5,172	5,552	380	46,215	44,415	(1,800)
Stops & Zones Maintenance (25)	464,297	35,932	38,691	2,759	287,986	309,531	21,545
Marketing (31)	320,961	26,553	26,747	194	214,023	213,974	(49)
Human Resources (33)	382,828	18,943	31,902	12,959	207,196	255,219	48,023
General Administration (40)	1,352,837	104,625	112,736	8,111	1,105,526	901,891	(203,635)
Finance (41)	945,398	68,794	76,783	9,989	587,637	630,265	42,628
Information Technology (42)	271,790	21,496	22,649	1,153	191,869	181,193	(10,676)
Planning & Agency Development (49)	488,651	42,803	40,721	(2,082)	464,896	325,767	(139,129)
Total Expenses	22,276,993	1,759,617	1,856,416	96,799	14,991,196	14,851,329	(139,867)
Total Operating Surplus/Deficit				(133,104)			(261,129)

Note: SunFuel's numbers are not presented at this time. Previous entries to the SunFuel's account are currently being corrected. This will cause adjustments to current and previous reports.

SunLine Transit Agency
Budget Variance Report
March 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	893,202	893,202	0	8,038,815	8,038,815	0
Measure A	4,500,000	375,000	375,000	0	3,375,000	3,375,000	0
FTA Section 5307	2,724,804	0	227,067	(227,067)	1,589,469	2,043,603	(454,134)
FTA Section 5311	264,566	22,047	22,047	0	198,425	198,425	0
FTA Section 5316	125,310	0	10,443	(10,443)	73,098	93,983	(20,885)
FTA Section 5317	101,951	0	8,496	(8,496)	59,471	76,463	(16,992)
Fare Box Revenue (Fixed Route)	3,070,000	241,458	255,833	(14,375)	2,245,838	2,302,500	(56,662)
Fare Box Revenue (Demand Response)	280,000	23,625	23,333	292	228,417	210,000	18,417
Taxi Vouchers	21,724	4,970	1,810	3,160	35,455	16,293	19,162
Interest and Other Revenue	470,218	890,534	39,185	\$51,349	1,348,520	352,664	995,857
Total Operating Revenue	22,276,993	2,450,836	1,856,416	594,420	17,192,508	16,707,745	484,763
Expenses:							
SunFuels (10)	289,540	-	-	-	-	-	-
Operations-Fixed Route (11 & 12)	9,067,431	773,884	755,619	(18,265)	6,640,589	6,800,573	159,984
Operations-Dial-A-Ride (13 & 14)	2,478,560	223,780	206,547	(17,233)	2,040,633	1,858,920	(181,713)
Risk Management (15)	836,136	(49,878)	69,678	119,556	713,827	627,102	(86,725)
Maintenance (21 & 22)	4,713,527	393,143	392,794	(349)	3,498,911	3,535,145	36,234
Facility Maintenance-T.P. (23)	598,415	45,284	49,868	4,584	378,099	448,811	70,712
Facility Maintenance-Indio (24)	66,623	4,910	5,552	642	51,125	49,967	(1,158)
Stops & Zones Maintenance (25)	464,297	37,975	38,691	716	325,961	348,223	22,262
Marketing (31)	320,962	32,610	26,747	(5,863)	246,633	240,721	(5,912)
Human Resources (32)	382,828	39,920	31,902	(8,018)	247,117	287,121	40,004
General Administration (40)	1,352,837	79,053	112,736	33,683	1,184,579	1,014,628	(169,951)
Finance (41)	945,398	97,373	78,783	(18,590)	685,010	709,049	24,039
Information Technology (42)	271,790	28,629	22,649	(5,980)	220,498	203,843	(16,656)
Planning & Agency Development (49)	488,651	67,936	40,721	(27,215)	532,833	366,488	(166,345)
Total Expenses	22,276,993	1,774,619	1,856,416	81,797	16,765,815	16,707,745	(58,070)
Total Operating Surplus/Deficit		676,217			426,693		

Note: SunFuels numbers are not presented at this time. Previous entries to the SunFuels account are currently being corrected. This will cause adjustments to current and previous reports.

SunLine Transit Agency
Budget Variance Report
April 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	893,202	893,202	0	8,932,017	8,932,017	0
Measure A	4,500,000	375,000	375,000	0	3,750,000	3,750,000	0
FTA Section 5307	2,724,804	351,459	227,067	124,392	1,940,928	2,270,670	(329,742)
FTA Section 5311	264,366	0	22,047	0	220,472	220,472	0
FTA Section 5316	125,310	0	10,445	(10,443)	73,098	104,425	(31,327)
FTA Section 5317	101,951	0	8,496	(8,496)	59,471	84,959	(25,488)
Fare Box Revenue (Fixed Route)	3,070,000	321,402	255,833	65,569	2,567,241	2,558,333	8,907
Fare Box Revenue (Demand Response)	280,000	24,914	23,333	1,580	253,332	233,333	19,998
Taxi Vouchers	21,724	5,947	1,810	4,136	41,402	18,103	23,298
Interest and Other Revenue	470,218	66,574	39,185	27,389	1,415,094	391,848	1,023,246
Total Operating Revenue	22,276,993	2,038,498	1,856,416	182,082	19,253,054	18,564,161	688,893
Expenses:							
SunFuels (19)	289,540	-	-	-	-	-	-
Operations-Fixed Route (11 & 12)	9,067,431	741,055	755,619	14,564	7,381,644	7,556,193	174,549
Operations-Dial-A-Ride (13 & 14)	2,478,560	222,306	206,547	(15,759)	2,262,939	2,065,467	(197,472)
Risk Management (15)	836,136	138,572	69,678	(68,894)	852,399	696,780	(155,619)
Maintenance (21 & 22)	4,713,527	459,540	392,794	(66,746)	3,958,452	3,927,939	(30,513)
Facility Maintenance-T.P. (23)	598,415	27,322	49,868	22,546	405,421	498,679	93,258
Facility Maintenance-Indio (24)	66,623	4,386	5,532	1,166	55,311	55,519	8
Stops & Zones Maintenance (25)	464,297	37,319	38,691	1,372	363,280	386,914	23,634
Marketing (31)	320,961	20,672	26,747	6,075	267,305	267,468	162
Human Resources (32)	382,828	40,560	31,902	(8,658)	287,677	319,023	31,347
General Administration (40)	1,352,837	95,857	112,736	16,879	1,280,437	1,127,364	(153,073)
Finance (41)	945,398	92,239	78,783	(13,456)	777,249	787,832	10,583
Information Technology (42)	271,799	24,998	22,649	(2,349)	245,496	226,492	(19,004)
Planning & Agency Development (49)	488,651	65,377	40,721	(24,656)	598,209	407,209	(191,000)
Total Expenses	22,276,993	1,970,204	1,856,416	(113,788)	18,736,019	18,564,161	(171,858)
Total Operating Surplus/Deficit		68,294			517,035		

Note: SunFuels numbers are not presented at this time. Previous entries to the SunFuels account are currently being corrected. This will cause adjustments to current and previous reports.



SunLine Transit Agency Monthly Ridership Report May - 2013

		FY 2012 & 2013												
Fixed Route		May 2013	May 2012	Apr 2013	Month Var.	% Var.	FY 2013 YTD	FY 2012 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Line	Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	48,945	45,992	47,531	2,953	6.4%	501,509	481,290	20,219	4.2%	1,351	13,942	414	3,286
15	DHS	9,553	8,796	9,729	757	8.6%	97,135	90,032	7,103	7.9%	162	1,294	64	418
24	PS/CC	18,743	17,524	19,171	1,219	7.0%	186,182	178,726	7,456	4.2%	381	4,259	135	1,451
30	CC/PS	67,963	69,295	68,603	(1,332)	-1.9%	717,405	729,302	(11,897)	-1.6%	1,953	19,836	589	6,671
32	PD/RM/TP/PS	24,209	22,542	24,710	1,667	7.4%	253,098	227,119	25,979	11.4%	1,269	11,924	152	1,907
53	PD/IW	5,894	4,765	5,647	1,129	23.7%	57,966	47,293	10,673	22.6%	139	2,141	10	171
70	LQ/BD	24,190	22,549	24,875	1,641	7.3%	237,853	232,451	5,402	2.3%	617	6,561	88	737
80	Indio	10,664	11,878	10,694	(1,214)	-10.2%	125,903	172,705	(46,802)	-27.1%	111	1,478	64	1,210
81	Indio	8,921	8,296	9,061	625	0.0%	96,922	42,210	54,712	0.0%	103	1,295	82	970
90	Coachella/Indio	21,164	19,303	21,909	1,861	9.6%	223,815	208,138	15,677	7.5%	522	5,074	157	1,699
91	Cch/Th/Mecca	22,502	22,325	23,226	177	0.8%	213,893	215,858	(1,965)	-0.9%	480	4,619	36	520
111	PS/Indio	136,199	134,630	143,191	1,569	1.2%	1,521,268	1,482,885	38,383	2.6%	4,439	49,072	1,003	10,553
220	PD to Riverside	1,530	-	1,545	1,530	0.0%	11,659	-	11,659	0.0%	28	254	8	62
Fixed route total		400,477	387,895	409,892	12,562	3.2%	4,244,608	4,108,009	136,599	3.3%	11,555	121,749	2,802	29,655
Demand Response														
SunDial		12,262	11,455	12,066	807	7.0%	124,927	114,051	10,876	9.5%				
System total		412,739	399,350	421,958	13,389	3.4%	4,369,535	4,222,060	147,475	3.5%				
		May-13	May-12	Apr-13										
Weekdays:		23	23	22										
Saturdays:		4	4	4										
Sundays:		4	4	4										
Total Days:		31	31	30										

Please note:

Commuter Link 220 service was implemented on September 10, 2012.

Line 80 was separated into Lines 80 and 81 in January 2012. The percentage variances for Line 80 is calculating ridership before the routes where separated.

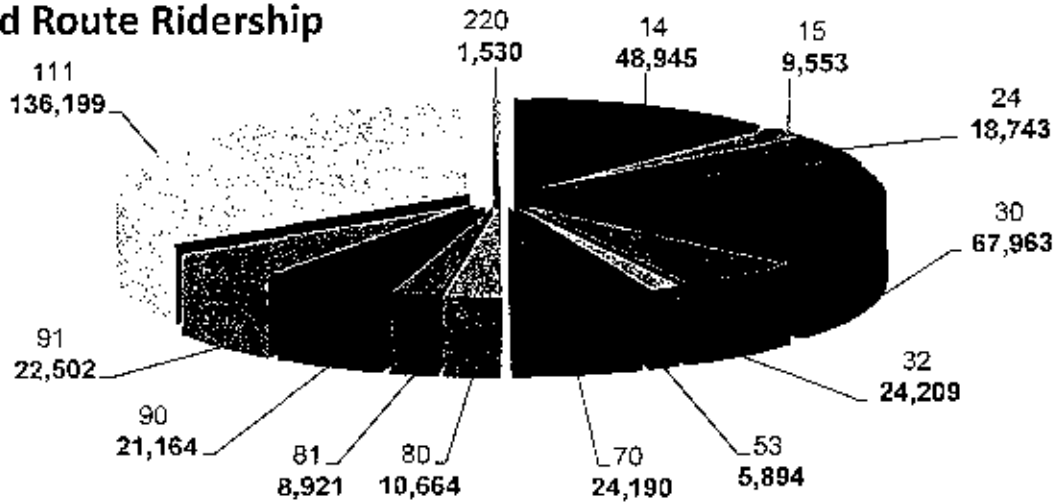
No service on CommuterLink 220 on May 27, 2013 due to Memorial Day Holiday.

Issued 6/6/2013

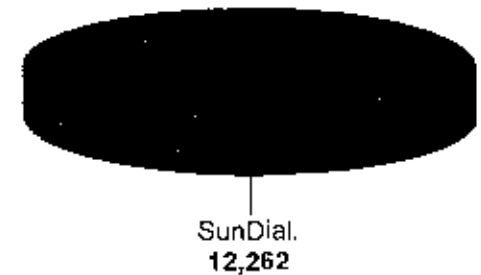
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SunLine Transit Agency Monthly Ridership Report May - 2013

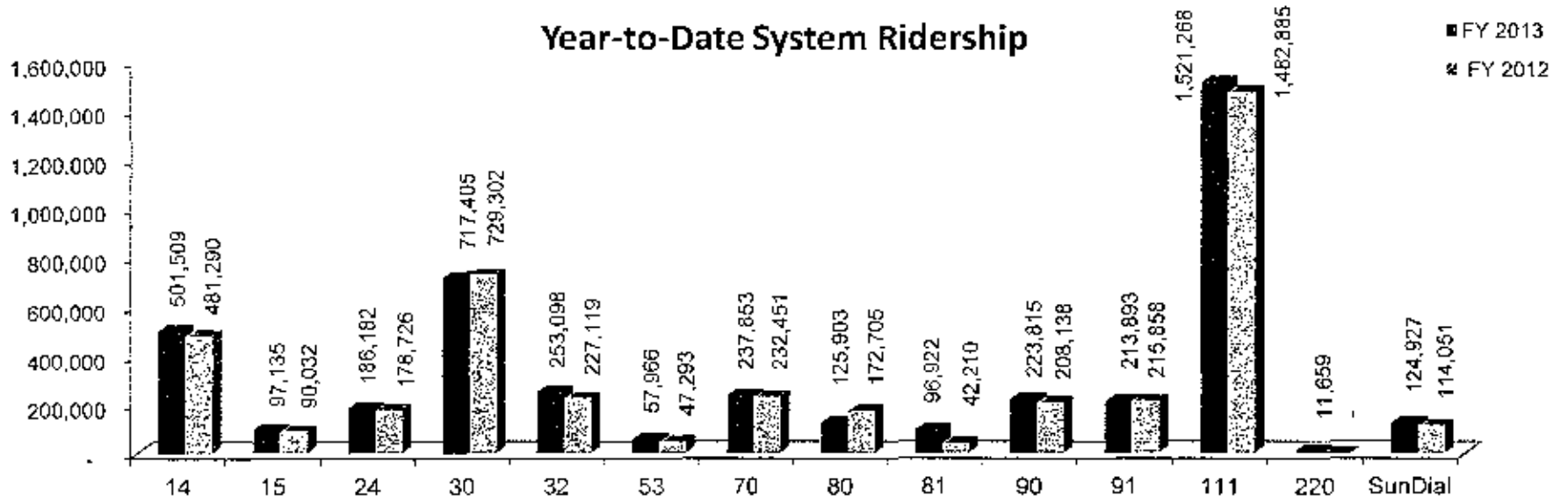
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
May 2013

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.5	90.0	Total trips carried in the on-time window
945	1,208	Total trips late during the month
11,207	11,210	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,455	12,262	Total passengers for the month
92,480	101,685	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
1	2	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
1	3	Total Onboard Inspections
0	0	Total Safety Evaluations

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,741	1,715	Total Mobility Device Boarding's

cc: Mikel Oglesby, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe

SunLine Transit Agency

DATE: June 26, 2013
TO: Board of Directors
Finance Committee
FROM: Chief of Staff
RE: Fiscal Year 2012 Audit

RECEIVE AND FILE

Recommendation

Staff recommends that the Board of Directors Receive and File the Annual Fiscal Year 2012 Audit.

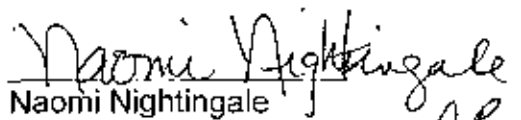
Background

SunLine Transit Agency is required by State and Federal Laws to complete an annual fiscal audit. State Law requires that recipients of Transportation Development Act Funds undergo an annual fiscal audit. These funds comprise the majority of SunLine's operating revenues. These funds are dispersed by the Transportation Planning Agencies. Riverside County Transportation Commission (RCTC) is the planning agency for SunLine and selects the auditors. MGO of Newport Beach was selected by RCTC and therefore performed the audit.

There is a similar requirement for recipients of Federal Funds. Under the Single Audit Act, agencies combine these two main requirements, and others, to produce a single fiscal audit meeting the requirements of the funding agencies. The federal requirements are contained in OMB Circular A-133.

This year's audit resulted in the identification of one material finding. This finding had to do with Revenue Recognition in the proper period. This finding is related to the finding in the FY 2011 Audit concerning the Schedule of Expenditures of Federal Awards (SEFA).

MGO conducted the audit in a very professional and responsible manner. SunLine's delay in producing data necessary to conclude the audit in a timely manner results in the consideration of SunLine as a high-risk entity.


Naomi Nightingale
CR

SunLine Transit Agency

DATE: June 26, 2013 **DISCUSSION**

TO: Board of Directors

FROM: Director of Transit Planning

RE: College of the Desert Student Passes

Background

Letters were recently received from the College of the Desert Superintendent and the President of the College of the Desert Alumni Association, requesting consideration of free travel for College of the Desert students. Over 200 students are now receiving subsidized transit passes at an annual cost of around \$67,000 to the Alumni Association. The College and Alumni Association are requesting free access for all students of the College of the Desert for a two year trial. The Alumni Association suggests it would continue to provide \$50,000 funding towards this program.

SunLine staff can enter into discussions with the College of the Desert management and Alumni Association in order to investigate the introduction of an annual free transit pass for all College of the Desert students, funded by the student body.

A pass proposal would be developed jointly by SunLine, The College of the Desert, and the Alumni Association, based on a full survey and analysis of student travel patterns and associated impacts for SunLine and the college. It is anticipated that such a study could be completed in FY 13-14, with a view to a recommendation being developed in time for implementation in FY 14-15.

Options for Student Travel Passes

SunLine needs to carefully examine both the policy framework and fiscal/operational impacts of introducing discounted or free transit passes for college students.

The types of college student passes common in the transit industry are:

- Option One: Transit agency discounted passes, in the hope of recovering the lost revenue, or based on outside funding of the discount.
- Option Two: Student body (through their student union) accepts a fee per year to be paid by all students towards free transit for all students.

Each of these options is discussed further below.

Option One: Discounted Pass for College Students

There is no legislative requirement for college student discounted fares on transit as there is federally for seniors and the disabled (and the common discount for

children/school aged students). There are also federal requirements such as Title VI (non-discrimination based on race, color, or nation of origin) that forbid selective discounting where discrimination may occur against such groups accessing federal benefits. It is difficult therefore for a transit agency to approve a discount for college students but refuse to do the same for homeless, low income, or other target groups including other colleges and universities.

A rate of discount would need to be determined in conjunction with how the lost revenue would be recovered. Such a change will not be revenue neutral and the lost revenue needs to be replaced. Industry experience suggests only a 30 percent rate of growth in revenue based on a fare reduction of 100 percent (free travel). The rate of ridership growth decreases in line with the smaller the size of the price reduction. There is currently also a lack of detailed data on student ridership patterns on the SunLine transit system to accurately assess the impact of a discounted student pass.

A discounted pass is not recommended, unless lost revenue is fully replaced from growth in ridership and additional subsidy funding from an outside source. Reaching an adequate agreement with an outside funding source is likely to be difficult, as it will be hard to precisely forecast how much funding would be required from the source.

Option Two: Free Pass Funded By Full Student Body

SunLine recommends a more detailed assessment of student travel on transit in the Coachella Valley, ideally to be completed by students from College of the Desert. This would be undertaken to properly identify their usage rates of transit to accurately estimate the impacts on ridership and revenue from offering a free or discounted pass for college students. Analysis of transit usage when made free suggests a 30 percent increase in ridership could be expected. This may cause some capacity problems on transit lines serving the college and may require addition trips to be added, at a cost to SunLine.

There is also a need to determine how an annual student pass could be issued to students (most likely at the college) and how the funds from this pass would be allocated to SunLine. There are over 10,000 students at the college so a fee such as \$50 per year could generate considerable revenue. However, this is simply funds to replace revenue that would no longer be collected on board buses or from pass sales.

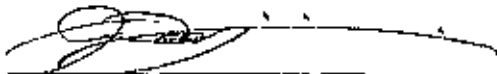
This model is recommended by SunLine staff for further investigation in partnership with College of the Desert and its Alumni Association.

Fiscal Impacts

The proposal for a discounted or free student pass has significant potential fiscal impacts on SunLine Transit Agency. Any such impacts put SunLine at risk of not meeting its mandated cost recovery ratio, which is a requirement for the ongoing receipt of state transit funding.

Offering a discounted pass would be a drain on existing transit funding unless the discount was funded from an outside group. A student pass funded by the College of the Desert student body as a whole also has a fiscal impact, both from the amount of revenue received by the transit agency from its sale (depending on its pricing), as well as impacts from increased ridership such as increased costs from needing to add service to meet increased student travel demand.

A careful assessment of existing student travel patterns on transit and the financial/operating impacts of a new pass system are critical to a well informed decision being made in regard to this request.



Joe Forgiarini

SunLine Transit Agency

DATE: June 26, 2013 **DISCUSSION**

TO: Board of Directors

FROM: Director of Transit Planning

RE: New Transit Service Requests – North Indio & Desert Edge/Sky Valley

Background

At the January, 2013 SunLine Board of Directors meeting, the Board member for City of Indio, Councilmember Glenn Miller, requested consideration of SunLine providing bus service for the Shadow Hills High School. At a subsequent Board meetings Councilmember Miller requested the North Indio community around Shadow Hills Country Club also be considered for transit service. The Shadow Hills community alone has around 9,000 residents and the area overall has 25,000 residents.

At the same time, SunLine Board members Vice Chair Yvonne Parks and Supervisor John J. Benoit have requested consideration of service on behalf of the Desert Edge/Sky Valley community (population 6,226 all year, up to 10,000 during winter months). This area is a Riverside County unincorporated community located just east of the City of Desert Hot Springs.

The above two areas continue to receive infrequent requests for transit service:

- Desert Edge/Sky Valley:
 - Past surveys of Desert Edge/Sky Valley suggest a relatively low demand for transit. Destinations of primary interest are Desert Hot Springs and Palm Springs.
 - This area is noted as an unmet transit need in the Riverside County Public Transit - Human Services Transportation Coordinated Plan (2012 update), a requirement for grant funding of service.
- North Indio/Shadow Hills:
 - This area has generated very few requests for transit service, other than for school transport (the high school opened in 2010).
 - Recent requests are primarily for SunDial paratransit service, but this cannot be provided in the absence of fixed route service.
 - The area has never been surveyed to understand the community's travel needs beyond school transportation.
 - This need is not yet noted in the Riverside County Public Transit - Human Services Transportation Coordinated Plan (2012 update). This is required for implementation of grant funded new service.

In the case of North Indio, a survey of the Shadow Hills community travel needs is required as a first step. An update to market and operational data for Desert Edge/Sky Valley is also recommended.

Fiscal Impact

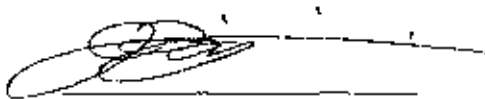
The cost of providing traditional fixed route weekday daytime service to these areas is significant, and is estimated as:

- o North Indio service:\$168,079 per year
- o Desert Edge/Sky Valley service: \$204,573 per year

This cost does not include complimentary paratransit service required whenever fixed route service is implemented.

Funds are not currently available in the FY 2013-14 SunLine Transit Agency budget or new grant opportunities for such service. There is also the question of what cost recovery such services would achieve.

Staff will continue to study these two areas, with a view to developing some form of hybrid type service which would operate in place of separate fixed route and paratransit services. An update will be provided to the Board in approximately three months presenting options to be considered for pilot hybrid services for these and other areas where traditional transit service is unlikely to be sustainable.



Joseph Forgiarini

SunLine Transit Agency

DATE: June 26, 2013 **INFORMATION**
TO: Board of Directors
FROM: Director of Transit Planning
RE: Bus Stop Improvement Program

Background

This item is to provide the SunLine Board of Directors with an update on the bus stop improvement program, as requested by Board Member Glenn Miller (City of Indio) at the May 22, 2013 Board Meeting.

Thirty two new bus shelters without ad cabinets will be installed as planned by June 30, 2013 (most of these have already been installed). Thirty eight new bus shelters with ad cabinets will be installed by July 31, 2013. These units were delayed due to production delays with their solar lighting system. Every effort will be made by the vendor to improve on the above installation dates.

Funding is included in the FY 13-14 SunLine Transit Agency Budget and Short Range Transit Plan for up to 38 new bus shelters. Locations for these new shelters are currently being investigated and will be provided for Board review later this year. The ridership levels at stops will again be primarily used to prioritize locations for installation of new shelters. Funding for new shelters is expected to be in grants available to the Agency during early 2014 so that installation can be completed before summer 2014.



Joseph Forgiarini



**AGENDA
FINANCE COMMITTEE**

**June 26, 2013
11:15 a.m. – 12:00 p.m.**

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

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

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

5. **Approval of FY 2014 Operating & Capital Budget** **Approve**
(Roger Snoble)
Request to the Board to approve operating and capital budget for fiscal year 2014. (Page 1) (Draft budget is separate attachment.)
6. **Approval of Short Range Transit Plan (SRTP) for FY 2013/14** **Approve**
(Joseph Forgiarini)
Request to the Board to approve the Short Range Transit Plan for FY 2013/14 (Pages 2-4) (SRTP is separate attachment.)
7. **Agreement with Ballard Power Systems (Tommy Edwards)** **Approve**
Request to the Board to grant authority to the General Manager to execute agreement with Ballard for Warranty extension for the fuel cell modules on the American fuel cell bus and the AT fuel cell bus. (Page 5)
8. **Adopt Resolution to Participate in the Employment Risk Management Authority (ERMA) (Donald Bradburn)** **Approve**
Request to the Board to adopt Resolution to participate in the Employment Risk Management Authority and authorize General Manager to take necessary steps for implementation. (Pages 6-9)

9. **Amendment Three of the Bargaining Union Pension Plans (Donald Bradburn)** **Approve**
Request to the Board to adopt Resolution approving Third Amendment to the Restated Retirement Income Plan for Bargaining Unit and authorize General Manager to sign amendment. (Pages 10-16)

10. **Amendment Four of the Bargaining and Amendment Five of the Non Bargaining Pension Plans (Donald Bradburn)** **Approve**
Request to the Board to approve Fourth Amendment to Restated Retirement Income Plan for Bargaining Unit plan, and Fifth Amendment to the Restated Retirement Income Plan for Non-Bargaining Unit. (Pages 17-22)

11. **Approval of the Riverside Commuter Route Extension Agreement (Joseph Forgiarini)** **Approve**
Request to the Board to approve extension of the Riverside Commuter Route Agreement with Riverside Transit Authority. (Pages 23-28)

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

12. **Receive and File the following:**

- a) Transit checks over \$1,000 for March, April, May, 2013 (Pages 29-37)
- b) Credit card statement April, May, 2013 (Pages 38-43)
- c) SunLine Transit Monthly Budget Reports for February, March, April, 2013 (Pages 44-46)

13. **Financial Audit of SunLine Transit Agency for Fiscal Year 2011/12 (Naomi Nightingale)** **Receive & File**
Discuss recommendation that the Board of Directors Receive & File the Financial Audit and the Single Audit for fiscal year 2011/12. (Page 47)

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

14. **Adjourn**

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Interim General Manager

RE: FY 2014 Operating and Capital Budget

Recommendation

Recommend that the Board of Directors approve the FY 2014 Capital and Operating Budgets.

Background

In accordance with the SunLine Transit Agency (STA) Joint Powers Agreement, the STA Board of Directors must approve an annual operating and capital budget by a majority of the entire membership of the Board. SunLine operates an Enterprise Fund consistent with the requirements of the State Controller. The FY 14 Operating Budget is proposed at \$24,950,824. The FY 14 Capital Budget is proposed at \$29,266,971.

This year's balanced Operating Budget reflects increases from last year's budget by \$2,793,380 or 11 percent. The majority of the budget increase is based on an increased level of Public Transportation Services. Other increases consist of employment expenses (a two percent wage increase), increases in workers' compensation, medical, dental, and vision benefits, as well as adding Employer Risk Insurance to SunLine's insurance coverage's.

SunLine's balanced Capital Budget represents a new format from prior years. All capital projects are supported by funds restricted for capital purposes. The major program highlights are the Administration Building, the two new fuel cell buses, and the Installation of solar panels. These three projects comprise approximately \$17 million of FY 14 \$28 million Capital Budget.

Financial Impact

The approval of the FY 14 Capital and Operating Budgets will allow SunLine to continue to provide public transportation services in the Coachella Valley. Planned revenues support all planned expenditures.



Roger Snoble

SunLine Transit Agency

DATE: June 26, 2013 **Action**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: Draft FY 2013/14 Short Range Transit Plan (SRTP)

Recommendation

Staff is requesting the Board approve the FY 13-14 SunLine Transit Agency Short Range Transit Plan, in conjunction with its approval of the FY13-14 Budget.

Background

For each financial year, staff is required to develop a Short Range Transit Plan [SRTP] for the agency. This document is a three year planning document for the agency, outlining both its service operating plan and capital projects, together with a financial plan to sustain the operating and capital plans. The first year of the plan is developed for approval at the same time as the agency budget is approved (financial details in each of these documents are consistent). The second and third year plans documented in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission [RCTC]. The following are highlights of the FY 2013/14 SRTP.

Proposed Operating Budget:

In fiscal year 2013/14, the operating budget will increase from \$22,276,993 to \$24,950,824. The budget increase includes operating cost increases (wages, benefit costs, etc.) as well as the following service improvements:

- New Transit Lines:
 - North Shore to Indio (Line 95) proposed to be introduced in September 2013 (with Federal Job Access Reverse Commute grant funding).
 - Indio to Palm Desert via Fred Waring Drive (Line 54) proposed to be introduced in January 2014 (with Federal Congestion Mitigation Air Quality grant funding).
- Improved frequency of service to increase capacity:
 - Line 111 weekend frequency increase from 40 to 20 minute service between 9 am and 6 pm (implement September 2013)
 - Line 14 Desert Hot Springs to Palm Springs increase from 35 to 20 minute service weekdays (implement January 2014)

- Line 30 Cathedral City – Palm Desert increased from 30 to 20 minute service weekdays (implement January 2013)
- Line 111 Extension: from Indio to Coachella (implement May 2014)
- Line 53 Palm Desert Realignment: to improve performance, potentially serving the more populated area around Portola/Country Club, as well as Xavier School, and the Roslyn Senior Center. Hours of operation of the route will also adjust. (implement January 2014)
- Lines 90/91: Revised Line 90 and 91 alignments to service more of Coachella, as well as revised weeknight and weekend frequency (implement May 2014).
- Operate weekend schedule in place of weekday schedule on major holidays (Memorial Day, 4th July, Labor Day, New Year's Day)

The value of these service improvements is \$838,000 with phasing in across FY 13-14, and is worth \$1.61 Million for a full year of operation.

Proposed Capital Improvement Budget:

The following new capital projects are proposed in FY 2013/14, totaling \$5,948,149:

- Mid-life overhaul (engine, transmission) for the 15 oldest fixed route buses.
- Purchase four replacement paratransit vans.
- Purchase six replacement trucks, 3 replacement/2 expansion (new) relief cars.
- Purchase and install 38 new bus shelters.
- Purchase various Information Technology needs (hardware, software).
- Design and commence construction of a new fueling station at Thousand Palms.
- Update camera system on ten buses.
- American Fuel Cell Bus Warranty

Financial Impact

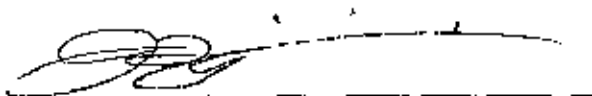
Funding for the operating budget of \$24,950,824 is from the following sources:

- \$3,477,121 Federal funding (Section 5307, 5311, 5316, 5317)
- \$11,768,614 State Local Transportation Fund (LTF)
- \$5,217,000 Local Measure A funding
- \$3,550,000 passenger fare revenue
- \$938,089 other revenue (outside fuel sales, fuel rebate, taxi voucher sales, bus stop maintenance, RTA Commuter Link 220 contribution)

Funding for the capital budget of \$5,948,149 is from the following sources:

- \$1,544,414 Federal funding (Section 5307)
- \$2,831,865 State Transit Assistance
- \$371,870 State Proposition 1B
- \$1,200,000 Cal Start/FTA funding

The above funding plan is based on estimates of available funding from RCTC. Table 4 funding plan attached.



Joseph Forgiarini

Board of Trustees
 FY 2014
 Summary of Funds Requested
 Short Range Financial Plan

Table 4 - Summary of Funding Request for FY 2013/14 DRAFT FOUR 06/07/13

06/07/2013

Project Description	Total Amount of Funds Requested	Total Amount of Funds Available	Total Available Amount	LT	Commuter LT	STA	Commuter STA	Proj 15 Title 15 Section	Proj 15 Title 15 Section 4	Section 507	Section 507 - Other City	Section 507 - Other Springs	Section 511	Section 515	Section 517	Other Revenue	Fiscal
OPERATING																	
Police Department	\$22,322,895	\$22,344,158	\$22,627	\$1,765,614	\$0							\$2,774,111	\$2,820,859	\$2,813,585	\$45,000	\$231,762	\$1,550,000
Police Department - Other	\$1,077,464	\$0	\$1,077,464	\$0	\$7							\$1,077,464					
Subtotal: Operating	\$24,950,824	\$22,344,158	\$2,627,295	\$1,765,614	\$0							\$2,774,111	\$2,820,859	\$2,813,585	\$45,000	\$231,762	\$1,550,000
CAPITAL																	\$0
Police Department - Capital	\$1,077,464	\$0	\$1,077,464	\$0	\$7												
Total: Operating & Capital	\$26,028,288	\$22,344,158	\$3,704,721	\$1,765,614	\$0												\$0

Proposed Funding Details

Project Description	Total Amount of Funds Requested	Total Available Amount	Total Available Amount	LT	Commuter LT	STA	Commuter STA	Proj 15 Title 15 Section	Proj 15 Title 15 Section 4	Section 507	Section 507 - Other City	Section 507 - Other Springs	Section 511	Section 515	Section 517	Other Revenue	Fiscal
Police Department - Capital	\$1,077,464	\$0	\$1,077,464	\$0	\$7												
Police Department - Operating	\$22,322,895	\$22,344,158	\$22,627	\$1,765,614	\$0							\$2,774,111	\$2,820,859	\$2,813,585	\$45,000	\$231,762	\$1,550,000
Police Department - Other	\$1,077,464	\$0	\$1,077,464	\$0	\$7							\$1,077,464					
Total: Operating & Capital	\$26,028,288	\$22,344,158	\$3,704,721	\$1,765,614	\$0												\$0

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Tommy Edwards

RE: Agreement with Ballard Power Systems

Recommendation

Recommend that the Board of Directors grant authority to the General Manager to execute an agreement with Ballard Power Systems. The agreement is for an extended warranty for the fuel cell modules on the American Fuel Cell and Advanced Technology Buses in an amount of \$699,900. Contract is subject to approval as to form by SunLine Legal Counsel.

Background

SunLine operates fuel cell buses powered by Ballard Power Systems' fuel cells. The cost of a new fuel cell is \$550,000.

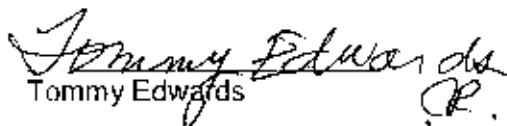
The fuel cell module in the current AT bus, in revenue service with SunLine Transit, is covered by a four year, or 8,000 hour warranty, whichever occurs first. At the completion of this warranty period, Ballard will extend coverage of the 150 kW FCvelocity™-HD6 fuel cell module supplied under the Advanced Technology (AT) bus program to 28,000 hrs or ten-years of service, whichever occurs first. This will provide SunLine Transit cost certainty over this period for all warranty eligible corrective maintenance parts and labor related to the fuel cell module.

The fuel cell module in the current American Fuel Cell bus, in revenue service with SunLine Transit, is covered by a six year or 12,000 hour warranty, whichever occurs first. At the completion of this warranty period, Ballard will extend coverage of the 150 kW FCvelocity™-HD6 fuel cell module supplied under the American Fuel Cell Bus program to 28,000 hrs or ten-years of service, whichever occurs first. This will provide SunLine Transit cost certainty over this period for all warranty eligible corrective maintenance parts and labor related to the fuel cell module.

Staff is submitting this contract action for approval because it exceeds the General Managers authority.

Fiscal Impact

Funds for this transaction were obtained from a competitive federal grant for \$1,200,000 won by SunLine in collaboration with CALSTART. There is \$500,100 remaining under the grant after this expenditure.


Tommy Edwards

SunLine Transit Agency

DATE: June 26, 2013 ACTION

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Resolution to Participate in the Employment Risk Management Authority (ERMA)

Recommendation

Recommend that the Board of Directors adopt a resolution to participate in the Employment Risk Management Authority (ERMA) and authorize the General Manager to take necessary steps on behalf of SunLine to implement the resolution.

Background

Currently, SunLine Transit Agency is a member of the Public Entity Risk Management Authority (PERMA), which is a self-insured joint powers authority providing general liability and workers' compensation coverage. However, SunLine currently does not have Employment Practices Liability (EPL) coverage to protect the Agency against unlawful employment practices and discrimination claims. Staff has reviewed SunLine Transit Agency's records back to 2003, and discovered that the Agency has not maintained EPL coverage. The lack of EPL coverage may predate 2003.

The proposed resolution will allow SunLine Transit Agency to apply for participation in ERMA and obtain EPL coverage to mitigate and risk exposure related to unlawful employment practices and discrimination claims. SunLine would have a five year commitment to participate in ERMA.

Fiscal Implications

The annual cost is estimated at \$81,069 per year based on a self-insured retention (SIR) of \$50,000. Based on the size of SunLine's payroll, ERMA recommends a SIR of \$50,000. The actual cost could increase based on review of SunLine's application. Staff has budgeted \$100,000 for this coverage in the proposed Fiscal Year 2013-2014 budget. Based on the estimated \$81,069 per year costs, the 5-year cost of participation is \$405,345.


Donald A. Bradburn



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY AUTHORIZING
PARTICIPATION IN EMPLOYMENT RISK
MANAGEMENT AUTHORITY**

WHEREAS, the SunLine Transit Agency wishes to obtain Employment Practices Liability coverage for the period July 1, 2013 and June 30, 2018.

WHEREAS, the Employment Risk Management Authority (ERMA) is a self-insured joint powers authority created for the sole purpose of Employment Practices Liability Coverage. ERMA is comprised of various public entities who risk share up to \$1 million against potentially unlawful employment practices and discrimination claims; and

WHEREAS, ERMA formed primarily due to the fact that government entities have not historically been able to secure Employment Practices Liability (EPL) coverage at a competitive cost through the commercial insurance marketplace; and

WHEREAS, ERMA has met all of the high professional standards established by the California Association of Joint Powers Authorities (CAJPA) in the areas of governance, finance, claims control, safety and loss control and ERMA is fully accredited by CAJPA. CAJPA's accreditation process requires reviews by independent consultants in the areas of accounting, claims adjusting, and actuarial analysis; and

WHEREAS, ERMA provides services to both Joint Powers Insurance Authorities and individual public entities; and

WHEREAS, the SunLine Transit Agency has determined that it is in the best interest to become a member of ERMA for the purpose of obtaining Employment Practices Liability coverage; and

WHEREAS, ERMA requires the SunLine Transit Agency to pass a resolution expressing the desire and commitment of the SunLine Transit Agency's participation in ERMA, which requires a three year minimum participation period. SunLine Transit Agency also understands our entity will be bound by the provisions in the ERMA Joint Powers Agreement just as though it were fully set forth and incorporated herein whether our entity had signed it individually or through an underlying Joint Powers Insurance Authority.

NOW, THEREFORE, BE IT RESOLVED BY SUNLINE TRANSIT AGENCY THAT, SunLine Transit Agency approves participation in ERMA July 1, 2013 and

THAT, the General Manager on behalf of the SunLine Transit Agency is hereby authorized to take any and all actions necessary to implement the foregoing resolution.

Approved and Adopted this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Amendment to the SunLine Transit Restated Retirement
Income Plan for Bargaining Unit

Recommendation

Recommend that the Board of Directors adopt a Resolution approving the Third Amendment to the SunLine Transit Restated Retirement Income Plan for Bargaining Unit plan document and authorize the General Manager to sign the amendment on behalf of SunLine Transit Agency.

Background

In August 2012, Governor Brown introduced sweeping pension reform, which the state legislature subsequently approved. The Governor signed into law the California Public Employee Pension Reform Act (CPEPRA) and went into effect January 1, 2013.

Among other things, CPEPRA reforms public employee pensions in the following ways:

- Reduces benefit formulas for new pension members.
- Increases retirement ages for new members.
- Prohibits retroactive enhancements to benefit formulas
- Requires equal sharing of normal costs between employee and employer.
- Caps pensionable compensation for new members.
- Defines pensionable compensation.
- Requires a 36-month final compensation period.
- Prohibits the purchase of "air-time."
- Limits post-retirement employment.
- Requires the forfeiture of pension allowance upon conviction of a felony

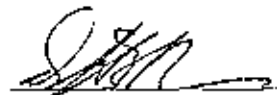
This Amendment will implement all CPEPRA changes except the equal sharing of normal costs between employee and employer because this provision is subject to bargaining when the current MOU expires on March 31, 2014.

If approved, the revisions will bring the plan into compliance with CPEPRA. Additionally, this will ensure that when our plan is restated later this year it will

reflect current law. Staff will return to the Board later this year seeking approval of the restated plans for submission to the Internal Revenue Service, which must be done in January 2014.

Fiscal Implications

These changes will result in future savings.



Donald A. Bradburn



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION ADOPTING
THE THIRD AMENDMENT TO THE
SUNLINE TRANSIT RESTATED RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL**

By action of the Board of Directors of SunLine Transit Agency, a political subdivision of the State of California ("Employer") taken on June 26, 2013, the following resolutions were duly adopted:

WHEREAS, the Employer maintains the SunLine Transit Restated Retirement Income Plan for Bargaining Unit Personnel ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 11.06 therein; and

WHEREAS, the Employer has determined that the Plan should be amended to comply with the Public Employees' Pension Reform Act of 2013;

NOW, THEREFORE, BE IT RESOLVED, that the Plan be, and it hereby is, amended by the Third Amendment substantially in the form attached hereto.

RESOLVED, that the appropriate officers of the Employer be, and they hereby are, authorized and empowered to take any action and execute any writing they deem necessary to carry out the purpose and intent of the foregoing resolutions.

Approved and Adopted this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Robert Spiegel
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

THIRD AMENDMENT TO THE
SUNLINE TRANSIT RESTATED RETIREMENT INCOME PLAN
FOR BARGAINING UNIT PERSONNEL

WHEREAS, SunLine Transit Agency ("Employer") maintains the SunLine Transit Restated Retirement Income Plan for Bargaining Unit Personnel ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 11.06 therein; and

WHEREAS, the Employer has determined that the Plan should be amended to comply with the Public Employees' Pension Reform Act of 2013;

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the power reserved to the Employer under Section 11.06 of the Plan, the Employer hereby amends the Plan in the following particulars.

1. Plan Section 7.06 is deleted in its entirety and replaced with the following in lieu thereof effective January 1, 2013:

Section 7.06. Reinstatement from Retirement. A retired Participant shall not serve, be employed by, or be employed through a contract directly by the Employer as an Eligible Employee without reinstatement from retirement, except in the following circumstances:

- a. The retired Participant is appointed by the appointing power of the Employer either during an emergency to prevent stoppage of public business or because the retired Participant has skills needed to perform work of limited duration. Any such appointment shall not exceed a total of 960 hours in a Plan Year. The rate of pay for the employment shall not be less than the monthly minimum, nor exceed the monthly maximum, paid by the Employer to other Employees performing comparable duties, divided by 173.333 to equal an hourly rate.
- b. Notwithstanding subsection a., a retired Participant shall not be eligible to serve or be employed by the Employer if, during the 12-month period prior to an appointment described in subsection a., the retired Participant received any unemployment insurance compensation arising out of prior employment with the Employer. A retired Participant shall certify in writing to the Employer upon accepting an offer of employment that he or she is in compliance with this requirement. A retired Participant who accepts an appointment with the Employer after receiving unemployment insurance compensation shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment for a period of 12 months following the last day of employment.
- c. A retired Participant shall not be eligible to be employed pursuant to this Section for a period of 180 days following the date of retirement unless the Employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed and the appointment has

been approved by the governing body of the Employer in a public meeting. The appointment may not be placed on a consent calendar.

- d. A retired Participant who accepted a retirement incentive upon retirement shall not be eligible to be employed pursuant to this Section for a period of 180 days following the date of retirement and subsection c. shall not apply.

In addition to the above conditions, the Committee will only need to reinstate an Eligible Employee from retirement upon the following conditions:

- a. His application to the Committee for reinstatement is accepted, and
- b. The determination by the Committee, based upon medical examination, that the retired Participant is not incapacitated for the duties to be assigned to the retired Participant.

When any Participant is reinstated from retirement under this provision, his retirement allowance shall cease, and he shall become a Participant as of the date of reinstatement. Upon his later retirement, his retirement benefit will be recalculated including all of his years of Credited Service and Monthly Earnings, less the actuarial equivalent of any benefits already paid. In no event will the benefit be less than his benefit at the initial retirement date.

2. Plan Section 12.11 is added to the Plan effective January 1, 2013:

Section 12.11. Forfeiture of Benefits Upon Conviction of a Felony. If any Eligible Employee is convicted by a state or federal trial court of any felony under state or federal law for conduct arising out of or in the performance of his official duties, in pursuit of the office or appointment, or in connection with obtaining salary, disability retirement, service retirement, or other benefits, the following provisions shall apply:

- a. The Eligible Employee shall forfeit all accrued rights and benefits under the Plan to the extent provided in subsection b. and shall not accrue further benefits in the Plan, effective on the date of conviction.
- b. The Eligible Employee shall forfeit all the retirement benefits earned or accrued from the earliest date of the commission of any felony described in this Section to the forfeiture date, inclusive. The retirement benefits shall remain forfeited notwithstanding any reduction in sentence or expungement of the conviction following the date of the Employee's conviction. Retirement benefits attributable to service performed prior to the date of the first commission of the felony for which the Employee was convicted shall not be forfeited as a result of this Section. For purposes of this subsection, "forfeiture date" means the date of the conviction.
- c. If an Eligible Employee's conviction is reversed and that decision is final, the Employee shall be entitled to recover the forfeited retirement benefits.

IN WITNESS WHEREOF, the Employer has caused this Third Amendment to be signed on its behalf by the undersigned duly authorized officer on the date set forth below.

Date: _____

SUNLINE TRANSIT AGENCY

By: _____
Roger Snoble

Title: Interim General Manager _____

APPROVED AS TO FORM THIS _____
DAY OF _____, 20____

Jeffrey Goldfarb, Attorney at Law

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Human Resources

RE: Amendments to the SunLine Transit Restated Retirement Income Plan for Bargaining Unit and to the SunLine Transit Agency Restated Non-Union Employee's Retirement System Plan

Recommendation

Recommend that the Board of Directors approve the Fourth Amendment to the SunLine Transit Restated Retirement Income Plan for Bargaining Unit plan document and Fifth Amendment to the SunLine Transit Agency Restated Non-Union Employee's Retirement System plan document, and authorize the General Manager to sign the Amendments on behalf of SunLine Transit Agency.

Background

On January 15, 2013, Nyhart Epler, our third party administrator, received a letter of determination from the Internal Revenue Service for our Bargaining and Non-Union pension plans. The letter of determination that the plans were in compliance with the Internal Revenue Code (IRC) was contingent upon timely adoption of the amendments submitted to the IRS. Timely is defined as within 90 days from the date of the letter of determination. After a review of plan documents with Nyhart Epler, staff determined that SunLine had never adopted Amendment 4 to the Union plan or Amendment 5 to the Non-Union plan which would define the "Maximum Benefit Limitation" in accordance with IRC Section 415. Although we have exceeded the 90 day limit, Nyhart Epler will work with the IRS through the Voluntary Compliance Program to mitigate penalty fees.

These amendments will change Section 7.07 of the Bargaining Unit plan and Section 7.08 of the Non-Union plan to read as follows:

"For purposes of this Plan, all provisions of Section 415 of the Code and the regulations thereunder, as amended from time to time, are hereby incorporated by reference.

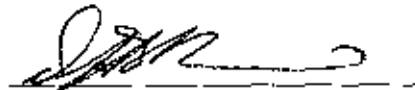
For participants covered by both this plan and any other defined benefit plan ever maintained by the Employer, employer-provided benefits under this plan will be

limited in proportion to the sum of all employer-provided benefits determined before applying any limitations, such that the sum of all employer-provided benefits does not exceed the limitations under Code Section 415.

Plan aggregation for 415 purposes will be determined as prescribed under Treasury regulation section 1.415(f)-1."

Fiscal Implications

Typically this action would not have a fiscal impact, however the required amendments have not been completed in a timely manner and are subject to penalty fees. If the Board adopts these plan amendments today, SunLine will be able to enter a Voluntary Compliance Program with the IRS at a fee of \$500. If SunLine doesn't amend the plans, the Agency is exposed to whatever penalty that may be imposed by the IRS at its discretion.



Donald A. Bradburn

AMENDMENT NO. 4

SUNLINE TRANSIT RESTATED RETIREMENT INCOME PLAN FOR BARGAINING UNIT PERSONNEL

WHEREAS, effective February 1, 1980, SunLine Transit Agency ("Employer"), a political subdivision of the State of California. Established the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel ("Plan") for the exclusive benefit of eligible employees; and

WHEREAS, SunLine retains the right to amend the Plan from time to time for union negotiations as changes in federal laws as they relate to plans qualified under the provisions of the Internal Revenue Code or for any other reason; and

WHEREAS, the Plan has, from time to time, been amended and restated with the most recent restatement being effective January 1, 2007; and

WHEREAS, the Employer now wished to amend to the Plan for changes requested by the Internal Revenue Service as a condition of qualification.

NOW, THEREFORE, BE IT RESOLVED that the Plan is hereby amended, effective January 1, 2007, as follows:

1. Article VII, Section 7.07 shall be deleted in its entirety and replaced with the following:

Section 7.07 Maximum Benefit Limitation. For purposes of this Plan, all provisions of Section 415 of the Code and the regulations thereunder, as amended from time to time, are hereby incorporated by reference.

For participants covered by both this plan and any other defined benefit plan ever maintained by the Employer, employer-provided benefits under this plan will be limited in proportion to the sum of all employer-provided benefits determined before applying any limitations, such that the sum of all employer-provided benefits does not exceed the limitations under Code Section 415.

Plan aggregation for 415 purposes will be determined as prescribed under Treasury regulation section 1.415(f)-1.

IN WITNESS WHEREOF, the Employer has executed this Amendment No. 4 on this _____ day of _____, 20 ____.

SUNLINE TRANSIT AGENCY

By: _____
Roger Snoble

Title: General Manager

APPROVED AS TO FORM THIS _____

DAY OF _____, 20_____

Jeffrey Goldfarb, Attorney at Law

AMENDMENT NO. 5

SUNLINE TRANSIT AGENCY RESTATED NON- UNION EMPLOYEE'S RETIREMENT SYSTEM

WHEREAS, effective February 1, 1980, SunLine Transit Agency ("Employer"), a political subdivision of the State of California. Established the SunLine Transit Retirement Income Plan for the exclusive benefit of eligible employees; and

WHEREAS, SunLine retains the right to amend the Plan from time to time for changes in federal laws as they relate to plans qualified under the provisions of the Internal Revenue Code or for any other reason; and

WHEREAS, the Plan has, from time to time, been amended and restated with the most recent restatement being effective January 1, 2007; and

WHEREAS, the Employer now wished to amend to the Plan for changes requested by the Internal Revenue Service as a condition of qualification.

NOW, THEREFORE, BE IT RESOLVED that the Plan is hereby amended, effective January 1, 2007, as follows:

1. Article VII, Section 7.08 shall be deleted in its entirety and replaced with the following:

Section 7.08 Maximum Benefit Limitation. For purposes of this Plan, all provisions of Section

415 of the Code and the regulations thereunder, as amended from time to time, are hereby incorporated by reference.

For participants covered by both this plan and any other defined benefit plan ever maintained by the Employer, employer-provided benefits under this plan will be limited in proportion to the sum of all employer-provided benefits determined before applying any limitations, such that the sum of all employer-provided benefits does not exceed the limitations under Code Section 415.

Plan aggregation for 415 purposes will be determined as prescribed under Treasury regulation section 1.415(f)-1.

IN WITNESS WHEREOF, the Employer has executed this Amendment No. 5 on this

_____ day of _____, 20 ____.

SUNLINE TRANSIT AGENCY

By _____
Roger Snoble

Title: Interim General Manager

APPROVED AS TO FORM THIS ____
DAY OF _____, 20____

Jeffrey Goldfarb, Attorney at Law

SunLine Transit Agency

DATE: June 26, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: Cooperative Agreement Amendment No. 1 - Riverside
Commuter Link 220 Service

Recommendation

Recommend that the Board of Directors approve the General Manager to enter into Amendment No. 1 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency (RTA). This agreement is for the continued operation of Riverside Commuter Link 220 Bus Service for the period of October 1, 2013 through September 30, 2014. The agreement also includes an operating funding contribution for the Commuter Link 220 of up to a maximum amount of \$61,597.

Background

The Commuter Link 220 bus service between Palm Desert and Riverside was launched by SunLine Transit Agency on September 10, 2012. The cooperative agreement allows SunLine to operate and collect fare revenue within the RTA service area. The agreement also includes up to \$61,597 in operating assistance to be provided by RTA, this being 25% of the net operating costs of the service after fare revenue is deducted. Fifty percent of the net cost comes from federal grants, and the remaining 25% from local SunLine funding.

Direct operating costs for the Commuter Link 220 were estimated as follows:

- Year 1: \$306,653
- Year 2: \$295,665

Current costs are tracking slightly below the estimated costs for Year 1. Estimated ridership was 70 per day (17,850 per year). This target has been met or exceeded for the last three months (March through May 2013) after lower demand in the first six months of operation. Average fare estimate was \$2.77 per ride, and this has been exceeded each month of operation. Annual fare revenue estimate = \$49,459 and this target should be met based on current performance.

Fiscal Implications

Cooperative Agreement 12-027 provides 25% of the net operating costs of the Commuter Link 220 service, up to a maximum of \$61,597 contribution from

Riverside Transit Agency. Without this contribution, that funding would have to come from SunLine's local funds in place of using these funds for local transit service improvements. The cooperative agreement is also required to allow the Commuter Link 220 service to operate and collect fare revenue within RTA service area.

A handwritten signature in black ink, appearing to read 'Joseph Forgiarini', written over a horizontal line.

Joseph Forgiarini

1 AMENDMENT NO. 1
2 COOPERATIVE AGREEMENT No. 12-027
3 BETWEEN
4 SUNLINE TRANSIT AGENCY
5 AND
6 RIVERSIDE TRANSIT AGENCY
7

8 THIS AMENDMENT NO. 1 is effective this ____ day of
9 _____, 2013, by and between the SunLine Transit Agency
10 (SunLine), and the Riverside Transit Agency (RTA).
11

12 WITNESSETH:
13

14 WHEREAS, by Agreement No. 12-027 dated September 10, 2012, SunLine and
15 RTA entered into a contract to cooperate in the coordinated delivery of convenient,
16 safe, and accessible transportation along a corridor including parts of their respective
17 jurisdictions; and

18 WHEREAS, both PARTIES have agreed to exercise the First Option Term –
19 October 1, 2013 to September 30, 2014;

20 NOW, THEREFORE, it is mutually understood and agreed to by SunLine and
21 RTA that Agreement No. 12-027 is hereby amended in the following particulars only:

22 1. Amend ARTICLE 2. TERM OF AGREEMENT: Page 2 of 17, line 17, to
23 delete "September 30, 2013" as the date of expiration of this Agreement, and in lieu
24 thereof insert "September 30, 2014 ("First Option Term)".

25 2. Delete ARTICLE 3. CONTRIBUTION AND DISBURSEMENT OF FUNDS:
26 Section C, Page 3 of 17, in its entirety and in lieu thereof insert "RTA's maximum
27 contribution for the First Option Term, October 1, 2013 through September 30, 2014, is
28 fixed at an amount not to exceed \$61,597. RTA contributions beyond the First Option
29 Term require approval of a contract extension/renewal by RTA's Board of Directors. It is
30 the intent of the RTA to provide a contribution for the Initial Term and First Option Term so
31 long as SunLine receives JARC and New Freedom funding for this project."

1 3. Amend **ARTICLE 3. CONTRIBUTION AND DISBURSEMENT OF FUNDS:**
2 Section D, Page 4 of 17, to delete \$61,597 from the second sentence, and in lieu thereof
3 insert \$123,194.

4 4. Amend **ARTICLE 4. MAXIMUM OBLIGATION:** Page 4 of 17, line 18, to
5 delete "Sixty-One Thousand Five-Hundred Ninety-Seven Dollars (\$61,597) for the Initial
6 Term" as RTA's maximum cumulative payment obligation, and in lieu thereof insert "One
7 Hundred Twenty Three Thousand One Hundred Ninety Four (\$123,194) for the Initial
8 Term and First Option Term.

9 5. Delete **Exhibit A** and in lieu thereof insert the form of Exhibit A attached
10 hereto.

11 6. Delete **Exhibit B** and in lieu thereof insert the form of Exhibit B attached
12 hereto.

13
14 This Amendment No. 1 to Agreement No. 12-027 shall be made effective upon
15 execution by both PARTIES.

16
17 **IN WITNESS WHEREOF**, the PARTIES hereto have caused this Amendment
18 No. 1 to Agreement No. 12-027 to be executed on the date first above written.

19
20 **RIVERSIDE TRANSIT AGENCY**

SUNLINE TRANSIT AGENCY

21
22 By _____

By _____

23 Larry Rubio
24 Chief Executive Officer

 Roger Snoble
 Interim General Manager

25
26 APPROVED AS TO FORM:

APPROVED AS TO FORM:

27
28 By _____

By _____

29 Kennard R. Smart, Jr.
30 General Counsel

 Jeffrey Goldfarb
 General Counsel

Exhibit A - Proposed Schedule – SunLine Transit Agency Route 220 Trips

220									
Weekday MORNINGS WESTBOUND to Riverside-Downtown Transit Center									
Palm Desert Mall	Thousand Palms	Morongo Casino	Banning Ramsey & Sunset	Beaumont City Hall	Nason & Fir	Moreno Valley Mall	UCR Lot 30	Riverside-Downtown Metrolink Station	Riverside-Downtown Transit Center
1	2	3	4	5	6	7	8	9	10
4:55 A.M.	5:07	5:40	5:50	5:58	6:18	6:31	—	6:56	7:09
5:55 A.M.	6:07	6:40	6:50	6:58	7:18	7:31	7:51	8:01	8:14

220									
Weekday EVENINGS EASTBOUND to Palm Desert Mall									
Riverside-Downtown Transit Center	Riverside-Downtown Metrolink Station	UCR Lot 30	Moreno Valley Mall	Nason & Fir	Beaumont City Hall	Banning Ramsey & Sunset	Morongo Casino	Thousand Palms	Palm Desert Mall
10	9	8	7	6	5	4	3	2	1
5:15 P.M.	5:27	5:42	5:57	6:12	6:32	6:40	6:50	7:22	7:34
6:53 P.M.	7:05	7:15	7:30	7:40	8:00	8:08	8:18	8:50	9:02

Exhibit B - Proposed Fare Matrix for SunLine Route 220

CATEGORIES*	CASH FARES		PASSES [^]			
			1-DAY		31-DAY	
	Within Zone 1** or Zone 2**	Travelling Between Zone 1 and Zone 2	Within Zone 1** or Zone 2**	Travelling Between Zone 1 and Zone 2	Within Zone 1** or Zone 2**	Travelling Between Zone 1 and Zone 2
General / Youth	\$ 3	\$ 6	\$ 7	\$ 14	\$ 75	\$ 150
Senior / Disabled / Medicare / Child ¹	\$ 2	\$ 4	\$ 5	\$ 10	\$ 50	\$ 100

CATEGORIES*	Additional cash fares required with valid fare media or accepted ID cards.		
	Within Zone 1	Within Zone 2	Travelling Between Zone 1 and Zone 2
With RTA General and Youth Local 1-Day, 7-Day, 30-Day passes	\$1.50	\$3.00	\$4.50
With RTA Senior/Disabled/Medicare 1-Day, 7-Day, 30-Day pass	\$1.30	\$2	\$3.30
U-Pass ² , Go-Pass ³ , City Pass ⁴	FREE	\$ 3	\$ 3
Metrolink Tickets / Passes ⁵	FREE	\$ 3	\$ 3
Jury / Grand Juror Badge ⁶	FREE	FREE	\$ 3

NOTES:

* Bus operators accept cash and sell 1-day passes only.

[^] RTA's Day and 30-day passes for Zone 1 are "CommuterLink+Local". 31-Day passes are offered by SunLine.

** Zone 1 = Cabazon to/from Banning, Beaumont, Moreno Valley and Riverside.
Zone 2 = Palm Desert to/from Thousand Palms.

¹ Senior / Disabled / Medicare / Child = People who meet RTA's and SunLine's disability requirements, present a valid Medicare card, senior age 60 or older, or child 46" tall or under. Requires proof of age or disability.

² U-Pass = University of California at Riverside, California Baptist University, and La Sierra University. Requires validation of ID.

³ Go-Pass = Riverside City College, Moreno Valley College and Mt. San Jacinto Community College District. Requires validation of ID.

⁴ City Pass = City of Riverside Employee Badge.

⁵ Metrolink = Valid Metrolink ticket or pass for same day travel.

⁶ Jurors summoned to serve in western Riverside County courthouses are able to ride free in Zone 1 only. Jurors summoned to serve in Coachella Valley courthouses are able to ride free in Zone 2 only.

SunLine Transit Agency
Checks \$1,000 and Over
For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Costs for utilities	657203	3/8/2013	\$81,400.10	Y	N		Operating
IMPERIAL IRRIGATION DIST	Costs for utilities	657269	3/20/2013	\$17,146.51	Y	N		Operating
GOODYEAR TIRE & RUBBER CO.	Cost for the vehicle tire lease agreement	657348	3/29/2013	\$6,358.92	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657145	3/5/2013	\$5,612.45	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to repair and service vehicles	657259	3/20/2013	\$5,571.45	Y	N		Operating
A.C. PROPANE	Propane Service	657301	3/29/2013	\$5,053.56	Y	Y	\$0	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657324	3/29/2013	\$4,023.94	Y	N		Operating
STRICKLAND KENNY, INC.	Cost to purchase lubricants & oils	657206	3/8/2013	\$3,941.03	Y	N		Operating
ALLIED BARTON SECURITY SVCS	Onsite security services for facilities	657306	3/29/2013	\$3,727.08	Y	Y	\$127,726.00	Operating
GATEWAY COMPRESSION, INC	Cost to purchase maint. parts & equip	657122	3/5/2013	\$3,404.85	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	657364	3/29/2013	\$3,201.18	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657111	3/5/2013	\$2,654.74	Y	N		Operating
ALLIED BARTON SECURITY SVCS	Onsite security services for facilities	657073	3/5/2013	\$2,484.72	Y	Y	\$123,999.00	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657093	3/5/2013	\$2,355.49	Y	N		Operating
FARWEST CORROSION CONTROL	Cost to purchase vehicle parts	657112	3/5/2013	\$2,050.00	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	657168	3/5/2013	\$2,038.98	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657339	3/29/2013	\$1,915.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657277	3/20/2013	\$1,675.49	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	657179	3/8/2013	\$1,606.64	Y	N		Operating
DAIMLER BUSES NORTH AMER, INC	Cost to purchase vehicle parts	657095	3/5/2013	\$1,447.70	Y	N		Operating
FRANKLIN TRUCK PARTS, INC	Cost to purchase vehicle parts	657188	3/8/2013	\$1,277.77	Y	N		Operating
ALLIED BARTON SECURITY SVCS	Onsite security services for facilities	657175	3/8/2013	\$1,242.36	Y	N		Operating
SMARTDRIVE SYSTEMS, INC	Security equipment maintenance agreement	657286	3/20/2013	\$1,240.00	Y	N		Operating
SMARTDRIVE SYSTEMS, INC	Security equipment maintenance agreement	657202	3/8/2013	\$1,140.00	Y	N		Operating
DESERT ALARM, INC	Facilities security system maint. Agreement	657183	3/8/2013	\$1,120.00	Y	Y	\$3,000.00	Operating
TRANSIT RESOURCES, INC	Cost to purchase vehicle parts	657294	3/20/2013	\$1,042.15	Y	N		Operating
	Subtotal			\$164,732.11				

Note: *) Contract period ended.

Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)

KIMCO STAFFING SERVICES, INC.	Costs for temporary employment services	657356	3/29/2013	\$7,662.06	Y	N		Operating
IMPERIAL IRRIGATION DIST	Costs for utilities	657133	3/5/2013	\$6,383.40	Y	N		Operating
G&K SERVICES	Costs to service uniforms	657121	3/5/2013	\$6,234.97	Y	Y	\$351,910.00	Operating
WOODRUFF, SPRADLIN & SMART	Costs for legal services for labor counsel	657385	3/29/2013	\$5,310.50	Y	N		Operating
G&K SERVICES	Costs to service uniforms	657345	3/29/2013	\$4,885.52	Y	Y	\$347,025.00	Operating
MOORE MAINTENANCE & JANITORIALS	Costs for janitorial services	657276	3/20/2013	\$4,678.00	Y	Y	\$15,126.00	Operating
KIMCO STAFFING SERVICES, INC.	Costs for temporary employment services	657137	3/5/2013	\$4,282.50	Y	N		Operating
RESORT MARKETING	Costs for public relations & marketing services	657240	3/15/2013	\$4,127.50	Y	Y	\$927.50	Operating
OFFICETEAM	Costs for temporary employment services	657147	3/5/2013	\$4,064.05	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
KIMCO STAFFING SERVICES, INC.	Costs for temporary employment services	657273	3/20/2013	\$3,732.23	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Costs for telephone services - Monthly	657209	3/8/2013	\$3,545.60	Y	N		Operating
NYHART COMPANY	Costs for pension consultant	657236	3/15/2013	\$2,758.11	Y	N		Operating
BURRTEC WASTE & RECYCLING SVC	Costs for utilities - waste removal	657080	3/5/2013	\$2,612.04	Y	N		Operating
BURRTEC WASTE & RECYCLING SVC	Costs for utilities - waste removal	657312	3/29/2013	\$2,560.55	Y	N		Operating
VERIZON	Costs for wireless communications	657297	3/20/2013	\$2,207.48	Y	N		Operating
DESERT PUBLICATIONS, INC.	Costs for advertisement	657261	3/20/2013	\$2,083.17	Y	N		Operating
IMPERIAL IRRIGATION DIST	Costs for utilities	657351	3/29/2013	\$1,635.04	Y	N		Operating
VALLEY OFFICE EQUIPMENT	Costs for fax/copy supplies	657215	3/8/2013	\$1,615.09	Y	N		Operating
GRAINGER	Cost for facilities maintenance parts/supplies	657266	3/20/2013	\$1,532.21	Y	N		Operating
OFFICETEAM	Costs for temporary employment services	657366	3/29/2013	\$1,523.02	Y	N		Operating
COACHELLA VALLEY PRINTING	Costs for printing services	657316	3/29/2013	\$1,143.37	Y	N		Operating
AMERICAN DICTATION CORP.	Costs for office supplies	657251	3/20/2013	\$1,098.99	Y	N		Operating
GRAINGER	Costs for facilities maintenance parts/supplies	657125	3/5/2013	\$1,053.44	Y	N		Operating
OFFICE DEPOT	Costs for office supplies	657197	3/8/2013	\$1,050.62	Y	N		Operating
TOTAL FUNDS BY HASLER	Costs for postage	657293	3/20/2013	\$1,047.21	Y	N		Operating
TOTAL FUNDS BY HASLER	Costs for postage	657212	3/8/2013	\$1,032.90	Y	N		Operating
EISENHOWER OCCUPATIONAL SCRTTC	Costs of medical exams and testing	657333	3/29/2013	\$1,030.00	Y	N		Operating
	Membership & Subscriptions	657159	3/5/2013	\$1,000.00	Y	N		Operating
	Subtotal			\$81,889.57				

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

IMPERIAL IRRIGATION DISTRICT	Fees for electrical services for admin building	657218	3/14/2013	\$173,817.41	Y	N		Capital
TRAPEZE GROUP	Annual Software license - Trapeze Ops Prgm	657219	3/14/2013	\$37,221.00	Y	N		Capital
LEFLORE GROUP LLC, THE	Consulting and procurement services - Feb	657191	3/8/2013	\$15,985.51	Y	Y	\$130,172.00	Capital
HEWLETT-PACKARD COMPANY	Purchase of network hardware & IT equip	657130	3/5/2013	\$18,752.89	Y	N		Capital
TRAPEZE GROUP	Annual Software license - Trapeze PASS	657169	3/5/2013	\$18,423.00	Y	N		Capital
CMG	Grants & audits coordination services - Feb	657187	3/8/2013	\$9,993.75	Y	N		Capital
CVAG	JARC program-Federal grant reimbursement	657252	3/20/2013	\$7,578.52	Y	N		Capital
RCTC	JARC program-Federal grant reimbursement	657238	5/1/2013	\$5,850.81	Y	N		Capital
COUNTY OF RIVERSIDE	Submittal fees for Admin Building	657320	3/29/2013	\$3,834.41	Y	N		Capital
AMERICAN CAB	Taxi Voucher Program - Federal grant	657250	3/20/2013	\$3,651.04	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	657118	3/5/2013	\$2,145.00	Y	N		Capital
COUNTY OF RIVERSIDE	Easement fees for Admin Building	657256	3/20/2013	\$2,000.00	Y	N		Capital
YELLOW CAB	Taxi Voucher Program - Federal grant	657249	3/15/2013	\$1,451.69	Y	N		Capital
	Subtotal			\$300,705.03				

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

HEALTH NET	Group Health Ins Premium (paid monthly)	657349	3/29/2013	\$218,305.93	Y	N		Operating
L. S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657379	3/29/2013	\$91,349.19	Y	N		Operating

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657171	3/5/2013	\$91,228.76	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST	Pension Deposits (paid per payroll)	657247	3/15/2013	\$90,994.20	Y	N		Operating
PERMA - Insurance	Workers Comp (paid monthly)	657281	3/20/2013	\$76,875.38	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Short/Long Term Disability (paid monthly)	657151	3/5/2013	\$15,367.66	Y	N		Operating
METLIFE SSC	Dental Insurance (paid monthly)	657141	3/5/2013	\$6,582.25	Y	N		Operating
COLONIAL LIFE & ACCIDENT INSUR	Employee Supplemental Insurance (paid monthly)	657255	3/20/2013	\$6,215.61	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union Dues (paid per payroll)	657222	3/5/2013	\$4,421.55	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union Dues (paid per payroll)	657074	3/5/2013	\$4,399.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	657083	3/5/2013	\$3,357.34	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	657225	3/15/2013	\$3,357.34	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment (paid per payroll)	657314	3/29/2013	\$3,098.84	Y	N		Operating
EYE MEG	Employee Benefits (paid monthly)	657263	3/20/2013	\$2,192.16	Y	N		Operating
MAGELLAN BEHAVIORIAL HEALTH	Employee Assistance Program (Apr - June)	657358	3/29/2013	\$2,193.51	Y	N		Operating
	Subtotal			\$619,938.98				

Note: Normally, there are two payroll cycles per month. However, this month there were three payroll cycles. Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.

Total Checks Over \$1000	\$1,167,265.69
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Summary	
Total of Checks Over \$1,000	\$1,167,265.69
Total of Checks Under \$1,000	\$61,372.92
Total of All Checks for the Month	\$1,228,638.61
Total Amount of Checks Prior Year - Same Month	\$1,649,667.35

SunLine Transit Agency
Checks \$1,000 and Over
For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost for utilities	657509	4/23/2013	\$81,023.88	Y	N		Operating
SO CAL GAS CO.	Cost for utilities	657405	4/15/2013	\$77,214.21	Y	N		Operating
GOODYEAR TIRE & RUBBER COMPANY	Cost for vehicle tire lease agreement	657593	4/30/2013	\$20,050.74	Y	N		Operating
FLEET REFINISHING	Cost to repair and service vehicles	657443	4/15/2013	\$15,496.17	Y	N		Operating
GOODYEAR TIRE & RUBBER COMPANY	Cost for vehicle tire lease agreement	657448	4/15/2013	\$15,456.01	Y	Y	\$365,492.00	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657432	4/15/2013	\$10,136.26	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	657511	4/23/2013	\$8,449.50	Y	N		Operating
GFI GENFARE	Cost to repair and service GFI	657447	4/15/2013	\$8,373.60	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657397	4/15/2013	\$6,299.85	Y	N		Operating
ATLAS COPCO COMPRESSORS LLC	Cost to purchase vehicle parts	657450	4/15/2013	\$6,298.80	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657608	4/30/2013	\$5,154.38	Y	N		Operating
PATRICK M. BRASSIL	Cost to repair and service vehicles	657532	4/23/2013	\$4,861.05	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost for utilities	657465	4/15/2013	\$4,799.63	Y	N		Operating
SAFETY-KLEEN CORPORATION	Cost to repair and service vehicles	657507	4/23/2013	\$3,519.93	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	657605	4/30/2013	\$3,428.26	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657582	4/30/2013	\$2,985.07	Y	N		Operating
HOME DEPOT CRO SRVS	Cost to repair and service facility	657463	4/15/2013	\$2,767.41	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	657632	4/30/2013	\$2,650.20	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	657418	4/15/2013	\$2,583.33	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	657495	4/23/2013	\$2,484.72	Y	N		Operating
APTA	Bus rodeo expenses	657501	4/23/2013	\$2,280.00	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	657586	4/30/2013	\$2,276.97	Y	N		Operating
TOXGUARD FLUID	Cost for coolant recycling	657633	4/30/2013	\$2,208.10	Y	N		Operating
DAMLER BUSES NORTH AMERICA, INC	Cost to purchase vehicle parts	657401	4/15/2013	\$2,133.28	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	657634	4/15/2013	\$2,031.55	Y	N		Operating
A.C. PROPANE	Propane Service	657436	4/15/2013	\$1,606.63	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657575	4/30/2013	\$1,541.98	Y	N		Operating
BROADLUX, INC.	Contract services - Sunfuels	657520	4/23/2013	\$1,330.98	Y	N		Operating
BATTERY SYSTEMS, INC.	Cost to purchase vehicle parts	657583	4/30/2013	\$1,311.81	Y	N		Operating
FRANKLIN TRUCK PARTS, INC	Cost to purchase vehicle parts	657445	4/15/2013	\$1,257.27	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	657393	4/15/2013	\$1,227.57	Y	Y	\$122,772.00	Operating
SUN CHEMICAL	Cost to repair and service vehicles	657630	4/30/2013	\$1,224.92	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	657578	4/30/2013	\$1,103.67	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	657441	4/15/2013	\$1,088.54	Y	N		Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	657454	4/15/2013	\$1,022.36	Y	N		Operating
RECARO NORTH AMERICA, INC.	Cost to purchase vehicle parts	657615	4/30/2013	\$1,016.22	Y	N		Operating
	Subtotal			\$308,694.67				

Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)

RUTAN & TUCKER, LLP	Legal fees	657505	4/23/2013	\$17,369.07	Y	Y	<\$59,054>	Operating
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SunLine Transit Agency
Checks \$1,000 and Over
For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
TIME WARNER CABLE	Cost for utilities (Jan-March)	657484	4/15/2013	\$6,604.75	Y	N		Operating
G & K SERVICES	Costs to service uniforms	657446	4/15/2013	\$4,766.54	Y	Y	\$340,909.00	Operating
ST. BOARD OF EQUALIZATION	Sales/use tax (Paid quarterly)	657628	4/30/2013	\$4,367.00	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities - telephone	657407	4/15/2013	\$3,445.57	Y	N		Operating
RESORT MARKETING	Costs for public relations & marketing services	657549	4/25/2013	\$2,340.00	Y	N		Operating
NYHART COMPANY	Cost for pension consultant	657531	4/23/2013	\$2,231.28	Y	N		Operating
COSTCO-HSBC BUSINESS SOLUTIONS	Board room supplies/rodeo expense	657426	4/15/2013	\$1,903.19	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657529	4/23/2013	\$1,831.55	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	657498	4/23/2013	\$1,743.09	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	657609	4/30/2013	\$1,625.70	Y	N		Operating
VERIZON	Cost for communications	657514	4/23/2013	\$1,539.58	Y	N		Operating
CAL-TEST, INC.	Cost of medical exams and testing	657568	4/30/2013	\$1,511.70	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Costs for fax/copy supplies	657409	4/15/2013	\$1,408.22	Y	N		Operating
OMNI SEVERIN HOTEL	Costs for travel/meetings	657566	4/30/2013	\$1,396.98	Y	N		Operating
OMNI SEVERIN HOTEL	Costs for travel/meetings	657554	4/30/2013	\$1,396.98	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Costs for fax/copy supplies	657641	4/30/2013	\$1,331.79	Y	N		Operating
SCRTTC	Membership & subscriptions	657516	4/23/2013	\$1,280.00	Y	N		Operating
PROMO DIRECT	Cost for office supplies	657500	4/23/2013	\$1,051.92	Y	N		Operating
	Subtotal			\$59,144.91				

Notes: 1) Amount exceeding retainer.

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

DOUG WALL CONSTRUCTION, INC.	Contract and permit fees for admin building	657548	4/25/2013	\$230,662.37	Y	Y	\$10,494,337.00	Capital
TRAPEZE GROUP	Software & licenses - operations	657547	4/25/2013	\$86,474.00	Y	N		Capital
PERMA - Insurance	Insurance pass-through - from LAW/CX	657403	4/15/2013	\$34,984.85	Y	N		Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter Fencing-Indio & Thousand Palms	657489	4/15/2013	\$20,004.15	Y	Y	\$462,643.00	Capital
AVAIL TECHNOLOGIES	IT workstation & equipment	657517	4/23/2013	\$16,008.00	Y	N		Capital
LEFLORE GROUP LLC, THE	Consulting & procurement services - March	657541	4/24/2013	\$14,816.37	Y	Y	\$115,356.37	Capital
COUNTY OF RIVERSIDE	License and permit fees for admin building	657386	4/4/2013	\$14,159.34	Y	N		Capital
AMERICAN CAB	Taxi Voucher program - federal grant	657493	4/23/2013	\$9,806.68	Y	N		Capital
CMG	Grants & audits coordination services - Mar	657551	4/26/2013	\$6,225.00	Y	Y	\$0 ²	Capital
YELLOW CAB OF THE DESERT	Taxi Voucher program - federal grant	657521	4/23/2013	\$5,703.27	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	657523	4/23/2013	\$5,241.14	Y	N		Capital
DESERT CITY CAB	Taxi Voucher program - federal grant	657494	4/23/2013	\$2,236.14	Y	N		Capital
SOFTCHOICE CORP.	IT workstation & equipment	657625	4/30/2013	\$2,915.08	Y	N		Capital
COUNTY OF RIVERSIDE	Grading permit	657504	4/23/2013	\$2,500.00	Y	N		Capital
HEWLETT-PACKARD COMPANY	IT workstation & equipment	657595	4/30/2013	\$1,625.93	Y	N		Capital
FLEET-NET CORPORATION	Software support - accounting system	657442	4/15/2013	\$1,770.00	Y	N		Capital
	Subtotal			\$455,311.32				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Note: 2) Contract period ended.								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group health insurance premium (paid monthly)	657538	4/23/2013	\$221,885.02	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657637	4/30/2013	\$92,302.88	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657482	4/15/2013	\$91,929.04	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits (May)	657613	4/30/2013	\$15,580.55	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits (April)	657530	4/23/2013	\$15,509.95	Y	N		Operating
METLIFE SBC	Dental insurance (May)	657601	4/30/2013	\$6,764.10	Y	N		Operating
METLIFE SBC	Dental insurance (April)	657410	4/15/2013	\$6,634.46	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins. (paid monthly)	657522	4/23/2013	\$6,161.11	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657559	4/30/2013	\$4,431.34	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657477	4/15/2013	\$4,386.55	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657479	4/15/2013	\$3,334.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657567	4/30/2013	\$3,334.26	Y	N		Operating
EYE MED	Employee benefits (paid monthly)	657503	4/23/2013	\$2,294.20	Y	N		Operating
FRANCHISE TAX BOARD	Employee garnishment (paid per payroll)	657587	4/30/2013	\$1,207.22	Y	N		Operating
	Subtotal			\$475,764.94				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.								
Total Checks Over \$1000				\$1,239,770.93				
Summary								
Total of Checks Over \$1,000				\$1,239,770.93				
Total of Checks Under \$1,000				\$43,263.28				
Total of All Checks for the Month				\$1,283,034.21				
Total Amount of Checks Prior Year - Same Month				\$845,402.43				

SunLine Transit Agency
Checks \$1,000 and Over
For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost for utilities	657783	5/23/2013	\$98,366.19	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost for utilities	657725	5/16/2013	\$22,179.38	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	657850	5/30/2013	\$9,852.05	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657829	5/30/2013	\$7,445.44	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657716	5/16/2013	\$5,930.53	Y	N		Operating
SAFETY-KLEEN CORPORATION	Cost to repair and service vehicles	657779	5/23/2013	\$5,775.74	Y	N		Operating
TRAPEZE GROUP	FX Blockbuster Phase III - upgrade	657794	5/23/2013	\$5,462.00	Y	N		Operating
PATRICK M. BRASSIL	Cost to repair and service vehicles	657774	5/23/2013	\$4,557.84	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	657786	5/23/2013	\$4,390.36	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	657760	5/23/2013	\$3,929.33	Y	N		Operating
PATRICK M. BRASSIL	Cost to repair and service vehicles	657853	5/30/2013	\$3,760.00	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	657806	5/24/2013	\$3,021.98	Y	N		Operating
DAIMLER BUSES NORTH AMERICA, INC	Cost to purchase vehicle parts	657830	5/30/2013	\$2,827.93	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	657650	5/9/2013	\$2,484.72	Y	Y	\$120,287.00	Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	657858	5/30/2013	\$1,827.56	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	657689	5/9/2013	\$1,240.00	Y	N		Operating
FACTORY MOTOR PARTS COMPANY	Cost to purchase vehicle parts	657720	5/16/2013	\$1,229.39	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	657857	5/30/2013	\$1,094.10	Y	N		Operating
AIR & HOSE SOURCE, INC.	Cost to purchase vehicle parts	657815	5/30/2013	\$1,091.35	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	657694	5/9/2013	\$1,089.10	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	657711	5/16/2013	\$1,045.27	Y	N		Operating
DESERT ALARM, INC.	Facilities security system maint. agreement	657831	5/30/2013	\$1,000.00	Y	Y	\$1,000.00	Operating
	Subtotal			\$189,400.26				

Section Ib- Check payments issued against the Operating Fund - (Costs related to General Administration)

WOODRUFF, SPRADLIN & SMART,	Legal fees	657700	5/9/2013	\$14,406.96	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657845	5/30/2013	\$8,022.42	Y	N		Operating
PERMA - Insurance	Full and final settlement - claim TS1210	657775	5/23/2013	\$8,000.00	Y	N		Operating
CMG	Grants & audits coordination services - May	657825	5/30/2013	\$7,990.89	Y	Y	\$9,111	Operating
BURRTEC WASTE & RECYCLING	Facility trash removal	657804	5/24/2013	\$4,515.74	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities - telephone	657691	5/9/2013	\$3,594.93	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657728	5/16/2013	\$3,552.51	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Cost for utilities - telephone	657791	5/23/2013	\$3,533.96	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	657764	5/23/2013	\$3,308.67	Y	N		Operating
TIME WARNER CABLE	Cost for utilities	657693	5/9/2013	\$2,594.08	Y	N		Operating
GRAVES & KING LLP	Insurance losses - defense costs, claim TS1206	657752	5/23/2013	\$2,552.80	Y	N		Operating
OFFICE DEPOT	Cost for office supplies	657676	5/9/2013	\$2,267.83	Y	N		Operating
EISENHOWER OCCUPATIONAL	Costs for medical exams & testing	657832	5/30/2013	\$2,170.00	Y	N		Operating
RESORT MARKETING	Cost for public relations & marketing services	657882	5/9/2013	\$2,161.25	Y	N		Operating
GRAVES & KING LLP	Insurance losses - defense costs, claim TS1206	657666	5/9/2013	\$1,877.35	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
DESERT PUBLICATIONS INC.	Cost for advertising	657747	5/23/2013	\$1,666.66	Y	N		Operating
VERIZON WIRELESS	Cost for wireless communications	657899	5/9/2013	\$1,592.69	Y	N		Operating
VERIZON	Cost for communications	657732	5/16/2013	\$1,541.67	Y	N		Operating
VERIZON	Cost for communications	657798	5/23/2013	\$1,540.82	Y	N		Operating
GRAINGER	Cost for facilities maintenance parts/supplies	657840	5/30/2013	\$1,295.57	Y	N		Operating
TOTALFUNDS BY HASLER	Cost for postage	657695	5/9/2013	\$1,000.00	Y	N		Operating
	Subtotal			\$78,986.58				

Note: 1) Contract period ended.

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

ELDORADO NATIONAL (CALIFORNIA),	AFCB 4 & 5 - TIGGER III	657734	5/22/2013	\$509,563.00	Y	Y	\$689,981.00	Capital
BAE SYSTEMS CONTROLS, INC.	AFCB 4 & 5 - TIGGER III	657733	5/22/2013	\$200,500.00	Y	Y	\$2,291,042.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	657648	5/9/2013	\$188,111.88	Y	Y	\$273,474.00	Capital
BALLARD POWER SYSTEMS	AFCB 4 & 5 - TIGGER III	657883	5/31/2013	\$153,415.00	Y	Y	\$348,567.00	Capital
ALVAREZ QUALITY CONSTRUCTION	Perimeter fencing - Indio & Thousand Palms	657862	5/31/2013	\$146,266.29	Y	Y	\$127,207.00	Capital
CPAC INC.COM	Computer software and equipment	657702	5/9/2013	\$37,719.19	Y	N		Capital
LEFLORE GROUP LLC, THE	Consulting and procurement services - April	657765	5/23/2013	\$18,935.60	Y	Y	\$96,420.00	Capital
C V WATER DISTRICT	Offsite water/sewer improvements - admin build.	657703	5/13/2013	\$17,214.00	Y	N		Capital
SOFTCHOICE CORP.	Computer equipment	657785	5/23/2013	\$10,883.88	Y	N		Capital
RCTC	JARC program - federal grant reimbursement	657855	5/30/2013	\$9,431.50	Y	N		Capital
PSOMAS	Bus stop improvements	657681	5/9/2013	\$8,063.00	Y	Y	\$15,083.00	Capital
DESERT AIR CONDITIONING, INC.	Installation of new wall mounted unit - ops	657656	5/9/2013	\$5,690.00	Y	Y	\$0 ²	Capital
AMERICAN CAB	Taxi voucher program - federal grant	657802	5/24/2013	\$2,834.02	Y	N		Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	657814	5/24/2013	\$2,645.82	Y	N		Capital
COUNTY OF RIVERSIDE	Roadway easement fees	657846	5/3/2013	\$2,000.00	Y	N		Capital
TECH DEPOT	Computer equipment and supplies	657790	5/23/2013	\$1,138.06	Y	N		Capital
	Subtotal			\$1,314,411.22				

Note: 2) Contract period ended.

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

HEALTH NET	Group health insurance premium (paid monthly)	657723	5/16/2013	\$222,803.96	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (Apr & May)	657679	5/9/2013	\$153,771.21	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657796	5/23/2013	\$93,617.02	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	657697	5/9/2013	\$91,823.70	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits (June)	657854	5/30/2013	\$15,420.25	Y	N		Operating
METLIFE SBC	Dental insurance (June)	657848	5/30/2013	\$6,515.96	Y	N		Operating
COLONIAL LIFE & ACCIDENT	Employee supplemental ins. (paid monthly)	657713	5/16/2013	\$6,256.43	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657736	5/23/2013	\$4,450.92	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	657651	5/9/2013	\$4,441.13	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657654	5/9/2013	\$3,252.22	Y	N		Operatin
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	657742	5/23/2013	\$3,182.99	Y	N		Operatin
EYE MED	Employee benefits (June)	657833	5/30/2013	\$2,308.20	Y	N		Operatin
EYE MED	Employee benefits (May)	657660	5/9/2013	\$2,289.48	Y	N		Operatin
	Subtotal			\$610,132.47				

Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll

Total Checks Over \$1000	\$2,192,930.53
---------------------------------	-----------------------

Summary

Total of Checks Over \$1,000	\$2,192,930.53
Total of Checks Under \$1,000	\$39,547.39
Total of All Checks for the Month	\$2,232,477.92
Total Amount of Checks Prior Year - Same Month	\$823,126.04



SUNLINE TRANSIT
C MIKEL OGLESBY (CPN L

Cardmember Service (1-866-552-8855

Important Messages

Your payment of \$2395.47 will be automatically deducted from your bank account on 05/16/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Simplify your finances today by consolidating your debt into one monthly payment. Check your mail for a great new offer or call Cardmember Service today for information on how to save with a balance transfer. Call now and start saving.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/16	04/16		PAYMENT THANK YOU	\$2,714.63CR	_____
TOTAL THIS PERIOD				\$2,714.63CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/25	03/21	0063	AMERICAN 0017178046543 MANKATO MN THOMAS/MANNIE 05/19/13 ONTARIO CAL TO DALLAS DALLAS TO BALTIMORE BALTIMORE TO DALLAS DALLAS TO ONTARIO CAL	\$640.10	_____
04/02	04/01	3847	OWW*ORBITZ.COM 888-656-4546 IL	\$17.98	_____
04/02	04/01	4431	OWW*ORBITZ.COM 888-656-4546 IL	\$8.99	_____
04/03	04/01	1677	AMERICAN 001237722504 DALLAS TX OGLESBY/CHARLE 05/03/13 PALMSPRINGS TO DALLAS DALLAS TO INDIANAPOLIS INDIANAPOLIS TO DALLAS DALLAS TO PALMSPRINGS	\$455.60	_____
04/03	04/01	2030	AMERICAN 0010842099019 DALLAS TX OGLESBY/CHARLE 04/01/13 XAA TO XAA	\$30.00	_____
04/03	04/01	4672	FRONTIER 4227178885577 MANKATO MN THOMAS/MANNIE 05/02/13 PALMSPRINGS TO DENVER DENVER TO INDIANAPOLIS INDIANAPOLIS TO DALLAS DALLAS TO PALMSPRINGS	\$395.60	_____
04/03	04/01	4680	FRONTIER 4227178885578 MANKATO MN DURAN/VICTOR 05/02/13 PALMSPRINGS TO DENVER DENVER TO INDIANAPOLIS INDIANAPOLIS TO DALLAS DALLAS TO PALMSPRINGS	\$395.60	_____
04/03	04/01	4870	FRONTIER 4227178886843 MANKATO MN DEI TORO/APOLON 05/04/13 PALMSPRINGS TO DENVER	\$451.60	_____

April 2013 Statement 03/22/2013 - 04/19/2013

Page 3 of 3

SUNLINE TRANSIT
C MIKEL OGLESBY (CPN)

Cardmember Service (1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			DENVER TO INDIANAPOLIS		
			INDIANAPOLIS TO DALLAS		
			DALLAS TO PALMSPRINGS		
TOTAL THIS PERIOD				\$2,395.47	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/19			ANNUAL MEMBERSHIP FEE	\$0.00	
TOTAL FEES THIS PERIOD				\$0.00	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval (This area for use by your company)

Signature/Approval: _____ Accounting Code: _____

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	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$2,395.47	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Contact Us

Phone	Questions	Mail payment coupon with a check	Office
Voice: 1-866-552-8855	Cardmember Service	Cardmember Service	myaccountaccess.com
TDD: 1-888-352-6456	P.O. Box 6353	P.O. Box 790408	
Fax: 1-866-807-9353	Cargo, MO 63125-6353	St. Louis, MO 63175-0408	

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: April 22, 2013

Payments and other credits:

Detail:			
03/18/13	Payment	Credit card payment	\$2398.54CR
Detail:			
03/25/13	American A/L	Airfare—Ops. Manager-Mannie Thomas, Substance Abuse Mgt. Training Baltimore, Maryland; budgeted in FY 2013 travel training budget.	\$ 640.10
04/01/13	Orbitz.com	Orbitz service fee for flight arrangements-Director of Ops, Apolonio Del Toro, Ops Mgr. Mannie Thomas, Driver, Victor Duran-APTA Rodeo, Indianapolis	\$ 17.98
04/01/13	Orbitz.com	Orbitz service charge-for flight arrange-General Manager, C. Mikel Oglesby American Public Transportation Assn. (APTA) Rodeo, Indianapolis, IN	\$ 8.99
04/03/13	American A/L	Airfare-APTA Bus & Paratransit Conf.-General Manager, C. Mikel Oglesby APTA Rodeo and Bus & Paratransit Conference, Indianapolis, IN	\$ 455.60
04/03/13	American A/L	Travel Charge—luggage; APTA Rodeo and Bus & Paratransit Conf. General Manager, C. Mikel Oglesby	\$ 30.00
04/03/13	Frontier A/L	Airfare-APTA International Rodeo-Operations Manager, Mannie Thomas	\$ 395.60
04/03/13	Frontier A/L	Airfare-APTA International Rodeo-SunLine Driver, Victor Duran	\$ 395.60
04/03/13	Frontier A/L	Airfare-APTA International Rodeo-Director of Operations, Polo Del Toro	\$ 451.60

Note: All travel is included in the Board approved FY 2013 budget.

May 2013 Statement



Open Date: 04/20/2013 Closing Date: 05/22/2013

Account.

Visa® Business Card
 SUNLINE TRANSIT
 C MIKEL OGLESBY

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

New Balance	\$884.52
Minimum Payment Due	\$10.00
Payment Due Date	06/17/2013

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	+	\$2,395.47
Payments	-	\$2,395.47
Other Credits		\$0.00
Purchases	+	\$884.52
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$884.52
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$37,000.00
Available Credit		\$36,115.48
Days in Billing Period		33

Payment Options:



Mail payment coupon with a check



Pay online at my.pacwest.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000618533

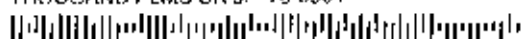
Automatic Payment

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

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

Account Number: Your new full balance of \$884.52 will be automatically deducted from your account on 06/17/13.

SUNLINE TRANSIT
 C MIKEL OGLESBY
 32505 HARRY OLIVER FRI
 THOUSAND OAKS CA 91320 3501





SUNLINE TRANSIT
C MIKEL OGLESBY

Cardmember Service ☎ 1-866-552-8855

Important Messages

Your payment of \$884.52 will be automatically deducted from your bank account on 06/17/2013. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Simplify your finances today by consolidating your debt into one monthly payment. Check your mail for a great new offer or call Cardmember Service today for information on how to save with a balance transfer. Call now and start saving.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/16	05/16		PAYMENT THANK YOU	\$2,395.47cr	
TOTAL THIS PERIOD				\$2,395.47cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/10	05/09	1759	MARRIOTT JW INDIANAPOL INDIANAPOLIS IN 05/03/13 FOR 06 NIGHTS FOLIO: 2900020200003	\$884.52	
TOTAL THIS PERIOD				\$884.52	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: May 22, 2013

Payments and other credits:

Detail: 03/18/13	Payment	Credit card payment	\$2395.47CR
Detail: 05/09/13	Marriott JW	Hotel-American Public Transportation Association International Roadeo and Bus & Paratransit Conference; five nights; May 3–7, 2013. General Manager, C. Mikel Oglesby	\$ 884.52

Note: All travel is included in the Board approved FY 2013 budget.

SunLine Transit Agency
Budget Variance Report
February 28, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	893,202	893,202	0	7,145,613	7,145,613	0
Measure A	4,500,000	375,000	375,000	0	3,000,000	3,000,000	0
FTA Section 5307	2,724,804	0	227,067	(227,067)	1,589,469	1,816,536	(227,067)
FTA Section 5311	264,566	0	22,047	(22,047)	154,330	176,377	(22,047)
FTA Section 5316	125,310	10,443	10,443	0	83,540	83,540	0
FTA Section 5317	101,951	0	8,496	(8,496)	59,471	67,967	(8,496)
Fare Box Revenue (Fixed Route)	3,070,000	263,017	255,833	7,184	2,004,380	2,046,667	(42,286)
Fare Box Revenue (Demand Response)	280,000	22,995	23,333	(338)	204,793	186,667	18,126
Taxi Vouchers	21,724	4,741	1,810	2,931	30,485	14,433	16,052
Interest and Other Revenue	470,218	57,115	39,185	17,930	457,986	313,479	144,508
Total Operating Revenue	22,276,993	1,626,513	1,856,416	(229,903)	14,730,067	14,851,329	(121,262)
Expenses:							
SunFuels (23)	289,540	-	-	-	-	-	-
Operations-Fixed Route (11 & 12)	9,067,431	689,938	755,619	65,681	5,866,705	6,044,954	178,249
Operations-Dial-A-Ride (13 & 14)	2,478,560	198,451	206,547	8,096	1,816,853	1,652,373	(164,480)
Risk Management (15)	836,136	101,423	69,678	(31,745)	763,705	557,424	(206,281)
Maintenance (21 & 22)	4,713,527	395,591	392,794	(2,797)	3,105,769	3,142,351	36,582
Facility Maintenance-T.P. (23)	598,415	49,896	49,868	(28)	332,816	398,943	66,127
Facility Maintenance-Indio (24)	66,623	5,172	5,552	380	46,215	44,415	(1,800)
Stops & Zones Maintenance (25)	464,297	35,932	38,691	2,759	287,986	309,531	21,545
Marketing (31)	320,961	26,553	26,747	194	214,023	213,974	(49)
Human Resources (32)	382,828	18,943	31,902	12,959	207,196	255,219	48,023
General Administration (40)	1,352,837	104,625	112,736	8,111	1,105,326	901,891	(203,635)
Finance (41)	945,898	68,794	78,783	9,989	587,637	630,265	42,628
Information Technology (42)	271,790	21,496	22,649	1,153	191,869	181,193	(10,676)
Planning & Agency Development (49)	488,651	42,803	40,721	(2,082)	464,896	325,767	(139,129)
Total Expenses	22,276,993	1,759,617	1,856,416	96,799	14,991,196	14,851,329	(139,867)
Total Operating Surplus/Deficit				(133,104)			(261,129)

Note: SunFuel's numbers are not presented at this time. Previous entries to the SunFuel's account are currently being corrected. This will cause adjustments to current and previous reports.

SunLine Transit Agency
Budget Variance Report
March 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	893,202	893,202	0	8,038,815	8,038,815	0
Measure A	4,500,000	375,000	375,000	0	3,375,000	3,375,000	0
FTA Section 5307	2,724,804	0	227,067	(227,067)	1,589,469	2,043,603	(454,134)
FTA Section 5311	264,566	22,047	22,047	0	198,425	198,425	0
FTA Section 5316	125,310	0	10,443	(10,443)	73,098	93,983	(20,885)
FTA Section 5317	101,951	0	8,496	(8,496)	59,471	76,463	(16,992)
Fare Box Revenue (Fixed Route)	3,070,000	241,458	255,833	(14,375)	2,245,838	2,302,500	(56,662)
Fare Box Revenue (Demand Response)	280,000	23,625	23,333	292	228,417	210,000	18,417
Taxi Vouchers	21,724	4,970	1,810	3,160	35,455	16,293	19,162
Interest and Other Revenue	470,218	890,334	39,185	851,349	1,348,520	352,664	995,857
Total Operating Revenue	22,276,993	2,450,836	1,856,416	594,420	17,192,508	16,707,745	484,763
Expenses:							
SunFuels (30)	289,540	-	-	-	-	-	-
Operations-Fixed Route (11 & 12)	9,067,431	773,884	755,619	(18,265)	6,640,589	6,800,573	159,984
Operations-Dial-A-Ride (13 & 14)	2,478,560	223,780	206,547	(17,233)	2,040,633	1,858,920	(181,713)
Risk Management (15)	836,136	(49,878)	69,678	119,556	713,827	627,102	(86,725)
Maintenance (21 & 22)	4,713,527	393,143	392,794	(349)	3,498,911	3,535,145	36,234
Facility Maintenance-T.P. (23)	598,415	45,284	49,868	4,584	378,099	443,811	70,712
Facility Maintenance-Indio (24)	66,623	4,910	5,552	642	51,125	49,967	(1,158)
Stops & Zones Maintenance (25)	464,297	37,975	33,691	716	325,961	348,223	22,262
Marketing (31)	320,961	32,610	26,747	(5,863)	246,633	240,721	(5,912)
Human Resources (32)	382,828	39,920	31,902	(8,018)	247,117	287,121	40,004
General Administration (40)	1,352,837	79,053	112,736	33,683	1,184,579	1,014,628	(169,951)
Finance (41)	945,398	97,373	78,783	(18,590)	685,010	709,049	24,039
Information Technology (42)	271,790	28,629	22,649	(5,980)	220,498	203,843	(16,656)
Planning & Agency Development (49)	488,651	67,936	40,721	(27,215)	532,833	366,488	(166,345)
Total Expenses	22,276,993	1,774,619	1,856,416	81,797	16,765,815	16,707,745	(58,070)
Total Operating Surplus/Deficit		676,217			426,693		

Note: SunFuel's numbers are not presented at this time. Previous entries to the SunFuel's account are currently being corrected. This will cause adjustments to current and previous reports.

SunLine Transit Agency
Budget Variance Report
April 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	10,718,420	893,202	893,202	0	8,932,017	8,932,017	0
Measure A	4,500,000	375,000	375,000	0	3,750,000	3,750,000	0
FTA Section 5307	2,724,804	351,459	227,067	124,392	1,940,928	2,270,670	(329,742)
FTA Section 5311	264,366	0	22,047	0	220,472	220,472	0
FTA Section 5316	125,310	0	10,443	(10,443)	73,098	104,425	(31,327)
FTA Section 5317	101,951	0	8,496	(\$,496)	59,471	84,959	(25,488)
Fare Box Revenue (Fixed Route)	3,070,000	321,402	255,833	65,569	2,567,241	2,558,333	8,907
Fare Box Revenue (Demand Response)	280,000	24,914	23,333	1,580	253,332	233,333	19,998
Taxi Vouchers	21,724	5,947	1,810	4,136	41,402	18,103	23,298
Interest and Other Revenue	470,218	66,574	39,185	27,389	1,415,094	391,848	1,023,246
Total Operating Revenue	22,276,993	2,038,498	1,856,416	182,082	19,253,054	18,564,161	688,893
Expenses:							
SunFuels (10)	289,540	-	-	-	-	-	-
Operations-Fixed Route (11 & 12)	9,067,431	741,055	755,619	14,564	7,381,644	7,556,193	174,549
Operations-Dial-A-Ride (13 & 14)	2,478,560	222,306	206,547	(15,759)	2,262,939	2,065,467	(197,472)
Risk Management (15)	836,136	138,572	69,678	(68,894)	852,399	696,780	(155,619)
Maintenance (21 & 22)	4,713,527	459,540	392,794	(66,746)	3,958,452	3,927,930	(30,513)
Facility Maintenance-T.P. (23)	598,415	27,322	49,866	22,546	405,421	498,679	93,258
Facility Maintenance-Indio (24)	66,623	4,386	5,552	1,166	55,511	55,519	8
Stops & Zones Maintenance (25)	464,297	37,319	38,691	1,372	363,280	386,914	23,634
Marketing (31)	320,961	20,672	26,747	6,075	267,305	267,468	162
Human Resources (32)	382,828	40,560	31,902	(8,658)	287,677	319,023	31,347
General Administration (40)	1,352,837	95,857	112,736	16,879	1,280,437	1,127,364	(153,073)
Finance (41)	945,398	92,239	78,783	(13,456)	777,249	787,832	10,583
Information Technology (42)	271,790	24,998	22,649	(2,349)	245,496	226,492	(19,004)
Planning & Agency Development (49)	488,651	65,377	40,721	(24,656)	598,209	407,209	(191,000)
Total Expenses	22,276,993	1,970,204	1,856,416	(113,788)	18,736,019	18,564,161	(171,858)
Total Operating Surplus/Deficit		68,294			517,035		

SunLine Transit Agency

DATE: June 26, 2013
TO: Board of Directors
Finance Committee
FROM: Chief of Staff
RE: Fiscal Year 2012 Audit

RECEIVE AND FILE

Recommendation

Staff recommends that the Board of Directors Receive and File the Annual Fiscal Year 2012 Audit.

Background

SunLine Transit Agency is required by State and Federal Laws to complete an annual fiscal audit. State Law requires that recipients of Transportation Development Act Funds undergo an annual fiscal audit. These funds comprise the majority of SunLine's operating revenues. These funds are dispersed by the Transportation Planning Agencies. Riverside County Transportation Commission (RCTC) is the planning agency for SunLine and selects the auditors. MGO of Newport Beach was selected by RCTC and therefore performed the audit.

There is a similar requirement for recipients of Federal Funds. Under the Single Audit Act, agencies combine these two main requirements, and others, to produce a single fiscal audit meeting the requirements of the funding agencies. The federal requirements are contained in OMB Circular A-133.

This year's audit resulted in the identification of one material finding. This finding had to do with Revenue Recognition in the proper period. This finding is related to the finding in the FY 2011 Audit concerning the Schedule of Expenditures of Federal Awards (SEFA).

MGO conducted the audit in a very professional and responsible manner. SunLine's delay in producing data necessary to conclude the audit in a timely manner results in the consideration of SunLine as a high-risk entity.


Naomi Nightingale




**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, June 26, 2013
12:00 pm
Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

**Board Member Greg Pettis will be participating
via phone conference
Mayflower Hotel
1127 Connecticut Ave NW,
Washington, District of Columbia 20036**

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Robert Spiegel

2. **Roll Call**

3. **Finalization of Agenda**

4. **Presentations**

5. **Correspondence**
None.

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

Receive Comments

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

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

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

- 8. Approval of Minutes **Approve****
a) Minutes of the May 26, 2013 Board of Directors meeting. (Pages 1-8)
b) Minutes of the May 31, 2013 Special Board of Directors. Meeting (Pages 9-13)

- 9. Approval of Taxicab Budget & Fee Schedule Resolution for FY 2014 (Naomi Nightingale) **Approve****
Request to the Board to approve FY 2014 taxicab budget and fee schedule Resolution. ([Budget separate attachment](#)). (Pages 14-17)

- 10. First Reading of SSG Revised Ordinance #2013-01 (Jeffrey Goldfarb) **Approve****
Request to the Board to approve the first reading of the proposed SSG Ordinance #2013-01. (Pages 18-25)

- 11. Taxi Committee and Executive Committee Bylaws (Jeffrey Goldfarb) **Approve****
Request to the Board to approve the attached proposed Taxi Committee and Executive Committee Bylaws. (Pages 26-34)

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

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

- a) SSG/SRA checks over \$1000 issued March, April, 2013 (Pages 35-37)
- b) SSG/SRA Monthly Budget Reports, February, March, April, 2013.
(Pages 37-40)
- c) Taxi Vehicle/Rides Analysis, May, 2013. (Pages 41-42)

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

13. Contract for Taxi Study Consultant
(Roger Snoble)

Approve

Further discussion on the need to move forward with Nelson\Nygaard Consulting Associates, Inc. as a taxi study consultant.

14. Next Meeting Date

July 31, 2013

12 o'clock Noon – Kelly Board Room

15. Adjourn

MINUTES
SunLine Services Group
Board of Directors Meeting
May 22, 2013

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, May 22, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 1:15p.m. by Chairman Robert Spiegel.

2. Roll Call

Completed.

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

Members Absent

Yvonne Parks, Vice Chairman, Mayor, City of Desert Hot Springs

Guests:

Scott Russo, Legal Counsel American Cab
Joseph Larsen, Rutan & Tucker
Harry Incs, American Cab
Bill Meyer, Yellow Cab
Michal Brock, Yellow Cab
Barrett Newkirk, The Desert Sun
Joe Pradetto, County of Riverside
Phyllis Tunis, Public
Becky Broughton, Public
Karlie Gonzalez, Public
H. Dowell Tunis, Public
Mirna Flores, Public
Marion Champion, Public
Mary Jane Sanchez, College of the Desert
Mabu Hossain Desert City Cab
Marc Triplett, Desert City Cab
Sheila Gill, Public
Lisa Rosales, Public
Brenda Walker, Public

Staff:

C. Mikel Oglesby, General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board
Naomi Nightingale, Chief of Staff
Polo Del Toro, Director of Operations
Joe Forgiarini, Director of Transit Planning
Mike Morrow, Director of Maintenance
Don Bradburn, Director of Human Resources
Tommy Edwards, Contracting Officer Technical Representative
Rudy LeFlore, Procurement Consultant
Mannie Thomas, Manager of Operations and Safety Training
Manny Garcia, Senior Supervisor, Operations
Armando Ozuna, Supervisor/Dispatcher
Rick Barone, Procurement Officer
Michael Jones, Manager Taxicab Administration
Stephanie Buriel, Senior Administrative Assistant
David Robin, Assistant Taxi Cab Administrator II
Jeff Bergen, Payroll Accountant
Anita Petke, Transit Planning Assistant
Ivanna Samokish, Safety and Security Coordinator
Joe Gomez, Security Technician
Karen Thomas, Senior Administrative Assistant
Francine DePalo, Administrative Assistant
Norma Stevens, Community Outreach Specialist
Karen Thomas, Senior Administrative Assistant
David Manriquez, Facility Maintenance Assistant
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Karen Thomas, Senior Administrative Assistant
Amy Heilman, Coin Counter

3. Finalization of Agenda

No changes to agenda.

4. Presentations

None.

5. Correspondence

None.

6. Public Comments

NON - AGENDA ITEMS

None.

AGENDA ITEMS:

Agenda Item #11

Harry Incs, American Cab, stated the following: "The franchise renewal term is coming up; the Board discussed it and the Taxi Committee at the earlier meeting. I would like you to consider making the extensions to change them from one year to five years, or four years and to notify us of this extension instead of a month before it expires, to a year."

Scott Russo, American Cab, stated the following: "I sent you all a letter and hopefully you all had a chance to read it. My point is simply that until 2009, taxi in the Valley was a train wreck – old cars, just didn't work. We commissioned a study and we followed the study. It is a great service now. Ultimately what the study said was you are going to get better service, better cars, better everything by rewarding big investment through insurances to the companies that provide that investment. Right now you are near the end of that term. Don't lose the momentum that you have already gained that is working."

Bill Meyers, Yellow Cab of the Desert, stated the following: "I have not gotten my plaque yet, but May 5th was me being thirty years in the cab business in Palm Desert and the Coachella Valley. I do want to support what we talked about in the Taxi Committee about changing the franchise renewal to four or five years depending on whether or not we do the taxicab study and the application and renewal process – give us a year notice instead of thirty days. That is just advantageous to all of us that is operating our business and making our plans to do what we have to do to be successful and compete. One year is not sufficient."

Jim Ferguson, Palm Desert, stated the following: "Just to reiterate, most of you that are from cities have trash contracts with your franchisees – Burrtec for most of us. Those are five year contracts with five year renewals. It is not a mistake that they are that long. It is because it is an investment backed expectation by the company to give curb side, natural gas vehicles and other improvements that you want in your communities and five years is a long enough time for them to get back their investment and expectations. It is no different for a cab company. American Cab, for example, has to renew a three year lease, I believe, coming up shortly. If they are given thirty day notice that they no longer have business with SunLine, it is impossible for them to have new lease negotiations. If they want to do fleet improvement, get newer cars, nicer cars, if they want to convert to natural gas, if this Board wants to take a new and different direction in terms of transportation other than rapid transportation through buses, you need a long franchise period, longer than one year. For example, Time Warner in Palm Desert wants a twenty five year franchise agreement because they want to put all new equipment in the streets – and they won't have to pull it out on short notice. So this really is not a political decision, it is a business decision that allows the three cab operators to make good investments in their companies that benefits our Valley and will also benefit this Board. We ask you to seriously reconsider the recommendation for one year renewals and make it a five with a five."

Councilmember Hanson asked Mr. Ferguson the following: "Do you represent any taxicab company?" Mr. Ferguson stated the following: "I represent American Cab."

7. Board Member Comments

Councilmember Miller stated the following: "I just wanted to make sure that during the concerts we had a real issue with the amount of cabs availability because of the need for

a lot of cabs at one time. I would like to recommend, and I am not on the cab committee, that we look for next year and start planning well in advance. Coachella Fest is 17 years, along with Stage Coach and they are looking at two more events. I don't think it is beneficial – I can't speak for the cabs – but to purchase cabs for a month or a two month period – I think we need to either look into CUP permits, whether they meet our criteria and we bring in cabs that either meet our standards and have to pay a fee, and part of it go through charity or something else. When you have 80,000 people coming out of the concert, they are all trying to get a cab, it takes a long period of time. We need to have something in place and we need to have SunLine on board well in advance – not just the cabs, but the shuttles and possibly buses. This is something that is going to create an issue for all the cities. I would like to get that going as soon as we can to discuss this so that we can involve the cab companies and everybody at one time well in advance instead of six months before, trying to push our way through."

8. Consent Calendar

Councilmember Hobart stated the following: "With respect to the consent calendar, the Taxi Committee recommended approval of everything except that we pulled from it, the 'Checks over \$1000' due to a question of the first item on the report – 'Operating expense – Nov.12-Feb.13' \$16,986.94. We asked for a breakdown of the \$16,986.94 of what that was. It will be supplied before the next meeting." Councilmember Pettis asked that item c) be pulled based on the discussion at the previous meeting."

Councilmember Miller stated the following: "I would to comment on b). I noticed that we have the checks there and I see that it starts with a number, and there are checks in between – three or four checks. I know they are under \$1000, but we really don't use much – I'm not involved in SSG. But what would it be that we would write checks for other than to reimburse ourselves for staff. What else do we pay that would be under \$1000. I'm just curious as to what they might be for."

Ms. Nightingale stated that there are number of charges; example, purchase of taxi vouchers, D.O.J. background checks for taxi drivers. Ms. Nightingale will provide the Taxi Committee information as to what the expenses are prior to the next Board meeting.

Councilmember Hobart moved for approval of the consent calendar of all items with the exception of item b), 'Checks Over \$1000' Report, first item - check #089674 in the amount of \$16,986.94 and c). the monthly budget reports. The motion was seconded by Councilmember Pettis. The motion was approved by a unanimous vote, with abstention of the consent calendar by Councilmember Hanson.

9. Award of Contract for Taxi Study Consultant

Councilmember Hobart stated the following: "Why don't we explain what happened in the Taxi Committee – how we got into these two positions so that the Board can understand how to approach the taxicab study proposal." Mr. Oglesby stated the following: "Okay, I will focus on the study then. Originally, quite some time ago..." Councilmember Hobart stated: "Wait, I don't mind you doing this, but let me go first to tell what the thing was... we went back and forth between the study and the award contract, and the taxi franchise option exercise date. The committee recommended that we change on the taxicab franchise, that we change the option date from six months to one year so that they would

have a year in advance rather than just six months to decide whether or not they were going to ask for extensions on their leases. We felt that the staff recommendation of six months was inadequate and with respect to the extension of the franchise extensions, we felt that one year was insufficient for them. They needed longer. Yellow Cab wanted ten years and American Cab wanted five. So we recommend the following: 'One year be the amount of time for the option to be exercised by the franchisees – they have one year in advance of the end of their franchise to tell SunLine it would opt for the extension. The extensions, instead of being one year, we felt didn't give sufficient opportunity for the taxicab people to earn back their money and to stimulate investment in taxis – if they only had a one year franchise contract going forward, they would not put that kind of money into the system. What we recommend that if we ignore the study, if we don't do the study, then what they get is a five year franchise extension, and one year option. But if we decide to go with the study, if we do that study, then the one year still remains, but instead of getting a five year extension the extension would only be for four years. This is probably confusing. Five years if the study is not done, four years if the study is done on the extension of their contracts. They don't feel that a study is necessary and the Committee has mixed feelings about whether a study is necessary – whether it would tell us – we should spend \$30,000 and somebody tell us if we should have three or four franchisees. We have experience in that for so long that some felt that we should be able to answer that question ourselves without the study.'

Councilmember Hanson stated the following: "Have you seen the proposal that the taxi consulting services group has provided the Agency?" Councilmember Hobart stated: "I understand that it was circulated at some prior meeting. I don't remember it. I have not seen it for a long time. In fact I asked for it not knowing that I had seen it." Councilmember Hanson stated: "I got a copy of it here and I read through it. The issue I have got, not that it is a big issue, but how could the Taxi Committee make decisions on the consulting proposal without having read the consulting proposal?" Councilmember Hobart stated: "Well some of us, myself included, felt that we didn't need a consulting company at all because we already had all the information we needed to decide whether three franchises are adequate or whether we wanted four. We have been dealing with it for five years. We don't need a consultant to come in and tell us. The argument for a consultant that was made to us was we can determine market conditions in other outline areas. My response to that was if market conditions change anywhere, the free enterprise system will take care of it. If more people are looking for taxis in Thermal, one of these companies will be out there and they will be making a pitch for it. Getting a study on where the growth is going to be didn't seem all that relevant to me."

Councilmember Hanson stated: "This is much more extensive. As I read through this proposal, this proposal deals with, as the example, analyze the Agency's use of temporary permits and comment on any possible improvements in that area. I'm not going to read all of it to you, but this could possibly, and I am not suggesting that you do this, this could address Mr. Miller's concerns about the number of taxis that would be available for Coachella Fest. This is a very expensive study that they plan to do; very impressive company. My point is, and obviously I would respect the recommendation of your committee, but I think you guys ought to take a look at this." Councilmember Hobart further stated: "Well, because no one of us was familiar with what was in there. When did you get that copy?" Councilmember Hanson stated: "Last night. I requested it."

Mayor Garcia stated: "I have seen the study and it was to my point in the Taxi Committee meeting that I brought us to the attention that the study is far more comprehensive than just determining whether or not it is three or four franchises. Those were my remarks and my hesitation to support the motion to do away with the study. But I put that forward as a topic of conversation within the Committee primarily because 90% of the discussion focused on automatically extending the franchise agreements to five years as opposed to the one year automatic extension per RFP, policy. I wanted for the group, the body as a whole, to take a look at this comprehensive study that would determine far more than just the number of permits. The industry has raised this issue to the Board numerous times in terms of what do we do with the remaining permits – temporary, permanent and whether or not the market will sustain that. The last thing we want to do unilaterally is to make a decision and put another franchise out there and then inundate the market and then ultimately impact the ability to do well. That is why the study has been a topic of conversation."

Ms. Nightingale stated the following: "I just want to reiterate that staff responded to the request of the Board to do the study. The study is more extensive than what number of franchises should we have. But we do have information that we receive on a monthly basis – how many rides, how many vehicles are out on the road, what the income is on a monthly basis. What we expected the study to do was to look globally throughout the Coachella Valley to determine what the market demand is not only now, but in the future – to address some of the concerns that Mr. Miller just stated, which is what we just experienced in the Coachella Fest, the Stage Coach Festival and the upcoming concerts in the future. There may be others that we don't know about that we will find out about through research and this particular company doing that kind of study. We understand that there is growth in the Coachella Valley for potential riders. We don't know exactly what that growth is. Our information now is anecdotal. What some of the franchises talked about today is wanting to have information such as how many cars should we buy and when should we plan to spend those funds – what are we looking for in the future in terms of growing business. We expect that this study will help us get this information to the franchises as well."

Councilmember Hanson stated: "What I think, because we are having a discussion on the issue, I would recommend that the Board take no action on this issue today until each of has had an opportunity to review this. All of you guys need to take a look at this and review it. It has a lot of information in there. It might help you take a different perspective. At the end of the day, you may choose not to do it, and that is the Board's right to do that. But at least you have to take a look at this proposal because this is very extensive and it is a good read."

Councilmember Hobart stated: "The bottom line doesn't change. We have x number of taxicabs in the community. I don't know how many we have on temporary and others that have not been allocated, but I think everything has been allocated, hasn't it?" Ms. Nightingale stated: "Of the 170 cabs, we have permanent and non-permanent taxicabs that have permits that have been issued. That is the totality." Councilmember Hobart stated: "My question is, how many non-used permits do we have that have not gone out?" Ms. Nightingale stated: "We don't have any." Councilmember Hobart further stated:

"Right now we have three taxi companies using all of our permits. We have a six month option period for them to tell us whether or not they want to renew, which isn't enough time because right now, they can only renew for one year. Nobody is going to spend the money to renew and what is the renew date? When do these options kick in? What is the beginning of that six month period?" Ms. Nightingale stated: "We have sixteen months left right now. We have a year and a half." Bill Meyers stated: "March, 2014 is our six month renewal option date." Councilmember Hobart stated: "That is less than a year from now. They are asking for a year because they have to make decisions about where to invest their money. I am sure that if Bill were speaking now he would say – how do you invest thousands or millions of dollars in our business knowing that right now, we are only going to get one year extension in the franchise agreement? We can't do it; it is going to put them in a position that if we do it now, they don't even have a year – we can't give them a year. But to leave it at six months means they are losing from now until a year... How many months do you have left? Ten months?" Bill Meyers stated: "It's October 1, 2014. The option is six months prior to that – April 1st. So you have about a year. We can't postpone this for a study. All the study is going to do, bottom line is, should we have three companies or four? What else is there? There is no other option no matter how broad that study is. We can do both. That is why the committee, following up what Mayor Garcia was saying, it was because of that argument that we ended up saying as the Taxi Committee recommendation, that we wanted a year, for the period of time, even if there is not a year left, to exercise the option and two, that if we are going to go forward with the study, that we only allow them a four year extension rather than what we thought would be the better general number of five years. But the study, as good as it is, can still be valuable and take care of their needs at the same time."

Councilmember Hanson stated: "This is not the study; it is only a proposal to do the study. I don't disagree with anything you said, Mr. Hobart. I understand the position that the taxicab companies are in and I agree with their need to have security and some assurance of longevity in their businesses so they can make the investments they need. I just thought that after reading this, that it would be important that the Board read it prior to making the decision on the issue if you have the time. If you don't have the time, to protect the taxi companies, maybe you want to go ahead..."

Councilmember Miller stated: "I was not part of the discussion and I am not against the survey if it makes sense, if we are going to actually utilize it to make a better system for the cabs, but we have three cab companies that we utilize going on four years now. I don't understand why we can't split those taxicab permits up in among those three and let them invest back into their businesses. It makes no sense to me to broaden this thing out to bring in another company when we have three companies; the original study said three or four companies and we run with three. If we need four so badly, why didn't we do it six months to a year ago when the last one left? I think we need to allow the companies that are here to grow and invest. That is my personal opinion. The survey – I don't have a problem with it, but if it is another piece of paper that we are not going to see for six months and put it up on the shelf, unless we are going to do a broader plan with it to help with the cabs, it does not do me any good to spend the \$36,000."

"Chairman Spiegel stated: "I don't disagree with you. There are many cities much larger than the Coachella Valley that have only one company and it runs very efficiently."

Ms. Nightingale stated: "We are not recommending that we go to four. We have not made any recommendation to that at all. We have the permits now between all three cab companies based on their request for a permanent or a non-permanent permit. Our recommendation was to give them the year and the reason we didn't extend it to the five years that they were requesting is because it requires Board approval to change the regulation. That is the one piece that requires the Board to approve a change in any extension of the contract time past that one year period. So staff is not opposed to the Board's decision if that is what they decide to do – to extend past that one year. We were just operating within the confines of the regulatory..." Councilmember Hobart stated: "On that point, if I can just clarify. When that issue came up, we talked with Mr. Goldfarb and we said can't we do it all at one time? Can we amend whatever agreements with the franchise or the Ordinance we have to amend and at the same time, give them one year, or a little less than that now, giving them a one year option as a policy and give them a four year period of time. He said sure, we can do that."

Councilmember Pettis stated: "I will make a motion to approve staff recommendation to do the study and the Taxi Committee's recommendation on the balance and direct the Agency attorney to bring back any changes in the Ordinance that we need to do at the next meeting. The Taxi Committee recommendation is to change the option exercise date from sixty days to one year and the one-year extension to be changed to a four year extension. The motion was seconded by Supervisor Benoit and was approved by a unanimous vote."

10. **Litigation Committee Bylaws**

Board Member Dana Hobart stated the following: "I would move that we accept the attached bylaws for the Litigation Committee. The motion was seconded by Councilmember Pettis and approved by a unanimous vote."

11. **Taxi Franchise Option Exercise Date**

Legal Counsel stated the following: "To be clear, the direction is for staff to come back with an Ordinance and a Resolution or policy amendment, if necessary, which if adopted, would grant the one year time period for a decision to be made on renewal and that the renewal would be for a period of four years."

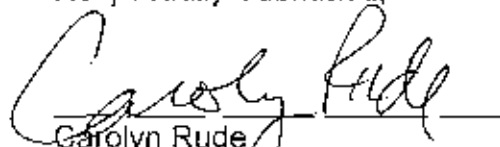
12. **Next Meeting Date**

Chairman Spiegel announced that the next regular meeting of the Board of Directors will be held June 26, 2013 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

13. **Adjourn**

Chairman Spiegel adjourned the meeting at 1:50p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

MINUTES
SunLine Transit Agency/SunLine Services Group
Special Board of Directors Meeting
May 31, 2013

A special meeting of the SunLine Transit Agency and the SunLine Services Group Board of Directors was held at 10:00am on Wednesday, May 31, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The SunLine Transit Agency Board and the SunLine Services Group Board meetings were called to order at 10:00 a.m. by Chairman Robert Spiegel.

2. Flag Salute

Councilmember Greg Pettis led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

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

Members Absent

None.

Guests:

Kathleen Bennett, Resort Marketing
Greg Lee, KESQ
Kurt Beabes, KESQ
Barrett Newkirk, The Desert Sun
Roger Snoble, Public
Harry Incs, American Cab
Illya Pike, American Cab
Sheila Gill, Public

Staff:

Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board
Naomi Nightingale, Chief of Staff
Polo Del Toro, Director of Operations

Joe Forgiarini, Director of Transit Planning
Mike Morrow, Director of Maintenance
Don Bradburn, Director of Human Resources
Tommy Edwards, Contracting Officer Technical Representative
Rudy LeFlore, Procurement Consultant
Mannie Thomas, Manager of Operations and Safety Training
Anita Petke, Transit Planning Assistant
Francine DePalo, Administrative Assistant
Norma Stevens, Community Outreach Specialist
Karen Thomas, Senior Administrative Assistant
David Manriquez, Facility Maintenance Assistant
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician

4. **Presentations**

None.

5. **Finalization of Agenda**

No changes were made.

6. **Correspondence**

None.

7. **Public Comments**

NON AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

8. **Board Member Comments**

Mayor Adolph stated the following: "After the long Board meeting last week, when I got home that night, I got to thinking about what is happening with our employees here. I am concerned about the operation and other things and how they were informed in regards to what transpired. I took the opportunity to call Jeff Goldfarb and we had a conversation. He brought me up to date as to what transpired. I asked him how the employees were informed about what decision was made here. Jeff said that there was a letter put together that was given to every one of the employees. Jeff read the letter to me. What I want to do is commend Jeff. He put together a great letter. I wish there was more detail, but I understand why the detail was not added. I thought he did an outstanding job. I just wanted to commend Jeff specifically for the letter he put out to the employees."

Councilmember Hutcherson asked the following: "I just wanted to request that a discussion be put on the agenda for next time to discuss how we, as Board members, communicate with SunLine employees. I think we all understand that we can ask for information and ask questions, but I think in terms of directives, I want to understand exactly what procedure we follow and how those decisions are communicated."

At 10:04 a.m., Chairman Spiegel moved to go into Closed Session and asked Roger Snoble to stay. The closed session items are as follows:

9. **Closed Session**

- a) PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Sec. 54957) Interim General Manager.
- b) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code Sec. 54957).
- c) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code Sec 54956.9 (b)(2)(C); one (1) case.

At 10:40am, Chairman Spiegel announced the return to open session.

Items #11 was addressed

11. **Retention of Successful Candidate to Act as Interim General Manager**

Supervisor Benoit moved to appoint Roger Snoble as Interim General Manager and approve a contract at an hourly rate of \$250 per hour, for twenty five hours a week for a period of four months. The motion was seconded by Councilmember Pettis and approved by a unanimous vote.

Councilmember Hanson asked that we introduce the Interim General Manager, Roger Snoble, and that he address the Board, employees and guests.

Roger Snoble addressed the Board stating that it is an honor to serve as Interim General Manager and he looks forward to working with the Board and staff. He stated that his commitment is to work with the Board and staff, individually and collectively, to make sure that there is a good outcome for the situation in moving forward. Mr. Snoble stated that he will be meeting with staff. He stated that safety is a huge part of his focus. Mr. Snoble stated that SunLine is a good organization with a good reputation.

Councilmember Hanson pointed out that Mr. Snoble has an extensive resume and background, leaving Metro, the largest transportation Agency of its kind, after serving there many years. Mr. Snoble shared some his background – starting in Akron, Ohio as a Planner, moving to San Diego where he spent twenty years; five years after arrival in San Diego, he became General Manager.

Mayor Garcia stated the following: "I am in support of the appointment. I think we reported that unanimously. We feel there is a need for an Interim General Manager. The terms of the agreement – the hourly rate, that was presented, I cannot support. So I want the record to reflect that I cannot support \$250 per hour, for 25 hours a week, which equals to \$25,000 a month. I can't support that."

Councilmember Miller asked the following: "Is Mr. Goldfarb going to negotiate this contract and what we are doing? Is there any wiggle room? I kind of concur with Mayor Garcia on this. With all due respect to Mr. Snoble, \$25,000 a month is pretty steep. It

comes out to \$25,000 a month for 25 hours a week. At an Agency of this size, I understand that we have the need, but I think it is excessive. I want to go on the record."

Supervisor Benoit stated the following: "We need to move for the better of the organization quickly. I think his resume is so outstanding that he demands and can receive that kind of compensation from a lot of different places. It is a short term contract with a commitment we need to make for the benefit of the Agency. It is a significant investment in the future of this Agency."

Councilmember Hutcheson stated the following to Mr. Snoble: "I just wanted to reiterate publicly what I heard you say and what really impressed me, which is how impressed you are with SunLine, this organization and the quality of the employees here. You told us that privately and I wanted to mention that publicly."

Councilmember Hobart stated the following: "We are getting a lot in Mr. Snoble and we are paying substantially, but contrary to what the public perception is, this is not a case of a couple of wrongful terminations. We have serious internal issues that are being explored and being developed and worked with to try to be corrected. Mr. Snoble's background is essential if we are going to, for example, get progress in our Finance Department, which has been in serious turmoil for a long time. These are issues that are extremely important to the well-being of SunLine. For us to pay him his rate coming in at the last moment is indeed a bargain in my view."

Mr. Snoble stated that during most of his career he was in the top five General Manager in terms of pay. In Los Angeles he was the highest paid General Manager, which was a big issue. He stated that in that first year he was there, he saved a great deal of money as there were so many issues that needed fixing. The money going out more than compensated for his salary. Mr. Snoble stated that he does not know that he can make that claim here at SunLine as he has not yet seen any of the financials. He has always had balanced budgets. Mr. Snoble stated that he did not put expenses in his contract; he will take care of that. He stated that he will probably put in a lot more hours than actually charged."

Councilmember Miller stated the following: "No disrespect, Mr. Snoble. Your resume speaks for itself. It is just that we are just a very small Agency. Supervisor Benoit speaks highly. I am looking at the dollars in the organization." Mayor Adolph stated the following: "It behooves us to move forward to find a permanent General Manager at a reasonable rate."

10. Amend Procurement Policy

Legal Counsel, Jeff Goldfarb stated the following: "This item relates to an amendment to the Procurement Policy that SunLine has adopted. I have circulated a report on that. The intent is simply to do this; the Procurement Policy prescribes a competitive bid process in virtually, but not necessarily all, most circumstances. State law does not require that and federal law does not require that unless you are using federal funds for purposes of the contract. There are certainly circumstances that confront SunLine occasionally where there may not be sufficient time to follow the formal Procurement Policy where federal funds are not being used, and for that reason, it makes sense to follow a procedure other

than a formal competitive bidding process. And so the purpose of this is simply to allow SunLine the opportunity to do that in those situations where federal law would otherwise allow that. I have listed in the staff report that I have prepared, the text of the amended Section 300. I would simply add to the second paragraph of that, at the very end, language that says 'when federal law permits.'

Councilmember Hanson moved to approve the amendment to the Procurement Policy. Councilmember Pettis seconded the motion and was approved by a unanimous vote.

12. Adjourn

Chairman Spiegel adjourned the meeting at 11:00 a.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

SunLine Services Group

DATE: June 26, 2013 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Chief of Staff/EEO/
Taxi Administrator
RE: Taxicab Budget

Recommendation

Recommend that the Board of Directors approve the FY14 Budget and the attached FY 14 Rate and Fee Resolution.

Background

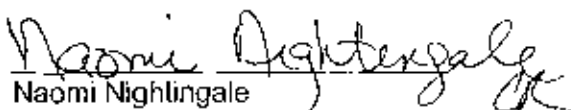
In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In addition to the annual budget approval process, the Board approves the fees that serve as a basis for the Fiscal Year Budget.

For Fiscal Year 2012-13 as a response to increased revenues collected, the SSG Board approved a surcharge rate reduction to \$.30 per ride (from the standard \$.75 per ride) to decrease the surcharge per ride fee paid by the passengers for taxi administration. The surcharge included in the 2013-14 Budget is \$.50 reflecting the revenue required to administer the taxi program and still maintaining the surcharge below the \$.75 standard surcharge.

The proposed budget was discussed with the Franchise operators and there was no opposition. SRA's overall budget was increased by nine percent as SRA anticipates a substantial amount of administrative effort relating to the vetting of Desert City Cab as the newly constituted Franchise, the possible establishment of lease rate caps, and the possibility of adding another franchise through the RFP process. In addition, legal action to recover lost revenues is expected to proceed. Additional part time staff is included in this budget to cover the burdens placed on staff during the high season and different events in the valley.

Highlight of Fee Changes

Taxi Driver Permit Fee will be increased from \$ 50.00 to \$ 55.00 to pay for the cost of pull notices which notify SRA of any DMV violations and/or arrests of taxi cab drivers.


Naomi Nighthingale

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group

Robert Spiegel
CHAIRMAN of the Board
SunLine Services Group

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

SunLine Services Group

DATE: June 26, 2013 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: General Counsel, Jeffrey A. Goldfarb

RE: Adopt Ordinance Amending Section 1.040 of Ordinance No. 2012-01 to Permit Board to Extend Taxi Franchises for Extended Term of Four Years

I. RECOMMENDATION

A. Adopt the attached ordinance amending Section 1.040 of Ordinance 12-01 to Permit Board to Extend Taxi Franchises for Extended Term of Four Years, and change the extension application process to ensure that franchisees are notified of the extension determination at least one year prior to the termination of the initial term.

B. As an additional but unrelated matter, the Board may amend Ordinance 12-01 to add a section implementing Vehicle Code Section 1808.1 sub (n) requiring franchisees to provide a copy of the DMV report for each of their drivers. Staff recognizes that this second proposed amendment was not discussed with the Board at its last meeting. Staff has therefore provided two versions of the proposed ordinance amendment in the event the Board chooses to amend Section 1.040 but not add a new section implementing Vehicle Code Section 1808.1 sub.(n).

II. BACKGROUND

A. Amendments Regarding the Franchise Term. SunLine Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley. Section 1.040 of that ordinance establishes the terms during which franchises are valid. That section provides for an initial five year term (the "Initial Term") and further provides that the Board may extend franchises for up to a total of an additional five years, in one year increments. Thus, under Section 1.040, upon the expiration of the Initial Term, the franchise term is limited to single year extensions. Franchisees have uniformly complained that one year extensions provide insufficient security for them to continue to invest in their franchise after the expiration of the Initial Term.

Section 1.040 also provides that SunLine is to let a franchisee know whether their franchise has been extended no later than 60 days before their franchise expires. Franchisees have complained that 60 days notice is insufficient to plan for future operations.

B. Amendment Implementing Vehicle Code Section 1808.1. Vehicle Code Section 1808.1 annually requires that franchisees obtain from the Department of Motor Vehicles the "Pull Notice." A "Pull Notice" is a report showing the driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year. Section 1808.1 was recently amended to require each employer of a taxi driver to share the Pull-Report with the taxi regulatory authority upon the authority's request.

III. DISCUSSION

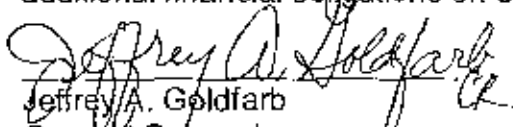
A. Amendments Regarding the Franchise Term. After discussion at its regular meeting in May, the Board directed General Counsel to draft an amendment to Ordinance 12-01 replacing the consecutive one year extended terms with a single four year extended term. The Board further directed that the extension application process be advanced on the calendar so that franchisees get sufficient advance notice of whether their franchise will be extended in order that they may have more opportunity to plan for future operations.

Based on the Board's direction, General Counsel's office has drafted the attached ordinance. Section 1.040.A changes the five individual annual extended terms to a single four year extended term. Section 1.040.B provides that applicants may request an extension no sooner than 18 months prior to the expiration of the Initial Term and no later than one year prior to the extended term. The amendment further provides that SunLine will determine whether an extension is granted, and inform the franchisee of the same, by the later of one year prior to the termination of the Initial Term, or the second Board meeting after a completed Extended Term application is received.

B. Amendment Implementing Vehicle Code Section 1808.1. SunLine could implement Vehicle Code Section 1801.1 by annually sending a letter to each franchisee requesting each franchisee provide the most recent Pull Report in its files for each of their taxi drivers. Staff believes that a better method of implementing Section 1808.1 is to simply require each franchisee to send the collection of Pull-Reports upon their receipt of the reports from the DMV. Staff has requested that the Board implement the changes to Vehicle Code Section 1808.1 by requiring that each franchisee provide to SunLine a copy of the Pull Reports for each taxi driver within 10 days of receiving the same from the Department of Motor Vehicles.

IV. FINANCIAL IMPACT

The amendment to Section 1.040 of Ordinance 12-01 does not appear to impose any additional financial obligations on SunLine.


Jeffrey A. Goldfarb
General Counsel

Section 1.040 Franchise Agreement – Term, Extension

- A. ~~A. — The initial term of the Franchise shall be five (5) years (the “Initial Term”). The term of the franchise may be extended by the SSG board for an one additional one (1) year after the initial five (5) four-year term (the “One-Year-Extension-Period”) of the Franchise up to a total of ten (10) years (Extended Term”) at the sole discretion of the SSG Board, subject to the below provisions below. All Franchises sunset after ten (10) years and are thereafter void. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.~~
- B. ~~B. — The process for granting each One-Year-Extension-Period approving an Extended Term shall be as follows:~~
1. ~~1. — SSG may extend the term of a Franchise by written notice to the Franchisee. A franchisee may file an application for an Extended Term no sooner than one year from the expiration of the Initial Term and no later than sixty (60) days before the Franchise expires six months from the expiration of its Initial Term.~~
 2. ~~2. — Each extension shall be for a term no longer than one (1) year. The determination to permit a Franchisee to continue operating under the Franchise for each One-Year-Extension Period grant the Extended Term shall rest exclusively within the sound discretion of the Board. In making such determinations, the Board shall consider: the Franchisee’s history of operations; the Franchisee’s history of complaints, citations, suspensions, and warnings; whether and to what extent the Franchisee has met the average minimum rides per vehicle per day requirements; and whether extending the Franchise for an additional year granting the Extended Term serves the health, safety and welfare of the Coachella Valley.~~

Document comparison by Workshare Compare on Wednesday, June 12, 2013
11:28:50 AM

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Rendering set	Standard

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Inscrtion	
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Padding cell	

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Format changed	0
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ORDINANCE NO. _____

AN ORDINANCE OF SUNLINE SERVICES GROUP AMENDING
SECTION 1.040 OF SUNLINE SERVICES GROUP ORDINANCE 12-01
REGARDING EXTENSIONS OF TAXI FRANCHISES

WHEREAS, SunLine Services Group ("SSG") adopted Ordinance No. 2012-01 pursuant to Government Code section 53075.5; and

WHEREAS, Ordinance No. 2012-01 contains the regulations for taxicab franchisees in the Coachella Valley; and

WHEREAS, Section 1.040 establishes the five-year term initial for a franchise and further provides that the franchise may be extended by SSG, on an annual basis, for five additional years in one year increments; and

WHEREAS, both SSG and taxi franchisees believe that extensions for a term of only one year dis-incentivizes franchisees to reinvest capital in their taxi operations; and

WHEREAS, SSG therefore desires to increase the extended term applicable to taxi franchises as provided for below.

NOW, THEREFORE, the Board of Directors of the SunLine Services Group does hereby ordain as follows:

SECTION 1: Section 1.040 "Franchise Agreement—Term, Extension" is hereby amended to read in its entirety as follows:

- A. The initial term of the franchise shall be five years (the "Initial Term"). The term of the franchise may be extended by the SSG board for one additional four-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the below provisions. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:
 1. A franchisee may file an application for an Extended Term no sooner than one year from the expiration of the Initial Term and no later than six months from the expiration of its Initial Term.
 2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determinations, the Board shall consider: the franchisee's history of operations; the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirements; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley.

SECTION 2: SunLine Services Group shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the ____ day of _____, 2013.

Date: _____

Robert A. Spiegel
Chairman of the Board of
Directors of SunLine Services Group

Date: _____

Roger Snoble
Interim General Manager of
SunLine Services Group

Date: _____

Carolyn Rude
Clerk of the Board

ORDINANCE NO. _____

AN ORDINANCE OF SUNLINE SERVICES GROUP
AMENDING SECTION 1.040 OF SUNLINE SERVICES
GROUP ORDINANCE 12-01 REGARDING EXTENSIONS
OF TAXI FRANCHSES

WHEREAS, SunLine Services Group ("SSG") adopted Ordinance 12-01 pursuant to Government Code Section 53075.5; and

WHEREAS, Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley; and

WHEREAS, Section 1.040 establishes an initial five year term for a franchise and further provides that the franchise may be extended by SSG, on an annual basis, for five additional years in one year increments; and

WHEREAS, both SSG and taxi franchisees believe that extensions for a term of only one year dis-incentivizes franchisees to reinvest capital in their taxi operations; and

WHEREAS, SSG therefore desires to increase the extended term applicable to taxi franchises as provided for below; and

WHEREAS Vehicle Code Section 1808.1 annually requires franchisees to obtain from the Department of Motor Vehicles the "Pull Notice," a report showing the driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year; and

WHEREAS, Subsection N of Vehicle Code Section 1808.1 requires a franchise to provide the Pull Notice upon the request of the regulator.

NOW, THEREFORE, the Board of Directors of the SunLine Services Group does hereby ordain as follows:

SECTION 1: Section 1.040 "Franchise Agreement—Term, Extension" is hereby amended to read in its entirety as follows:

- A. The initial term of the franchise shall be five years (the "Initial Term"). The term of the franchise may be extended by the SSG board for one additional four-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the below provisions. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:

1. A franchisee may file an application for an Extended Term no sooner than one year from the expiration of the Initial Term and no later than six months from the expiration of its Initial Term.
2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determinations, the Board shall consider: the franchisee's history of operations; the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley.

SECTION 2: A new Section 1.249 is hereby added to Ordinance 12-01 as follows:

1.249 Provision of DMV Pull-Notice. All Franchisees shall comply with their obligations to participate in the Pull-Notice system pursuant to Vehicle Code Section 1808.1. Franchisees shall submit a copy of the Pull Notices to the Taxi Administrator within 10 business days of receiving a copy of the DMV Pull-Notices for each of their taxi driver.

SECTION 3: SunLine Services Group shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the ____ day of _____, 2013.

Date: _____

 Robert A. Spiegel
 Chairman of the Board of
 Directors of SunLine Services Group

Date: _____

 Roger Snoble
 Interim General Manager of
 SunLine Services Group

Date: _____

 Carolyn Rude
 Clerk of the Board

SunLine Services Group

DATE: June 26, 2013 **ACTION**

TO: SunLine Services Group Board of Directors

FROM: General Counsel, Jeffrey A. Goldfarb

RE: Adoption of Resolution Ratifying/Creating SunLine Services Group Committees and Adopting Bylaws Therefore

I. RECOMMENDATION

1. Adopt a resolution ratifying the existence of any or all of the following SunLine SunLine Services Group committees:

- Taxicab Committee
- Executive Committee

2. Adopt the bylaws applicable to the above referenced committees.

II. BACKGROUND

SunLine Services Group was formed pursuant to the SunLine Services Group Joint Powers Agreement (SSG "Agreement"). Section 2.6 of the Agreement specifies the powers and duties of the Board of Directors. Section 2.6.1 States that "The Board shall perform the following functions: (3) appoint advisory committees as deemed necessary"

We are informed that SSG has two operating committees: Taxi and Taxi Appeals Board. The Taxi Committee meets at each Board meeting, and the Taxi Appeals Board meets "as needed." It is unclear how or when these committees were formed. A recent search of SunLine records failed to reveal any ordinance, resolution, or other official action of either Board creating any of these committees.

We have been informed that the committees are annually populated by the SunLine Services Group Board Chairman who annually reports the committee assignments to the Board. At that same time, the Chairmen distributes to the Board a chart showing the committee assignments for the ensuing year.

As noted above, the authority (and obligation) to form committees belongs to the Board. Because there is no record of the Board having taken any action to create the

committees, it is the opinion of General Counsel that the Board should enact the attached resolution establishing any or all of the committees the Board feels is necessary to the operation of the agency. The only exception to this recommendation relates to the Taxi Appeals Board. The need for a Taxi Appeals Board has been eliminated in favor a an appointed hearing officer under SSG Ordinance 12-01. consequently, a Taxi Appeals Board is no longer necessary.

As can be seen from the attached resolution, the recommended Board action is to *ratify* the prior existence of the existing committees, except to the extent that the Board decides one or more of the committees is not necessary to the agency's operation. Ratification of the existing committees is a legally appropriate action. "It is the general rule that a governmental body may effectively ratify what it could theretofore have lawfully authorized." (*Mott v. Horstman* (1950) 36 Cal.2d 388, 391.)

In order to ratify the existing Taxi Committee, the Board should act with the same formalities required for the original exercise of power. (*Ibid.*) Section 3H of the Agreement provides that, with the exception of the adoption of by-laws, an amendment of by-laws, the adoption of the annual budget and such other matters as the Board may designate, all actions of the Board require a majority vote. It is General Counsel's recommendation that the ratification take place by the adoption of the provided resolution so that there remains an easily identifiable and discoverable record of an official Board action establishing the existence of the committees.

The committees should be provided a set of by-laws which assists the committee in its normal operation. It is General Counsel's recommendation that the Board adopt the provided by-laws.

III. FINANCIAL IMPACT

None, given that the committees are currently operating and funded.

Jeffrey A. Goldfarb
General Counsel

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SUNLINE SERVICES GROUP ESTABLISHING AND
RATIFYING THE EXISTENCE OF COMMITTEES OF
THE BOARD**

WHEREAS, the SunLine Services Group ("SSG") was formed pursuant to the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") in or about November 2, 1993; and

WHEREAS, Section 2.6.1(2) of the Agreement authorizes the Board to appoint advisory committees as deemed necessary; and

WHEREAS, the Board has previously received the advice and counsel of a Taxi Committee and an Executive Committee; and

WHEREAS, the Board desires to establish the Executive Committee and the Taxi Committee and, if it is determined that the Executive Committee and/or the Taxi Committee had previously been properly formed pursuant to Section 2.6.1(2) of the Agreement, to ratify the existence of the Executive and/or Taxi Committees; and

WHEREAS, the Board desires to adopt bylaws for each of the aforementioned committees;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUNLINE SERVICES GROUP HEREBY RESOLVES AS FOLLOWS:

SECTION 1. There is hereby established or, to the extent previously and properly created pursuant to Section 2.6.1(2) of the Agreement, the Board hereby ratifies the existence of the following committees and only the following committees of the SSG Board:

1. SunLine Services Group Taxi Committee; and
2. SunLine Services Group Executive Committee

SECTION 2. The Board hereby adopts bylaws for the Executive Committee, and the Taxi Committee in the form attached hereby as Exhibits "A" and "B", respectively.

SECTION 3. The Clerk of the Board shall certify to the passage of this Resolution and enter the same in the Agency's Official Book of Resolutions.

PASSED AND ADOPTED this ____ day of _____, 20__.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group

Robert A. Spiegel
CHAIRMAN of the Board
SunLine Services Group

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group Agency

APPROVED AS TO FORM:

Jeffrey Goldfarb, General Counsel

SunLine Services Group

Bylaws of the Taxicab Committee

Commencing at the first regular meeting in July, and annually thereafter, the Board of Directors of the SunLine Services Group ("SSG") shall make appointments to the Taxicab Committee, which shall consist of five (5) Board members. ~~The Board hereby ratifies the appointments made by Chair Spiegel for the balance of the current fiscal year (2012-13).~~ All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the committee membership.

The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The five (5) nominees with the greatest number of votes shall be the committee members. In the event of tie votes for some committee position(s), runoff elections shall immediately follow.

1. From among themselves the Committee members shall elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The monthly regular meetings of the Taxicab Committee shall be on the day of the regular meetings of the SSG Board of Directors.
 - a. Special meetings may be called by the General Manager, the Committee Chair, or atby the request of two members of the committee to the General Manager.
 - b. Those who call a meeting shall set the agenda, except that matters can be added to the agenda at the request of any member of the committee if at least 48 hours advance notice is provided and if the matter is sufficiently germane to the call of a special meeting.
 - c. Additional meetings shall be called by the General Manager or the Chair, as deemed necessary.
3. Minutes of Taxicab Committee meetings need not be taken on a regular basis, but shall be taken if any committee member so requests at least one business day prior to the meeting.
4. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.
- 4.5. The Taxi committee shall have the authority to make recommendations to the Board on the regulation of taxi cabs, and the taxi industry. Such issues may include but not limited to the issuance or revocation of non-temporary taxi cab permits, taxi cab fees,

the issuance of taxi franchises, and the compliance of taxi franchisees and taxi permit holders with their respective taxi franchise and the rules, regulations, resolutions, and ordinances of SSG. Notwithstanding any policy to the contrary, the Taxi committee shall not have final approval authority over any matter of SunLine business with the exception of the election of the Committee's officers.

SunLine Services Group

Bylaws of the Executive Committee

1. The Board of Directors of the SunLine Services Group ("SSG") hereby creates the five (5) member "Executive Committee." The Board reserves to its collective self the right to make all appointments to such Executive Committee, except that the Chairperson of the Board shall automatically be a member of the Executive Committee without a vote of the Board of Directors. All future appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All committee memberships shall be held by Board members in their representative capacity such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor will succeed to the committee membership. The procedure for appointing members shall be for the Chair to make a nomination for the committee position and then open up nominations to the remainder of the Board. Once nominations are closed, the Board shall vote. The nominee with the greatest number of votes shall be the new committee member. In the event of tie votes for some committee position(s) runoff elections shall immediately follow. From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. Three (3) votes are required for election of Chair and Vice Chair. No city may hold the position of Chair for consecutive terms.
2. The duties and responsibilities of the Executive Committee shall be:
 - a. The primary justification for the Committee to exist is to provide the General Manager, the Chair, and the Board of Directors with the ability to respond quickly to exigent matters or circumstances which, in the best interests of SSG, should be dealt with promptly and which are not of such significance as to justify calling a special or emergency meeting of the Board of Directors.
 - b. Subject matters which do not meet these criteria shall not be the subject of a meeting of the Executive Committee.
 - c. The Executive Committee shall not be considered an appropriate substitute for calling a meeting of the Board of Directors in the absence of exigent circumstances.
3. An Executive Committee meeting can be called by the General Manager, the Chair of the Board of Directors, or by the request of any two members of the Board of Directors to the General Manager.
4. All meetings, open and closed, of the Executive Committee shall be subject to the making and keeping of minutes. Such minutes must identify all subjects discussed or

considered by the Committee, and all actions taken or proposed to be taken and the reasons for taking such actions.

- a. Such minutes are to be completed within two (2) business days of the Committee meeting and distributed forthwith to each of the members of the Board.
 - b. Notice of the meeting and the agenda of any meeting called by the Chair, the General Manager, or the Board of Directors shall be provided to all members of the Board of Directors at least 24 hours in advance of any meeting of the Executive Committee. If notice is not provided at least 72 hours in advance, the meeting shall be treated as a "Special Meeting" for purposes of the Brown Act. Email is the recommended mode of informing members of the call of a meeting, except for Board members who do not employ it, in which case notification shall be sent out by the means calculated to apprise the member of the time, place and subject matter of the meeting, including, but not limited to fax or delivery of personal notice.
 - c. Any Board member can attend any meeting of the Executive Committee providing such Board member attends as an "observer," as that term is used in Government Code Section 54952.2(c)(6).
 - d. Unless it qualifies under the Brown Act for closed session status, all such Executive Committee meetings shall be open to the public. To misuse a claim of "closed session" status shall subject the perpetrators to being publicly identified with a statement of how they violated the Brown Act.
 - e. Any member of the media or general public who has a standing or other request to be notified of all SSG meetings shall promptly receive notice of the meetings of the Committee, whether open or closed.
 - f. The Committee may not consider personnel issues of any sort, disciplinary or otherwise, whether of staff, Board members, or other persons.
 - g. The Committee may not consider issues concerning the hiring of a General Manager or the Board's Legal Counsel. Such matters are reserved to the exclusive jurisdiction of the full Board of Directors.
 - h. The Committee may not consider any matter which is within the jurisdiction of any other SSG committees.
 - i. The General Manager shall be responsible for preparing the agenda and notice of the meeting, and shall at all times comply with all requirements of the Brown Act.
5. All meetings of the Committee shall be conducted in accordance with Robert's Rules of Order, Revised.

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Operating expense reimbursements - Nov 12- Feb 13	089674	3/29/2013	\$16,986.94	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 3/15/13	089669	3/15/2013	\$10,064.84	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 3/1/13	089667	3/1/2013	\$9,997.66	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 3/29/13	089675	3/29/2013	\$8,466.47	Y	N		Operating
	Subtotal			\$45,535.93				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER, LLP	Legal fees for litigation - Jan 2013 & Retainer for Dec 2012	089663	3/4/2013	\$11,406.80	Y	Y	<\$47,647.2> ¹	Operating
	Subtotal			\$11,406.80				
	Total Checks Over \$1,000			\$56,942.73				
Note: 1) Amount exceeding retainer.								
Summary								
Total of Checks Over \$1,000				\$56,942.73				
Total of Checks Under \$1,000				\$2,115.28				
Total of All Checks for the Month				\$59,058.01				
Total Amount of Checks Prior Year - Same Month				\$50,847.70				

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 04/12/13 ¹	089679	4/24/2013	\$10,028.59	Y	N		Operating
	Subtotal			\$10,028.59				
<i>Note: 1) Payroll liability for 04/26/2013 is included in May.</i>								
Section II - Legal Fees for litigation, Retainer & Consultancy								
LUND & GUTTRY LLP	SRA consultant	089680	4/24/2013	\$2,585.00	Y	Y	\$415.00	Operating
LEFLORE GROUP LLC, THE	Consulting & procurement services - March	089681	4/24/2013	\$1,757.50	Y	Y	\$115,356.37	Operating
	Subtotal			\$4,342.50				
	Total Checks Over \$1,000			\$14,371.09				
Summary								
Total of Checks Over \$1,000				\$14,371.09				
Total of Checks Under \$1,000				\$79.90				
Total of All Checks for the Month				\$14,450.99				
Total Amount of Checks Prior Year - Same Month				\$24,258.37				

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 04/26/13 & 05/10/13	089694	5/14/2013	\$20,081.57	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 05/24/13	089698	5/24/2013	\$10,033.00	Y	N		Operating
	Subtotal			\$30,094.57				
Section II - Legal Fees for litigation, Retainer & Consultancy								
LEFLORE GROUP LLC, THE	Consulting and procurement services - April	089696	5/24/2013	\$1,472.50	Y	Y	\$96,420.00	Operating
	Subtotal			\$1,472.50				
	Total Checks Over \$1,000			\$31,567.07				
Summary								
Total of Checks Over \$1,000				\$31,567.07				
Total of Checks Under \$1,000				\$900.40				
Total of All Checks for the Month				\$32,467.47				
Total Amount of Checks Prior Year - Same Month				\$22,794.91				

SunLine Regulatory Agency
Budget Variance Report
February 28, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	103,985	103,985	0
Revenues:							
Meter Readings	168,000	16,689	14,000	2,689	125,808	112,000	13,808
Revenue Fines	5,000	75	417	(342)	3,568	3,333	235
Vehicle Inspection Revenue	14,700	800	1,225	(425)	10,765	9,800	965
Vehicle Reinspection Revenue	300	0	42	(42)	0	333	(333)
New Driver Permit Revenue	5,000	450	417	33	3,400	3,333	67
Driver Transfer Revenue	3,200	150	267	(117)	1,280	2,133	(853)
Driver Renewal Revenue	10,450	1,450	871	579	7,400	6,967	433
Driver Permit Reinstatement/Replacement	90	0	8	(8)	120	60	60
Vehicle Transfer Revenue	1,000	0	83	(83)	0	667	(667)
Vehicle Permit Revenue	84,000	15,050	7,000	8,050	76,400	56,000	20,400
Operator Application Fee	7,200	0	600	(600)	0	4,800	(4,800)
Interest Revenue	120	2	10	(8)	26	80	(54)
Total revenue	455,238	47,664	37,937	9,728	332,752	303,492	29,260
Expenses:							
Salaries and Wages	194,435	14,784	16,203	1,419	125,216	129,623	4,407
Fringe Benefits	137,918	10,656	11,493	837	90,811	91,945	1,134
Services	105,500	38,932	8,792	(30,140)	83,369	70,333	(13,036)
Supplies and Materials	4,500	31	375	344	3,059	3,000	(59)
Miscellaneous	12,385	1,911	1,074	(837)	11,634	8,590	(3,044)
Total Expenses	455,238	66,314	37,937	(28,378)	314,089	303,492	(10,597)
Total Operating Surplus/Deficit		(18,650)			18,663		

SunLine Regulatory Agency
Budget Variance Report
March 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	116,984	116,984	0
Revenues:							
Meter Readings	168,000	21,532	14,000	7,532	147,340	126,000	21,340
Revenue Fines	5,000	235	417	(182)	3,803	3,750	53
Vehicle Inspection Revenue	14,700	2,450	1,225	1,225	13,215	11,025	2,190
Vehicle Reinspection Revenue	500	0	42	(42)	0	375	(375)
New Driver Permit Revenue	5,000	650	417	233	4,050	3,750	300
Driver Transfer Revenue	3,200	100	267	(167)	1,380	2,400	(1,020)
Driver Renewal Revenue	10,450	1,350	871	479	8,750	7,858	913
Driver Permit Reinstatement/Replacement	90	5	8	(3)	125	68	58
Vehicle Transfer Revenue	1,000	0	83	(83)	0	750	(750)
Vehicle Permit Revenue	84,000	15,850	7,000	8,850	92,250	63,000	29,250
Operator Application Fee	7,200	0	600	(600)	0	5,400	(5,400)
Interest Revenue	120	2	10	(8)	29	90	(61)
Total revenue	455,238	55,172	37,937	17,236	387,926	341,429	46,497
Expenses:							
Salaries and Wages	194,435	13,628	16,203	2,575	138,844	145,826	6,982
Fringe Benefits	137,918	11,159	11,493	334	101,970	103,439	1,469
Services	105,500	992	8,792	7,800	84,361	79,125	(5,236)
Supplies and Materials	4,500	551	375	(176)	3,610	3,375	(235)
Miscellaneous	12,885	1,217	1,074	(143)	12,851	9,664	(3,187)
Total Expenses	455,238	27,547	37,937	10,390	341,636	341,429	(208)
Total Operating Surplus/Deficit		27,625			46,290		

SunLine Regulatory Agency
Budget Variance Report
April 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	129,982	129,982	0
Revenues:							
Meter Readings	168,000	23,352	14,000	9,352	170,692	140,000	30,692
Revenue Fines	5,000	600	417	183	4,403	4,167	236
Vehicle Inspection Revenue	14,700	1,250	1,225	25	14,465	12,250	2,215
Vehicle Reinspection Revenue	500	0	42	(42)	0	417	(417)
New Driver Permit Revenue	5,000	400	417	(17)	4,450	4,167	283
Driver Transfer Revenue	3,200	200	267	(67)	1,580	2,667	(1,087)
Driver Renewal Revenue	10,450	700	871	(171)	9,450	8,708	742
Driver Permit Reinstatement/Replacement	90	20	8	13	145	75	70
Vehicle Transfer Revenue	1,000	0	83	(83)	0	833	(833)
Vehicle Permit Revenue	84,000	1,900	7,000	(5,100)	94,150	70,000	24,150
Operator Application Fee	7,200	0	600	(600)	0	6,000	(6,000)
Interest Revenue	120	2	10	(8)	31	100	(69)
Total revenue	455,238	41,422	37,937	3,486	429,348	379,365	49,983
Expenses:							
Salaries and Wages	194,435	16,572	16,203	(369)	155,416	162,029	6,613
Fringe Benefits	137,918	11,105	11,493	388	113,075	114,932	1,857
Services	105,500	4,937	8,792	3,855	89,298	87,917	(1,381)
Supplies and Materials	4,500	334	375	41	3,944	3,750	(194)
Miscellaneous	12,885	747	1,074	327	13,598	10,738	(2,861)
Total Expenses	455,238	33,695	37,937	4,242	375,331	379,365	4,034
Total Operating Surplus/Deficit		7,727			54,017		

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	206	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	289	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			
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263			
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			
JUN	156	29,940	192	120	31,088	259	140	39,190	280						
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1753	558,133	318	0	0	#DIV/0!

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798		
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019		
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184		
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131		
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423		
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250		



**AGENDA
TAXI COMMITTEE MEETING**

**June 26, 2013
10:30am – 11:15am**

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

**Committee Member Greg Pettis will be participating
via phone conference
Mayflower Hotel
1127 Connecticut Ave NW,
Washington, District of Columbia 20036**

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Confirmation of Agenda**
- 4. Public Comments **Receive Comments**
Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.**

----- ACTION -----

- 5. Approval of Taxicab Budget & Fee Schedule Resolution for FY 2014 (Naomi Nightingale) **Approve**
Request to the Board to approve FY 2014 taxicab budget and fee schedule Resolution. (Pages 1-4)**
- 6. First Reading of SSG Amentment Ordinance #2013-01 (Jeffrey Goldfarb) **Approve**
Request to the Board to approve the first reading of the proposed SSG Amendment Ordinance #2013-01. (Pages 5-12)**

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

7. **Consent Calendar**

Receive and File

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

- a) SSG/SRA checks over \$1000 issued March, April, May, 2013 (Pages 13-15)
- b) SSG/SRA Monthly Budget Reports, February, March, April, 2013. (Pages 16-18)
- c) Taxi Vehicle/Rides Analysis, May, 2013. (Pages 19-20)

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

8. **Contract for Taxi Study Consultant**
(Roger Snoble)

Discussion

Further discussion on the need to move forward with Nelson\Nygaard Consulting Associates, Inc. as a taxi study consultant.

9. **Adjourn**

SunLine Services Group

DATE: June 26, 2013 ACTION

TO: Taxi Committee
Board of Directors

FROM: Chief of Staff/EEO/
Taxi Administrator

RE: Taxicab Budget

Recommendation

Recommend that the Board of Directors approve the FY14 Budget and the attached FY 14 Rate and Fee Resolution.

Background

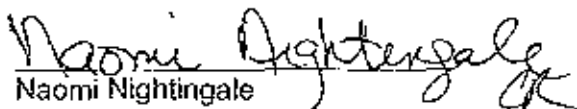
In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In addition to the annual budget approval process, the Board approves the fees that serve as a basis for the Fiscal Year Budget.

For Fiscal Year 2012-13 as a response to increased revenues collected, the SSG Board approved a surcharge rate reduction to \$.30 per ride (from the standard \$.75 per ride) to decrease the surcharge per ride fee paid by the passengers for taxi administration. The surcharge included in the 2013-14 Budget is \$.50 reflecting the revenue required to administer the taxi program and still maintaining the surcharge below the \$.75 standard surcharge.

The proposed budget was discussed with the Franchise operators and there was no opposition. SRA's overall budget was increased by nine percent as SRA anticipates a substantial amount of administrative effort relating to the vetting of Desert City Cab as the newly constituted Franchise, the possible establishment of lease rate caps, and the possibility of adding another franchise through the RFP process. In addition, legal action to recover lost revenues is expected to proceed. Additional part time staff is included in this budget to cover the burdens placed on staff during the high season and different events in the valley.

Highlight of Fee Changes

Taxi Driver Permit Fee will be increased from \$ 50.00 to \$ 55.00 to pay for the cost of pull notices which notify SRA of any DMV violations and/or arrests of taxi cab drivers.


Naomi Nightingale

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 26th day of June, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Services Group

Robert Spiegel
CHAIRMAN of the Board
SunLine Services Group

SunLine Services Group

DATE: June 26, 2013 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: General Counsel, Jeffrey A. Goldfarb

RE: Adopt Ordinance Amending Section 1.040 of Ordinance No. 2012-01 to Permit Board to Extend Taxi Franchises for Extended Term of Four Years

I. RECOMMENDATION

A. Adopt the attached ordinance amending Section 1.040 of Ordinance 12-01 to Permit Board to Extend Taxi Franchises for Extended Term of Four Years, and change the extension application process to ensure that franchisees are notified of the extension determination at least one year prior to the termination of the initial term.

B. As an additional but unrelated matter, the Board may amend Ordinance 12-01 to add a section implementing Vehicle Code Section 1808.1 sub (n) requiring franchisees to provide a copy of the DMV report for each of their drivers. Staff recognizes that this second proposed amendment was not discussed with the Board at its last meeting. Staff has therefore provided two versions of the proposed ordinance amendment in the event the Board chooses to amend Section 1.040 but not add a new section implementing Vehicle Code Section 1808.1 sub.(n).

II. BACKGROUND

A. Amendments Regarding the Franchise Term. SunLine Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley. Section 1.040 of that ordinance establishes the terms during which franchises are valid. That section provides for an initial five year term (the "Initial Term") and further provides that the Board may extend franchises for up to a total of an additional five years, in one year increments. Thus, under Section 1.040, upon the expiration of the Initial Term, the franchise term is limited to single year extensions. Franchisees have uniformly complained that one year extensions provide insufficient security for them to continue to invest in their franchise after the expiration of the Initial Term.

Section 1.040 also provides that SunLine is to let a franchisee know whether their franchise has been extended no later than 60 days before their franchise expires. Franchisees have complained that 60 days notice is insufficient to plan for future operations.

B. Amendment Implementing Vehicle Code Section 1808.1. Vehicle Code Section 1808.1 annually requires that franchisees obtain from the Department of Motor Vehicles the "Pull Notice." A "Pull Notice" is a report showing the driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year. Section 1808.1 was recently amended to require each employer of a taxi driver to share the Pull-Report with the taxi regulatory authority upon the authority's request.

III. DISCUSSION


A. Amendments Regarding the Franchise Term. After discussion at its regular meeting in May, the Board directed General Counsel to draft an amendment to Ordinance 12-01 replacing the consecutive one year extended terms with a single four year extended term. The Board further directed that the extension application process be advanced on the calendar so that franchisees get sufficient advance notice of whether their franchise will be extended in order that they may have more opportunity to plan for future operations.

Based on the Board's direction, General Counsel's office has drafted the attached ordinance. Section 1.040.A changes the five individual annual extended terms to a single four year extended term. Section 1.040.B provides that applicants may request an extension no sooner than 18 months prior to the expiration of the Initial Term and no later than one year prior to the extended term. The amendment further provides that SunLine will determine whether an extension is granted, and inform the franchisee of the same, by the later of one year prior to the termination of the Initial Term, or the second Board meeting after a completed Extended Term application is received.

B. Amendment Implementing Vehicle Code Section 1808.1. SunLine could implement Vehicle Code Section 1801.1 by annually sending a letter to each franchisee requesting each franchisee provide the most recent Pull Report in its files for each of their taxi drivers. Staff believes that a better method of implementing Section 1808.1 is to simply require each franchisee to send the collection of Pull-Reports upon their receipt of the reports from the DMV. Staff has requested that the Board implement the changes to Vehicle Code Section 1808.1 by requiring that each franchisee provide to SunLine a copy of the Pull Reports for each taxi driver within 10 days of receiving the same from the Department of Motor Vehicles.

IV. FINANCIAL IMPACT

The amendment to Section 1.040 of Ordinance 12-01 does not appear to impose any additional financial obligations on SunLine.


Jeffrey A. Goldfarb
General Counsel

Section 1.040 Franchise Agreement – Term, Extension

- ~~A. A. The initial term of the ~~Franchise~~franchise shall be five (5) years (the “Initial Term”). The term of the franchise may be extended by the SSG board for ~~anone~~ additional one (1) year after the initial five (5) ~~four~~-year term (the “One-Year-Extension-Period”) of the franchise up to a total of ten (10) years (Extended Term)” at the sole discretion of the SSG Board, subject to the below provisions ~~below~~. All ~~Franchises~~ sunset after ten (10) years and ~~are thereafter void~~. All ~~franchises~~ terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.~~
- B. B. The process for ~~granting each One-Year Extension Period~~approving an Extended Term shall be as follows:
1. 1. ~~SSG may extend the term of a Franchise by written notice to the Franchisee~~ A franchisee may file an application for an Extended Term no sooner than one year from the expiration of the Initial Term and no later than sixty (60) days ~~before the Franchise expires~~ six months from the expiration of its Initial Term.
 2. 2. ~~Each extension shall be for a term no longer than one (1) year.~~ The determination to ~~permit a Franchisee to continue operating under the Franchise~~ for each One-Year Extension Period grant the Extended Term shall rest exclusively within the sound discretion of the Board. In making such determinations, the Board shall consider: the ~~Franchisee~~franchisee’s history of operations; the ~~Franchisee~~franchisee’s history of complaints, citations, suspensions, and warnings; whether and to what ~~extent~~extend the ~~Franchise~~franchisee has met the average minimum rides per vehicle per day ~~requirements~~requirement; and whether ~~extending the Franchise for an additional year~~granting the Extended Term serves the health, safety and welfare of the Coachella Valley.

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ORDINANCE NO. _____

AN ORDINANCE OF SUNLINE SERVICES GROUP AMENDING
SECTION 1.040 OF SUNLINE SERVICES GROUP ORDINANCE 12-01
REGARDING EXTENSIONS OF TAXI FRANCHISES

WHEREAS, SunLine Services Group ("SSG") adopted Ordinance No. 2012-01 pursuant to Government Code section 53075.5; and

WHEREAS, Ordinance No. 2012-01 contains the regulations for taxicab franchisees in the Coachella Valley; and

WHEREAS, Section 1.040 establishes the five-year term initial for a franchise and further provides that the franchise may be extended by SSG, on an annual basis, for five additional years in one year increments; and

WHEREAS, both SSG and taxi franchisees believe that extensions for a term of only one year dis-incentivizes franchisees to reinvest capital in their taxi operations; and

WHEREAS, SSG therefore desires to increase the extended term applicable to taxi franchises as provided for below.

NOW, THEREFORE, the Board of Directors of the SunLine Services Group does hereby ordain as follows:

SECTION 1: Section 1.040 "Franchise Agreement—Term, Extension" is hereby amended to read in its entirety as follows:

- A. The initial term of the franchise shall be five years (the "Initial Term"). The term of the franchise may be extended by the SSG board for one additional four-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the below provisions. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:
 1. A franchisee may file an application for an Extended Term no sooner than one year from the expiration of the Initial Term and no later than six months from the expiration of its Initial Term.
 2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determinations, the Board shall consider: the franchisee's history of operations; the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirements; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley.

SECTION 2: SunLine Services Group shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the ____ day of _____, 2013.

Date: _____

Robert A. Spiegel
Chairman of the Board of
Directors of SunLine Services Group

Date: _____

Roger Snoble
Interim General Manager of
SunLine Services Group

Date: _____

Carolyn Rude
Clerk of the Board

ORDINANCE NO. _____

AN ORDINANCE OF SUNLINE SERVICES GROUP
AMENDING SECTION 1.040 OF SUNLINE SERVICES
GROUP ORDINANCE 12-01 REGARDING EXTENSIONS
OF TAXI FRANCHISES

WHEREAS, SunLine Services Group ("SSG") adopted Ordinance 12-01 pursuant to Government Code Section 53075.5; and

WHEREAS, Ordinance 12-01 contains the regulations for taxicab franchisees in the Coachella Valley; and

WHEREAS, Section 1.040 establishes an initial five year term for a franchise and further provides that the franchise may be extended by SSG, on an annual basis, for five additional years in one year increments; and

WHEREAS, both SSG and taxi franchisees believe that extensions for a term of only one year dis-incentivizes franchisees to reinvest capital in their taxi operations; and

WHEREAS, SSG therefore desires to increase the extended term applicable to taxi franchises as provided for below; and

WHEREAS Vehicle Code Section 1808.1 annually requires franchisees to obtain from the Department of Motor Vehicles the "Pull Notice," a report showing the driver's current public record as recorded by the Department of Motor Vehicles, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record during the preceding year; and

WHEREAS, Subsection N of Vehicle Code Section 1808.1 requires a franchise to provide the Pull Notice upon the request of the regulator.

NOW, THEREFORE, the Board of Directors of the SunLine Services Group does hereby ordain as follows:

SECTION 1: Section 1.040 "Franchise Agreement—Term, Extension" is hereby amended to read in its entirety as follows:

- A. The initial term of the franchise shall be five years (the "Initial Term"). The term of the franchise may be extended by the SSG board for one additional four-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the below provisions. All franchises terminate at the end of the Initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:

1. A franchisee may file an application for an Extended Term no sooner than one year from the expiration of the Initial Term and no later than six months from the expiration of its Initial Term.
2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determinations, the Board shall consider: the franchisee's history of operations; the franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the franchisee has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley.

SECTION 2: A new Section 1.249 is hereby added to Ordinance 12-01 as follows:

1.249 Provision of DMV Pull-Notice. All Franchisees shall comply with their obligations to participate in the Pull-Notice system pursuant to Vehicle Code Section 1808.1. Franchisees shall submit a copy of the Pull Notices to the Taxi Administrator within 10 business days of receiving a copy of the DMV Pull-Notices for each of their taxi driver.

SECTION 3: SunLine Services Group shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the ____ day of _____, 2013.

Date: _____

 Robert A. Spiegel
 Chairman of the Board of
 Directors of SunLine Services Group

Date: _____

 Roger Snoble
 Interim General Manager of
 SunLine Services Group

Date: _____

 Carolyn Rude
 Clerk of the Board

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - March 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Operating expense reimbursements - Nov 12- Feb 13	089674	3/29/2013	\$16,986.94	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 3/15/13	089669	3/15/2013	\$10,084.84	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 3/1/13	089667	3/11/2013	\$9,997.68	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 3/29/13	089675	3/29/2013	\$8,466.47	Y	N		Operating
	Subtotal			\$45,535.93				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER, LLP	Legal fees for litigation - Jan 2013 & Retainer for Dec 2012	089683	3/4/2013	\$11,406.80	Y	Y	<\$47,647.2> ¹	Operating
	Subtotal			\$11,406.80				
	Total Checks Over \$1,000			\$56,942.73				
Note: 1) Amount exceeding retainer.								
Summary								
Total of Checks Over \$1,000				\$56,942.73				
Total of Checks Under \$1,000				\$2,115.28				
Total of All Checks for the Month				\$59,058.01				
Total Amount of Checks Prior Year - Same Month				\$50,847.70				

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - April 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 04/12/13 ¹	089679	4/24/2013	\$10,028.59	Y	N		Operating
	Subtotal			\$10,028.59				
Note: ¹ Payroll liability for 04/26/2013 is included in May.								
Section II - Legal Fees for litigation, Retainer & Consultancy								
LUND & GUTTRY LLP	SRA consultant	089680	4/24/2013	\$2,585.00	Y	Y	\$415.00	Operating
LEFLORE GROUP LLC, THE	Consulting & procurement services - March	089681	4/24/2013	\$1,757.50	Y	Y	\$115,356.37	Operating
	Subtotal			\$4,342.50				
	Total Checks Over \$1,000			\$14,371.09				
Summary								
Total of Checks Over \$1,000				\$14,371.09				
Total of Checks Under \$1,000				\$79.90				
Total of All Checks for the Month				\$14,450.99				
Total Amount of Checks Prior Year - Same Month				\$24,258.37				

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month - May 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 04/26/13 & 05/10/13	089694	5/14/2013	\$20,061.57	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 05/24/13	089698	5/24/2013	\$10,033.00	Y	N		Operating
	Subtotal			\$30,094.57				
Section II - Legal Fees for litigation, Retainer & Consultancy								
LEFLORE GROUP LLC, THE	Consulting and procurement services - April	089696	5/24/2013	\$1,472.50	Y	Y	\$96,420.00	Operating
	Subtotal			\$1,472.50				
	Total Checks Over \$1,000			\$31,567.07				
Summary								
Total of Checks Over \$1,000				\$31,567.07				
Total of Checks Under \$1,000				\$900.40				
Total of All Checks for the Month				\$32,467.47				
Total Amount of Checks Prior Year - Same Month				\$22,794.91				

SunLine Regulatory Agency
Budget Variance Report
February 28, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	103,985	103,985	0
Revenues:							
Meter Readings	168,000	16,689	14,000	2,689	125,808	112,000	13,808
Revenue Fines	5,000	75	417	(342)	3,568	3,333	235
Vehicle Inspection Revenue	14,700	800	1,225	(425)	10,765	9,800	965
Vehicle Reinspection Revenue	500	0	42	(42)	0	333	(333)
New Driver Permit Revenue	5,000	450	417	33	3,400	3,333	67
Driver Transfer Revenue	3,200	150	267	(117)	1,280	2,133	(853)
Driver Renewal Revenue	10,450	1,450	871	579	7,400	6,967	433
Driver Permit Reinstatement/Replacement	90	0	8	(8)	120	60	60
Vehicle Transfer Revenue	1,000	0	83	(83)	0	667	(667)
Vehicle Permit Revenue	84,000	15,050	7,000	8,050	76,400	56,000	20,400
Operator Application Fee	7,200	0	600	(600)	0	4,800	(4,800)
Interest Revenue	120	2	10	(8)	26	80	(54)
Total revenue	455,238	47,664	37,937	9,728	332,752	303,492	29,260
Expenses:							
Salaries and Wages	194,435	14,784	16,203	1,419	125,216	129,623	4,407
Fringe Benefits	137,918	10,656	11,493	837	90,811	91,945	1,134
Services	105,500	38,932	8,792	(30,140)	83,369	70,333	(13,036)
Supplies and Materials	4,500	31	375	344	3,059	3,000	(59)
Miscellaneous	12,885	1,911	1,074	(837)	11,634	8,590	(3,044)
Total Expenses	455,238	66,314	37,937	(28,378)	314,089	303,492	(10,597)
Total Operating Surplus/Deficit		(18,650)			18,663		

SunLine Regulatory Agency
Budget Variance Report
March 31, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	116,984	116,984	0
Revenues:							
Meter Readings	168,000	21,532	14,000	7,532	147,340	126,000	21,340
Revenue Fines	5,000	235	417	(182)	3,803	3,750	53
Vehicle Inspection Revenue	14,700	2,450	1,225	1,225	13,215	11,025	2,190
Vehicle Reinspection Revenue	500	0	42	(42)	0	375	(375)
New Driver Permit Revenue	5,000	650	417	233	4,050	3,750	300
Driver Transfer Revenue	3,200	100	267	(167)	1,380	2,400	(1,020)
Driver Renewal Revenue	10,450	1,350	871	479	8,750	7,838	913
Driver Permit Reinstatement/Replacement	90	5	8	(3)	125	68	58
Vehicle Transfer Revenue	1,000	0	83	(83)	0	750	(750)
Vehicle Permit Revenue	84,000	15,850	7,000	8,850	92,250	63,000	29,250
Operator Application Fee	7,200	0	600	(600)	0	5,400	(5,400)
Interest Revenue	120	2	10	(8)	29	90	(61)
Total revenue	455,238	55,172	37,937	17,236	387,926	341,429	46,497
Expenses:							
Salaries and Wages	194,435	13,628	16,203	2,575	138,844	145,826	6,982
Fringe Benefits	137,918	11,159	11,493	334	101,970	103,439	1,469
Services	105,500	952	8,792	7,800	84,361	79,125	(5,236)
Supplies and Materials	4,300	551	375	(176)	3,610	3,375	(235)
Miscellaneous	12,885	1,217	1,074	(143)	12,851	9,664	(3,187)
Total Expenses	455,238	27,547	37,937	10,390	341,636	341,429	(208)
Total Operating Surplus/Deficit		27,625			46,290		

SunLine Regulatory Agency
Budget Variance Report
April 30, 2013

Description	FY 12/13 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 12/13 YTD Budget	Favorable (Unfavorable)
Budget Carryover	155,978	12,998	12,998	0	129,982	129,982	0
Revenues:							
Meter Readings	168,000	23,352	14,000	9,352	170,692	140,000	30,692
Revenue Fines	5,000	600	417	183	4,403	4,167	236
Vehicle Inspection Revenue	14,700	1,250	1,225	25	14,465	12,250	2,215
Vehicle Reinspection Revenue	500	0	42	(42)	0	417	(417)
New Driver Permit Revenue	5,000	400	417	(17)	4,450	4,167	283
Driver Transfer Revenue	3,200	200	267	(67)	1,580	2,667	(1,087)
Driver Renewal Revenue	10,450	700	871	(171)	9,450	8,708	742
Driver Permit Reinstatement/Replacement	90	20	8	13	145	75	70
Vehicle Transfer Revenue	1,000	0	83	(83)	0	833	(833)
Vehicle Permit Revenue	84,000	1,900	7,000	(5,100)	94,150	70,000	24,150
Operator Application Fee	7,200	0	600	(600)	0	6,000	(6,000)
Interest Revenue	120	2	10	(8)	31	100	(69)
Total revenue	455,238	41,422	37,937	3,486	429,348	379,365	49,983
Expenses:							
Salaries and Wages	194,435	16,572	16,203	(369)	155,416	162,029	6,613
Fringe Benefits	137,918	11,105	11,493	388	113,075	114,952	1,857
Services	105,500	4,937	8,792	3,855	89,298	87,917	(1,381)
Supplies and Materials	4,500	334	375	41	3,944	3,750	(194)
Miscellaneous	12,885	747	1,074	327	13,598	10,738	(2,861)
Total Expenses	455,238	33,695	37,937	4,242	375,331	379,365	4,034
Total Operating Surplus/Deficit		7,727			54,017		

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			
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263			
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296			
OCT	153	37,458	245	117	40,222	344	139	43,009	309	149	45,301	304			
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			
JUN	156	29,940	192	120	31,088	259	140	39,190	280						
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1753	558,133	318	0	0	#DIV/0!

	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09
HIGHEST TRIPS	Apr 53,980	Mar 51,373	Mar 54,598	Feb 50,594	APR 59,997
LOWEST TRIPS	Aug 25,911	Aug 24,445	Aug 24,010	Jul 25,681	DEC 26,942
MOST VEHICLES	Apr 206	Apr 269	May 271	Jul 269	M, A, M 186
LEAST VEHICLES	Aug 185	Jul 205	Jul 240	Jun 183	JAN 183
MOST TRIPS/VEH	Apr 262	Mar 213	Mar 214	Feb 246	MAY 323
LEAST TRIPS/VEH	Aug 140	Aug 117	Aug 100	Jul 95	JULY 148
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
HIGHEST TRIPS	APR 57,645	APR 60,821	APR 71,576	APR 77,798	
LOWEST TRIPS	AUG 23,671	AUG 29,238	AUG 29,459	JUL 33,019	
MOST VEHICLES	JUL 170	JUL 151	APR 170	APR 184	
LEAST VEHICLES	NOV 153	NOV 117	AUG 123	SEP 131	
MOST TRIPS/VEH	APR 345	APR 1004	APR 421	APR 423	
LEAST TRIPS/VEH	AUG 153	AUG 198	AUG 240	JUL 250	