



FINANCE/AUDIT COMMITTEE AGENDA

April 26, 2017

11:00 a.m. – 11:30 a.m.

Wellness Center

SunLine Transit Agency

Thousand Palms, CA

1. **Call to Order**
2. **Roll Call**
3. **Confirmation of Agenda**
4. **Presentations**
5. **Public 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.
6. **Committee Member Comments**

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

7. **Consent Calendar** **Receive & File**
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
 - a) **Checks over \$1,000 report for February 2017 (Pages 1-3)**
 - b) **Credit Card Statement for February 2017 (Pages 4-8)**
 - c) **Monthly Budget Variance Report for February 2017 (Pages 9-12)**
 - d) **Contracts Signed in Excess of \$25,000 February 2017 (Page 13)**
 - e) **Ridership Report for February 2017 (Pages 14-15)**
 - f) **SunDial Operational Notes for February 2017 (Page 16)**
 - g) **Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (Pages 17-24)**
 - h) **Board Member Attendance (Page 25)**

----- INFORMATION -----

8. [Election of Uniform Public Construction Cost Accounting Procedures by Ordinance and Resolution](#)

**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Eric Taylor)**

In general local agencies must competitively bid all public projects (as defined by California Public Contract Code Section 20162) in excess of \$5,000 in accordance with the requirements set forth in the Public Contract Code, commencing with Section 20160. In 1983, the California Legislature adopted Assembly Bill 1666 which added Chapter 2 to Part 3 of Division 2 of the Public Contract Code, which provides for a uniform cost accounting standard for construction work performed or contracted by local agencies and further provides for an alternative method for bidding public projects. (Pages 26-27)

----- ACTION -----

9. [Resolution No. 0763 to Obtain Grant Funding](#)

Approve

**Greg Pettis, Chair of Finance Committee;
(Staff: Eric Taylor)**

Recommend that the Board of Directors approve the attached Resolutions that grant authorization to the CEO/General Manager's authority to execute Proposition 1B grant; Transit System Safety, Security, for Fiscal Year 2017. (Pages 28-31)

10. [Purchase of Battery Electric Vehicles](#)

Approve

**Greg Pettis, Chair of Finance Committee;
(Staff: Rudy Le Flore)**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with BYD in an amount Not to Exceed amount of \$3,648,048 plus \$12,000 contingency for four (4) Battery Electric Buses. (Pages 32-33)

11. [Construction Management Services Contract](#)

Approve

**Greg Pettis, Chair of Finance Committee;
(Staff: Tommy Edwards)**

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Psomas for construction management services in an amount not to exceed \$180,896.13, upon approval as to form by legal counsel. (Pages 34-39)

12. [Advanced Web Offset, Inc. \(Option Year Two\)](#)

Approve

**Greg Pettis, Chair of Finance Committee;
(Staff: Norma Stevens)**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year two (2) of two (2) with Advanced Web Offset for printing services for Rider's Guide booklets. (Page 40)

13. [Adjourn](#)

SunLine Transit Agency
Checks \$1,000 and Over
For the month of February 2017

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

Vendor Name	Description	Check #	Check	Amount
CalPERS	Group Health Ins Prem	670990	2/24/2017	<u>\$318,830.55</u>
<i>AIR & LUBE SYSTEMS INC</i>	<i>WIP-Replace Bus Lifts (2)</i>	<i>670895</i>	<i>2/16/2017</i>	<i>\$182,999.34</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>670999</i>	<i>2/24/2017</i>	<i>\$123,541.65</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671004</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>670998</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671000</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671001</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671003</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671002</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	671068	2/24/2017	<u>\$93,295.07</u>
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	670890	2/14/2017	<u>\$93,120.19</u>
PERMA - Insurance	Gen Lib/WC	670952	2/16/2017	\$92,655.48
BP ENERGY COMPANY	CNG	670985	2/24/2017	\$89,042.82
PRUDENTIAL OVERALL SUPPLY	Uniforms	670845	2/9/2017	\$75,878.13
SO CAL GAS CO.	Utilities	671058	2/24/2017	\$34,507.30
<i>PARSONS BRINKERHOFF, INC.</i>	<i>VAN POOL</i>	<i>670945</i>	<i>2/16/2017</i>	<i>\$29,208.56</i>
PERMA - Insurance	Gen Lib/WC	670951	2/16/2017	\$28,237.78
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671051</u>	<u>2/24/2017</u>	<u>\$25,286.02</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	670937	2/16/2017	\$24,535.47
IMPERIAL IRRIGATION DIST	Utilities	670933	2/16/2017	\$20,230.82
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671066	2/24/2017	\$17,500.12
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	670986	2/24/2017	\$16,241.71
CIVIC RESOURCE GROUP	Custom Web Site Design	670914	2/16/2017	\$16,091.25
<i>BYD COACH & BUS LLC</i>	<i>WIP-Electric Buses Lease</i>	<i>670798</i>	<i>2/9/2017</i>	<i>\$14,591.51</i>
<i>BYD COACH & BUS LLC</i>	<i>WIP-Electric Buses Lease</i>	<i>670912</i>	<i>2/16/2017</i>	<i>\$14,591.51</i>
STRICKLAND KENNY INC.	Lubricants & Oils	670964	2/16/2017	\$11,528.73
TRANSIT PRODUCTS & SERVICES	Repair Parts	670971	2/16/2017	\$10,447.04
CIVIC RESOURCE GROUP	Custom Web Site Design	670802	2/9/2017	\$8,955.00
GENFARE	Farebox	670818	2/9/2017	\$8,276.10
VERIZON WIRELESS	Wireless Cell Service	670864	2/9/2017	\$7,516.68
<i>HEPTAGON SEVEN</i>	<i>WIP-Yard Repavement</i>	<i>671024</i>	<i>2/24/2017</i>	<i>\$7,255.40</i>
PRUDENTIAL OVERALL SUPPLY	Uniforms	670846	2/9/2017	\$7,141.10
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670857	2/9/2017	\$6,948.32
PEI OPERATIONS INC	Janitorial Servs	670949	2/16/2017	\$6,924.00
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670966	2/16/2017	\$6,448.32
AMALGAMATED TRANSIT UNION	Union Dues	670982	2/24/2017	\$6,360.41
AMALGAMATED TRANSIT UNION	Union Dues	670867	2/14/2017	\$5,993.32
<i>HDR ENGINEERING, INC.</i>	<i>WIP-TP Fac Masterplan Update</i>	<i>670824</i>	<i>2/9/2017</i>	<i>\$5,908.00</i>
SOCALGAS	Indio Facility Gas	670929	2/16/2017	\$5,570.52

SunLine Transit Agency
Checks \$1,000 and Over
For the month of February 2017

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

Vendor Name	Description	Check #	Check	Amount
CYNTHIA L. HENSON	Staff Development	670807	2/9/2017	\$5,250.00
THE COACHELLA VALLEY ART SCENE	Advertisement	670858	2/9/2017	\$5,050.00
NAPA AUTO PARTS	Vehicle Repair Parts	671038	2/24/2017	\$5,032.95
IMPERIAL IRRIGATION DIST	Utilities	671027	2/24/2017	\$4,958.36
ALTON HILLIS	Recruiting Employees	670902	2/16/2017	\$4,709.26
CREATIVE BUS SALES, INC.	Bus Repair Parts	670805	2/9/2017	\$4,591.87
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	670840	2/9/2017	\$4,160.60
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	670868	2/14/2017	\$4,068.85
PRUDENTIAL OVERALL SUPPLY	Uniforms	670953	2/16/2017	\$4,030.62
ALPHA MEDIA LLC	Advertisement	670788	2/9/2017	\$4,002.00
AMERICAN CAB	Taxi Voucher Program	670983	2/24/2017	\$3,936.50
SARDO BUS & COACH	Upholstery	671056	2/24/2017	\$3,790.80
YELLOW CAB OF THE DESERT	Taxi Voucher Program	670866	2/9/2017	\$3,682.91
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	670938	2/16/2017	\$3,671.65
TIME WARNER CABLE	Utilities	670968	2/16/2017	\$3,450.44
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671074	2/24/2017	\$3,410.53
AMERICAN CAB	Taxi Voucher Program	670789	2/9/2017	\$3,153.06
CUMMINS PACIFIC, LLC	Bus Repair Parts	670918	2/16/2017	\$2,990.03
PVC CONSULTING, LLC	Fuel Cell Bus	670848	2/9/2017	\$2,900.00
KUNA-FM	Advertisement	670827	2/9/2017	\$2,830.00
PATRICK M. BRASSIL	Hydrogen Maintenance	670948	2/16/2017	\$2,800.00
HOME DEPOT CRD SRVS	Facility Maintenance	670885	2/14/2017	\$2,699.71
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	671017	2/24/2017	\$2,677.15
BURRTEC WASTE & RECYCLING	Facility Trash Removal	670911	2/16/2017	\$2,662.25
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	670989	2/24/2017	\$2,646.02
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	670869	2/14/2017	\$2,646.02
FIESTA FORD, INC.	Repair Parts/Support	671012	2/24/2017	\$2,573.76
CARQUEST AUTO PARTS	Repair Parts	670993	2/24/2017	\$2,567.89
AIRWAVE COMMUNICATIONS	WIP-DAR Equip.	670897	2/16/2017	\$2,539.65
ACCESS SECURITY CONTROLS	FA-STRUCTURES	670977	2/24/2017	\$2,503.36
STRICKLAND KENNY INC.	Lubricants & Oils	670855	2/9/2017	\$2,346.10
MAGALDI & MAGALDI, INC.	Repair Parts	671029	2/24/2017	\$2,251.70
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	670832	2/9/2017	\$2,216.26
WESTGATE CENTER FOR	Staff Development	670865	2/9/2017	\$2,190.00
FLEET-NET CORPORATION	Software & Licenses	670928	2/16/2017	\$2,130.00
CV PLASTICS, INC.	Plastic for bus stops	670919	2/16/2017	\$2,128.24
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	670913	2/16/2017	\$2,111.21
GRAINGER	Facility Maintenance	671020	2/24/2017	\$2,108.34
MURCHISON & CUMMING, LLP	Insurance Losses	670939	2/16/2017	\$2,029.29

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VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	670974	2/16/2017	\$2,025.51
BOYLIN MANAGEMENT INSTITUTE	Staff Development	670796	2/9/2017	\$2,000.00
DESERT COMMUNITY COLLEGE	Employee Training	670809	2/9/2017	\$2,000.00
ALEXANDER COHN, ESQ	Legal Services	670899	2/16/2017	\$2,000.00
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	671042	2/24/2017	\$1,980.89
OFFICETEAM	Temporary Services	670942	2/16/2017	\$1,980.00
SIGN A RAMA	Signage	670852	2/9/2017	\$1,836.00
OFFICE DEPOT	Office Supplies	670941	2/16/2017	\$1,821.65
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671022	2/24/2017	\$1,771.15
SWRCB ACCOUNTING OFFICE	Annual Operating Permit	670856	2/9/2017	\$1,676.00
THE GREATER COACHELLA VALLEY	Membership & Subscriptions	670859	2/9/2017	\$1,675.00
AIRWAVE COMMUNICATIONS	WIP-DAR Equip.	670898	2/16/2017	\$1,532.98
TK SERVICES, INC.	Bus Repair Parts	670969	2/16/2017	\$1,514.11
DESERT CITY CAB	Taxi Voucher Program	670808	2/9/2017	\$1,478.22
ALLIED UNIVERSAL SECURITY	Security Services	670900	2/16/2017	\$1,434.63
ALLIED UNIVERSAL SECURITY	Security Services	670980	2/24/2017	\$1,434.63
SMARTDRIVE SYSTEMS, INC.	Security Equipment	670960	2/16/2017	\$1,360.00
STRICKLAND KENNY INC.	Lubricants & Oils	671061	2/24/2017	\$1,291.97
ROMAINE ELECTRIC CORP.	Repair Parts	670956	2/16/2017	\$1,214.86
DECALS BY DESIGN, INC.	Bus Decals/Logos	670920	2/16/2017	\$1,206.26
UNITED RENTALS, INC.	Facility Maintenance	670863	2/9/2017	\$1,193.51
SOUTH COAST AIR QUALITY	Annual Operating Permit	670961	2/16/2017	\$1,188.93
CUMMINS PACIFIC, LLC	Bus Repair Parts	670806	2/9/2017	\$1,174.95
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	670946	2/16/2017	\$1,172.00
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	671044	2/24/2017	\$1,172.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671039	2/24/2017	\$1,104.50
DECALS BY DESIGN, INC.	Bus Decals/Logos	671005	2/24/2017	\$1,100.40
CREATIVE BUS SALES, INC.	Bus Repair Parts	670917	2/16/2017	\$1,077.39
FAST UNDERCAR PALM DESERT	Repair Parts	670924	2/16/2017	\$1,069.53
TOTALFUNDS BY HASLER	Postage Supplies	671067	2/24/2017	\$1,026.42
MARCELLA HERNANDEZ	Property Damage	670936	2/16/2017	\$1,011.14

Total of Checks Over \$1,000	\$2,326,342.83
Total of Checks Under \$1,000	\$44,532.04
Total of All Checks for the Month	\$2,370,874.87
Total Amount of Checks Prior Years Same Month	\$1,325,627.07

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

Lauren Skiver – Detail

02/02/17	APTA	Registration for APTA/L Skiver, CEO/GM/T Edwards, COO	\$ 1950.00
02/13/17	Southwest	Early Bird check in/ARB Event/L Skiver, CEO,GM/R LeFlore, CPC T Strange/Board Member	\$ 90.00
02/09/17	Omni	ZEBRA Event/L Skiver, CEO/GM	\$ 1925.03
02/10/17	Panda	Attorney – Investigation Training	\$ 168.09
02/14/17	Hilton	CEO Conference/L Skiver, CEO/GM	\$ 1498.52
02/16/17	Redlands Chevron	CEO Conference/L Skiver, CEO/GM	\$ 69.77
02/17/17	Panera	Lunch/Finance/winners of Around the World	\$ 261.84
02/21/17	Ontario Airport	ARB Event/L Skiver, CEO/GM	\$ 18.00
02/22/17	Sacto Taxi	ARB Event/L Skiver, CEO/GM	\$ 49.44
02/22/17	Sherman's	February Board Meeting Lunch	\$ 441.65
02/23/17	Panera	Executive Leadership Meeting	\$ 149.01
02/24/17	APTA Housing	APTA Conference/Roadeo/M Garcia/Superintendent/V M Duran Trainer/J Rodriguez/MCO	\$ 366.12
02/24/17	ACT Expo 2017	ACT Expo/T Edwards, COO	\$ 325.00
02/24/17	Expedia	Chief Planning Interview/Seth Morgan (\$600.15 refund)	\$ 900.49
02/24/17	United	Chief Planning Interview/Seth Morgan	\$ 697.60
02/27/17	Expedia	GFOA Workshop/M Zapanta/Accounting Manager	\$ 258.40
02/27/17	Expedia	GFOA Workshop/M Zapanta/Accounting Manager	\$ 37.95

Total Amount \$9,206.91

Credits: \$1,140.21

Total Amount **\$8,066.70**



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.740%	.03216%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.490%	.06709%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$9,206.91 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/27/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

2-1

TOTAL *FINANCE CHARGE* BILLED IN 2016 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2016 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$8,066.70

Transaction Details

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

Trans Post	Reference Number	Description	Credits	Charges
02/27	02/27	F3268001U00CHGDDA AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$7,521.75-	7,521.75	

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In **5958**

02/02	02/03	246392312S66KRF9H	APTA 202-4964800 DC	1,950.00	
02/02	02/03	24692161400TNWE3N	SOUTHWES 5262484667513800-435-9792 TX	90.00	
	02/02/17	STRANGE/TROY			
		1 WN Y	DALLAS DALLAS		
02/02	02/03	74692161400TS7EWB	SOUTHWES 5262484667501800-435-9792 TX	180.02	\$540.06 { credit + AX B
02/02	02/03	74692161400TS7EWK	SOUTHWES 5262484667513800-435-9792 TX	180.02	
02/02	02/03	74692161400TS7EW3	SOUTHWES 5262484667490800-435-9792 TX	180.02	
02/09	02/09	24692161900RWMW5W	OMNI SAN DIEGO SAN DIEGO CA	1,925.03	
02/10	02/10	24431061ARQEFJQX	PANDA EXPRESS #745 T RANCHO MIRAGE CA	168.09	
02/14	02/14	24610431E231VS7QA	HILTON HOTELS GASLAMP QRT SAN DIEGO CA	1,498.52	
02/16	02/16	24692161F00Q3Y8A8	CHEVRON 0098167 REDLANDS CA	69.77	
02/17	02/17	24231681G2DJSD8VV	PANERA BREAD #601771 314-984-3495 CA	261.84	
02/21	02/21	24323031M05JSKSA6	ONT AIRPT PRKING LOT 4 ONTARIO CA	18.00	
02/21	02/21	24692161M00AHLXXD	SQ *SACRAMENTO TAXI (STA) Sacramento CA	49.44	
02/22	02/22	24559301NBLH1QMBX	SHERMANS DELI AND BAKERY PALM DESERT CA	441.65	
02/23	02/23	24231681N2E07BKHY	PANERA BREAD #601771 314-984-3495 CA	149.01	
02/24	02/24	24431061P0D17XTA7	APTA HOUSING OFFICE FALLS CHURCH VA	368.12	
02/24	02/24	24436541R082JRE62	GLADSTEIN, NEANDROSS & AS310-3141934 CA	325.00	
02/24	02/24	24692161P00XTG3S1	EXPEDIA7246825938839 EXPEDIA.COM WA	900.49	
02/24	02/24	24692161R00HXDLDK	UNITED 0162337456591800-932-2732 TX	697.60	
	03/03/17	MORGAN/SETHE			
		1 UA U	PROVIDENCE CHICAGO		
		2 UA U	CHICAGO PALM SPRINGS		
		3 UA L	PALM SPRINGS HOUSTON		
		4 UA L	HOUSTON BOSTON		
02/24	02/24	74692161P002DM35Z	EXPEDIA7246825938839 EXPEDIA.COM WA	600.15	Credit + Chief Planning Review
02/27	02/27	24692161V00QJXH4E	UNITED 0167989545431800-932-2732 TX	258.40	
	05/20/17	ZAPANTA/MARIA I			
		1 UA L	ONTARIO DENVER		
		2 UA L	DENVER ONTARIO		
		33895934	TRAVELONG		
02/28	02/28	24692161V000X2BR6	COA*CHEAPOAIR.COM AIR CHEAPOAIR.COM NY	37.95	

If your card is ever lost or stolen:

Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

Questions about your statement:

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our Inquiry mailing address.

**For all your personal or business financial service needs
Visit us at www.wellsfargo.com**

Important Payment Information:

Payments made at a Wells Fargo branch. When making a payment at a Wells Fargo branch you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

Payments by mail. Mail your check and the payment coupon to the Payment Remittance Center address printed on this statement. For fastest delivery, please use the enclosed window envelope. If using a single check to pay multiple accounts, we must receive a completed payment coupon for each account being paid or a list showing the full account number and amount to be credited to each account. If you are paying multiple accounts with a single check, the total of the check must equal the sum of the payments to be applied to each individual account, with at least the total minimum payment due for all accounts.

Payments by phone. If you are authorized to transact on the account, you may be able to initiate a payment by calling the Customer Service number listed on the front of this statement.

Payments made using Wells Fargo Online Banking or Wells Fargo Mobile. If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

Automatic Payments. You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

Timing of payments by mail or payments made at a Wells Fargo branch. Payments that are received by mail or in a Wells Fargo branch as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo branches may not be credited for up to five business days.

When a payment is considered late. If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	03/02/17
Days in Billing Cycle	28
Next Statement Date	04/04/17
Credit Line	\$40,000
Available Credit	\$30,526

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

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

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

Payment Information

New Balance	\$9,206.91
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/27/17

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

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

Account Summary

Previous Balance		\$8,661.96
Credits	-	\$1,140.21
Payments	-	\$7,521.75
Purchases & Other Charges	+	\$9,206.91
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$9,206.91

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$112.43
Cash Earned this Month		\$80.67
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$193.10
Year to Date Cash Back Awarded		\$193.10

See reverse side for important information.

5596 0013 YTG 1 7 2 170302 0 PAGE 1 of 4 1 0 3268 1000 ELA3 01DR5596 2228

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$9,206.91
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/27/17

05000009206910044846100042659419

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG

 PO BOX 6415 29

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501

Transaction Details

<i>Trans Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
		TOTAL		\$8,066.70
LAURA SKIVER / Sub Acct Ending In 5958				

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Elite Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

Explore Mobile Wallet features and how to use them by going to <https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>



SunLine Transit Agency
Budget Variance Report
February 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	262,824	278,260	(15,436)	2,028,836	2,226,081	(197,245)
Other Revenue	2,767,887	273,475	230,657	42,818	2,857,271	1,845,258	1,012,013
Total Operating Revenue	6,107,008	536,300	508,917	27,382	4,886,107	4,071,339	814,768
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,334,128	668,646	777,844	109,198	5,839,358	6,222,752	383,394
Operator & Mechanic Overtime	983,000	87,807	81,917	(5,890)	829,205	655,333	(173,872)
Administration Salaries & Wages	5,451,610	358,839	454,301	95,462	3,004,961	3,634,407	629,445
Administration Overtime	5,000	1,833	417	(1,416)	11,798	3,333	(8,465)
Fringe Benefits	8,915,841	675,918	742,987	67,069	5,641,409	5,943,894	302,485
Communications	203,000	7,209	16,917	9,707	131,158	135,333	4,176
Legal Services - General	75,000	5,050	6,250	1,200	50,297	50,000	(297)
Computer/Network Software Agreement	350,550	29,925	29,171	(754)	235,617	233,367	(2,251)
Uniforms	149,320	2,399	12,443	10,044	126,445	99,547	(26,898)
Contracted Services	584,786	55,086	48,732	(6,354)	322,635	389,857	67,222
Equipment Repairs	7,500	591	625	34	2,143	5,000	2,857
Security Services	74,600	6,156	6,217	61	51,892	49,733	(2,159)
Fuel - CNG	1,326,852	106,204	110,571	4,367	993,536	884,568	(108,968)
Fuel - Hydrogen	231,000	11,247	19,250	8,003	201,228	154,000	(47,228)
Tires	211,500	16,630	17,625	995	146,579	141,000	(5,579)
Office Supplies	79,002	4,381	6,584	2,203	39,297	52,668	13,371
Travel/Training	158,395	10,086	13,200	3,114	73,886	105,597	31,711
Repair Parts	978,500	85,288	81,542	(3,746)	860,391	652,333	(208,057)
Facility Maintenance	43,000	1,989	3,583	1,594	30,208	28,667	(1,542)
Electricity - CNG & Hydrogen	190,000	14,065	15,833	1,768	106,065	126,667	20,602
Natural Gas	1,268,112	114,202	105,676	(8,526)	1,040,683	845,408	(195,275)
Water	6,000	1,066	500	(566)	4,883	4,000	(883)
Insurance Losses	768,827	1,378	64,069	62,691	735,448	512,551	(222,897)
Insurance Premium - Property	12,000	1,049	1,000	(49)	8,390	8,000	(390)
Repair Claims	60,000	10,001	5,000	(5,001)	80,218	40,000	(40,218)
Fuel Taxes	167,700	15,643	13,975	(1,668)	125,907	111,800	(14,107)
Other Expenses	3,360,558	174,014	280,047	106,033	1,779,786	2,240,372	460,586
Self Consumed Fuel	(1,521,170)	(117,417)	(126,764)	9,347	(1,089,411)	(1,014,113)	(75,298)
Total Operating Expenses (Before Depreciation)	33,474,111	2,349,284	2,789,509	440,225	21,384,012	22,316,074	932,062
Operating Expenses in Excess of Operating Revenue		\$ (1,812,985)			\$ (16,497,906)		
Subsidies:							
Local - Measure A	5,835,696	386,597	486,308	99,711	3,517,974	3,890,464	372,490
State - LTF, LCTOP	19,185,848	1,271,002	1,598,821	327,819	11,565,941	12,790,565	1,224,624
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	155,386	195,463	40,077	1,413,990	1,563,706	149,716
Total Subsidies	27,367,103	1,812,985	2,280,592	467,607	16,497,906	18,244,735	1,746,830
Net Operating Gain (Loss) After Subsidies	\$ -	\$ RETURN TO TOP			\$ -		

SunLine Transit Agency
Budget Variance Report
February 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	24,689,579	1,793,043	2,057,465	264,422	15,326,732	16,459,719	1,132,988
Services	2,668,665	174,550	222,389	47,839	1,836,494	1,779,110	(57,384)
Fuels & Lubricants	1,720,552	125,594	143,379	17,786	1,295,071	1,147,035	(148,037)
Tires	211,500	16,630	17,625	995	146,579	141,000	(5,579)
Materials and Supplies	1,317,749	98,183	109,812	11,629	1,041,644	878,499	(163,145)
Utilities	1,779,112	151,624	148,259	(3,364)	1,329,635	1,186,075	(143,561)
Casualty & Liability	1,389,707	53,899	115,809	61,910	1,049,958	926,471	(123,487)
Taxes and Fees	167,700	15,643	13,975	(1,668)	125,907	111,800	(14,107)
Miscellaneous Expenses	1,050,717	37,536	87,560	50,024	321,403	700,478	379,075
Self Consumed Fuel	(1,521,170)	(117,417)	(126,764)	9,347	(1,089,411)	(1,014,113)	(75,298)
Total Operating Expenses (Before Depreciation)	33,474,111	2,349,284	2,789,509	440,225	21,384,012	22,316,074	932,062
Revenues:							
Passenger Revenue	3,339,121	262,824	278,260	(15,436)	2,028,836	2,226,081	(197,245)
Other Revenue	2,767,887	273,475	230,657	42,818	2,857,271	1,845,258	1,012,013
Total Operating Revenue	6,107,008	536,300	508,917	27,382	4,886,107	4,071,339	814,768
Net Operating Gain (Loss)		\$ (1,812,985)			\$ (16,497,906)		
Subsidies:							
Local - Measure A	5,835,696	386,597	486,308	99,711	3,517,974	3,890,464	372,490
State - LTF, LCTOP	18,646,475	1,235,270	1,553,873	318,603	11,240,787	12,430,983	1,190,196
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	191,118	240,411	49,293	1,739,144	1,923,288	184,144
Total Subsidies	27,367,103	1,812,985	2,280,592	467,607	16,497,906	18,244,735	1,746,830
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

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Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed route ridership has continued to decrease. Ridership is currently at 5.1% below FY16 YTD amounts.

Other Revenue - Favorable

- Increase in CNG production and consumption has increased the CNG rebate and emission credit revenue

Operator & Mechanic Salaries & Wages - Favorable

- Operators on short & long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Operators on short & long term disability and vacant positions.

Administration Salaries & Wages - Favorable

- The favorable balance in administrative wages are attributed to vacant positions across the Agency.

Administration Overtime - Unfavorable

- Increased workload due to vacant positions.

Fringe Benefits - Favorable

- Fringe benefit expenses will increase during the first three months of the calendar year due to Federal Unemployment Tax Act (FUTA) taxes.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel expenses were higher than anticipated for January. General legal counsel expense is still within an acceptable range of the budgeted amount.

Computer/Network Software Agreement - Unfavorable

- Software agreement charges were higher than anticipated. IT has made note of this expense for upcoming FY18.

Uniforms - Unfavorable

- Uniform budget includes transitional fees associated with the change in uniform providers. Final payment to previous vendor reduced favorable amount.
- Transition to new uniform vendor caused a delay in initial bill reconciliation for purchase of uniforms. Payment of this invoice reduced the favorable balance.

Contracted Services - Favorable

- Savings primarily attributed to lower than expected proposals for custodial services.
- The unfavorable balance for the month of February can be attributed to expenses incurred for the company website.

Equipment Repairs - Favorable

- Equipment repair expenses are lower than anticipated.

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charges higher than anticipated.

Fuel - Hydrogen - Unfavorable

- Unfavorable balance attributed to mechanical issues with the Hydrogen reformer & the need to purchase Hydrogen.

Tires - Unfavorable

- Tire expenses are higher than anticipated due to increased miles traveled.

Office Supplies - Favorable

- Office supply purchases currently lower than projected. Expenses vary throughout the year as required.

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- Several collisions have required an increase in repair parts spending. Aging equipment requires additional maintenance.

Facility Maintenance - Unfavorable

- Annual sewage charge paid in September 2016.
- Purchase of additional decomposed granite (DG) for landscaping charged in December 2016.

Electricity - CNG & Hydrogen - Favorable

- Electricity expense savings primarily attributed to lower costs associated with lower Hydrogen production due to mechanical issues.

Natural Gas - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charges higher than anticipated.

Water - Unfavorable

- Water service expenses are unfavorable due to the addition of the Hub in Coachella that incur additional water expenses.
- Operations has been made aware to adjust budget accordingly for FY18.

Insurance Losses - Unfavorable

- Insurance losses vary greatly from month to month. There were greater than normal losses in the first two quarters of the FY.

Insurance Premium - Property - Unfavorable

- Insurance premiums for property are within an acceptable range of the budgeted amount.

Repair Claims - Unfavorable

- Repairs complete on bus #564. In addition accident repairs paid in January 2017 for Paratransit vehicle 9865 contributed to the unfavorable balance.
- Unfavorable balance for the month of February is due to a repair for Fixed Route Vehicle 714.

Fuel Taxes - Unfavorable

- Fuel taxes attributed to additional consumption of CNG due to Hydrogen reformer issues.
- Exempt Bus Operator Fuel Taxes paid in February. The tax is paid on an annual basis.

Other Expenses - Favorable

- Savings primarily attributed to consulting & Year of Learning expenses not yet incurred.

Self Consumed Fuel - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charges higher than anticipated.

Contracts Signed in Excess of \$25,000

February 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Engineering, Procurement and Construction	Technical Support for Hydrogen System Upgrade	To perform technical and analytical studies and make recommendations that will ensure the success of the Hydrogen System Upgrade Project.	SRTP FY2015/2016	\$ 1,500,000.00	\$ 106,433.93	Executed Agreement. Board Approved 1/25/2017.



SunLine Transit Agency Monthly Ridership Report February 2017

Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Feb 2017	Feb 2016	Jan 2017	Month Var.						Monthly	YTD	Monthly	YTD
		14	DHS/PS	53,902	56,290						50,838	(2,388)	-4.2%	415,553
15	DHS	9,211	9,139	8,868	72	0.8%	68,444	70,003	(1,559)	-2.2%	162	1,383	42	370
20	DHS/PD	2,398	1,877	1,725	521	-	16,508	2,885	13,623	-	43	477	18	59
24	PS	13,703	13,974	13,424	(271)	-1.9%	107,525	109,703	(2,178)	-2.0%	269	2,788	86	1,203
30	CC/PS	56,771	62,062	58,022	(5,291)	-8.5%	459,486	485,091	(25,605)	-5.3%	1,834	15,262	355	3,167
32	PD/RM/TP/CC/PS	20,544	23,475	20,416	(2,931)	-12.5%	163,750	184,441	(20,691)	-11.2%	696	5,626	77	869
53	PD/IW	4,328	5,886	4,328	(1,558)	-26.5%	32,697	36,737	(4,040)	-11.0%	106	1,026	12	171
54	Indio/LQ/IW/PD	6,885	8,483	5,208	(1,598)	-18.8%	50,209	59,572	(9,363)	-15.7%	192	1,663	35	196
70	LQ/BD	16,175	16,257	15,872	(82)	-0.5%	117,238	126,887	(9,649)	-7.6%	433	3,504	40	353
80	Indio	11,705	12,498	12,889	(793)	-6.3%	95,155	98,431	(3,276)	-3.3%	254	2,011	107	742
81	Indio	7,010	6,681	7,372	329	4.9%	57,145	59,362	(2,217)	-3.7%	57	622	60	469
90	Coachella/Indio	12,332	14,281	11,562	(1,949)	-13.6%	98,028	134,398	(36,370)	-27.1%	254	2,024	96	1,092
91	I/Cch/Th/Mec/Oas	14,885	17,674	13,601	(2,789)	-15.8%	114,170	131,961	(17,791)	-13.5%	405	3,021	34	261
95	I/Cch/Th/Mec/NS	2,487	3,755	2,364	(1,268)	-33.8%	19,822	22,425	(2,603)	-11.6%	39	456	3	26
111	PS to Indio	117,513	127,589	116,428	(10,076)	-7.9%	929,057	944,419	(15,362)	-1.6%	4,443	37,673	686	6,247
220	PD to Riverside	1,000	1,230	1,011	(230)	-18.7%	8,753	8,695	58	0.7%	25	227	12	104
Fixed route total		350,849	381,151	343,928	(30,302)	-8.0%	2,753,540	2,911,664	(158,124)	-5.4%	10,762	91,345	2,135	19,020
Demand Response														
SunDial		12,692	13,489	13,419	(797)	-5.9%	109,289	106,212	3,077	2.9%				
System total		363,541	394,640	357,347	(31,099)	-7.9%	2,862,829	3,017,876	(155,047)	-5.1%				
		Feb-17	Feb-16	Jan-17										
	Weekdays:	20	20	21										
	Saturdays:	4	4	4										
	Sundays:	4	5	* 6										
	Total Days:	28	29	31										

Please note:

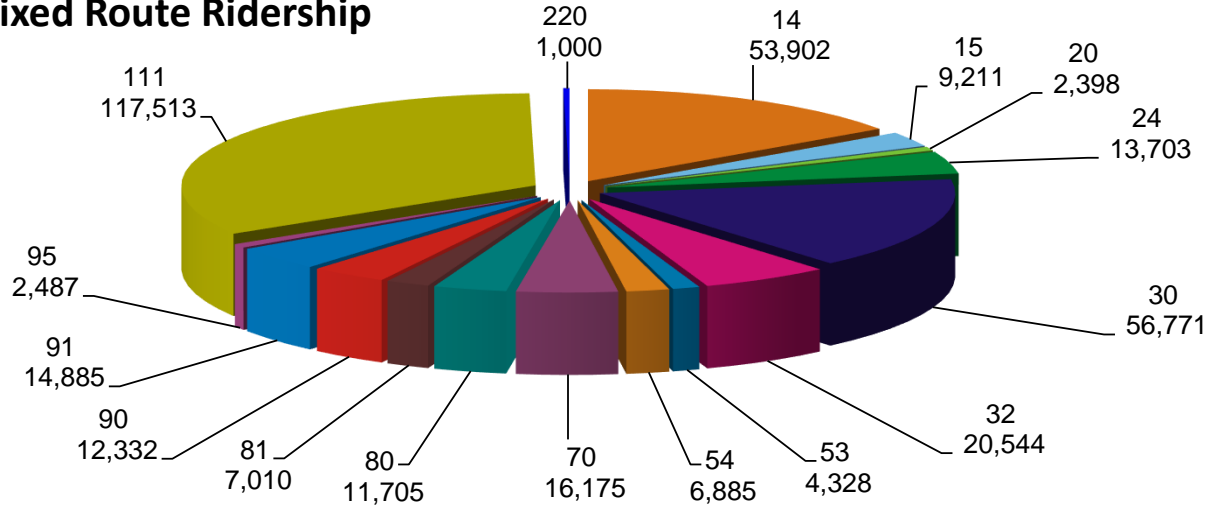
* Weekend Service on 1/2/17 and 1/1/2016 due to New Years Day.

Issued: 3/9/2016

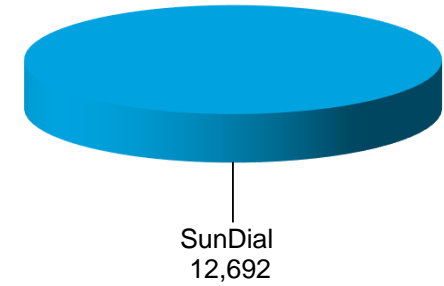
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SunLine Transit Agency Monthly Ridership Report February - 2017

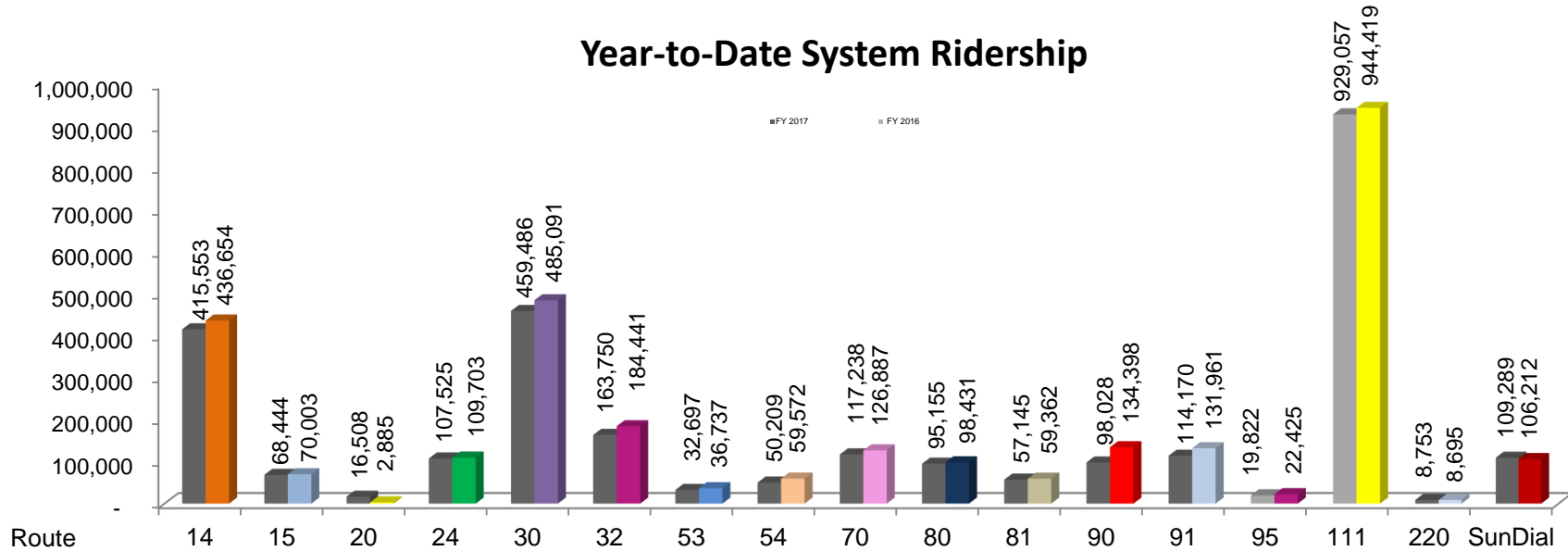
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____

Date: _____

Approved by: _____

Date: _____



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
February 2017

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
87.8	91.0	Total trips carried in the on-time window
1,611	1,086	Total trips late during the month
12,167	11,644	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
13,489	12,692	Total passengers for the month
103,410	97,950	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	3	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
13	0	Total Onboard Inspections
3	0	Total Safety Evaluations

5. DENIALS

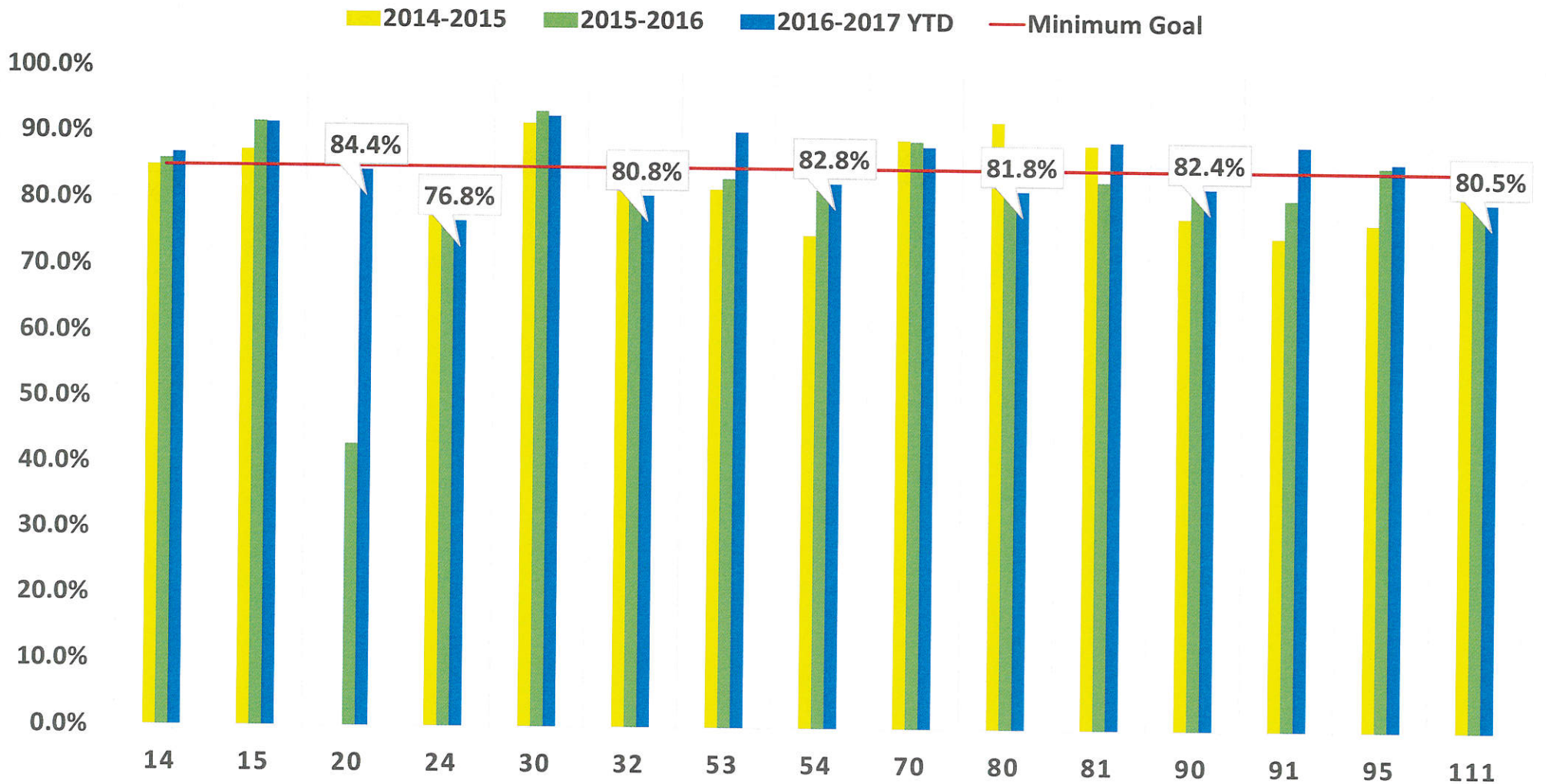
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
2,017	1,868	Total Mobility Device Boarding's

cc: Lauren Skiver, Tommy Edwards, Vanessa Mora, Diane Beebe

ON TIME PERFORMANCE % BY LINE FEBRUARY YTD



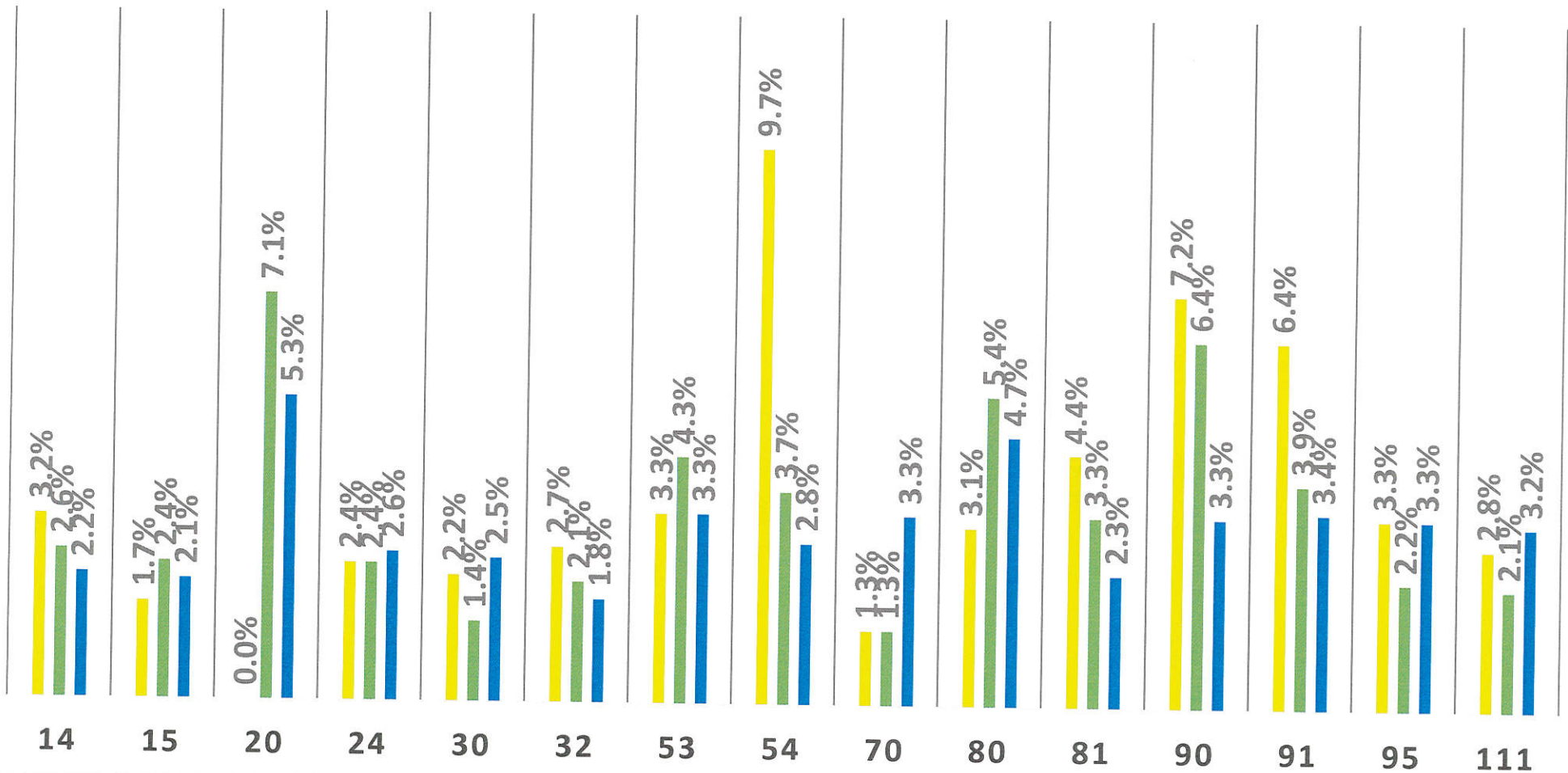
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.
Goal: minimum target for On Time performance is 85%.

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

On-Time Performance by line by Fiscal Year

EARLY DEPARTURES BY LINE - FEBRUARY YEAR TOTALS

■ 2014/2015
 ■ 2015/2016
 ■ 2016/2017

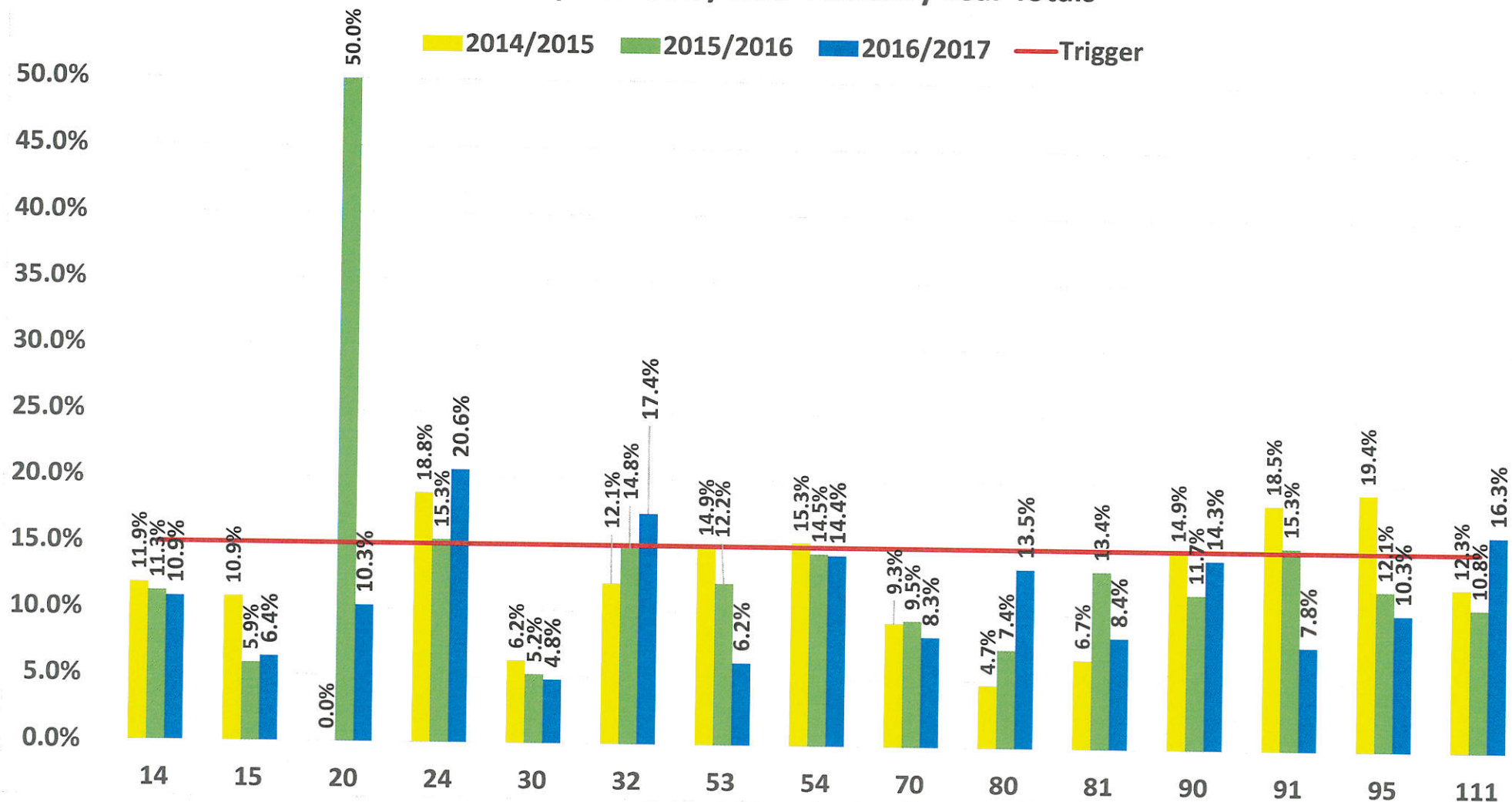


Definition: When a bus leaves a time point, ahead of the scheduled departure time.

Goal: to reduce early departures to 0% for each line.

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Late Departures By Line- February Year Totals

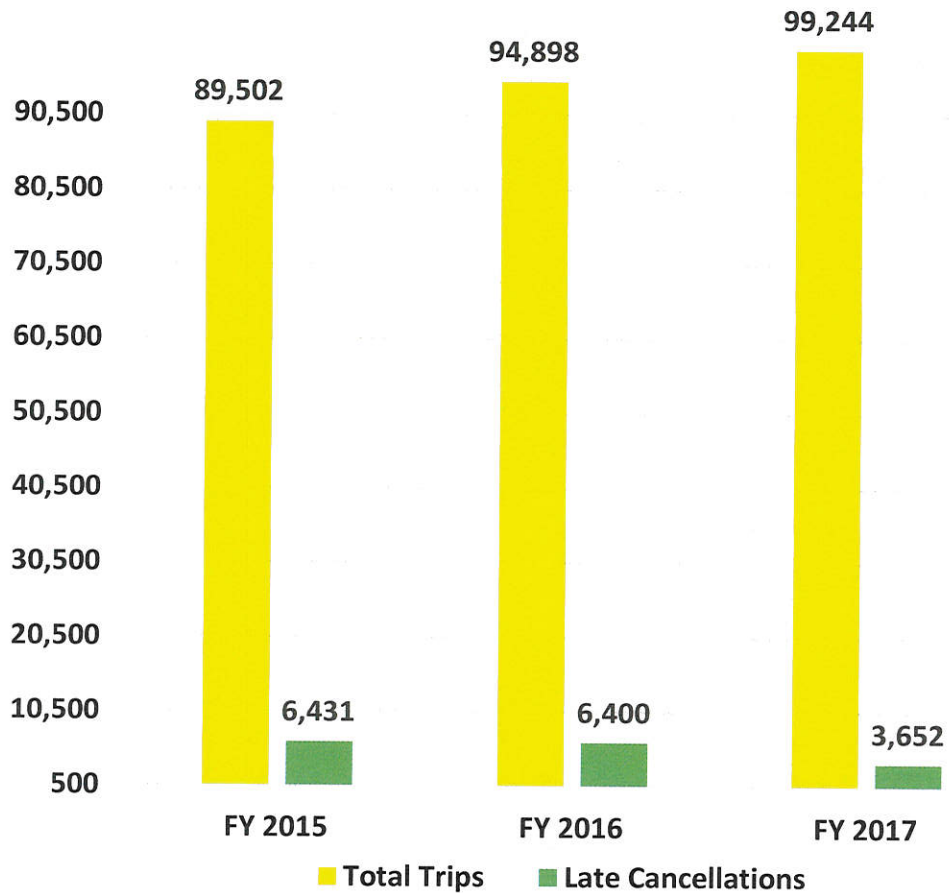


Definition: When a bus leaves a time point behind the scheduled departure time.

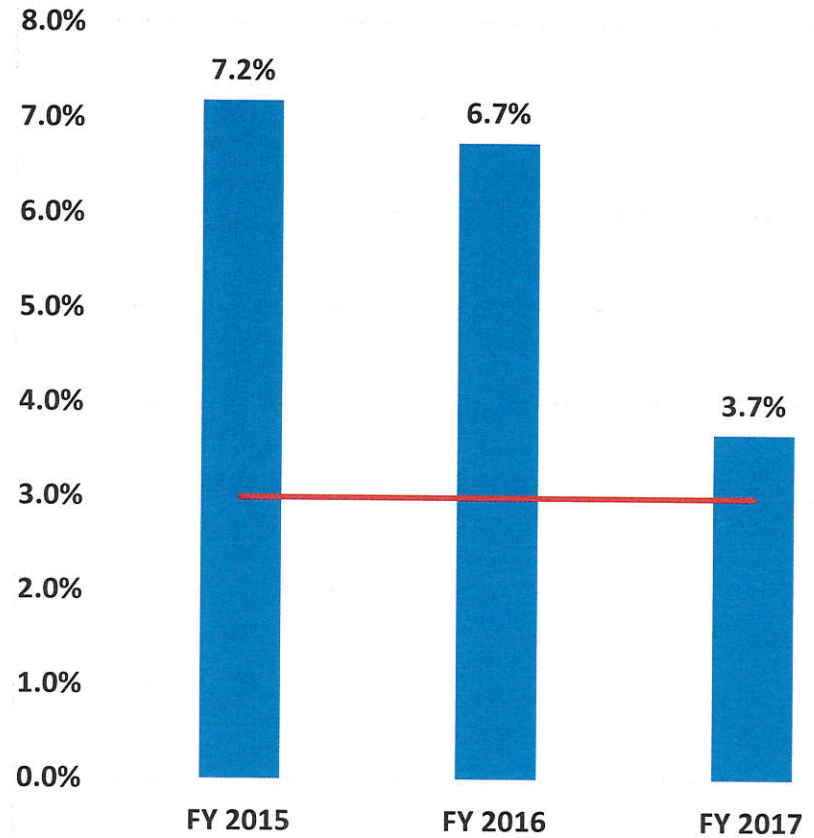
The line is running late with a departure greater than 5 minutes.

Goal: to reduce late departures to 15% for each line.

**TOTAL TRIPS VS LATE CANCELLATIONS
Y.T.D.**



**LATE CANCELLATION PERCENTAGE
Y.T.D.**

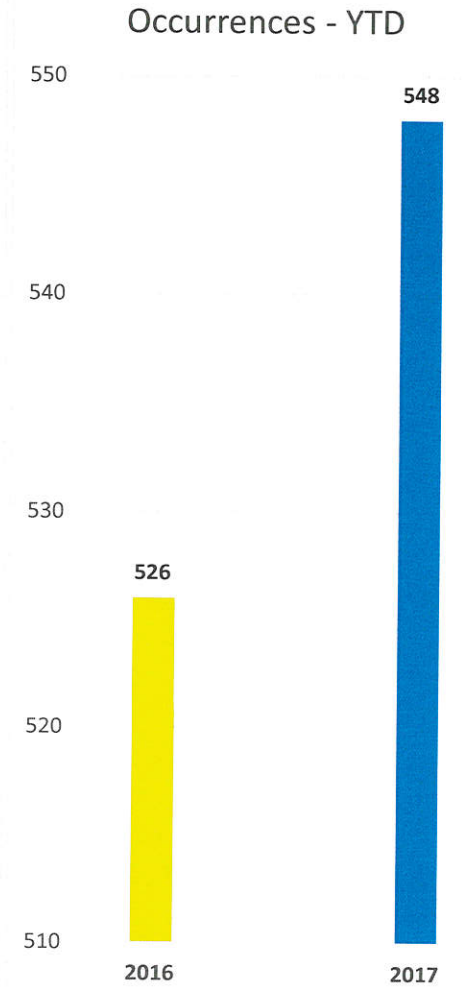
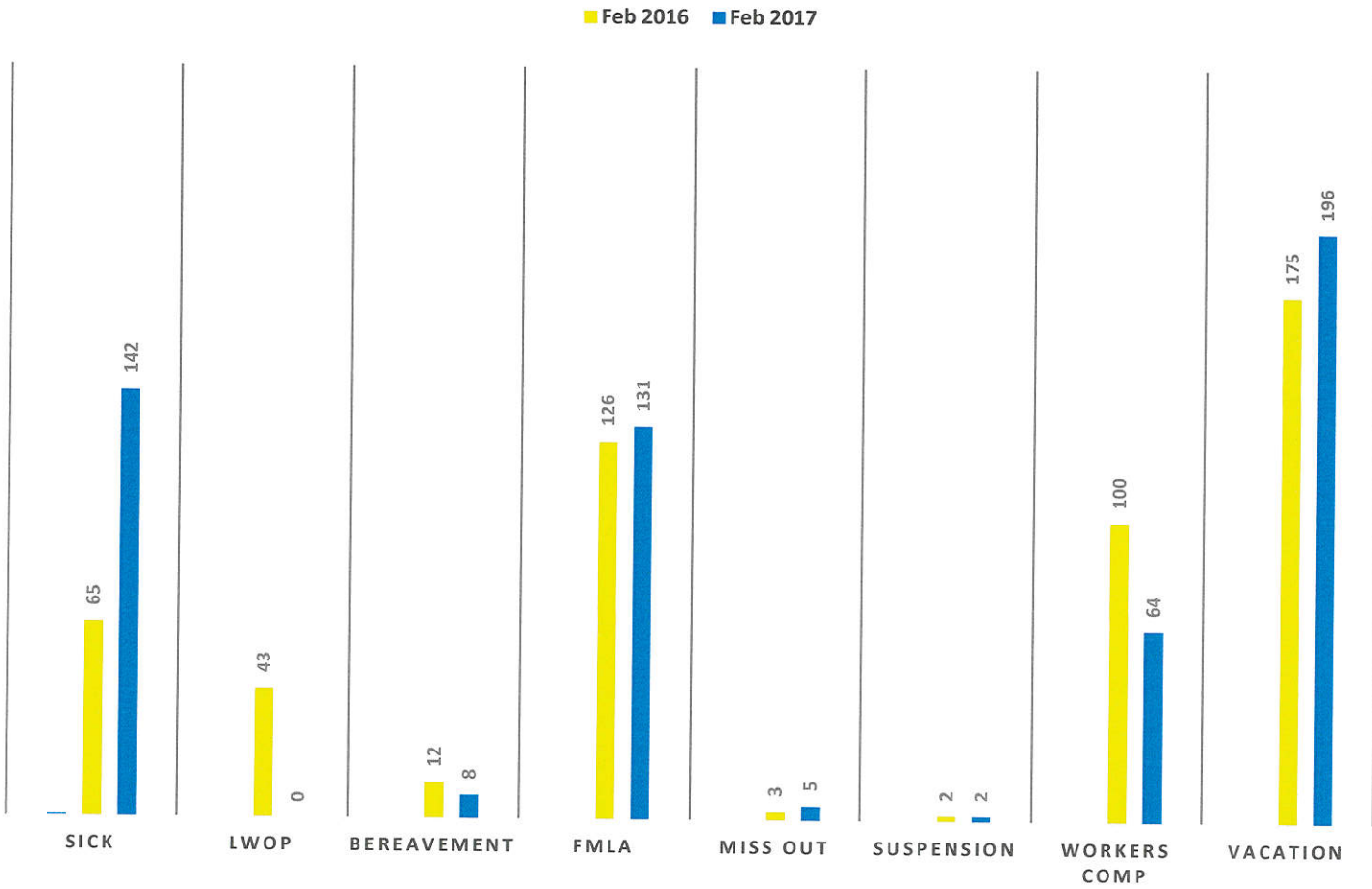


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

Goal for Late Cancellations: 3% or below.

DRIVER ABSENCE OCCURRENCES - YTD

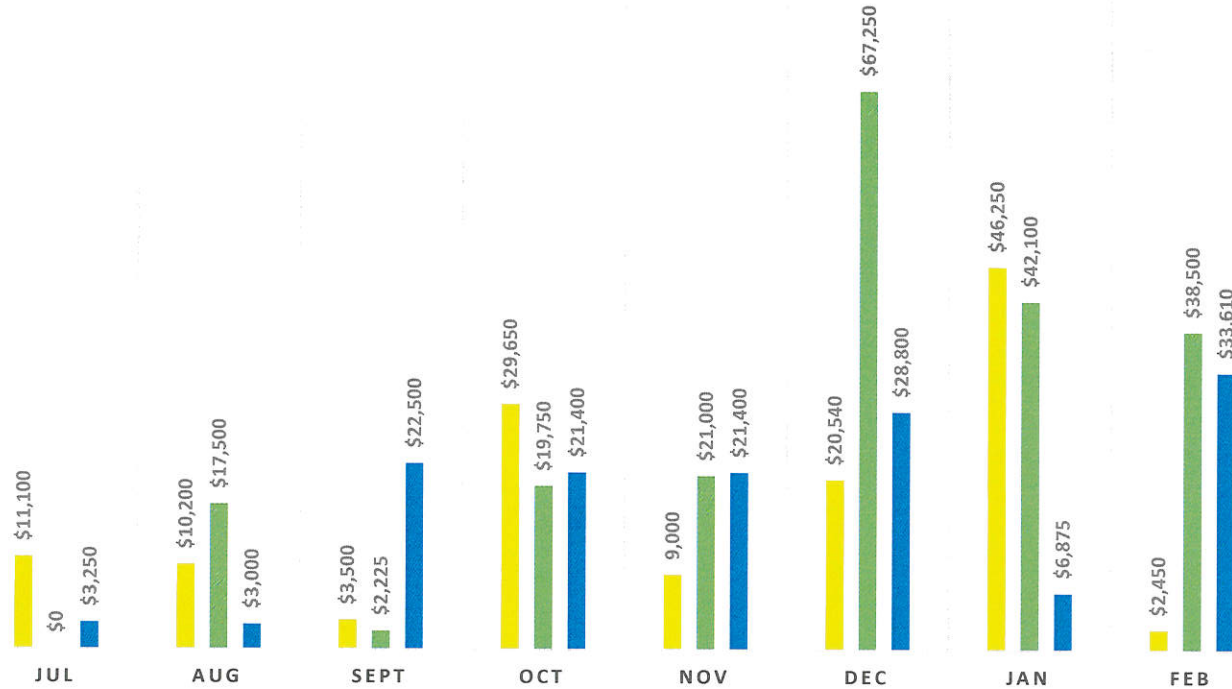


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -

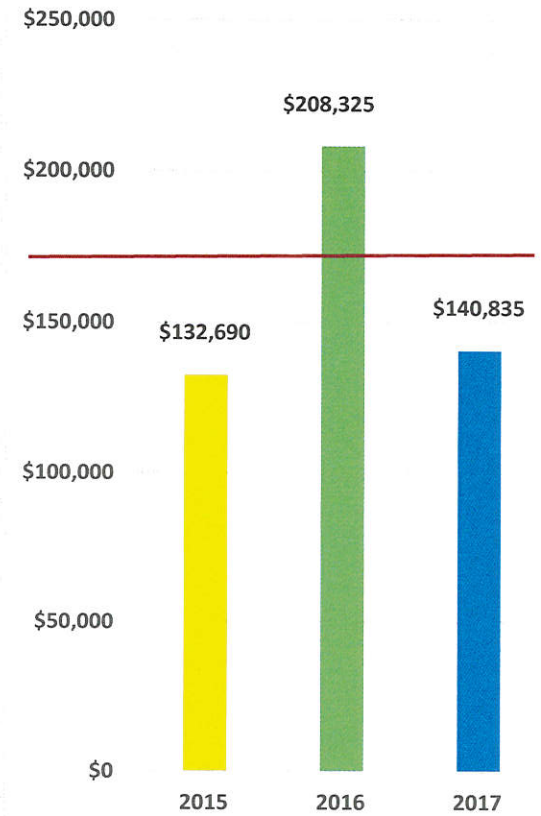
Absences include scheduled & unscheduled for Fixed Route drivers.

Vacation occurrences added as of September 2015 metric.

ADVERTISING



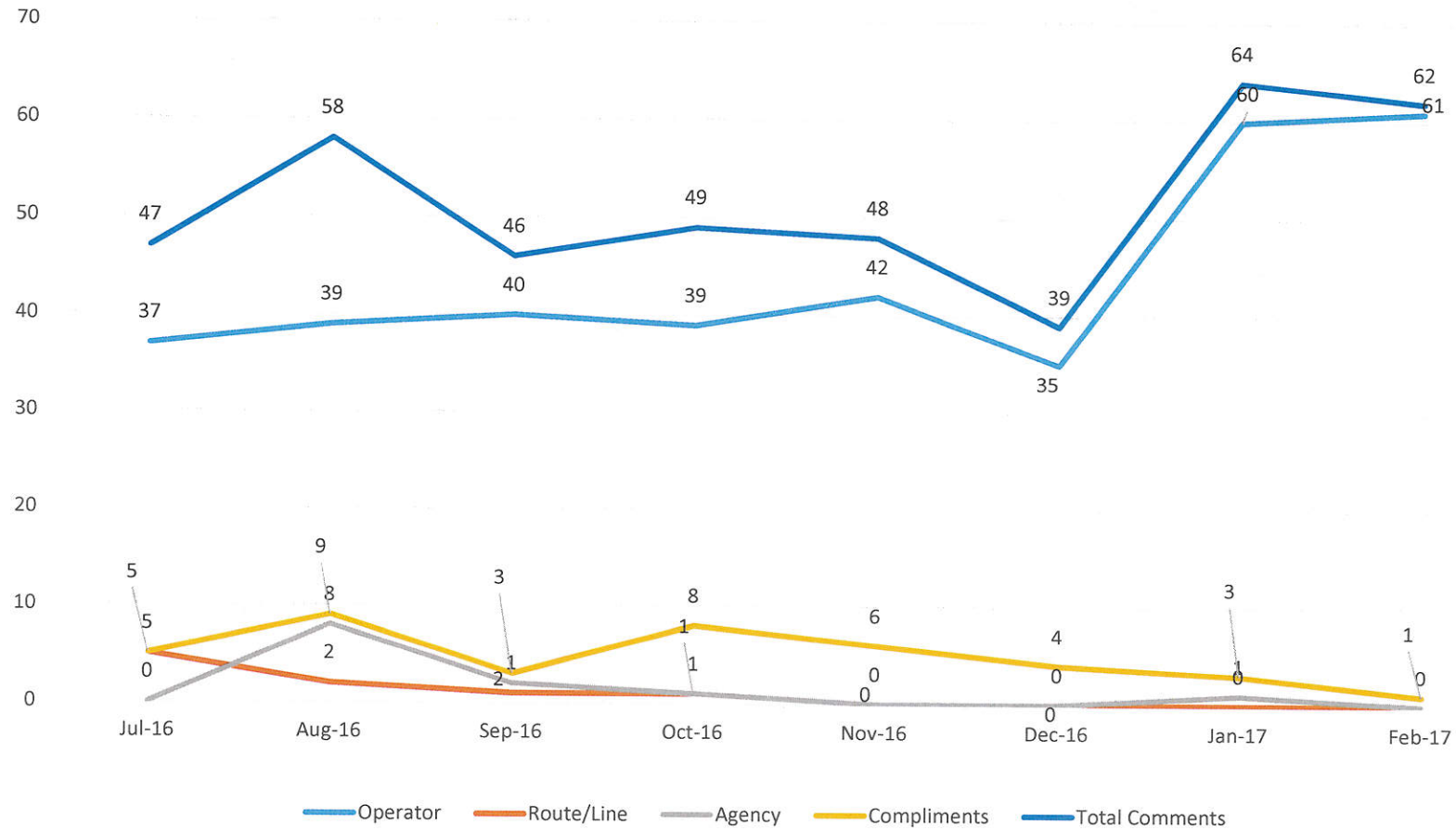
YTD TOTALS



Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
 SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

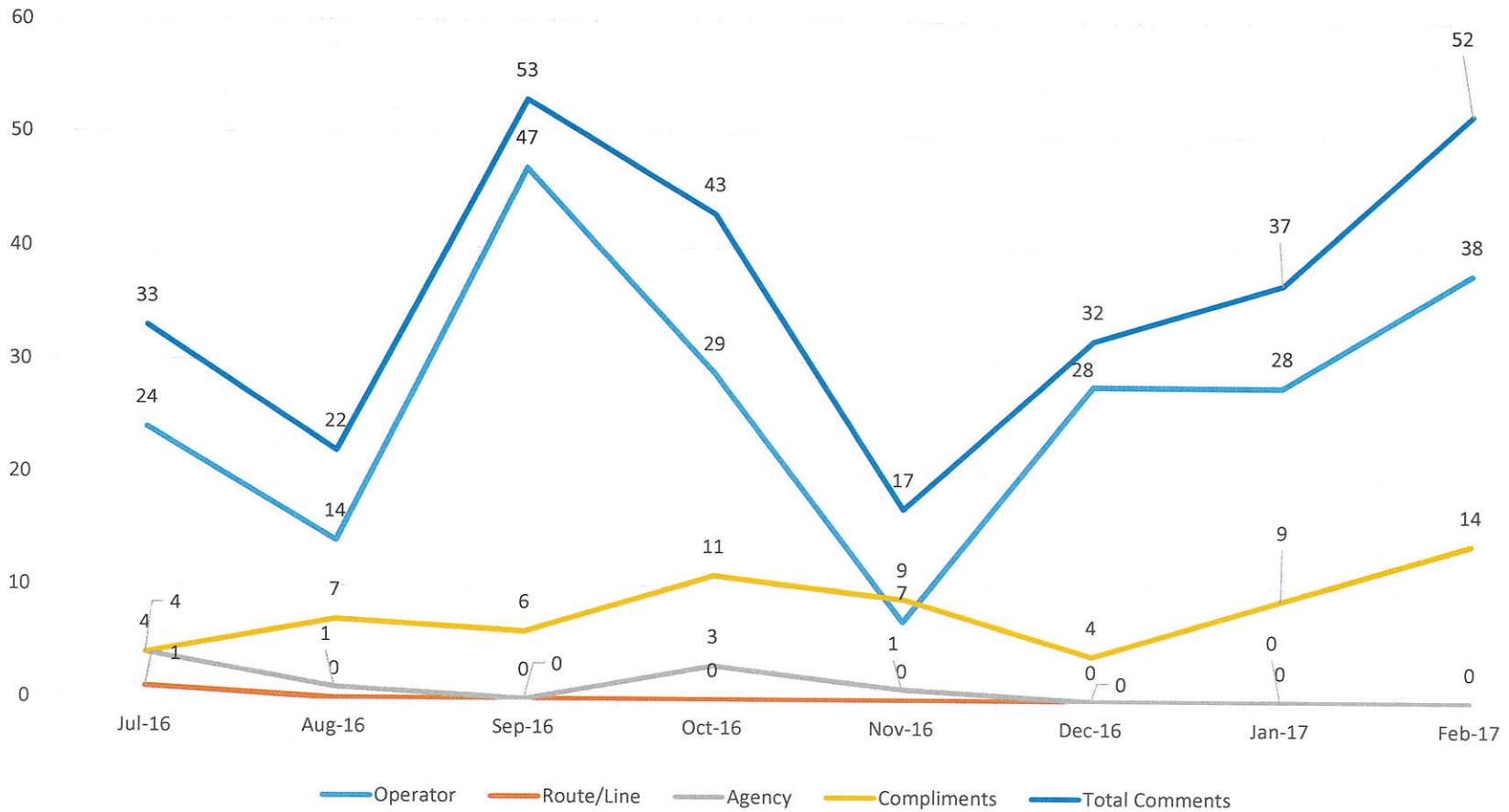
The goal is \$173,202 for FY 17

Fixed Route Comments July 2016 through February 2017



The comments for February 2017 include 61 operator issues, and one Operator compliment. There were 17 for rude driver, 3 were counseled. There were 11 pass-bys and 4 operators were counseled. Some pass-bys were due to road work which caused stops to be closed.

Paratrasit Comments July 2016 through February 2017



The comments for February 2017 include 38 operator issues, and 14 Operator compliment. There were 3 for rude driver. There were 18 no-shows (client not where they should be when driver arrives). SunDial staff no-showed the client or informed the client that they had been accumulating no-show points and need to be careful. Many of these calls were clients protesting the no-shows.

FY 16/17	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X				10	7
Palm Desert			X	X		X	EX	X	X				10	5
Palm Springs	EX		X	X		X	X	EX	X				10	5
Cathedral City	X		X	X			X	X	X				10	6
Rancho Mirage	EX		X	X		X	X	X	X				10	6
Indian Wells	X		X	EX		X	X	X	X				10	6
La Quinta	X		X	X		X	X	X	X				10	7
Indio			X	X		X	X	X	X				10	6
Coachella	X		X	X				X					10	4
County of Riverside	X		X	EX		X	X	X	X				10	6

ATTENDED

EX- EXCUSED

DARK =

SunLine Transit Agency

DATE: April 26, 2017 **INFORMATION**

TO: Finance/Audit Committee

FROM: Financial Services & Support Manager

RE: Election of Uniform Public Construction Cost Accounting Procedures by Ordinance and Resolution

Background

In general local agencies must competitively bid all public projects (as defined by California Public Contract Code Section 20162) in excess of \$5,000 in accordance with the requirements set forth in the Public Contract Code, commencing with Section 20160. In 1983, the California Legislature adopted Assembly Bill 1666 which added Chapter 2 to Part 3 of Division 2 of the Public Contract Code, which provides for a uniform cost accounting standard for construction work performed or contracted by local agencies and further provides for an alternative method for bidding public projects. In order to implement these alternative bidding procedures, SunLine must (1) adopt a resolution explaining the Board of Director's decision to become subject to the Act, (2) adopt an ordinance stabling an informal bidding procedure, and (3) inform the State Controller of the Board of Director's decision.

Provisions of the Public Contracting Code require very specific competitive bidding procedures which are intended to ensure that entities obtain good values while ensuring equality among contractors. Unfortunately, for some smaller projects, these very specific competitive bidding procedures can be overly cumbersome and end up draining entity resources. The Act provides a set of procedures which are more closely tailored to smaller projects and still allow for equality among contractors throughout the bidding process.

The Uniform Public Construction Cost Accounting Act allows for the following:

- (1) For projects valued at up to \$45,000, the Agency can use its own employees or serve as its own general contractor; and
- (2) For projects valued at up to \$175,000, the Agency can use informal bidding procedures which require the Agency to maintain a list of contractors by category of work and send notices to contractors on the list, listed trade journals, or both; and
- (3) For projects valued at above \$175,000, the Agency must use the very specific formal bidding procedures which require publication in a newspaper of general

circulation and trade journals.

To take advantage of these higher bidding floor amounts and the resulting streamlining of the bidding process and cost savings associated with that streamlining, the Agency will have to comply with the uniform cost accounting procedures promulgated by the State. This will require a bit more work by the Agency's finance staff, particularly in learning the new procedures and beginning the compliance process. But it is the conclusion of SunLine Staff that the savings that will be realized over the long term by adoption of the ordinance and compliance with the uniform cost accounting procedures will outweigh any short-term burdens.

Progress and/or Next Steps

SunLine will be bringing the Ordinance for the first reading at the May 24, 2017 Board Meeting. The second reading and Board Report for the adoption of the Resolution will be brought for approval at the June 28, 2017 Board meeting.

Eric Taylor

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Financial Services and Support Manager

RE: [Resolution No. 0763 to Obtain Grant Funding](#)

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 0763 that grants authorization to the CEO/General Manager's authority to execute Proposition 1B grant; Transit System Safety, Security, for Fiscal Year 2017.

Background

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

Fiscal Implications

These Resolutions are necessary to obtain operating and capital funds to operate the Agency. Anticipated fund will be in the amount of \$298,909

Eric Taylor

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0763

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GOVERNOR'S OFFICE OF HOMELAND FOR A GRANT UNDER THE HIGHWAY SAFETY, TRAFFIC REDUCTION, AIR QUALITY AND PORT SECURITY BOND ACT (PROPOSITION 1B – FY2016/17 FUNDING)

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

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the SunLine Transit Agency is eligible to receive CTSGP funds; and

WHEREAS, the SunLine Transit Agency will apply for FY 16/17 CTSGP funds in an amount up to \$298,909 for Bus Stop Safety and Security Improvements. This project prolongs the useful life of bus stops because the improvements will have modern features that are ADA compliant and adequate lighting for the safety of the passengers and operators during evening hours; and

WHEREAS, SunLine Transit Agency recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires SunLine Transit Agency to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of SunLine Transit Agency to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY THAT LAUREN SKIVER, AND/OR HER DESIGNEE, is hereby authorized to execute for and on behalf of SunLine Transit Agency, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

ADOPTED THIS 26th DAY OF April, 2017

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Russell Betts
CHAIRMAN of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, DIANE BEEBE, 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:

ABSTAIN:

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

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Purchase of Battery Electric Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with BYD in an amount Not to Exceed amount of \$3,648,048 plus \$12,000 contingency for four (4) Battery Electric Buses.

Background

SunLine won a competitive state grant through the Transit and Intercity Rail Capital Program (TIRCP) in the amount of \$2,449,000 for zero emissions vehicles. SunLine has been running BYD Battery Electric vehicles for over a year under a lease program. SunLine has already invested in the charging infrastructure for BYD buses. SunLine would need to consider a different charging infrastructure and the cost and time associated with that of a different bus model. SunLine is satisfied with their operational performance. BYD offers in industry leading warranty on the battery system which is the best in the industry.

This 12 year warranty should reduce SunLine's operating costs. SunLine purchased these vehicles utilize the Washington State Department of Enterprise Services Contract. This reduced the acquisitions cost of the vehicles and ensured that the funds were spent within the timeline provided for in the grant.

These buses will be utilized to serve disadvantaged communities in the East Valley.

Reason for Selection of Procurement Process

The Washington Department of Enterprise Services Contract was utilized to reduce both acquisition lead times and the cost of the acquisitions process.

Reason for Selection of Contract Type

A Firm Fixed Price Contract will be utilized because it places that maximum risk of performance on the contractor.

Reason for Selection of the Contractor

BYD was selected because of their warranty, the compatibility of these buses with SunLine's existing charging infrastructure and SunLine's satisfaction with the buses overall performance. .

How Price was Determined Fair and Reasonable

This purchasing cooperative represents pricing that is subject to the competitive marketplace. Staff also conducted a price analysis and concluded that the price being offered is fair and reasonable.

Financial Impact

In order to reduce costs, SunLine will be utilizing discount vouchers under the California Air Resources Board's (ARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program. The HVIP vouchers reduce the total project cost by \$474,000. The remaining project cost, including contingency, is \$3,186,048 and will be funded as follows:

TIRCP Award:	\$2,449,000
Prop1B (SL-16-06):	\$ 737,048

Rudy Le Flore

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operations Officer

RE: Construction Management Services Contract

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Psomas for construction management services in an amount not to exceed \$180,896.13, upon approval as to form by legal counsel.

Background

SunLine issued a Request for Qualification (RFQ) for Construction Management Services. SunLine publicized the bid on its website and advertised the RFQ in The Desert Sun. SunLine received responses from Three (3) Construction Management Firms.

The complexity and diverse nature of the Compressed Natural Gas Fueling Facility Upgrades requires skills in both project and construction management services. This effort includes inspection and testing. Additionally, SunLine does not have an engineering department or engineering staff to provide technical construction oversight.

In recognition of this need, Sunline has solicited several firms to provide this support. The California Government Code § 4525 also requires SunLine to utilize a qualifications based selection process. This process requires SunLine to select the most qualified firm and then commence negotiations on a fair and reasonable price.

Reason for Selection of the Procurement Process

The Invitation for Request for Qualification (RFQ) was selected as the procurement method in order to select the highest qualified Construction Management firm, with the opportunity to negotiate services and price.

SunLine has met several times with the most qualified firm, Psomas and has negotiated a fair and reasonable price. The negotiated price includes the requested and required items from the RFQ with sufficient coverage to minimize financial risk to SunLine.

Reason for Selection of the Contract Type

A contract in the amount not to exceed price of \$180,896.13 was selected to provide flexibility for SunLine and Psomas to be able to service the project in an effective manner with the complexities involved.

Reason for Selection of Contractor

The [three requests for quotation](#) were graded by a panel of SunLine personnel. Psomas received the highest point total.

How Price was Determined Fair and Reasonable

Based on previous projects of similar nature, Psomas cost are inside the normal range for the services proposed.

Financial Impact

The financial impact of \$180,896.13 will be funded by State Transit Assistance funds which were approved in the Fiscal Year 2015 SRTP under project SL 15-05.

Tommy D. Edwards

Bidders List**Abacus Project Management, Inc.**

Laurie Parris
 20201 SW Birch Street, Suite 240
 Newport Beach, CA 92660
 9498511015
lparris@abacusp.com

Arcadis U.S.

Jennefer Garcia
 1111 Figueroa Place Box 234
 Wilmington, CA 90744
 760-218-4142
jennefer.garcia@arcadis-us.com

Beezley Management

Adriano Salucci
 23632 Calabasas rd. suite 105
 Calabasas, CA 91302
 818-591-8555
salucci@beezleymanagement.com

Doug Wall Construction, Inc.

Doug Wall
 78450 Avenue 41
 Bermuda Dunes, CA 92203
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doug@dwallconst.com

Gateway Science and Engineering

David Rilling
 155 N. Lake Ave, Suite 320
 Pasadena, CA 91101
 626 696-1600
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Heery International, Inc.

Leslie Dickey
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 Los Angeles, CA 90071
 213 488-3200
ldickey@heery.com

Heptagon Seven

74900 Highway 111, Suite 111
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 602.741.1979 Cell
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 760.895.0046 Fax
 877.895.7876 Toll Free
lbeaman@hept7.com

Hill International, Inc.

Steven Riggs
 18100 Von Karman Avenue, Suite 700
 Irvine, CA 92612
 949-748-5481
stevenriggs@hillintl.com

LAE Associates, Inc.

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The PENTA Building Group

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USS Cal Builders

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Vali Cooper & Associates, Inc.

Debbie Martin
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WDL Construction

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DBE

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C2PM

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Chaudhary and Associates, Inc.

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Civil Source, Inc.

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CJ Roberts, Inc.

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Construction Inspection Specialists

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Construction Management Solutions

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CPM Partners

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ERG Engineering Consultants

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**Kelagoon Construction Management
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kelagood@gmail.com

Lee Construction Management, Inc.

Quan Lee
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quan@leecmi.com

**Linkall Construction Management,
Inc.**

Jongwoo Jeon
15456 Adams Lane
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**Simplex Construction Management,
Inc.**

Roger Soneja
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The "G" Crew (TGC)

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SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Public Outreach Specialist

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

Recommendation

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

Background

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

SunLine will have three (3) printings in one year with an estimated quantity of 60,000 per printing. The Rider's Guide is printed in conjunction with service changes that typically occur in January, May and September of each year.

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

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

Financial Impact

The financial impact of \$41,523.84 will be budgeted in the FY18 operating budget.

Norma Stevens