



SunLine Transit Agency
April 25, 2018
10:30 a.m. – 11:30 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE

Wellness Training Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services.

Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

| <u>ITEM</u> | <u>RECOMMENDATION</u> |
|---|--------------------------------|
| 6. COMMITTEE MEMBER COMMENTS | RECEIVE COMMENTS |
| 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. | |
| 7a) Checks \$1,000 and Over Report for February 2018 | (PAGE 1-5) |
| 7b) Credit Card Statement for February 2018 | (PAGE 6-10) |
| 7c) Monthly Budget Variance Report for February 2018 | (PAGE 11-18) |
| 7d) Contracts Signed in Excess of \$25,000 March 2018 | (PAGE 19-20) |
| 7e) Union & Non-Union Pension Investment Asset Summary February 2018 | (PAGE 21-23) |
| 7f) Quarterly Capital Project Update for 1st Quarter 2018 | (PAGE 24-26) |
| 7g) Ridership Report for March 2018 | (PAGE 27-29) |
| 7h) SunDial Operational Notes for March 2018 | (PAGE 30-33) |
| 7i) Metrics for March 2018 | (PAGE 34-45) |
| 7j) Board Member Attendance for March 2018 | (PAGE 46-47) |
| 8. TEMPORARY DISPENSER CHANGE ORDER (Staff: Rudy Le Flore, Chief Project Consultant) | APPROVE (PAGE 48-49) |
| 9. AUTHORIZATION TO AWARD AGREEMENT TO HUB INTERNATIONAL FOR BROKERAGE SERVICES (Staff: Stephanie Buriel, Deputy Chief Administration Officer) | APPROVE (PAGE 50-53) |
| 10. AWARD OF CONTRACT FOR PARATRANSIT VEHICLES (Staff: Demetrius Genera, Deputy Chief Operating Officer-Maintenance) | APPROVE (PAGE 54) |
| 11. RESOLUTION NO. 0769 TO OBTAIN FEDERAL GRANT FUNDING (Staff: Eric Taylor, Deputy Chief Financial Services) | APPROVE (PAGE 55-58) |
| 12. ADJOURN | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for February 2018

Summary:

The checks \$1,000 and over report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For the month of February, the largest payments issued were for delivery payment for FC8 & FC9 (2 out of 5) hydrogen fuel cell bus project which is funded primarily through the Federal Transit Administration's LoNo Vehicle program.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of February 2018**

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 # | Payment Date | Payment Amount |
|--|---|---------------|-------------------|-------------------|
| ELDORADO NATIONAL (CALIFORNIA), INC. | WIP-Hydrogen FCB Lo-No | 674763 | 02/28/2018 | 810,064.80 |
| PERMA - INSURANCE | Gen Liability/WC Prem | 674653 | 02/16/2018 | 135,439.55 |
| LUXFER CANADA LIMITED | WIP-Hydrogen FCB Lo-No | 674764 | 02/28/2018 | 104,729.65 |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Payroll Liab Feb 9</u> | <u>674584</u> | <u>02/09/2018</u> | <u>99,157.59</u> |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Payroll Liab Feb 23</u> | <u>674756</u> | <u>02/23/2018</u> | <u>97,612.66</u> |
| ELEMENT MARKETS RENEWABLE ENERGY, LLC | CNG/Hydrogen | 674486 | 02/02/2018 | 79,058.41 |
| STYL & TECH INC. | WIP-Hydrogen FCB Lo-No | 674516 | 02/02/2018 | 40,000.00 |
| SO CAL GAS CO. | Utilities | 674658 | 02/16/2018 | 31,433.30 |
| HARBOR DIESEL & EQUIPMENT INC. | Inventory Repair Parts | 674492 | 02/02/2018 | 28,592.60 |
| MURCHISON & CUMMING, LLP | Insurance Losses | 674556 | 02/09/2018 | 26,306.92 |
| MICHELIN NORTH AMERICA, INC. | Tire Leasing | 674730 | 02/23/2018 | 25,825.96 |
| IMPERIAL IRRIGATION DIST | Utilities | 674634 | 02/16/2018 | 23,377.49 |
| WSP USA INC. | TDM & Vanpool Program | 674761 | 02/23/2018 | 23,084.61 |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Services | 674606 | 02/16/2018 | 22,645.32 |
| FUEL SOLUTIONS INC. | WIP-CNG Station | 674626 | 02/16/2018 | 22,557.27 |
| MERCURY INSURANCE CO. | Insurance Losses | 674555 | 02/09/2018 | 19,366.99 |
| CUMMINS PACIFIC, LLC | Inventory Repair Parts | 674614 | 02/16/2018 | 11,520.09 |
| AFTERMARKET PARTS COMPANY, THE | Inventory Repair Parts | 674676 | 02/23/2018 | 10,015.10 |
| ADMIRAL SECURITY SERVICES, INC. | Security Services | 674593 | 02/16/2018 | 8,623.41 |
| GENFARE | Printing Expenses | 674627 | 02/16/2018 | 8,130.82 |
| VERIZON WIRELESS | Wireless Telephone Service | 674669 | 02/16/2018 | 7,560.20 |
| ENGINEERING PROCUREMENT | WIP-Refurbished Hydrogen Fueling Station | 674619 | 02/16/2018 | 7,515.04 |
| IMPERIAL IRRIGATION DIST | Utilities | 674718 | 02/23/2018 | 7,407.93 |
| PE FACILITY SOLUTIONS, LLC | Janitorial Service | 674652 | 02/16/2018 | 7,240.00 |
| AFTERMARKET PARTS COMPANY, THE | Inventory Repair Parts | 674468 | 02/02/2018 | 7,199.75 |
| TRAPEZE SOFTWAREGROUP, INC. | WIP-ERP Project | 674583 | 02/09/2018 | 7,125.00 |
| IMPERIAL IRRIGATION DIST | Utilities | 674495 | 02/02/2018 | 6,980.35 |
| NAPA AUTO PARTS | Inventory Repair Parts | 674557 | 02/09/2018 | 6,797.02 |
| AMALGAMATED TRANSIT UNION | Union Dues | 674529 | 02/09/2018 | 6,592.98 |
| AMALGAMATED TRANSIT UNION | Union Dues | 674680 | 02/23/2018 | 6,513.90 |
| AFTERMARKET PARTS COMPANY, THE | Inventory Repair Parts | 674594 | 02/16/2018 | 6,442.68 |
| <u>PRINCIPAL LIFE INSURANCE COMPANY</u> | <u>Dental Insurance</u> | <u>674567</u> | <u>02/09/2018</u> | <u>6,415.32</u> |
| SOCO GROUP INC, THE | Lubricants-Oils | 674660 | 02/16/2018 | 6,367.45 |
| ZEN AND THE ART OF CLEAN ENERGY | WIP-Refurbished Hydrogen Fueling Station | 674673 | 02/16/2018 | 6,319.25 |
| ENGINEERING PROCUREMENT | WIP-Refurbished Hydrogen Fueling Station | 674705 | 02/23/2018 | 5,563.05 |
| AVAIL TECHNOLOGIES | Inventory Repair Parts | 674475 | 02/02/2018 | 5,418.20 |
| YELLOW CAB OF THE DESERT | Taxi Voucher Program | 674762 | 02/23/2018 | 5,337.94 |
| CUMMINS PACIFIC, LLC | Inventory Repair Parts | 674483 | 02/02/2018 | 5,169.91 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 674565 | 02/09/2018 | 5,153.79 |

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of February 2018**

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 # | Payment Date | Payment Amount |
|---|--|----------------|---------------------|-----------------------|
| ANDREA CARTER & ASSOCIATES | Marketing Service | 674602 | 02/16/2018 | 5,050.00 |
| TEC OF CALIFORNIA, INC. | Inventory Repair Parts | 674580 | 02/09/2018 | 4,964.64 |
| KAMBRIAN CORPORATION | WIP-Information Technology Projects | 674638 | 02/16/2018 | 4,894.54 |
| HENSON CONSULTING GROUP, LLC | Staff Development Consultant | 674615 | 02/16/2018 | 4,550.00 |
| SOCALGAS | Utilities | 674659 | 02/16/2018 | 4,536.22 |
| OLD AMERICAN, INC. | WIP-Information Technology Projects | 674563 | 02/09/2018 | 4,278.76 |
| FIESTA FORD, INC. | Inventory Repair Parts | 674623 | 02/16/2018 | 4,265.10 |
| AFTERMARKET PARTS COMPANY, THE | Inventory Repair Parts | 674527 | 02/09/2018 | 4,207.46 |
| WESTGATE CENTER FOR LEADERSHIP | Employee Development Program | 674760 | 02/23/2018 | 4,200.00 |
| PATRICK M. BRASSIL | Contracted Services-Hydrogen | 674736 | 02/23/2018 | 4,171.74 |
| ALTON HILLIS | Reimbursement Expenses | 674473 | 02/02/2018 | 4,152.90 |
| YELLOW CAB OF THE DESERT | Taxi Voucher Program | 674589 | 02/09/2018 | 4,100.39 |
| AMERICAN CAB | Taxi Voucher Program | 674681 | 02/23/2018 | 4,079.08 |
| AVAIL TECHNOLOGIES | Inventory Repair Parts | 674683 | 02/23/2018 | 3,847.98 |
| AMERICAN CAB | Taxi Voucher Program | 674530 | 02/09/2018 | 3,662.06 |
| HARBOR DIESEL & EQUIPMENT INC. | Inventory Repair Parts | 674717 | 02/23/2018 | 3,390.14 |
| CARQUEST AUTO PARTS - CATHEDRAL CITY | Inventory Repair Parts | 674689 | 02/23/2018 | 3,365.02 |
| CREATIVE BUS SALES, INC. | Inventory Repair Parts | 674481 | 02/02/2018 | 3,359.56 |
| KAMBRIAN CORPORATION | WIP-Information Technology Projects | 674552 | 02/09/2018 | 3,247.58 |
| MC CRAY ENTERPRISES | Repair Claims | 674569 | 02/09/2018 | 3,230.29 |
| AIR & LUBE SYSTEMS INC | Fixed Assets-Maint Equipment | 674472 | 02/02/2018 | 3,161.36 |
| CDW GOVERNMENT, INC | WIP-Information Technology Projects | 674609 | 02/16/2018 | 3,146.90 |
| EYE MED | Vision Insurance | 674547 | 02/09/2018 | 3,109.45 |
| COMPLETE COACH WORKS | Inventory Repair Parts | 674695 | 02/23/2018 | 2,973.90 |
| NORTON MEDICAL INDUSTRIES | Medical- Exams and Testing | 674561 | 02/09/2018 | 2,904.10 |
| PROPER SOLUTIONS | Temporary Help Service | 674568 | 02/09/2018 | 2,814.56 |
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 674511 | 02/02/2018 | 2,811.86 |
| TIME WARNER CABLE | Utilities | 674581 | 02/09/2018 | 2,805.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Utilities | 674607 | 02/16/2018 | 2,779.03 |
| DECALS BY DESIGN, INC. | Advertising | 674542 | 02/09/2018 | 2,773.15 |
| MAGELLAN HEALTHCARE | Employee Assistance Program | 674724 | 02/23/2018 | 2,694.45 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 674710 | 02/23/2018 | 2,613.73 |
| TRANSIT PRODUCTS & SERVICES | Inventory Repair Parts | 674664 | 02/16/2018 | 2,609.06 |
| FLEET-NET CORPORATION | Contracted Services | 674707 | 02/23/2018 | 2,406.25 |
| GENFARE | Inventory Repair Parts | 674550 | 02/09/2018 | 2,390.29 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 674534 | 02/09/2018 | 2,271.52 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 674688 | 02/23/2018 | 2,271.52 |
| ASPEN REFRIGERANTS, INC. | Repair Parts-Fixed Route | 674605 | 02/16/2018 | 2,138.10 |
| FLEET-NET CORPORATION | Computer Network Software Agreement | 674548 | 02/09/2018 | 2,130.00 |

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| Vendor Name | Description | Check # | Payment Date | Payment Amount |
|---------------------------------|------------------------------|----------------|---------------------|-----------------------|
| MOHAWK MFG & SUPPLY CO | Inventory Repair Parts | 674501 | 02/02/2018 | 2,102.24 |
| COMPLETE COACH WORKS | Inventory Repair Parts | 674540 | 02/09/2018 | 2,079.58 |
| PROPER SOLUTIONS | Temporary Help Service | 674741 | 02/23/2018 | 2,068.69 |
| CREATIVE BUS SALES, INC. | Inventory Repair Parts | 674613 | 02/16/2018 | 1,965.31 |
| FIESTA FORD, INC. | Inventory Repair Parts | 674488 | 02/02/2018 | 1,870.91 |
| TRANSIT RESOURCES, INC. | Inventory Repair Parts | 674582 | 02/09/2018 | 1,849.52 |
| ACCONTEMPS | Temporary Help Service | 674467 | 02/02/2018 | 1,834.77 |
| DESERT AIR CONDITIONING, INC. | Contract Services-A/C | 674616 | 02/16/2018 | 1,746.00 |
| ALPHA MEDIA LLC | Advertising | 674601 | 02/16/2018 | 1,734.00 |
| AVAIL TECHNOLOGIES | Inventory Repair Parts | 674533 | 02/09/2018 | 1,706.12 |
| OFFICE DEPOT | Computer Supplies | 674562 | 02/09/2018 | 1,698.36 |
| TOXGUARD FLUID | Freon & Coolant | 674663 | 02/16/2018 | 1,693.86 |
| PATRICK M. BRASSIL | Contracted Services-Hydrogen | 674650 | 02/16/2018 | 1,680.00 |
| LUMINATOR MASS TRANSIT, LLC | Inventory Repair Parts | 674639 | 02/16/2018 | 1,632.82 |
| DESERT CITY CAB | Taxi Voucher Program | 674700 | 02/23/2018 | 1,606.45 |
| PROPER SOLUTIONS | Temporary Help Service | 674655 | 02/16/2018 | 1,604.80 |
| WESTPORT DALLAS, INC. | Inventory Repair Parts | 674588 | 02/09/2018 | 1,598.79 |
| NRM & ASSOCIATES | Consulting-General | 674733 | 02/23/2018 | 1,581.82 |
| PAUL ASSOCIATES | Printing Expenses | 674737 | 02/23/2018 | 1,542.23 |
| SMARTDRIVE SYSTEMS, INC. | General Services | 674657 | 02/16/2018 | 1,520.00 |
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 674656 | 02/16/2018 | 1,519.93 |
| GERVEL SAMPSON PHOTOGRAPHY | Center of Excellence | 674628 | 02/16/2018 | 1,500.00 |
| TK SERVICES, INC. | Inventory Repair Parts | 674753 | 02/23/2018 | 1,435.04 |
| SOCO GROUP INC, THE | Lubricants-Oils | 674513 | 02/02/2018 | 1,367.08 |
| TYLER TECHNOLOGIES, INC. | WIP-ERP Project | 674666 | 02/16/2018 | 1,305.00 |
| SOUTH COAST AIR QUALITY | Permits & Licenses | 674577 | 02/09/2018 | 1,262.30 |
| SOCO GROUP INC, THE | Lubricants-Oils | 674750 | 02/23/2018 | 1,261.01 |
| ACCONTEMPS | Temporary Help Service | 674675 | 02/23/2018 | 1,212.00 |
| ACCONTEMPS | Temporary Help Service | 674592 | 02/16/2018 | 1,209.58 |
| ACCONTEMPS | Temporary Help Service | 674526 | 02/09/2018 | 1,207.15 |
| PARKHOUSE TIRE, INC. | Inventory Repair Parts | 674507 | 02/02/2018 | 1,156.84 |
| TRANSIT RESOURCES, INC. | Inventory Repair Parts | 674520 | 02/02/2018 | 1,122.61 |
| TRANSIT RESOURCES, INC. | Inventory Repair Parts | 674665 | 02/16/2018 | 1,082.82 |
| GREATLAND CORPORATION | Benefit Management Expenses | 674715 | 02/23/2018 | 1,079.80 |
| PLAZA TOWING, INC. | Contracted Services Towing | 674654 | 02/16/2018 | 1,060.00 |
| VALLEY POWER SYSTEMS, INC | Inventory Repair Parts | 674524 | 02/02/2018 | 1,026.57 |
| LUMINATOR MASS TRANSIT, LLC | Inventory Repair Parts | 674498 | 02/02/2018 | 1,026.41 |
| BOYLIN MANAGEMENT INSTITUTE | Employee Development Program | 674476 | 02/02/2018 | 1,000.00 |
| PERMA - INSURANCE | Insurance Losses | 674738 | 02/23/2018 | 1,000.00 |

**SunLine Transit Agency
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| Vendor Name | Description | Check # | Payment Date | Payment Amount |
|------------------------------------|---------------------------------|----------------|---------------------|-----------------------|
| TOTALFUNDS | Postage Supplies | 674662 | 02/16/2018 | 1,000.00 |
| CIVIC RESOURCE GROUP INTERNATIONAL | Contracted Services Web Hosting | 674610 | 02/16/2018 | 1,000.00 |
| Total Checks Over \$1,000 | \$1,942,970.40 | | | |
| Total Checks Under \$1,000 | \$52,487.82 | | | |
| Total Checks | \$1,995,458.22 | | | |

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for February 2018

Summary:

The attached report summarizes the Agency's credit card expenses for February 2018.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 3/02/18

Name on Card: Lauren Skiver

| Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges | GL# |
|--------------|-----------|--------------------|---|----------|------------|---|
| 1 2/7/2018 | 2/7/2018 | Red Robin | Red Robin; Lunch meeting with KMIR News, Gene Steinberg, Andrea Carter (Andrea Carter & Associates) and Norma Stevens, Public Outreach Specialist, Lauren Skiver, CEO/General Manager | | \$77.59 | 40-5090200000 |
| 2 2/7/2018 | 2/7/2018 | Senior Inspiration | Senior Inspiration Award; Hosted by all 9 cities and county, 3 tickets - Lauren Skiver, CEO/General Manager, Brittney Sowell, Clerk of the Board, Yvonne Eckert, Special Assistant to GM | | \$101.16 | 40-5090200000 |
| 3 2/7/2018 | 2/7/2018 | GoDaddy | GoDaddy; ZEBRA website registration | | \$49.59 | 40-5090100000 |
| 4 2/9/2018 | 2/9/2018 | Luna Grill | Luna Grill; February Board Meeting - Board of Directors | | \$412.54 | 40-5090200002 |
| 5 2/9/2018 | 2/9/2018 | APTA | APTA Bus & Paratransit Conference; Lodging for Tommy D. Edwards, Chief Operating Officer | | \$218.40 | 11-5090200000 |
| 6 2/9/2018 | 2/9/2018 | APTA | APTA Bus & Paratransit Conference; Lodging for Lauren Skiver, CEO/General Manager & Peter Gregor, Chief Safety Officer | | \$436.80 | 40-5090200000 (\$218.40) 15-5090200000 (\$218.40) |
| 7 2/9/2018 | 2/9/2018 | APTA | APTA Bus & Paratransit Conference; Lodging for 1 Driver | | \$189.28 | 11-5090200000 |
| 8 2/9/2018 | 2/9/2018 | ACT Expo | ACT Expo 2018; Registration Fee for William Loper, Alternative Fuels Manager | | \$325.00 | 11-5090200000 |
| 9 2/9/2018 | 2/9/2018 | APTA | APTA Bus & Paratransit Conference; Registration Fee for Lauren Skiver, CEO/General Manager, Peter Gregor, Chief Safety Officer & Tommy D. Edwards, Chief Operating Officer | | \$2,925.00 | 40-5090200000 (\$975) 11-5090200000 (\$975) 15-5090200000 (\$975) |
| 10 2/10/2018 | 2/10/2018 | CalACT | CALACT Spring Conference & Expo; (charged was credited on 2/13/18) Registration Fee for William Loper, Alternative Fuels Manager | | \$490.00 | N/A |
| 11 2/13/2018 | 2/13/2018 | CalACT | CalACT Spring Conference & Expo; (charged was credited) Registration Fee for William Loper, Alternative Fuels Manager | \$490.00 | | N/A |
| 12 2/13/2018 | 2/13/2018 | Hyatt | APTA CEOs Seminar; Bottled Water for Lauren Skiver, CEO/General Manager Pending | | \$3.00 | 40-5090200000 |
| 13 2/13/2018 | 2/13/2018 | LAX Airport | LAX Airport; 2018 APTA Transit CEOs Seminar - Lauren Skiver, CEO/General Manager - Parking Fee | | \$150.00 | 40-5090200000 |
| 14 2/16/2018 | 2/16/2018 | CSUSB | Leadership Symposium; Table for the day event. Attendees: Lauren Skiver, CEO/General Manager, Brittney Sowell, Clerk of the Board, Peter Gregor, Chief Safety Officer, Luis Garcia, Deputy Chief Finance Officer, Tommy D. Edwards, Chief Operating Officer | | \$250.00 | 40-5090200000 |
| 15 2/16/2018 | 2/16/2018 | CSUSB | Leadership Symposium; Convenience Fee. Attendees: Lauren Skiver, CEO/General Manager, Brittney Sowell, Clerk of the Board, Peter Gregor, Chief Safety Officer, Luis Garcia, Deputy Chief Finance Officer, Tommy D. Edwards, Chief Operating Officer | | \$6.88 | 40-5090200000 |
| 16 2/16/2018 | 2/16/2018 | CashNet | Network Solutions; SunLine.org domain renewal fee for 3 years | | \$119.97 | 42-5030300011 |
| 17 2/21/2018 | 2/21/2018 | Alaska Airlines | Alaska Airlines Seattle, WA; Green Transportation Summit for Lauren Skiver, CEO/General Manager | | \$367.60 | 40-5090200000 |
| 18 2/23/2018 | 2/23/2018 | American Airlines | American Airlines Tampa, FL; APTA Bus & Paratransit Conference for Lauren Skiver, CEO/General Manager | | \$485.00 | 40-5090200000 |
| 19 2/23/2018 | 2/23/2018 | American Airlines | American Airlines Tampa, FL; APTA Bus & Paratransit Conference for Peter Gregor, Chief Safety Officer | | \$485.00 | 15-5090200000 |
| 20 2/23/2018 | 2/23/2018 | American Airlines | American Airlines Tampa, FL; APTA Bus & Paratransit Conference for Tommy D. Edwards, Chief Operating Officer | | \$448.50 | 11-5090200000 |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |

Credits and Charges: \$490.00 \$7,541.31

Total: **\$7,051.31**



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

| | |
|------------------------|--------------------------------|
| Prepared For | SUNLINE TRANSIT LUIS GARCIA |
| Account Number | [REDACTED] |
| Statement Closing Date | 03/02/18 |
| Days in Billing Cycle | 28 |
| Next Statement Date | 04/03/18 |

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

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Elite Card Payment Center PO Box 77066
Minneapolis, MN 55480-7766

| | |
|------------------|----------|
| Credit Line | \$40,000 |
| Available Credit | \$32,726 |

Payment Information

| | |
|---------------------------------------|------------|
| New Balance | \$7,273.91 |
| Current Payment Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 03/27/18 |

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 | | \$14,664.07 |
| Credits | - | \$757.40 |
| Payments | - | \$14,174.07 |
| Purchases & Other Charges | + | \$7,541.31 |
| Cash Advances | + | \$0.00 |
| Finance Charges | + | \$0.00 |
| New Balance | = | \$7,273.91 |

Wells Fargo Elite Cash Back Advantage

| | | |
|---------------------------------|---|----------|
| Previous Balance | | \$196.89 |
| Cash Earned this Month | | \$70.51 |
| Trades From Other Company Cards | | \$0.00 |
| Bonus/Adjustments | | \$0.00 |
| Cash Back Balance | = | \$0.00 |
| Cash Awarded this Period | | \$267.40 |
| Year to Date Cash Back Awarded | | \$267.40 |

See reverse side for important information.

5596 0007 YTG 1 7 2 180502 0 PAGE 1 of 6 1 0 3268 1000 ELA3 01DR5596 70238

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 | \$7,273.91 |
| Total Amount Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 03/27/18 |



Print address or phone changes:

Work ()

Amount Enclosed:



ELITE CARD PAYMENT CENTER YTG
PO BOX 77066 29
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LUIS GARCIA 70238
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501 P403



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 | 12.490% | .03421% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CASH ADVANCES | 25.240% | .06915% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | | | \$0.00 | \$0.00 | \$0.00 |

Important Information

\$0 - \$7,273.91 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/27/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2017 \$0.00

Summary of Sub Account Usage

| Name | Sub Account Number Ending In | Monthly Spending Cap | Spend This Period |
|--------------|------------------------------|----------------------|-------------------|
| LAURA SKIVER | 0263 | 40,000 | \$7,051.31 |

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 | F326800EA00CHGDDA | AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$14,174.07- | 14,174.07 | |
| 03/02 03/02 | | WELLS FARGO CASH BACK - CREDIT | 267.40 | |

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In [REDACTED]

| | | | | |
|-------------|-------------------|---|--------|----------|
| 02/07 02/07 | 2444500DPEJ0GZK9L | RED ROBIN NO 253 RANCHO MIRAGE CA | | 77.59 |
| 02/07 02/07 | 2449215DPLS5N7XN9 | EB SENIOR INSPIRATION 801-413-7200 CA | | 101.16 |
| 02/07 02/07 | 2490641DN1F5AQMPQ | DNH'GODADDY.COM 480-5058855 AZ | | 49.59 |
| 02/09 02/09 | 2422443ED31TG7T60 | LUNA GRILL CATERIN 858-450-1188 CA | | 412.54 |
| 02/09 02/09 | 2443106DR0D17S7GS | APTA HOUSING OFFICE FALLS CHURCH VA | | 218.40 |
| 02/09 02/09 | 2443106DR0D17S7HL | APTA HOUSING OFFICE FALLS CHURCH VA | | 436.80 |
| 02/09 02/09 | 2443106DR0D17S7HQ | APTA HOUSING OFFICE FALLS CHURCH VA | | 189.28 |
| 02/09 02/09 | 2443654DT08RAK6VB | GLADSTEIN, NEANDROSS & AS310-3141934 CA | | 325.00 |
| 02/09 02/09 | 2463923DSS66MFD4S | APTA 202-4964800 DC | | 2,925.00 |
| 02/10 02/10 | 2449398DT8B0M6FXJ | CALACT SACRAMENTO CA | | 490.00 |
| 02/13 02/13 | 7449398DW8B0MQK90 | CALACT SACRAMENTO CA | 490.00 | |
| 02/13 02/13 | 2461043DX231RYLB2 | HYATT HOTELS MIAMI MIAMI FL | | 3.00 |
| 02/13 02/13 | 2475542DW4YPPKT6X | LAX AIRPORT LOT P 4 LOS ANGELES CA | | 150.00 |
| 02/16 02/16 | 2438894DZQJSQR2QJ | CSUSB 800-3398131 CA | | 250.00 |
| 02/16 02/16 | 2438894DZQJSQR2QS | CASHNET*SERVICE FEE 800-3398131 CT | | 6.88 |
| 02/16 02/16 | 2490641DZ1FH2BVXD | WEB*NETWORKSOLUTIONS 888-6429675 FL | | 119.97 |
| 02/21 02/21 | 2443106E59M3DKD3W | ALASKA AIR 0277050402650 SEATTLE WA | | 367.60 |
| | 04/17/18 | SKIVER/LAURA LEE | | |
| | 1 AS Q | PALM SPRINGS SEATTLE | | |
| | 2 AS G | SEATTLE PALM SPRINGS | | |
| | 11617270 | EXPEDIA INC | | |
| 02/23 02/23 | 2443106E7A16SHH5H | AMERICAN AIR0017051160453 FORT WORTH TX | | 485.00 |
| | 05/04/18 | SKIVER/LAURA LEE | | |
| | 1 AA S | PALM SPRINGS PHOENIX | | |
| | 2 AA S | PHOENIX TAMPA | | |
| | 3 AA O | TAMPA FORT WORTH | | |
| | 4 AA O | FORT WORTH PALM SPRINGS | | |
| | 11617270 | EXPEDIA INC | | |
| 02/23 02/23 | 2443106E7A16SHH59 | AMERICAN AIR0017051160452 FORT WORTH TX | | 485.00 |
| | 05/04/18 | GREGOR/PETER J | | |

Transaction Details

| Trans | Post | Reference Number | Description | Credits | Charges |
|-------|-------|-------------------|---|---------|---------|
| | | 1 AA S | PALM SPRINGS PHOENIX | | |
| | | 2 AA S | PHOENIX TAMPA | | |
| | | 3 AA O | TAMPA FORT WORTH | | |
| | | 4 AA O | FORT WORTH PALM SPRINGS | | |
| | | 11617270 | EXPEDIA INC | | |
| 02/23 | 02/23 | 2443106E7A16SHH6Q | AMERICAN AIR0017051160496 FORT WORTH TX | | 448.50 |
| | | 05/03/18 | EDWARDS/TOMMY DALE | | |
| | | 1 AA N | PALM SPRINGS FORT WORTH | | |
| | | 2 AA N | FORT WORTH TAMPA | | |
| | | 3 AA O | TAMPA FORT WORTH | | |
| | | 4 AA O | FORT WORTH PALM SPRINGS | | |
| | | 11617270 | EXPEDIA INC | | |
| | | | TOTAL \$7,051.31 | | |
| | | | LAURA SKIVER / Sub Acct Ending In 0263 | | |

Wells Fargo News

Remember there are no foreign transaction fees when you make international purchases or use your card for purchases while travelling outside of the U.S. With your Wells Fargo Business Elite Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wells Fargo.com.

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 25, 2018

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2018

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of February 28, 2018, the organization's revenues net of subsidies are \$198,963 over budget or 5.5% above the YTD budget. Expenditures are \$1,924,873 under budget or 8.3% below the YTD budget.
- The net operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
February 2018

| Description | FY 18 Total Budget | Current Month | | | Year to Date | | | |
|--|-----------------------|-----------------------|------------------|----------------------------|------------------------|---------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | YTD Actual | FY 18 YTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 2,984,371 | 252,254 | 248,698 | 3,556 | 1,949,314 | 1,989,581 | (40,267) | 34.7% |
| Other Revenue | 2,469,132 | 245,971 | 205,761 | 40,210 | 1,885,319 | 1,646,088 | 239,231 | 23.6% |
| Total Operating Revenue | 5,453,503 | 498,225 | 454,459 | 43,766 | 3,834,632 | 3,635,669 | 198,963 | 29.7% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 9,537,771 | 705,285 | 794,814 | 89,529 | 5,872,193 | 6,358,514 | 486,320 | 38.4% |
| Operator & Mechanic Overtime | 1,159,221 | 47,953 | 96,602 | 48,649 | 718,149 | 772,814 | 54,665 | 38.0% |
| Administration Salaries & Wages | 5,302,986 | 388,647 | 441,916 | 53,269 | 3,170,892 | 3,535,324 | 364,433 | 40.2% |
| Administration Overtime | 13,593 | 1,893 | 1,133 | (760) | 12,271 | 9,062 | (3,209) | 9.7% |
| Fringe Benefits | 9,115,420 | 698,558 | 759,618 | 61,061 | 5,701,509 | 6,076,947 | 375,438 | 37.5% |
| Communications | 218,000 | 14,498 | 18,167 | 3,669 | 114,188 | 145,333 | 31,146 | 47.6% |
| Legal Services - General | 80,000 | 6,210 | 6,667 | 456 | 73,058 | 53,333 | (19,725) | 8.7% |
| Computer/Network Software Agreement | 452,868 | 32,989 | 37,739 | 4,750 | 253,223 | 301,912 | 48,689 | 44.1% |
| Uniforms | 112,550 | 2,180 | 9,379 | 7,199 | 47,858 | 75,033 | 27,176 | 57.5% |
| Contracted Services | 458,822 | 36,954 | 38,235 | 1,281 | 252,091 | 305,881 | 53,790 | 45.1% |
| Equipment Repairs | 7,500 | 78 | 625 | 547 | 2,363 | 5,000 | 2,637 | 68.5% |
| Security Services | 103,604 | 6,936 | 8,634 | 1,697 | 66,894 | 69,069 | 2,176 | 35.4% |
| Fuel - CNG | 1,565,432 | 93,305 | 130,453 | 37,148 | 908,195 | 1,043,621 | 135,426 | 42.0% |
| Fuel - Hydrogen | 243,501 | 12,863 | 20,292 | 7,429 | 130,245 | 162,334 | 32,089 | 46.5% |
| Tires | 254,824 | 17,687 | 21,235 | 3,548 | 151,566 | 169,882 | 18,316 | 40.5% |
| Office Supplies | 72,400 | 6,181 | 6,033 | (147) | 40,137 | 48,267 | 8,130 | 44.6% |
| Travel/Training | 142,033 | 9,516 | 11,836 | 2,320 | 75,057 | 94,689 | 19,632 | 47.2% |
| Repair Parts | 1,217,700 | 101,435 | 101,475 | 40 | 838,239 | 811,800 | (26,439) | 31.2% |
| Facility Maintenance | 43,000 | 1,639 | 3,583 | 1,944 | 28,849 | 28,667 | (182) | 32.9% |
| Electricity - CNG & Hydrogen | 175,000 | 13,003 | 14,583 | 1,580 | 116,801 | 116,667 | (135) | 33.3% |
| Natural Gas | 1,446,372 | 95,252 | 120,531 | 25,279 | 912,823 | 964,248 | 51,425 | 36.9% |
| Water | 7,500 | 427 | 625 | 198 | 2,937 | 5,000 | 2,063 | 60.8% |
| Insurance Losses | 1,136,702 | 71,630 | 94,725 | 23,095 | 601,786 | 757,801 | 156,015 | 47.1% |
| Insurance Premium - Property | 13,315 | 1,049 | 1,110 | 61 | 8,389 | 8,877 | 487 | 37.0% |
| Repair Claims | 200,000 | 3,842 | 16,667 | 12,824 | 30,849 | 133,333 | 102,485 | 84.6% |
| Fuel Taxes | 168,200 | 15,883 | 14,017 | (1,866) | 133,744 | 112,133 | (21,610) | 20.5% |
| Other Expenses | 3,312,712 | 247,854 | 276,059 | 28,205 | 2,088,733 | 2,208,474 | 119,741 | 36.9% |
| Self Consumed Fuel | (1,681,000) | (106,214) | (140,083) | 33,869 | (1,024,560) | (1,120,667) | 96,106 | 39.1% |
| Total Operating Expenses (Before Depreciation) | 34,880,026 | 2,527,534 | 2,906,669 | 379,135 | 21,328,478 | 23,253,351 | 1,924,873 | 38.9% |
| Operating Expenses in Excess of Operating Revenue | | \$ (2,029,309) | | | \$ (17,493,846) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A | 5,153,400 | 355,388 | 429,450 | 74,062 | 3,063,657 | 3,435,600 | 371,943 | 40.6% |
| State - LTF | 18,753,800 | 1,293,298 | 1,562,817 | 269,519 | 11,148,993 | 12,502,533 | 1,353,541 | 40.6% |
| Federal - 5307, 5310, 5311, 5316, 5317, CMAQ, LCTOP | 5,519,323 | 380,623 | 459,944 | 79,320 | 3,281,196 | 3,679,549 | 398,353 | 40.6% |
| Total Subsidies | 29,426,523 | 2,029,309 | 2,452,210 | 422,901 | 17,493,846 | 19,617,682 | 2,123,836 | 40.6% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

SunLine Transit Agency
Budget Variance Report
February 2018

| Description | FY 18 Total Budget | Current Month | | | Year to Date | | | |
|---|-----------------------|-----------------------|------------------|----------------------------|------------------------|---------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | YTD Actual | FY 18 YTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 25,128,991 | 1,842,336 | 2,094,083 | 251,747 | 15,475,013 | 16,752,661 | 1,277,647 | 38.4% |
| Services | 2,668,329 | 218,206 | 222,361 | 4,155 | 1,937,946 | 1,778,886 | (159,060) | 27.4% |
| Fuels & Lubricants | 1,983,085 | 119,704 | 165,257 | 45,553 | 1,152,320 | 1,322,056 | 169,736 | 41.9% |
| Tires | 254,824 | 17,687 | 21,235 | 3,548 | 151,566 | 169,882 | 18,316 | 40.5% |
| Materials and Supplies | 1,554,025 | 121,761 | 129,502 | 7,741 | 1,023,127 | 1,036,016 | 12,890 | 34.2% |
| Utilities | 1,919,372 | 130,845 | 159,948 | 29,102 | 1,211,353 | 1,279,582 | 68,229 | 36.9% |
| Casualty & Liability | 1,885,324 | 125,469 | 157,110 | 31,641 | 937,336 | 1,256,883 | 319,547 | 50.3% |
| Taxes and Fees | 168,200 | 15,883 | 14,017 | (1,866) | 133,744 | 112,133 | (21,610) | 20.5% |
| Miscellaneous Expenses | 998,877 | 41,856 | 83,240 | 41,383 | 330,633 | 665,918 | 335,285 | 66.9% |
| Self Consumed Fuel | (1,681,000) | (106,214) | (140,083) | 33,869 | (1,024,560) | (1,120,667) | 96,106 | 39.1% |
| Total Operating Expenses (Before Depreciation) | 34,880,026 | 2,527,534 | 2,906,669 | 379,135 | 21,328,478 | 23,253,351 | 1,924,873 | 38.9% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 2,984,371 | 252,254 | 248,698 | 3,556 | 1,949,314 | 1,989,581 | (40,267) | 34.7% |
| Other Revenue | 2,469,132 | 245,971 | 205,761 | 40,210 | 1,885,319 | 1,646,088 | 239,231 | 23.6% |
| Total Operating Revenue | 5,453,503 | 498,225 | 454,459 | 43,766 | 3,834,632 | 3,635,669 | 198,963 | 29.7% |
| Net Operating Gain (Loss) | | \$ (2,029,309) | | | \$ (17,493,846) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A | 5,153,400 | 355,388 | 429,450 | 74,062 | 3,063,657 | 3,435,600 | 371,943 | 40.6% |
| State - LTF | 18,753,800 | 1,293,298 | 1,562,817 | 269,519 | 11,148,993 | 12,502,533 | 1,353,541 | 40.6% |
| Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP | 5,519,323 | 380,623 | 459,944 | 79,320 | 3,281,196 | 3,679,549 | 398,353 | 40.6% |
| Total Subsidies | 29,426,523 | 2,029,309 | 2,452,210 | 422,901 | 17,493,846 | 19,617,682 | 2,123,836 | 40.6% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 122,728 trips below FY17 YTD amounts.
- Ridership is currently at 4.3% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.

Passenger Revenue

| | FY17-Feb | FY18-Feb | Variance | %Δ |
|--------------|------------|------------|-------------|-------|
| Fixed Route | \$ 238,348 | \$ 225,773 | \$ (12,575) | -5.3% |
| Paratransit | \$ 27,520 | \$ 26,480 | \$ (1,040) | -3.8% |
| System Total | \$ 265,869 | \$ 252,254 | \$ (13,615) | -5.1% |

Ridership

| | FY17-Feb | FY18-Feb | Variance | %Δ |
|--------------|----------|----------|----------|-------|
| Fixed Route | 350,849 | 330,536 | (20,313) | -5.8% |
| Paratransit | 12,692 | 12,086 | (606) | -4.8% |
| SolVan | - | 1,922 | 1,922 | |
| System Total | 363,541 | 344,544 | (18,997) | -5.2% |

Passenger Revenue

| | YTD-FY17 | YTD-FY18 | Variance | %Δ |
|--------------|--------------|--------------|--------------|-------|
| Fixed Route | \$ 1,844,461 | \$ 1,733,673 | \$ (110,789) | -6.0% |
| Paratransit | \$ 228,748 | \$ 215,641 | \$ (13,107) | -5.7% |
| System Total | \$ 2,073,210 | \$ 1,949,314 | \$ (123,896) | -6.0% |

Ridership

| | YTD-FY17 | YTD-FY18 | Variance | %Δ |
|--------------|-----------|-----------|-----------|-------|
| Fixed Route | 2,753,540 | 2,625,321 | (128,219) | -4.7% |
| Paratransit | 109,289 | 104,208 | (5,081) | -4.6% |
| SolVan | - | 10,572 | 10,572 | |
| System Total | 2,862,829 | 2,740,101 | (122,728) | -4.3% |

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for Taxi Smart Card, Outside Fueling Revenue, and Emissions Credit Revenue.
The increase in fueling revenue is mainly attributed to higher sales from Burrtec than previously anticipated. Burrtec has yet to complete its fueling station and has therefore been purchasing a higher quantity of CNG than initially budgeted.

| | YTD - February | YTD Budget | Variance | %Δ |
|---------------------------|----------------|------------|------------|--------|
| TAXI SMART CARD | \$ 72,464 | \$ 31,111 | \$ 41,353 | 132.9% |
| OUTSIDE FUELING REVENUE | \$ 1,023,271 | \$ 800,000 | \$ 223,271 | 27.9% |
| EMISSIONS CREDITS REVENUE | \$ 607,920 | \$ 500,000 | \$ 107,920 | 21.6% |

Operator & Mechanic Salaries & Wages - Favorable

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.
Department 12 Operations - Fixed Route has three vacant operator positions.
Department 14 Operations - Paratransit has five vacant paratransit operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
Department 12 Operations - Fixed Route has four operators on long-term disability and one part-time operator out on workers compensation leave.
Department 22 Fleet Maintenance has one mechanic out on workers compensation leave.

Operator & Mechanic Overtime - Favorable

- Operator and Mechanic Overtime is within an acceptable range of the budgeted amount.

| February | | | | |
|-------------|----------------------------|------------------------------|------------------------|---------------|
| | Scheduled Overtime (Hours) | Unscheduled Overtime (Hours) | Total Overtime (Hours) | Total Expense |
| Fixed Route | 153 | 747 | 900 | \$ 28,633 |
| Paratransit | N/A | 745 | 745 | \$ 18,666 |
| Mechanics | N/A | 18 | 18 | \$ 624 |

| YTD-February | | | | |
|--------------|----------------------------|------------------------------|------------------------|---------------|
| | Scheduled Overtime (Hours) | Unscheduled Overtime (Hours) | Total Overtime (Hours) | Total Expense |
| Fixed Route | 2,613 | 12,746 | 15,359 | \$ 488,480 |
| Paratransit | N/A | 7,173 | 7,173 | \$ 181,129 |
| Mechanics | N/A | 1,171 | 1,171 | \$ 41,952 |

Administration Salaries & Wages - Favorable

- There are several vacant positions across the agency (e.g., Field Supervisor, Fixed Route Controller, Assistant Farebox Technician, Grants Analyst Accounting Clerk, CAO, DCOO)
- Also, consultant expenses vary throughout the year.

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- Department 13 Ops Admin - Paratransit had an unfavorable variance due to staff working during an observed holiday in February.
- Department 32 Human Resources had an unfavorable variance in overtime due to staff working overtime to reconcile benefit changes.
- Department 42 Information Technology had an unfavorable variance in overtime due to staff working on Saturdays for Disaster Recovery Plan testing.
- Department 45 Customer Service had an unfavorable variance in February due to staff having to work during an observed holiday.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to vacant positions across the agency.

Communications - Favorable

- The favorable variance is mainly attributed to an allowance for additional internet circuits as well as other devices for users and buses. The IT department has adjusted its communication plan for FY 2018 and may not consume all of the communication costs.

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- YTD - February SunLine had 397.54 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the later part of the year:
 - Barracuda - provides web filters, spam filters, and email archive
 - Keystone - support for SYSCO devices
 - Cummins Software - utilize to run diagnostics on Cummins engines
 - Lansweeper - network management tool.

Uniforms - Favorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an on need basis, web hosting costs not yet incurred, hazardous waste disposal fees not yet incurred).

Equipment Repairs - Favorable

- Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

- The YTD variance is attributed to a credit for an overcharge for holiday pay.
- The favorable variance in February is attributed to charges incurred for 28 days instead of 30 days.

Fuel - CNG - Favorable

- Internal consumption has decreased by 25,471 GGE's below FY17 YTD amounts.

The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

Internal GGE Usage

| | GGE Usage | Variance FY17 vs. FY18 | Variance Previous Month | %Δ FY17 vs FY18 | %Δ Previous Month |
|--------------------|-----------|---------------------------|-------------------------------|-----------------------|-------------------------|
| February FY 17 | 114,145 | | | | |
| February FY 18 | 100,740 | (13,405) | (9,481) | -11.74% | -8.60% |
| January FY 18 | 110,221 | | | | |
| YTD February FY 17 | 968,052 | | | | |
| YTD February FY 18 | 942,581 | (25,471) | | -2.63% | |

Fuel - Hydrogen - Favorable

- The favorable variance is primarily attributed to a lower quantity of mechanical failures.

The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.

- Two fuel buses were down long-term for significant repairs.

FC5 was down for an APS controller from 09/13/17 to 12/17/17.

FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

Tires - Favorable

- The favorable variance is primarily attributed to a decrease in total miles traveled YTD in comparison to the last fiscal year.

Office Supplies - Favorable

- Office supplies are a variable expense; costs vary throughout the year as required.
- The unfavorable variance for February is attributed to a more significant quantity of printer cartridge replacements.

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In February fixed route had costs of \$79,601 for preventative maintenance services, three engine rebuilds, radiator replacement, and a core replacement.
- For February paratransit had expenses of \$14,791 for preventative maintenance, one engine replacement, and one transmission replacement.
- Additionally, there is an increase of \$4,587 in support vehicle repair parts over the previous fiscal year.

The additional expenses for Support Vehicles are due to a higher quantity of tire expenses, and more substantial costs (e.g., power steering).

Facility Maintenance - Unfavorable

- In the first quarter, there were high expenses for plumbing related issues and electrical issues in the Thousand Palms facility.
- In February there is a favorable variance due to lower expenses and maintenance issues in the Thousand Palms and Indio facilities.

Electricity - CNG & Hydrogen - Unfavorable

- Electricity for CNG and Hydrogen production costs are higher in the summer months and begin to decrease in the winter months.
- Additionally, the increase in sales of outside fuels leads to increased production of CNG and therefore higher electricity usage.

Natural Gas - Favorable

- The favorable balance of natural gas costs is primarily attributed to an average \$0.05 decrease in internal GGE cost over YTD-FY17.
- In February there were 4,188 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 29,569 GGE's above FY17 YTD amounts.

Outside GGE Usage

| | GGE Usage | Variance FY17 vs FY18 | Variance Previous Month | %Δ FY17 vs FY18 | %Δ Previous Month |
|--------------------|-----------|--------------------------|-------------------------------|-----------------------|-------------------------|
| February FY 17 | 48,005 | | | | |
| February FY 18 | 49,636 | 1,631 | (4,188) | 3.40% | -7.78% |
| January FY 18 | 53,824 | | | | |
| YTD February FY 17 | 380,836 | | | | |
| YTD February FY 18 | 410,405 | 29,569 | | 7.76% | |

Water and Gas - Favorable

- Gas expenses in the Indio facility follow a seasonal pattern. The large heaters have not been utilized due to a warmer winter.
- The maintenance team has put an emphasis this fiscal year on water conservation and made changes to their routines that have helped reduce water consumption.

Insurance Losses - Favorable

- The favorable variance is mainly attributed to large reconciliations for accrued insurance liabilities.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Favorable

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

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- As of February, there have been a total of 62 collisions, that is a decrease of one collision over the fiscal year 2017.
The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$916 compared to \$2,013 in FY 17.
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$88,530 above FY17 YTD amounts.
- For February sales have decreased \$7,924 from the previous month.

Outside Fueling Revenue

| | Revenue | Variance FY17 vs FY18 | Variance Previous Month | %Δ FY17 vs FY18 | %Δ Previous Month |
|--------------------|--------------|--------------------------|-------------------------------|-----------------------|-------------------------|
| February FY 17 | \$ 118,791 | | | | |
| February FY 18 | \$ 125,929 | \$ 7,138 | \$ (7,924) | 6.01% | -5.92% |
| January FY 18 | \$ 133,853 | | | | |
| YTD February FY 17 | \$ 934,741 | | | | |
| YTD February FY 18 | \$ 1,023,271 | \$ 88,530 | | 9.47% | |

Other Expenses - Favorable

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

Self Consumed Fuel - Favorable

- The favorable balance FY18 YTD is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to FY17 YTD. There is a decrease of 53,016 total miles traveled in FY18 YTD in comparison to FY17 YTD.

Mileage

| | January FY18 | February FY18 | Variance | %Δ |
|-----------------------|-----------------|------------------|----------|--------|
| Fixed Route | 321,925 | 289,086 | (32,839) | -10.2% |
| Paratransit Passenger | 99,678 | 92,106 | (7,572) | -7.6% |
| System Total | 421,603 | 381,192 | (40,411) | -9.6% |

Mileage YTD-February

| | YTD-FY17 | YTD-FY18 | Variance | %Δ |
|-----------------------|-----------|-----------|----------|-------|
| Fixed Route | 2,578,565 | 2,553,579 | (24,986) | -1.0% |
| Paratransit Passenger | 812,622 | 784,592 | (28,030) | -3.4% |
| System Total | 3,391,187 | 3,338,171 | (53,016) | -1.6% |

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed in Excess of \$25,000 March 2018

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of March, there was one contract amendment signed with Vasquez & Company for the final option year for financial auditing services.

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

March 2018

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|-------------------|-----------------------------|---|--|-----------------|--------------|-----------------------------------|
| Vasquez & Company | Financial Auditing Services | Exercise final option year for Financial Auditing services. | To be programmed in FY18/19 Operating Budget | \$ 72,000.00 | \$ 51,796.00 | Executed Amendment Board Approved |

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 25, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary February 2018

Summary:

The pension asset summary demonstrates the book and market value of all assets as well as the total asset allocation for SunLine's Bargaining and Non-Bargaining retirement plans. The following table states the target and range values for asset allocations based on the current investment policy:

| | Target | Range |
|-------------------|--------|----------|
| Equities | 60% | 35 – 75% |
| Fixed Income | 40% | 25 – 64% |
| Cash & Equivalent | 0% | 0 – 10% |

Recommendation:

Receive and file.

00309801
 40-01-B-61-065-01
 100-13-02869-01



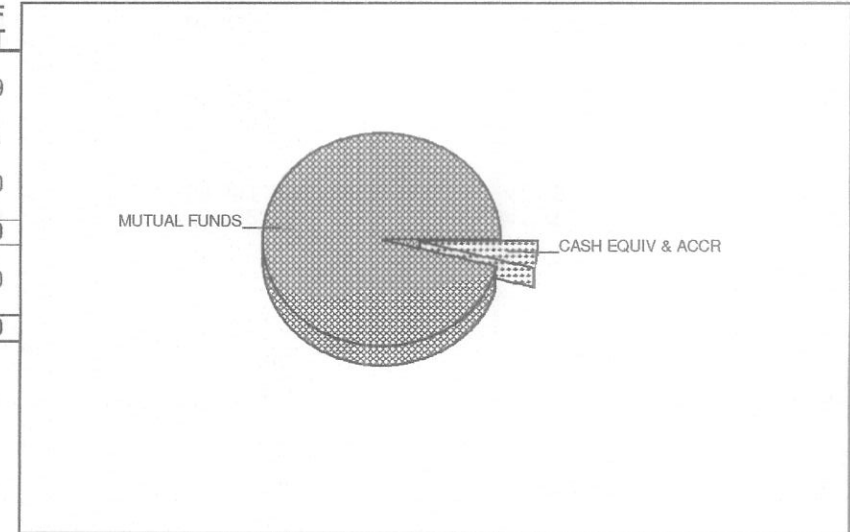
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 23
 Period from February 1, 2018 to February 28, 2018

ASSET SUMMARY

| ASSETS | 02/28/2018 MARKET | 02/28/2018 BOOK VALUE | % OF MARKET |
|---------------------------|----------------------|--------------------------|----------------|
| Cash And Equivalents | 291,752.38 | 291,752.38 | 1.09 |
| Mutual Funds-Equity | 17,551,827.47 | 15,956,809.52 | 65.31 |
| Mutual Funds-Fixed Income | 9,029,566.76 | 9,298,518.56 | 33.60 |
| Total Assets | 26,873,146.61 | 25,547,080.46 | 100.00 |
| Accrued Income | 270.57 | 270.57 | 0.00 |
| Grand Total | 26,873,417.18 | 25,547,351.03 | 100.00 |

Estimated Annual Income 590,171.85



00309801
 40- -01-B -61 -065-01
 100 -13-02869-01



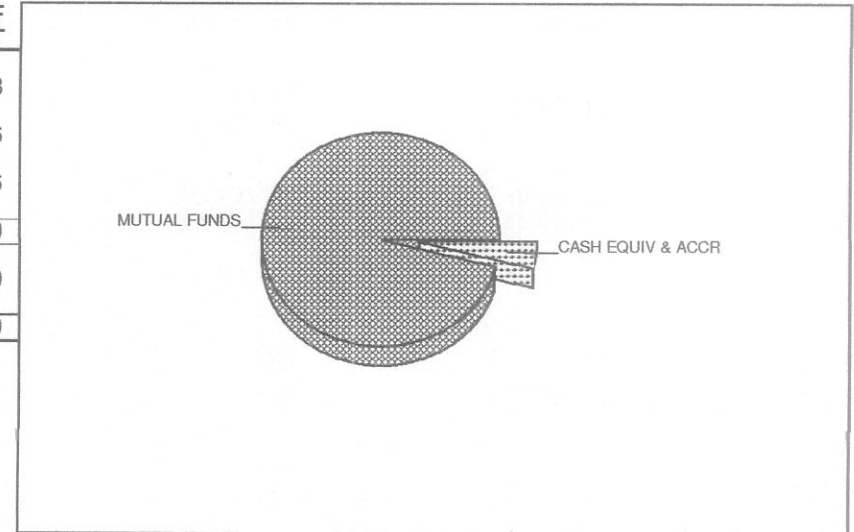
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 22
 Period from February 1, 2018 to February 28, 2018

ASSET SUMMARY

| ASSETS | 02/28/2018 MARKET | 02/28/2018 BOOK VALUE | % OF MARKET |
|---------------------------|------------------------------|----------------------------------|------------------------|
| Cash And Equivalents | 544,539.77 | 544,539.77 | 2.08 |
| Mutual Funds-Equity | 16,992,025.83 | 15,447,892.47 | 64.66 |
| Mutual Funds-Fixed Income | 8,741,493.66 | 9,001,862.80 | 33.26 |
| Total Assets | 26,278,059.26 | 24,994,295.04 | 100.00 |
| Accrued Income | 503.33 | 503.33 | 0.00 |
| Grand Total | 26,278,562.59 | 24,994,798.37 | 100.00 |

Estimated Annual Income **574,754.17**



SunLine Transit Agency

CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 1st Quarter 2018

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are in progress. For the first quarter of 2018, there are fourteen large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATE 1ST QUARTER 2018

| Project Title | Brief Description | Current Status | Current Funding |
|--|--|--|-----------------|
| New CNG Fueling Station | This CNG Station will be located at the Thousand Palms facility and will replace the existing Station that has exceeded its useful life. | Preliminary Design Complete, Construction Management firm selected. Finalizing scope for Design Build bids. | \$5,500,778 |
| Solar Canopies | Project to Complete solar canopies at the SunLine's Administrative building parking in Thousand Palms . | Preliminary Engineering drawings complete. Qualified bidders have been shortlisted. Finalizing scope for bidding documents for shortlisted bidders. | \$657,192 |
| New Operations Facility | The Operations Facility replacement project will allow SunLine to complete demolition, removal and rebuild an Operations Building in Thousand Palms. | Preliminary Architectural & Engineering firm selected. Finalizing documents to apply for conditional use permit with Riverside County. | \$7,000,000 |
| (5) Hydrogen Fuel Cell Buses – LoNo | Buses are required to meet growing demand for transit services. SunLine would like to continue its leadership in alternative fuels by acquiring the additional hydrogen fuel cell buses. | Two buses (FC8) and (FC9) have been delivered to SunLine. Remaining buses are in the production line with last bus expected to arrive in July, 2018. | \$13,103,860 |
| (5) Hydrogen Buses & Onsite Hydrogen Fueling Station | This project will deploy (5) new 40' fuel cell electric buses and include upgrading SunLine's existing hydrogen refueling station with a new electrolyzer. | Buses are getting ready to enter the production line. Hydrogen Refueling Station 95% design drawings are being finalized. Station equipment is under production. | \$16,836,791 |
| (4) Zero Emission Electric Buses | Purchase four zero emission buses (3 for replacement, 1 for expanded service) for cleaner and more frequent service on SunLine routes serving disadvantaged communities, accelerating SunLine's efforts to transition to an all zero-emission fleet. | Buses are in production. Buses are expected to be delivered in second quarter of 2018. | \$3,223,799 |
| Transportation Demand Management – Vanpool | Program will assist riders in identifying the correct mode of transportation given their particular transportation needs. This project will help reduce single occupant | Eight Enterprise vans and seven farm-related (CalVans) vans are participating under SolVan. | \$1,990,000 |

QUARTERLY CAPITAL PROJECT UPDATE 1ST QUARTER 2018

| | | | |
|-------------------------------------|--|---|-----------|
| | vehicle trips within the Coachella Valley to surrounding areas which will help improve air quality and ease congestion. This program features a Vanpool Pilot program to assist in the agricultural community and large employers. | | |
| Indio Division Yard Repaving | Project to repave the existing bus yard and staff car parking area along with CNG public fueling station in the Indio operating division. | Engineering Design complete. Bids are out for Indio yard repaving contract. | \$595,079 |
| New Accounting Tool (ERP/Tyler) | This project is to provide the agency a modern accounting tool to help improve financial management. | Software Product implementation is underway. | \$699,222 |
| SunLine Division-I Fencing project | Project to install perimeter fencing on West and South side of SunLine's Thousand Palm facility. | Fence is being installed. | \$549,954 |
| Transit Redesign & Network Analysis | Project to conduct study to provide comprehensive analysis to SunLine's fixed route bus and paratransit bus system to accomplish reliability and passenger convenience of its services. | Project Kickoff meeting held in January, 2018. Project is progressing per schedule. | \$450,000 |
| Transit Enhancements | The enhancement of the bus stop system to enhance access for persons with disabilities and the general public through modernization of bus shelters, benches and lighting to enhance security and safety of all SunLine customers. | Finalizing the project scope for procurement documents. | \$770,339 |
| Transit Security Camera project | Project to update surveillance system to take advantage of the new technology, to change the system so as to increase video surveillance coverage of fixed assets at SunLine Division 1 and the Transit hub. | Finalizing the project scope for procurement documents. | \$330,116 |
| Purchase Support Vehicles | Project is to purchase (1) new and (8) replacement non-revenue support vehicles. | Finalizing the project scope for procurement documents. | \$459,394 |

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for March 2018

Summary:

System-wide ridership this March decreased -5.2% versus February 2017.

| Ridership | | |
|---------------------|----------------|----------------|
| | Mar 17 | Mar 18 |
| Fixed Route | 398,712 | 351,050 |
| Van Pool | - | 2,000 |
| Sundial | 14,408 | 13,506 |
| System Total | 413,120 | 366,556 |

Factors to consider when comparing to a year ago:

| | Mar-18 | Mar-17 |
|--------------------|---------------|---------------|
| Weekdays: | 22 | 23 |
| Saturdays: | 5 | 4 |
| Sundays: | 4 | 4 |
| Total Days: | 31 | 31 |

March Comparison:

- An average weekday will see higher ridership in comparison to a Saturday/Sunday. This year, there was one less weekday and one more Saturday than in March 2017. Seeing as ridership would be higher on a weekday, the fact that there was one less weekday this year had an impact on SunLine's ridership.

Recommendation:

Receive and file.



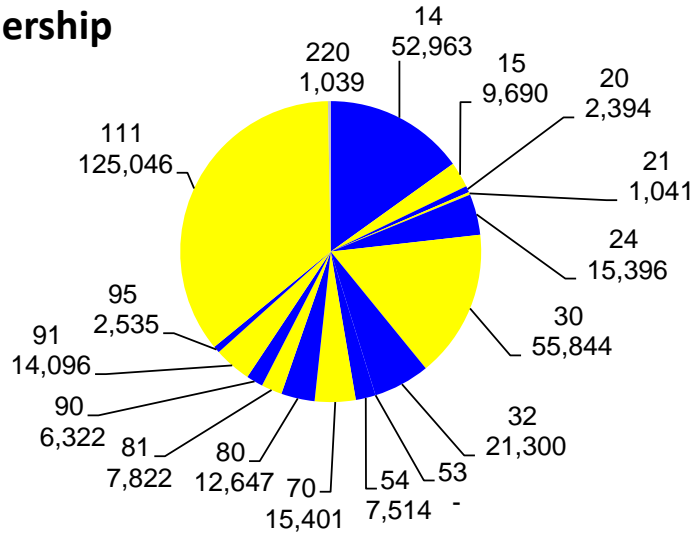
SunLine Transit Agency Monthly Ridership Report March 2018

| Line | Fixed Route Description | Mar 2018 | Mar 2017 | Feb 2018 | FY 2017 & 2018 | | FY 2018 YTD | FY 2017 YTD | YTD Var. | % Var. | Bikes | | Wheelchairs | |
|--------------------------|-------------------------|----------------|----------------|----------------|-----------------|---------------|------------------|------------------|------------------|--------------|---------------|---------------|--------------|---------------|
| | | | | | Month Var. | % Var. | | | | | Monthly | YTD | Monthly | YTD |
| 14 | DHS/PS | 52,963 | 62,062 | 51,340 | (9,099) | -14.7% | 457,912 | 477,615 | (19,703) | -4.1% | 1,672 | 14,470 | 564 | 5,100 |
| 15 | DHS | 9,690 | 10,162 | 9,844 | (472) | -4.6% | 86,140 | 78,606 | 7,534 | 9.6% | 145 | 1,136 | 78 | 645 |
| 20 | DHS/PD | 2,394 | 2,832 | 2,511 | (438) | -15.5% | 18,004 | 19,340 | (1,336) | -6.9% | 89 | 730 | 14 | 82 |
| 21 | PD | 1,041 | - | 1,168 | 1,041 | 100.0% | 3,085 | - | 3,085 | 100.0% | 32 | 105 | 51 | 76 |
| 24 | PS | 15,396 | 15,560 | 14,609 | (164) | -1.1% | 122,609 | 123,085 | (476) | -0.4% | 391 | 3,095 | 111 | 902 |
| 30 | CC/PS | 55,844 | 64,990 | 51,294 | (9,146) | -14.1% | 477,418 | 524,476 | (47,058) | -9.0% | 1,706 | 18,110 | 340 | 3,938 |
| 32 | PD/RM/TP/CC/PS | 21,300 | 24,583 | 20,796 | (3,283) | -13.4% | 177,742 | 188,333 | (10,591) | -5.6% | 780 | 7,148 | 87 | 783 |
| 53 | PD/IW | - | 4,796 | - | (4,796) | -100.0% | 21,867 | 37,493 | (15,626) | -41.7% | - | 893 | - | 152 |
| 54 | Indio/LQ/IW/PD | 7,514 | 8,514 | 7,292 | (1,000) | -11.7% | 54,855 | 58,723 | (3,868) | -6.6% | 231 | 1,936 | 56 | 316 |
| 70 | LQ/BD | 15,401 | 19,386 | 14,454 | (3,985) | -20.6% | 121,627 | 136,624 | (14,997) | -11.0% | 534 | 4,286 | 29 | 234 |
| 80 | Indio | 12,647 | 13,526 | 12,391 | (879) | -6.5% | 98,734 | 108,681 | (9,947) | -9.2% | 235 | 2,079 | 94 | 944 |
| 81 | Indio | 7,822 | 9,107 | 7,785 | (1,285) | -14.1% | 67,988 | 66,252 | 1,736 | 2.6% | 77 | 657 | 45 | 392 |
| 90 | Coachella/Indio | 6,322 | 12,025 | 5,661 | (5,703) | -47.4% | 73,938 | 110,053 | (36,115) | -32.8% | 73 | 1,136 | 31 | 547 |
| 91 | I/Cch/Th/Mec/Oas | 14,096 | 17,670 | 13,836 | (3,574) | -20.2% | 135,737 | 131,840 | 3,897 | 3.0% | 192 | 2,514 | 47 | 302 |
| 95 | I/Cch/Th/Mec/NS | 2,535 | 2,456 | 1,997 | 79 | 3.2% | 17,259 | 22,278 | (5,019) | -22.5% | 48 | 365 | 12 | 92 |
| 111 | PS to Indio | 125,046 | 129,871 | 114,527 | (4,825) | -3.7% | 1,030,926 | 1,058,928 | (28,002) | -2.6% | 4,642 | 39,311 | 658 | 5,882 |
| 220 | PD to Riverside | 1,039 | 1,172 | 1,031 | (133) | -11.3% | 10,530 | 9,925 | 605 | 6.1% | 26 | 280 | 2 | 80 |
| Fixed Route Total | | 351,050 | 398,712 | 330,536 | (47,662) | -12.0% | 2,976,371 | 3,152,252 | (175,881) | -5.6% | 10,873 | 98,251 | 2,219 | 20,467 |
| SolVan | | 2,197 | - | 1,922 | 2,197 | 0.0% | 12,769 | - | 12,769 | 100.0% | | | | |
| Demand Response | | | | | | | | | | | | | | |
| SunDial | | 13,506 | 14,408 | 12,086 | (902) | -6.3% | 117,714 | 123,697 | (5,983) | -4.8% | | | | |
| System Total | | 366,753 | 413,120 | 344,544 | (46,367) | -11.2% | 3,106,854 | 3,275,949 | (169,095) | -5.2% | | | | |
| | | Mar-18 | Mar-17 | Feb-18 | | | | | | | | | | |
| | Weekdays: | 22 | 23 | 20 | | | | | | | | | | |
| | Saturdays: | 5 | 4 | 4 | | | | | | | | | | |
| | Sundays: | 4 | 4 | 4 | | | | | | | | | | |
| | Total Days: | 31 | 31 | 28 | | | | | | | | | | |

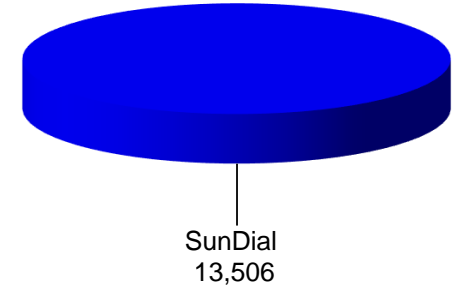
Please note:

SunLine Transit Agency Monthly Ridership Report March - 2018

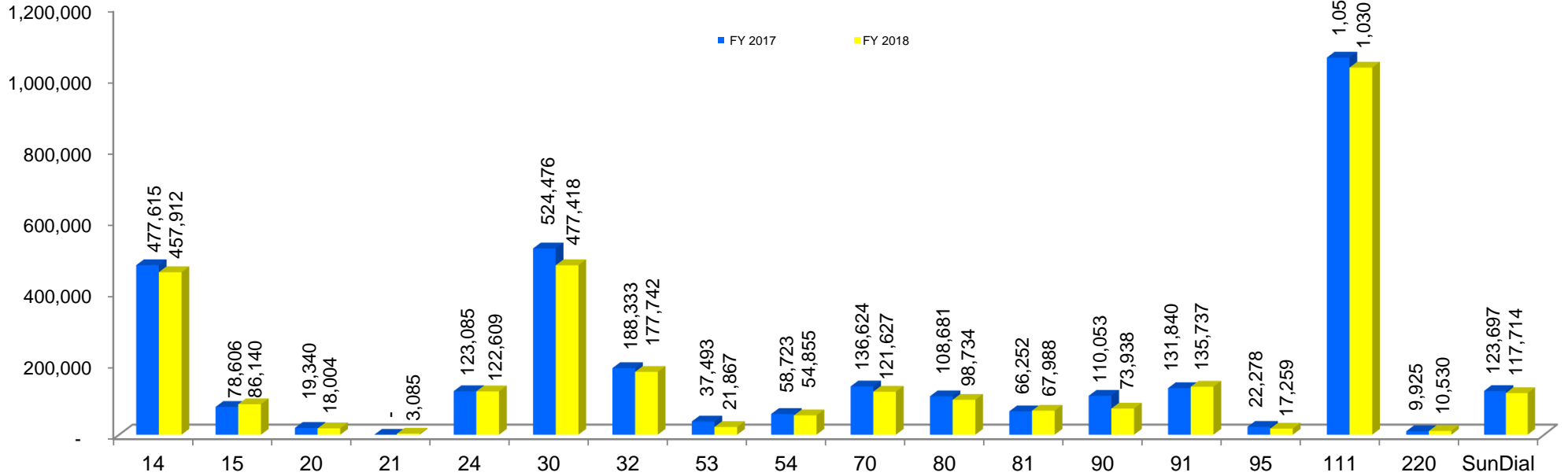
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



SunLine Transit Agency

CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for March 2018

Summary:

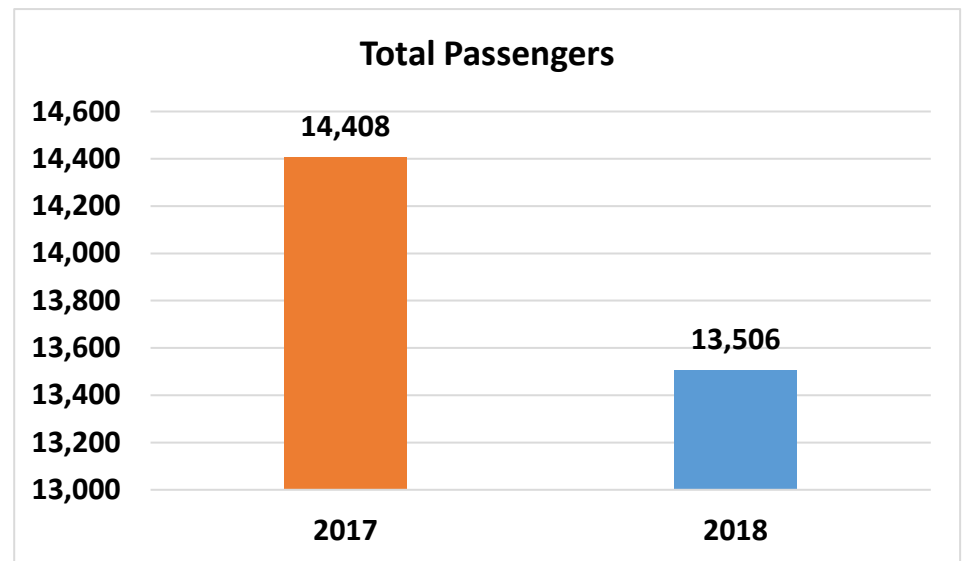
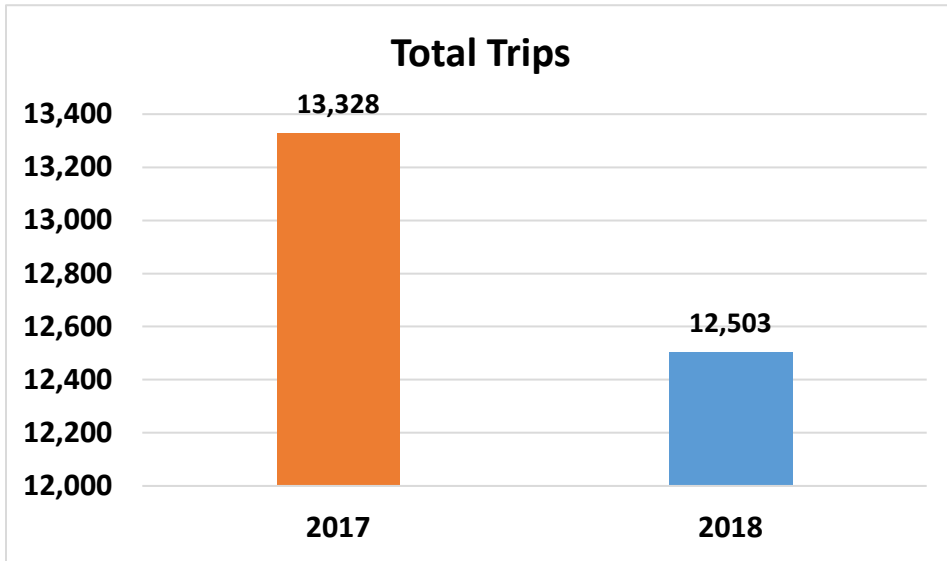
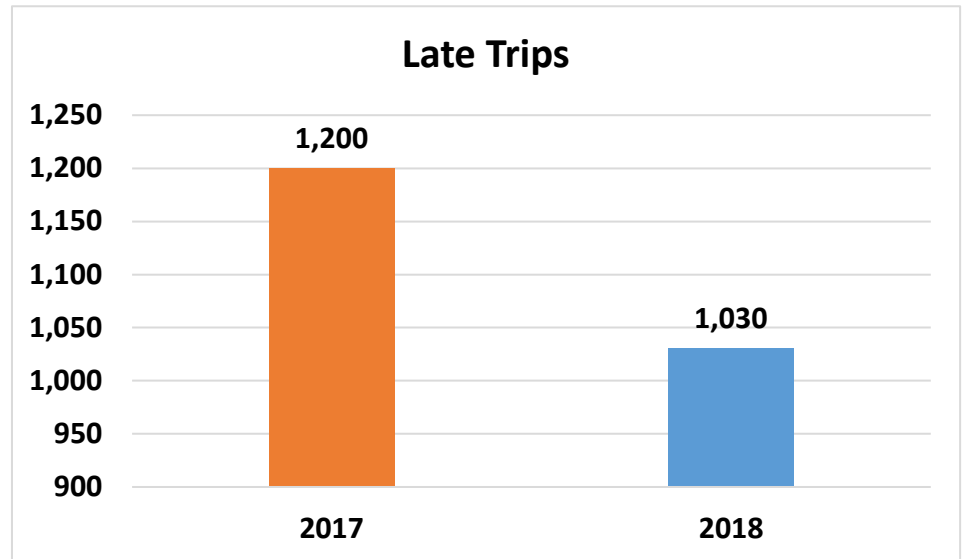
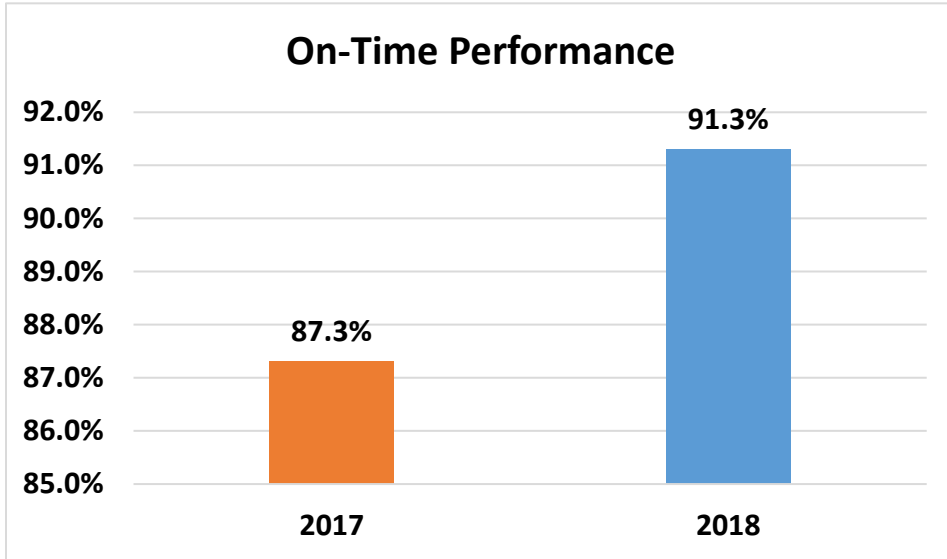
The attached report summarizes SunDial's operation for March 2018. Highlights of this report include an on-time performance percentage of 91.3 % compared to 87.3% in March 2018.

Recommendation:

Receive and file.

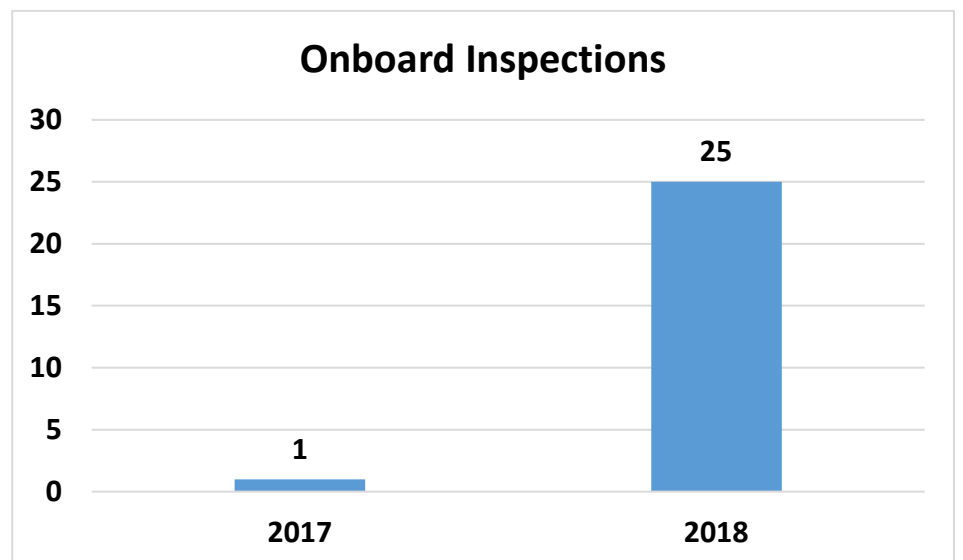
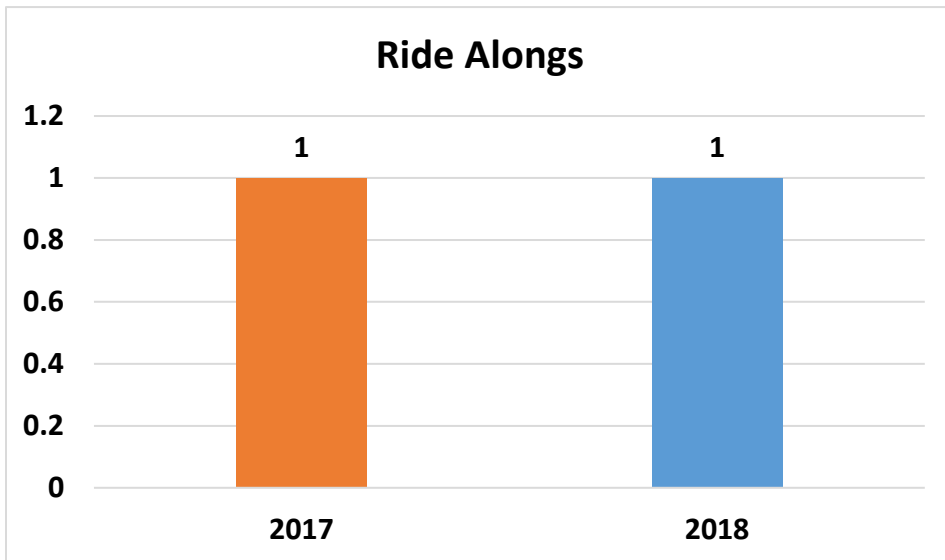
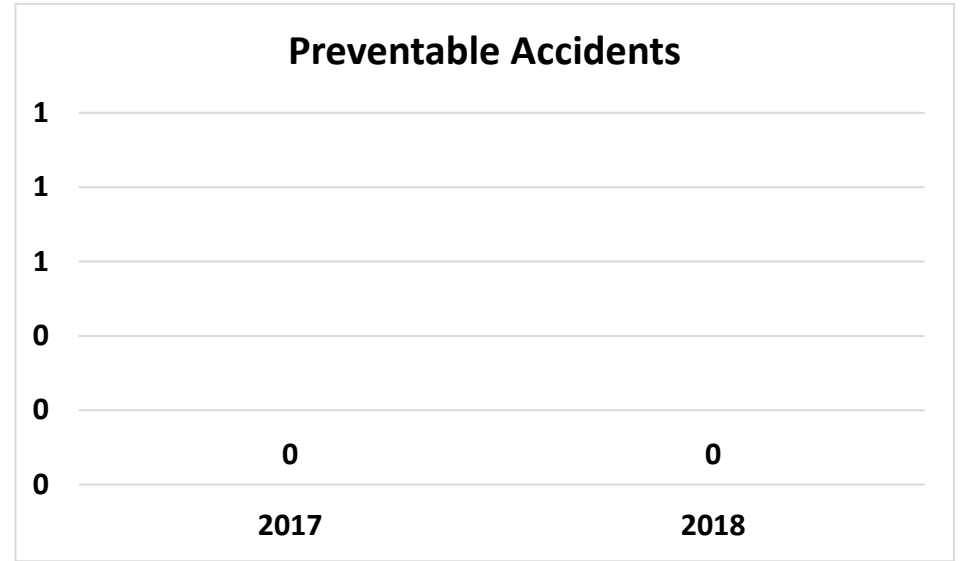
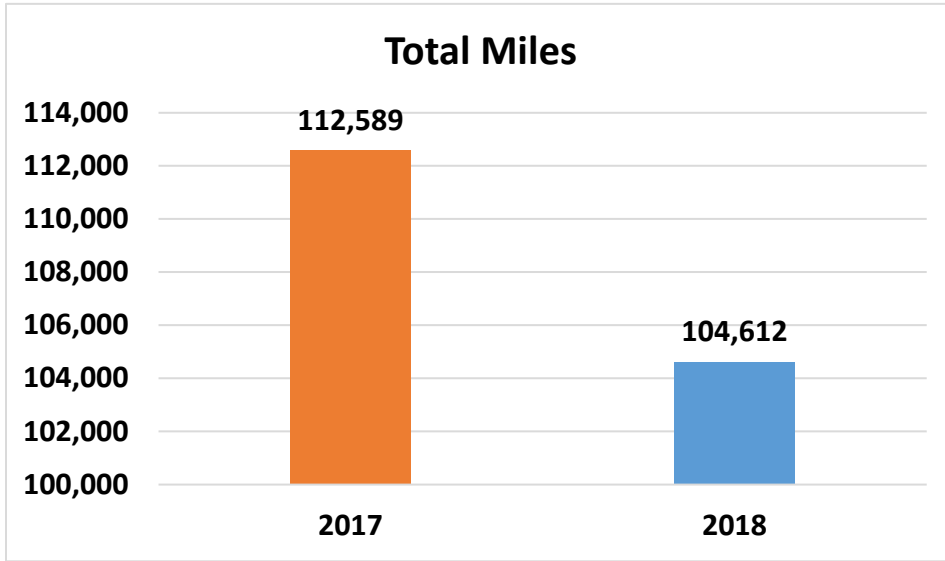
SunDial Operational Notes

March 2017/2018



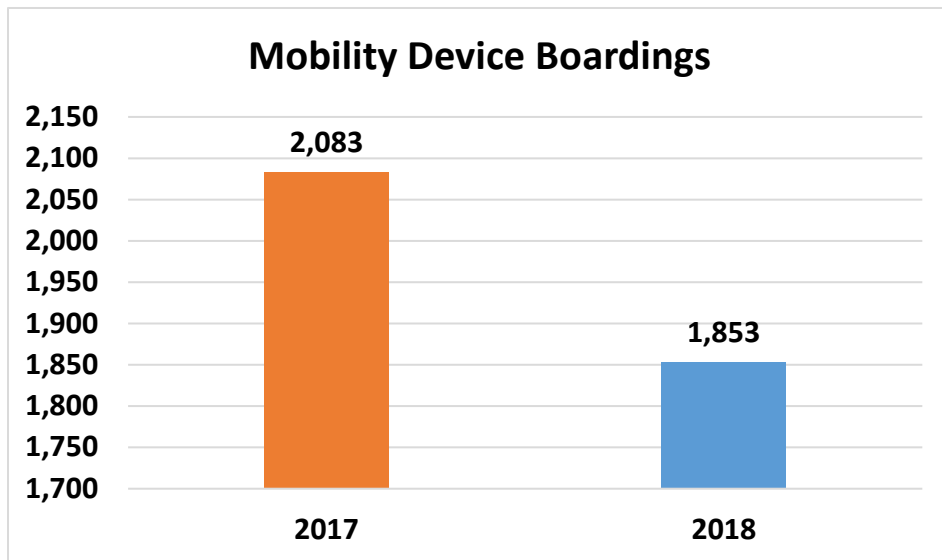
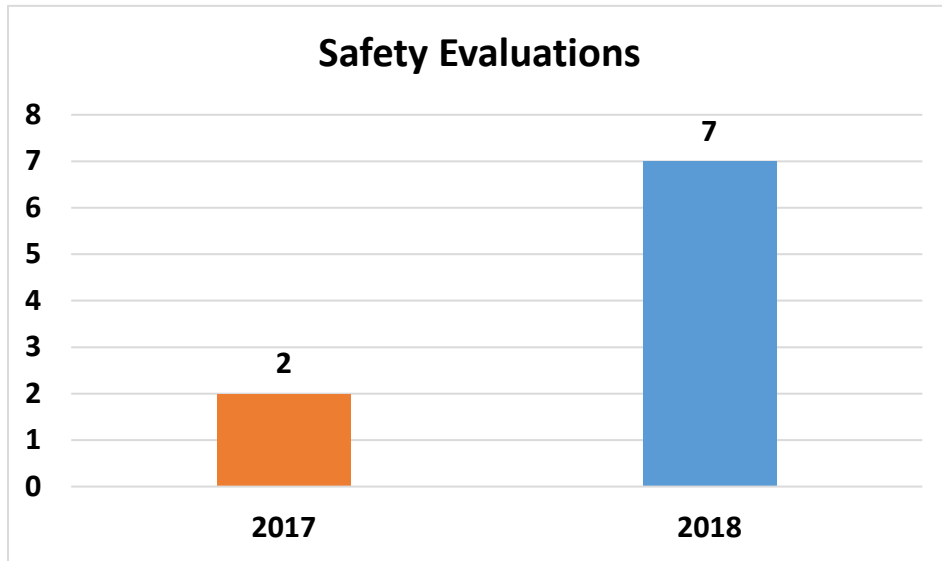
SunDial Operational Notes

March 2017/2018



SunDial Operational Notes

March 2017/2018



SunLine Transit Agency

CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for March 2018

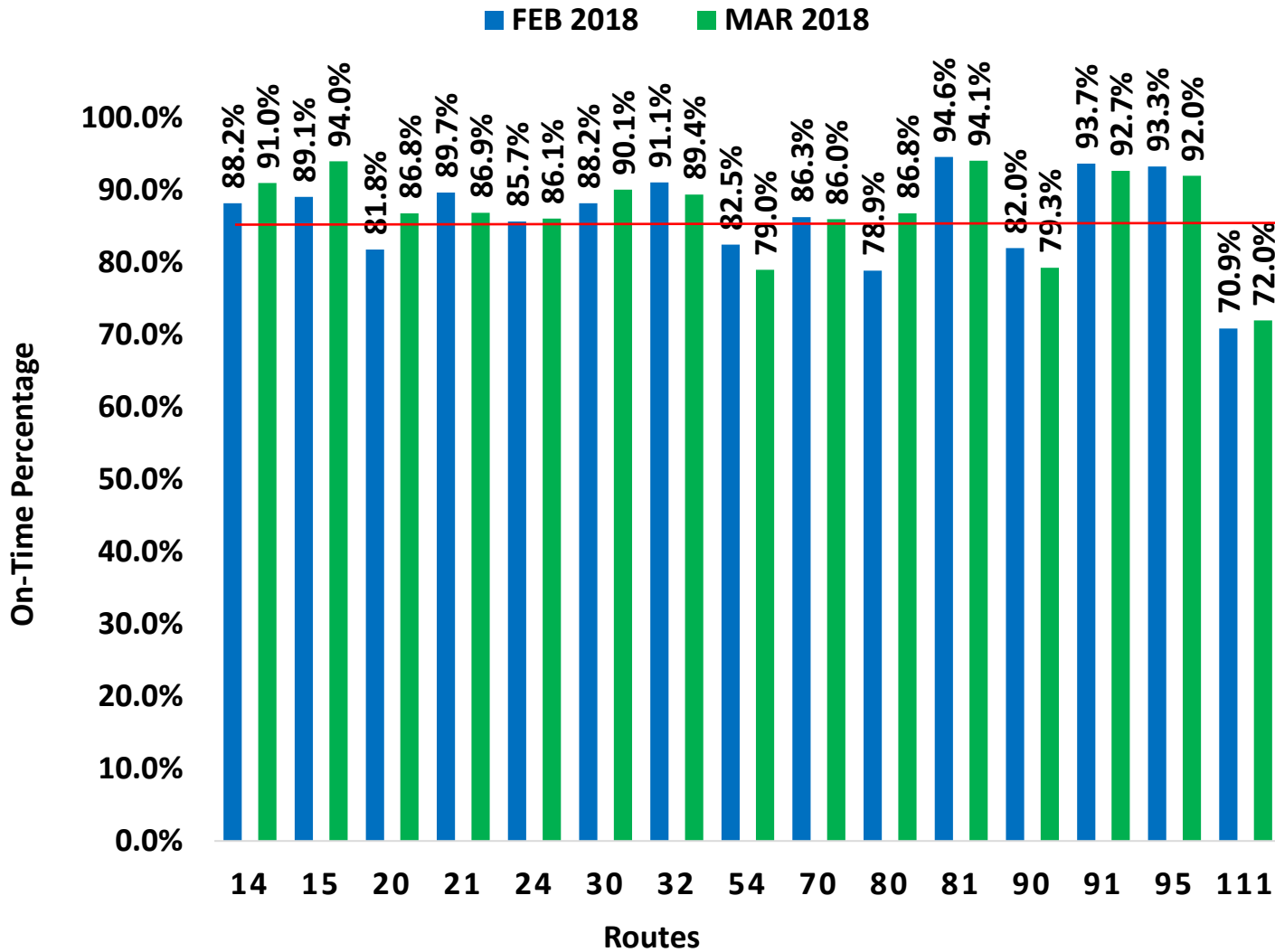
Summary:

The metrics packet includes data highlighting on time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer comments, paratransit customer comments, and system performance.

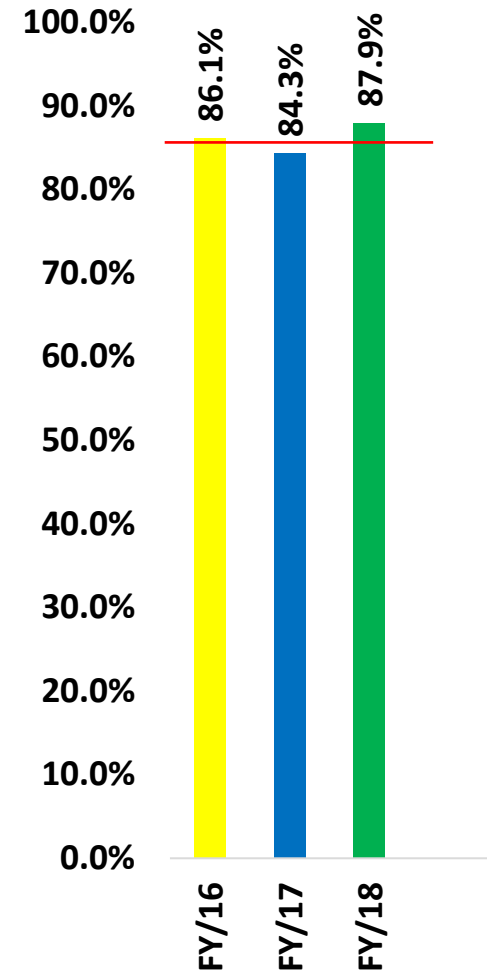
Recommendation:

Receive and file.

On-Time Performance Percent by Line



On Time Performance System Wide

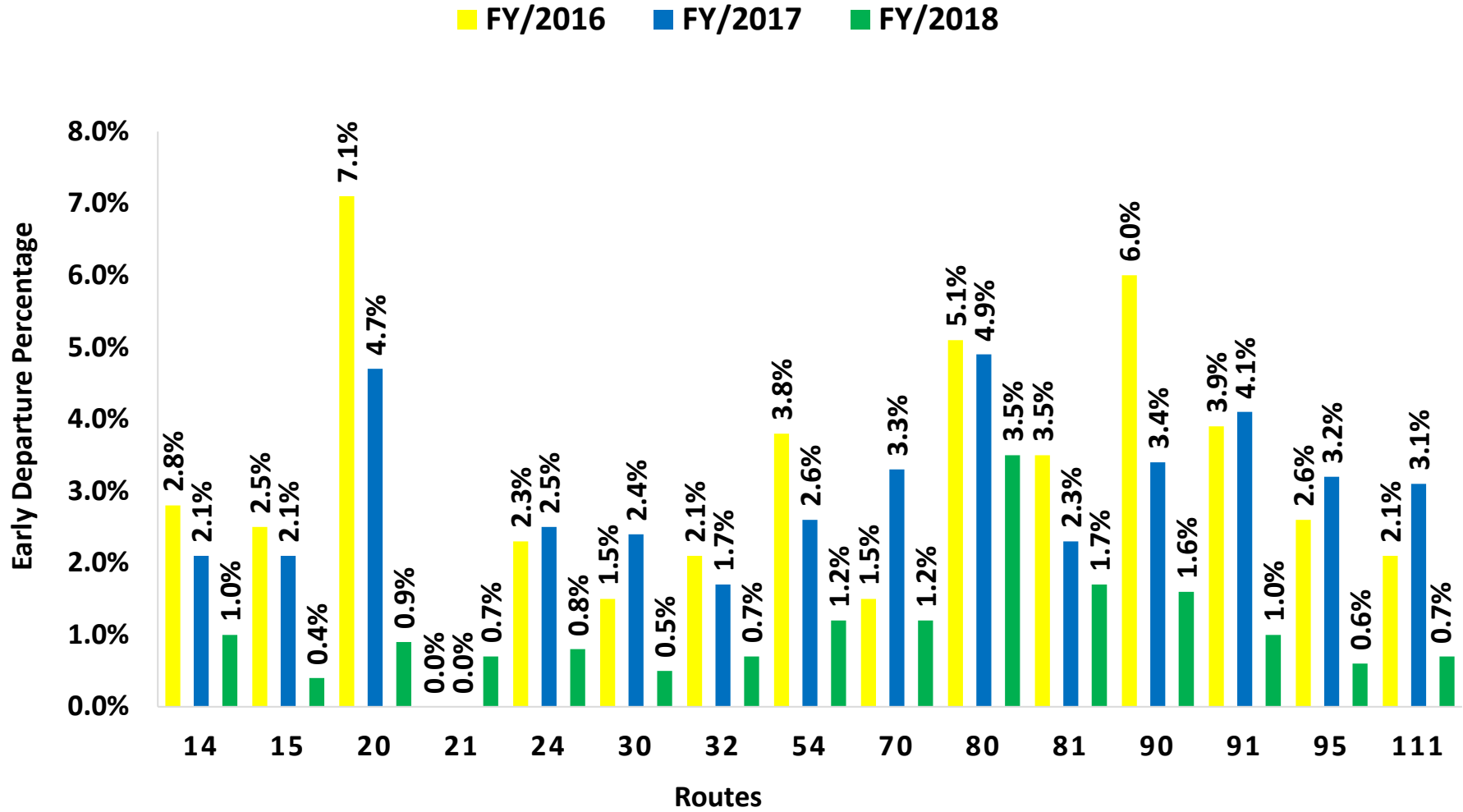


Definintion: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

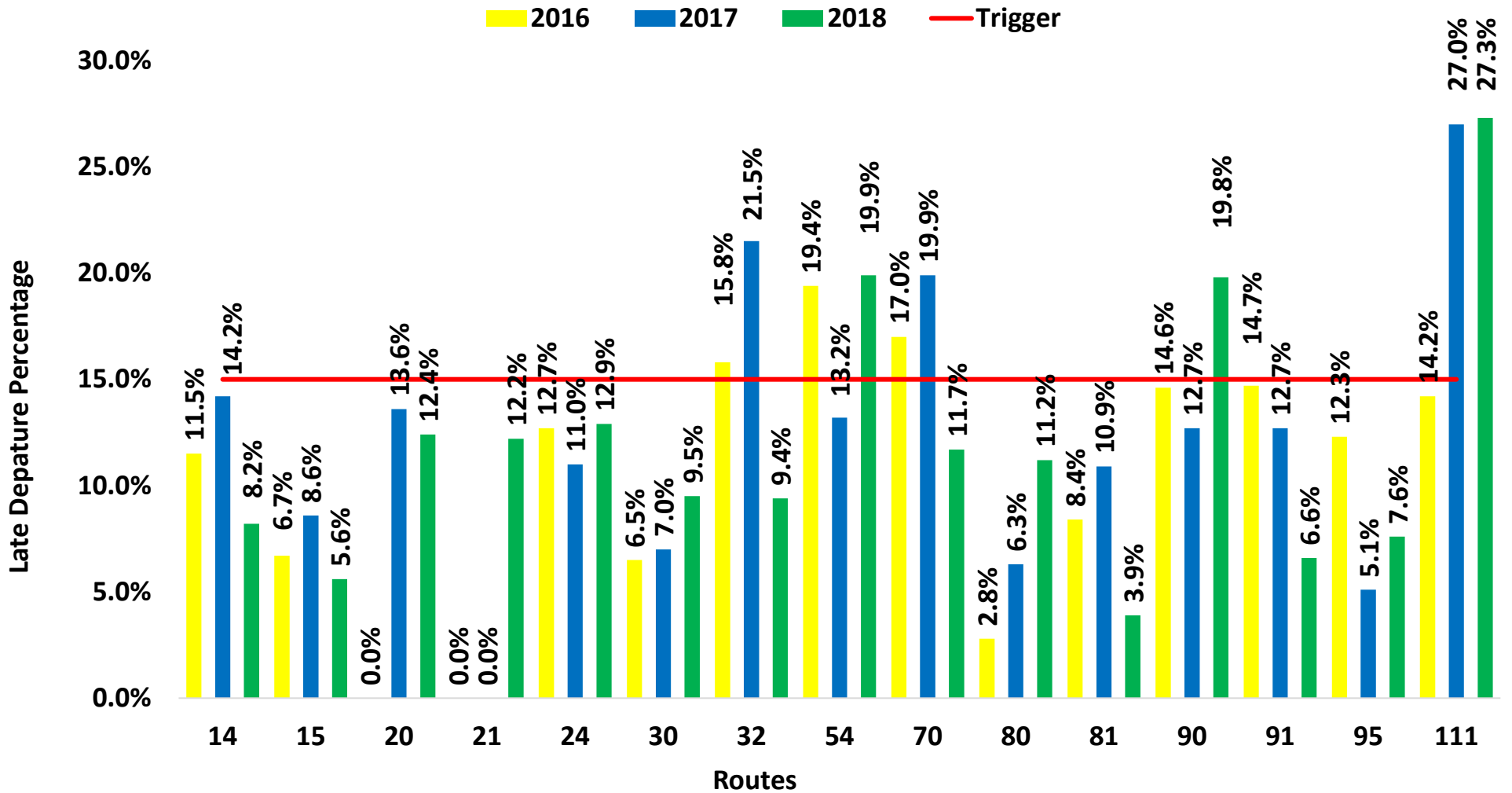
Early Departures by Line YTD



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

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

Late Departure Percent by Line March

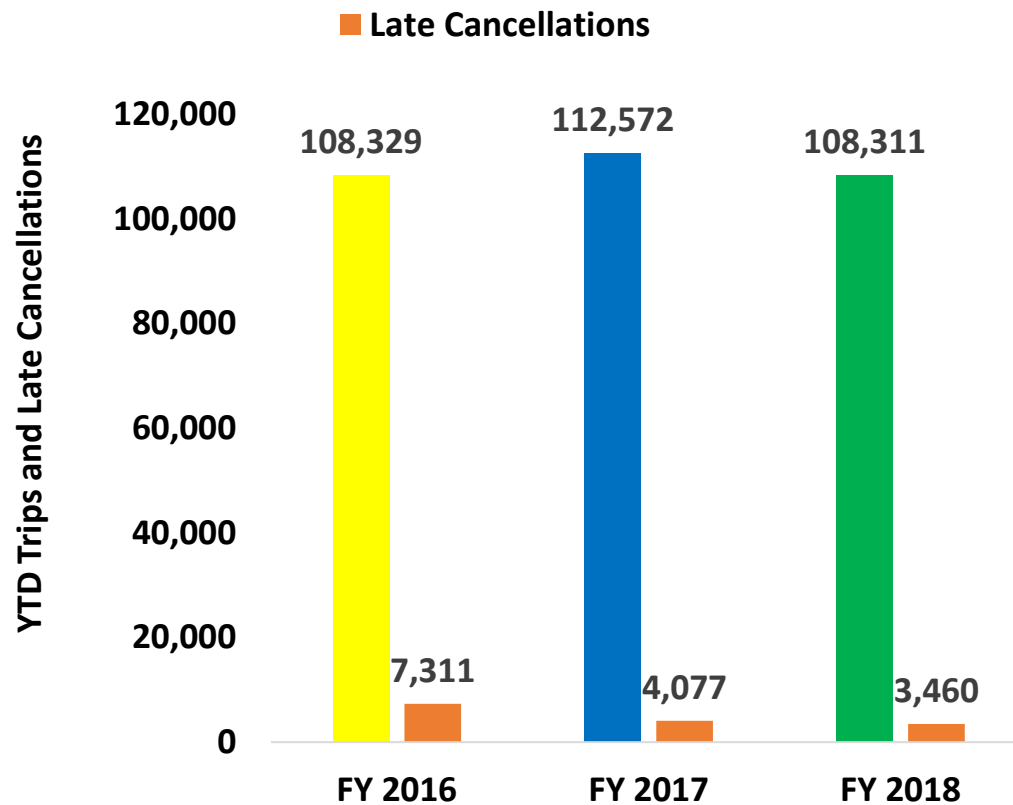


Late Definition: When a bus leaves a time point, after the scheduled departure time.

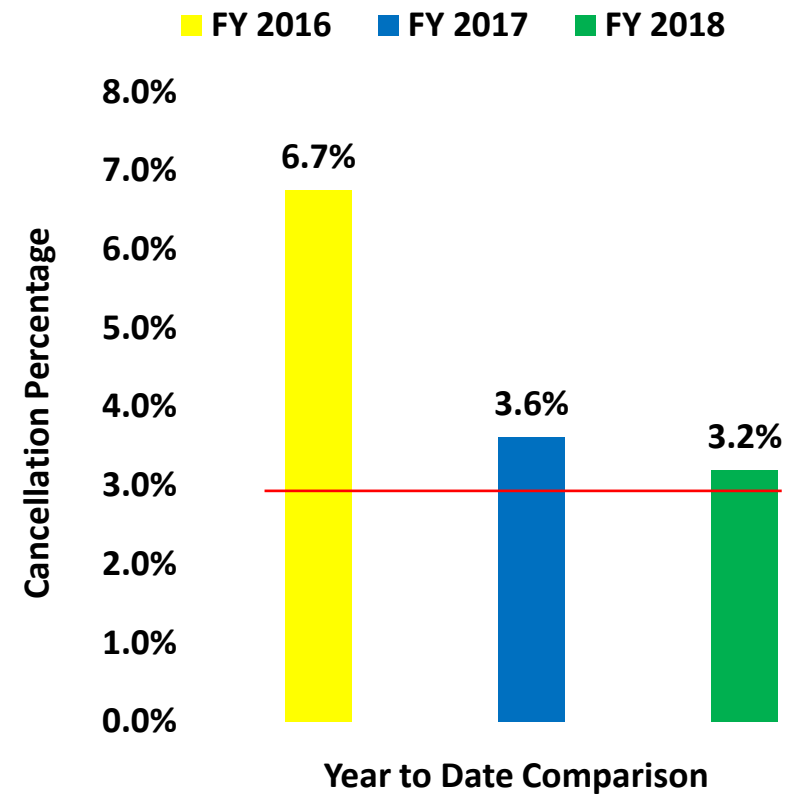
The line is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%

Total Trips Vs Late Cancellations Y.T.D.



Late Cancellation Percentage Y.T.D.

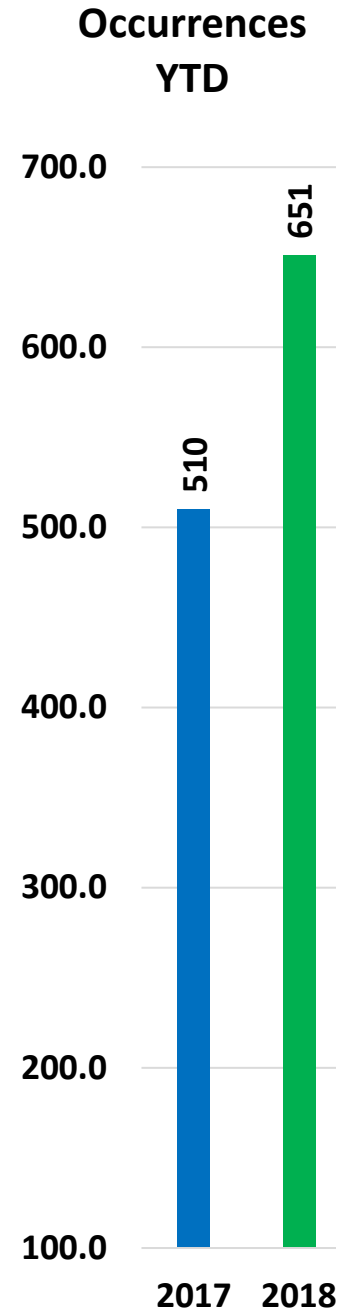
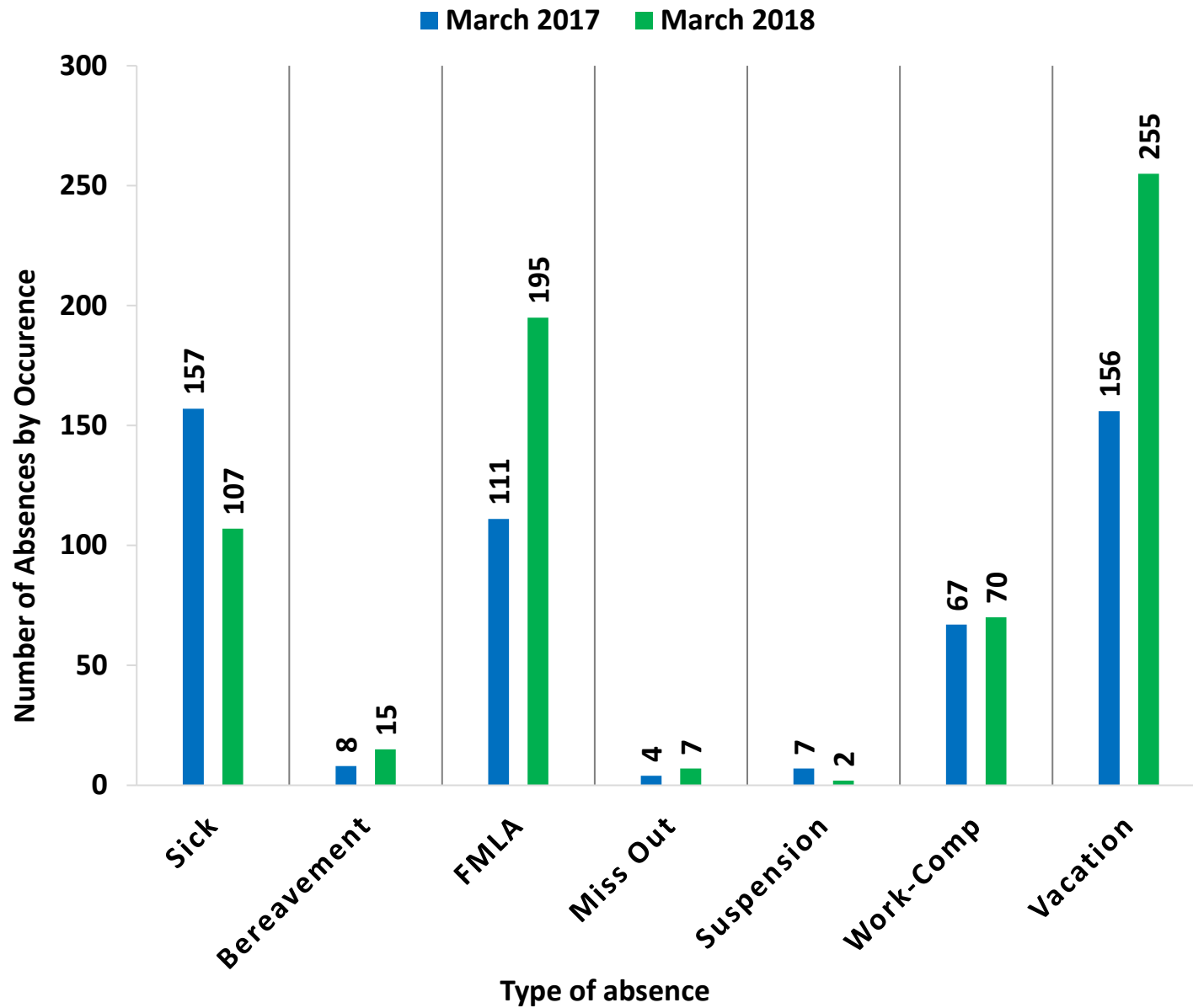


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

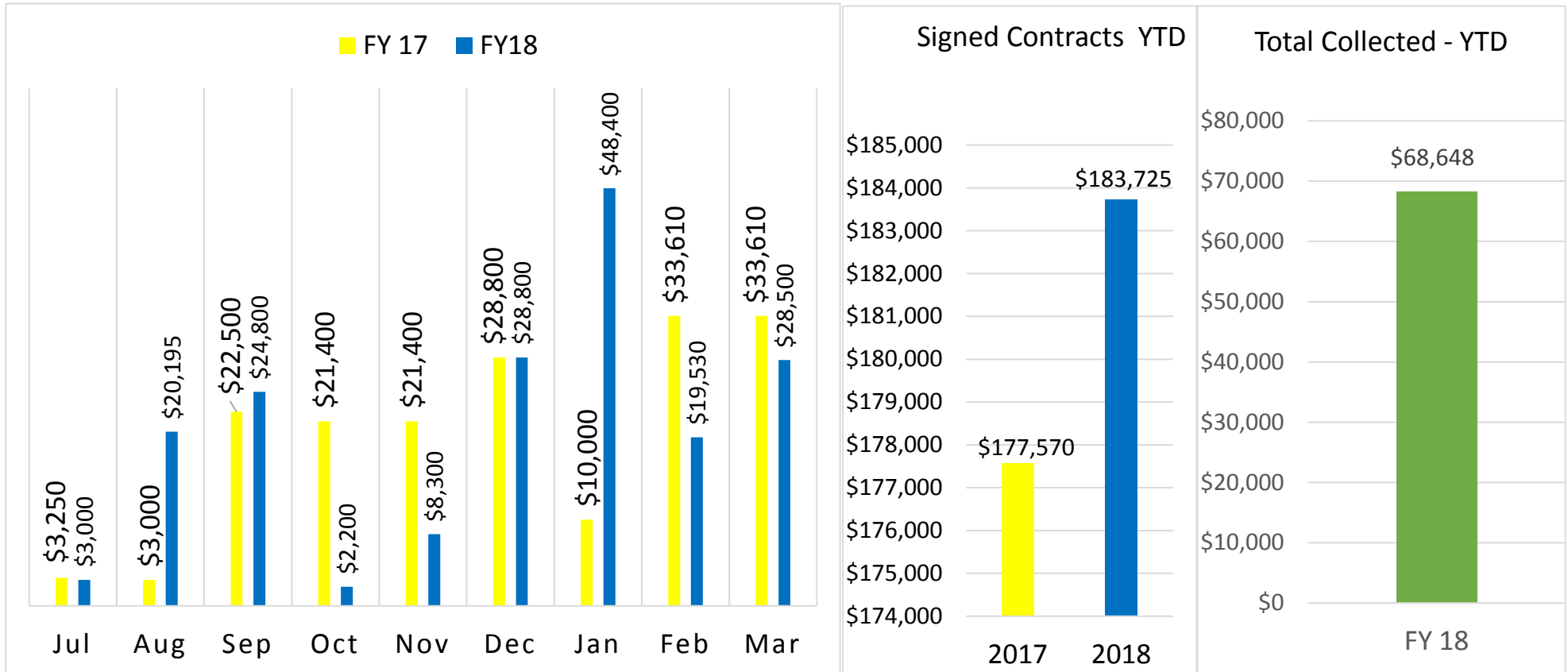
Goal for Late Cancellations: 3% or below.

Driver Absence Occurrences - YTD



Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

Contracted Advertising - March - YTD FY18



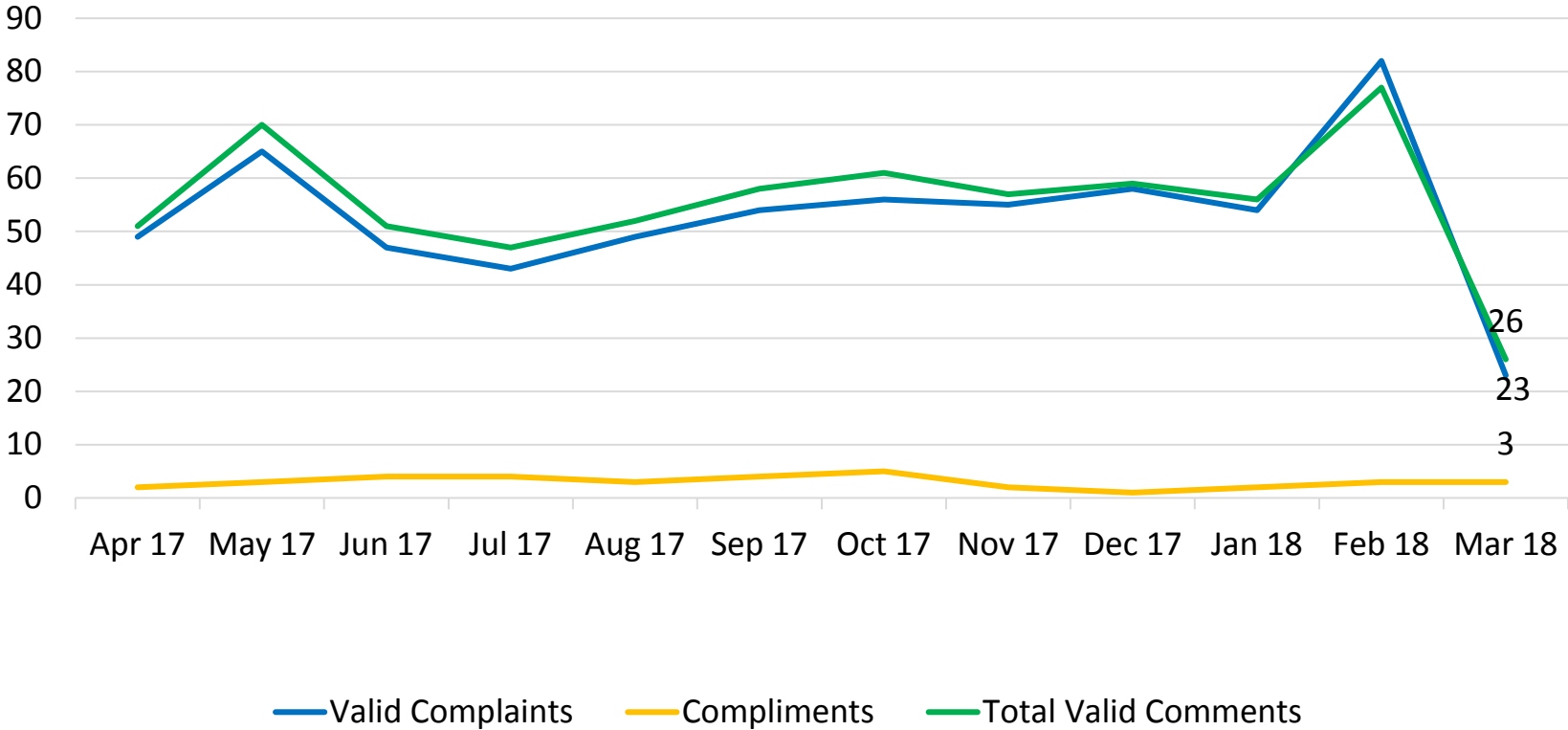
Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

Does not include "Barter Contracts"

Tracks receivables - payments received for the previous month .

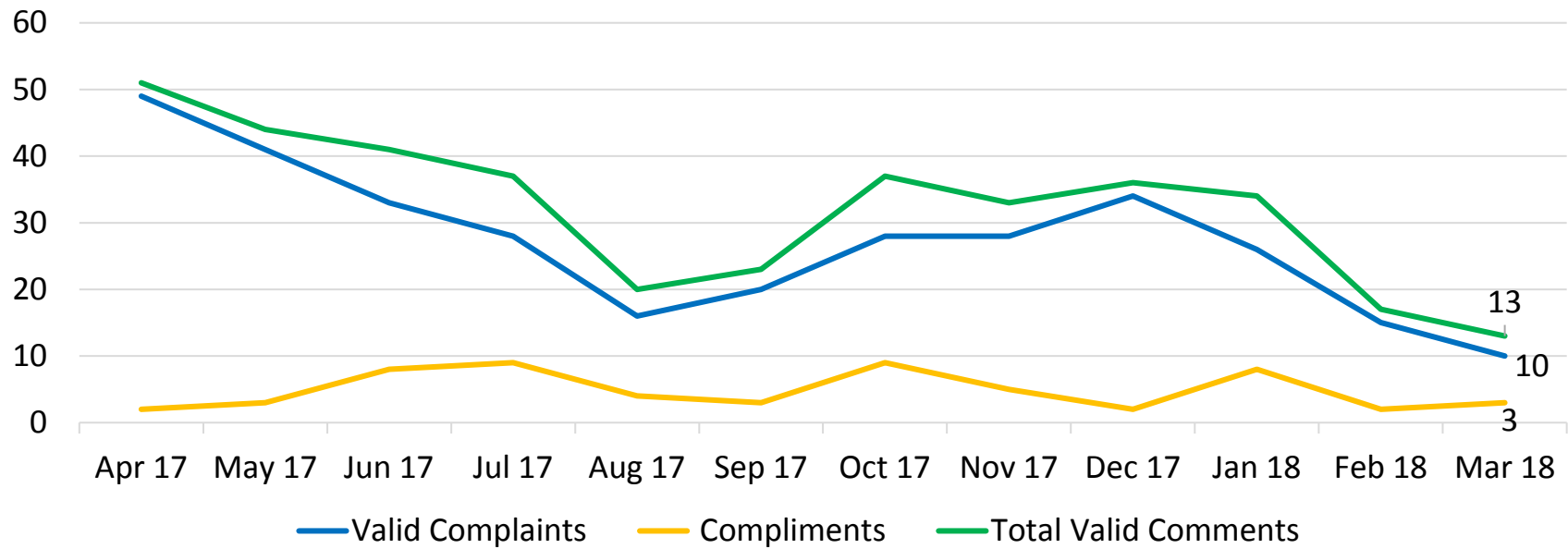
The goal is \$225,000 for FY 18

Valid Fixed-Route Customer Comments for March 2018



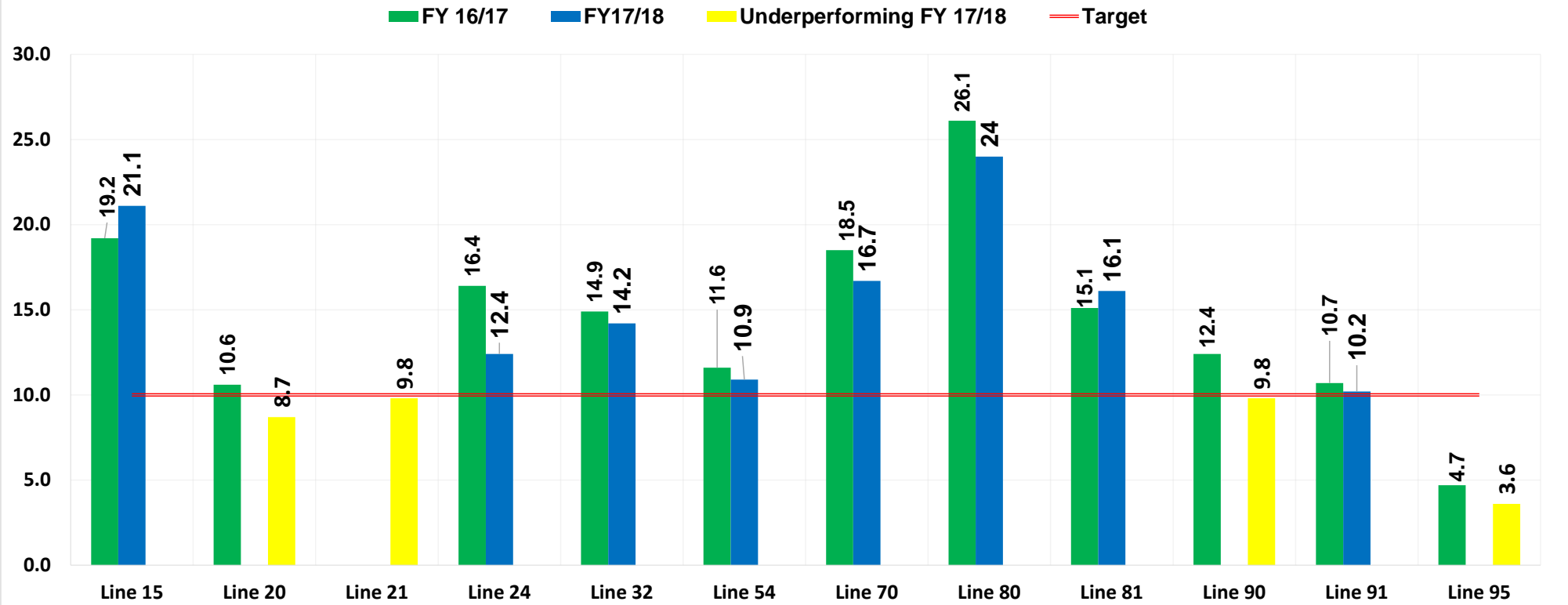
All Valid Fixed-Route comments, both compliments and complaints, for March 2018.

Valid Paratransit Customer Comments For March 2018



All Valid Paratransit comments, both compliments and complaints for March 2018

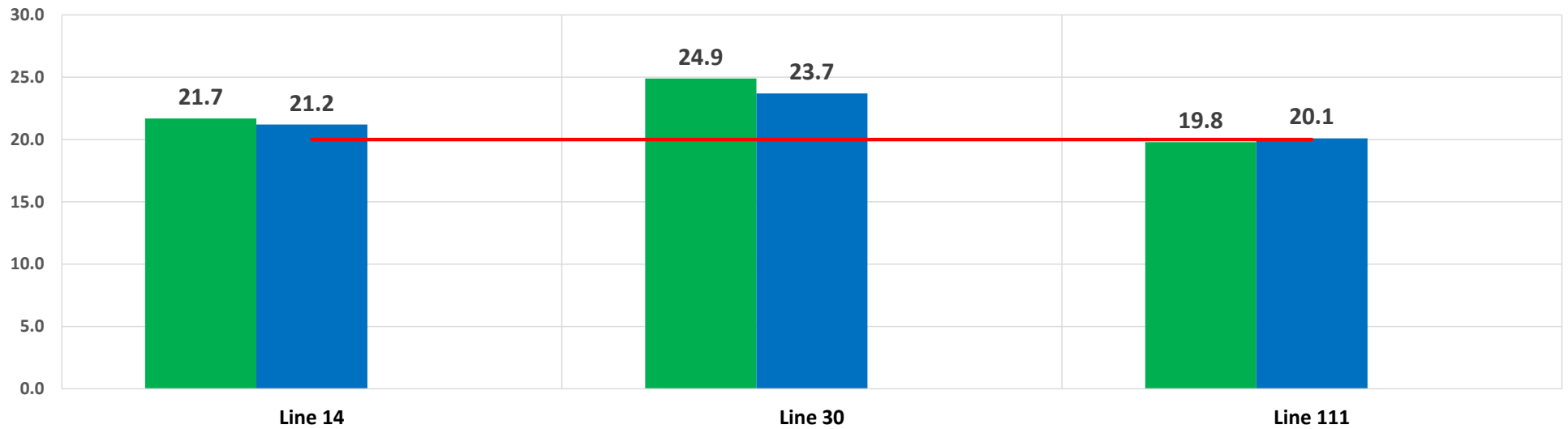
System Performance (Local Routes) March 2018



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 17/18 goal is based on board approved service standards policy.

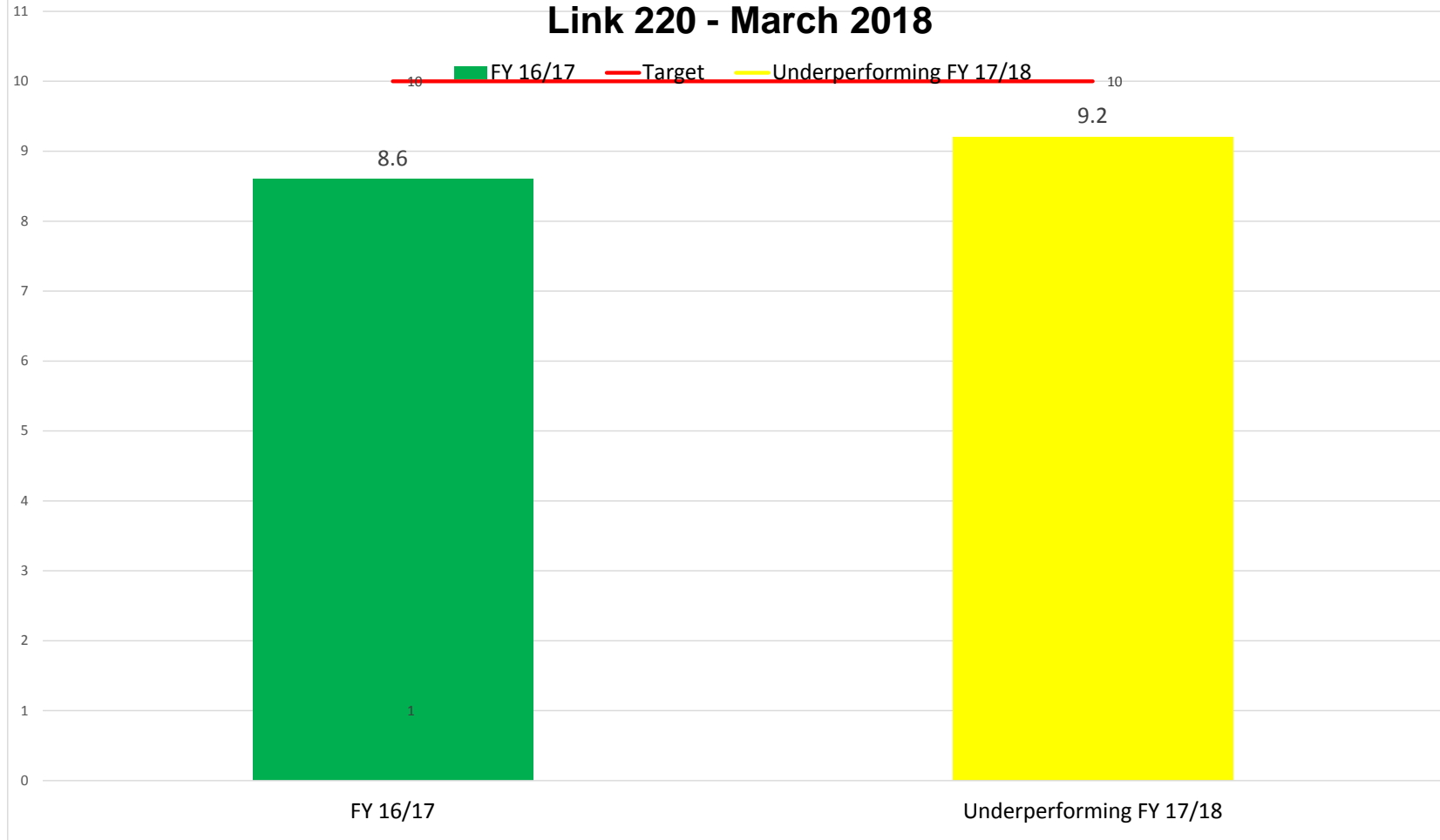
System Performance (Trunk Routes) March 2018

FY 16/17 FY 17/18 Underperforming FY 17/18 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 17/18 goal is based on board approved service standards policy.

System Performance (Market-Based Service) Link 220 - March 2018



The chart above represents the system performance on market-based service for Link 220 for Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 17/18 goal is based on board approved service standards policy.

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for March 2018

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date March 2018.

Recommendation:

Receive and file.

| FY 17/18 | 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 | | | | 10 | 6 |
| Palm Desert | X | | X | X | | X | X | X | X | | | | 10 | 7 |
| Palm Springs | | | X | X | | X | | X | X | | | | 10 | 5 |
| Cathedral City | X | | X | X | | X | X | X | X | | | | 10 | 7 |
| Rancho Mirage | X | | X | X | | X | | X | | | | | 10 | 5 |
| Indian Wells | X | | X | X | | X | | X | X | | | | 10 | 6 |
| La Quinta | X | | X | X | | X | X | X | X | | | | 10 | 7 |
| Indio | X | | X | X | | X | X | X | X | | | | 10 | 7 |
| Coachella | X | | X | X | | | | X | | | | | 10 | 4 |
| County of Riverside | X | | X | X | | X | X | X | X | | | | 10 | 7 |

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: April 25, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Temporary Dispenser Change Order

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in the amount not to exceed \$137,500 with Proton Energy Systems Inc.

Background

SunLine competed and won a grant with the California Air Resources Board (CARB) for a hydrogen electrolyzer and five (5) fuel cell electric vehicles in the amount of \$12,586,791. SunLine will be one of only a few transit agencies in the nation utilizing this specialized technology.

This is the first request for a change order on this contract. Because of the timing of the award of the discretionary funding for the hydrogen electrolyzer, SunLine is managing concurrent public works projects involving both Compressed Natural Gas (CNG) and hydrogen. The use of a temporary dispenser will help reduce costs for travel and fueling during the construction period.

A temporary dispenser is necessary because:

- a) the current dispenser is not equipped to handle the communications necessary between the electrolyzer and the dispenser
- b) the hydrogen needs to be chilled and the current dispenser does not have this level of functionality
- c) the final location is not known for the permanent dispenser

The final location and construction of the combined hydrogen and CNG fueling station will be the responsibility of the selected CNG contractor. That procurement action is in process. SunLine needs the hydrogen from its new hydrogen system to fuel its fleet of hydrogen powered vehicles prior to completion of the CNG effort.

SunLine has received a proposal in the amount of \$137,500. This amount is subject to verification by SunLine's technical oversight contractor. The current contract value for Proton Energy Systems Inc. is \$8,334,391.

Financial Impact

The financial impact of \$137,500 for this effort will be from capital project funds budgeted for this purpose in FY17 SRTP. SunLine has negotiated savings in the project that will cover this expense.

Change Order Log

| | | |
|--|-----------------------|-------------------------------|
| Amount of Original Contract = \$8,334,391 | | |
| | | |
| | | |
| Approved Change Orders: | | |
| \$137,500 | CO #1 | Need for Temporary Dispensers |
| | | |
| | | |
| \$137,500 | Total Changes | |
| \$8,471,891 | Total Contract | |

SunLine Transit Agency

DATE: April 25, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Stephanie Buriel, Deputy Chief Administration Officer

RE: Authorization to Award Agreement to HUB International for Brokerage Services

Recommendation

Staff recommends that the Board of Directors authorize the CEO/General Manager to execute a contract with HUB International for health/insurance brokerage services for the term of one (1) year with three (3), one (1) year options, at a not to exceed commission rate of 2.5% (equal to an amount of approximately \$11,000 annually), paid for by the benefits providers.

Background

The Agency is seeking to contract with HUB International, an insurance brokerage firm that will survey the market for health and welfare benefits such as dental, vision, short term disability and long term disability insurance. On an annual basis, the brokerage firm assists staff in obtaining insurance benefits for employees and eligible employee dependents. The benefits program is intended to maximize employee benefits while containing costs. In addition, the brokerage firm will provide regular assistance throughout the year with issues that may arise with billing, employee claims, enrollment, and carrier contracts.

On January 12, 2018, the Agency issued a Request for Proposal (RFP). The RFP was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. In addition, the Agency solicited [eight \(8\) companies](#) to provide insurance broker services. On February 12, 2018, two (2) proposals were received from Boelzner and Associates Insurance Services from Palm Desert, CA and HUB International from La Quinta, CA.

The submittals were reviewed by an evaluation committee representing staff from the human resources and procurement departments. Both firms were determined to be technically responsive. At the conclusion of the technical review, staff conducted an [analysis of the commission rates charged](#) by each firm which are a percentage of the Agency's annual premiums. After carefully considering all of the requirements outlined

in the RFP, it was staff's determination that the firm with the highest ranked, most responsive and responsible submittal was HUB International.

In addition to the insurance brokerage services, other value-added services provided by HUB International include:

- Open Enrollment Presentations
- Employee Communication Booklets
- HUB HR Membership – unlimited access to HR attorney
- ThinkHR – 200 online training courses to ensure compliance
- MyWaveHR – comprehensive guides full of federal legislation information
- Sexual Harassment trainings
- Wellness Programs – provided by the HUB Regional Wellness Coordinator
- COBRA administration services

Financial Impact

No financial impact to the Agency. The brokerage commission is paid for by the benefits vendor providing services.

Bidders List**Ascend Insurance**

36917 Cook St., Ste 101
Palm Desert, CA 92211
(760) 341-3477
Dennis Vanbuskirk
info@ascendins.com

Boelzner & Associates Insurance Services, Inc.

73-350 El Paseo, Suite 107
Palm Desert, CA 92260
(760) 773-5671
info@boelzner.com

Bolton & Company

2390 E. Orangewood Ave, Suite 430
Anaheim, CA 92806
(800) 439-9337
Ester Caballos
ecaballos@boltonco.com

Burnham

2211 Michelson Drive, Suite 1200
Irvine, CA 92612
(949) 833-2983
inquiries@burnhambenefits.com

Epic Brokers

3633 Inland Empire Blvd., Suite 640
Ontario, CA 91764
(909) 919-7880
Dan.ryan@epicbrokers.com

Heffernan Insurance Brokers

18004 Sky Park Circle, Suite 210
Irvine, CA 92614
(949) 771-3400
teresac@heffinf.com

HUB International La Quinta

79440 Corporate Centre Drive, Suite 115
La Quinta, CA 92253
(760) 771-1658
debbie.pickett@hubinternational.com

Keenan

PO Box 4328
Torrance, CA 90510
(310) 212-3344
Molly Sanchez
msanchez@keenan.com



PRICE ANALYSIS

| | HUB | Boelzner and Associates Insurance Services, Inc. | Alltrust |
|----------------|------|--|----------|
| Commission Fee | 2.5% | 2% | 3.5% |

| | |
|---|-------|
| Difference between HUB and Boelzner and Associates Insurance Services, Inc. | 0.50% |
| Delta | 25.0% |

| | |
|-------------------------------------|--------|
| Difference between HUB and Alltrust | 1.00% |
| Delta | 28.57% |

There was adequate competition since two (2) proposers, HUB and Boelzner and Associates Insurance Services, Inc., independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation. The commission rate from Alltrust was the commission rate Alltrust provided to Pinellas County for the Juvenile Welfare Board and Neighborhood Family Centers. HUB and Boelzner were asked to submit a Best and Final Offer (BAFO).

Based on the findings, the commission rate submitted by the highest evaluated proposer, HUB, is 25% higher than the commission rate provided by Boelzner and Associates Insurance Services Inc, and 28.57% lower than Alltrust's commission rate. HUB offers a variety of services that are in addition to the original scope of work in the Request for Proposal providing extra value to the Agency.

Based on the results, it is determined that the commission rate submitted by HUB is considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: April 25, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Demetrius Genera, Deputy Chief Operating Officer-Maintenance

RE: Award of Contract for Paratransit Vehicles

Recommendation

Staff recommends that the Board delegate authority to the CEO/General Manager to approve award of contract to Creative Bus Sales for fourteen (14) replacement paratransit buses. Total cost not to exceed \$1,700,000, (\$120,000 per bus), upon approval from Legal Counsel as to form.

Background

SunDial is an origin-to-destination advanced reservation transportation service for persons with disabilities. SunLine Transit Agency provides service to individuals who are certified under the Americans with Disabilities Act (ADA). Persons who are certified are eligible for trips throughout the SunLine Transit Agency service area that are within three-quarters of a mile of any local fixed route bus service and during the hours of bus service operation. SunLine's paratransit fleet currently consists of thirty seven (37) El Dorado Aero-Tech Ford Cut-A-Way CNG powered buses. Fourteen (14) vehicles have reached the end of their useful life.

Staff has requested fourteen (14) vehicle assignments from the CalAct-Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative. Vehicle assembly and delivery schedule will be 120 days from award of contract.

The StarTrans Senator II paratransit bus was selected because they are comparable with the current SunLine paratransit fleet. The cost of the StarTrans Senator II versus the El Dorado Areo Tech is considerably lower, as prices of the Areo Tech have risen to over \$11,000.00 per vehicle. Creative Bus Sales is the authorized dealer for the StarTrans Senator II paratransit bus in Southern California and was awarded a competitive bid contract through a state and federal approved cooperative.

Financial Impact

SunLine's cost for these vehicles is not to exceed \$1,700,000. FTA Section 5307 and state funds budgeted in the FY17 SRTP will be used to pay for these vehicles.

SunLine Transit Agency

DATE: April 25, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Eric Taylor, Deputy Chief Financial Services

RE: [Resolution No. 0769 to Obtain Federal Grant Funding](#)

Recommendation

Recommend that the Board of Directors approve Resolution No. 0769, which grants authorization to the CEO/General Manager to file and execute the required documentation to apply for grants and obtain funds for the fiscal year 2018/2019.

Background

Each year the Federal Transit Administration (FTA) requires a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to apply for operating and capital funds, pursuant to Sections; 5304, 5307, 5309, 5310, 5311, 5311(f), 5312, 5317, 5339 and CMAQ.

Financial Impact

The financial impact is estimated operating and capital funding in the amounts of:

| | |
|---------|--------------|
| 5307 | \$ 4,583,248 |
| 5310 | \$ 135,000 |
| 5311 | \$ 352,874 |
| 5311(f) | \$ 204,721 |
| 5339 | \$ 465,933 |

Additional funding through discretionary grant opportunities may become available during the course of the fiscal year.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0769

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTIONS 5304, 5307, 5309,
5310, 5311, 5311(f), 5312, 5317, 5339 OR CMAQ
FUNDING OF THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2018/2019**

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 applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U.S. Department of Transportation (DOT) in accordance 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 give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and DOT requirements thereunder; and

WHEREAS, it is the goal of the SunLine Transit Agency (STA) that minority business enterprises be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts when procuring 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 CEO/General Manager or designee be, and hereby is, authorized to execute and file an application on behalf of STA with the DOT to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5309, 5310, 5311, 5311(f), 5312, 5317, 5339 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.
- 2) The CEO/General Manager or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The CEO/General Manager or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.

4) The CEO/General Manager or designee be, and hereby is, authorized to accept and execute grant agreements on behalf of STA with the DOT for aid in the financing of the planning, capital and/or operating assistance program(s) of projects.

ADOPTED THIS 25th DAY OF APRIL, 2018

ATTEST:

Brittney B. Sowell
Clerk Of The Board
SunLine Transit Agency

Russell Betts
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, 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____.

Brittney B. Sowell
Clerk Of The Board
SunLine Transit Agency