

SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Wednesday, July 26, 2017
12:00 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3451. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Russell Betts
2. **Roll Call**
3. **Presentations**
"It's Time To Rethink How We Do Transit" – Lauren Skiver, CEO/General Manager
4. **Finalization of Agenda**
5. **Public Comments** **Receive Comments**
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

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

AGENDA ITEMS

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

6. Board Member Comments **Receive Comments**

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

----- RECEIVE AND FILE -----**7. Consent Calendar **Receive & File****

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

- a) Checks over \$1,000 report for May 2017 (Pages 1-4)
- b) Credit Card Statement for May 2017 (Pages 5-9)
- c) Monthly Budget Variance Report for May 2017 (Pages 10-13)
- d) Contracts Signed in Excess of \$25,000 May 2017 (Pages 14-16)
- e) Union & Non Union Pension Investment Asset Summary May 2017 (Pages 17-18)
- f) Ridership Report for May & June 2017 (Pages 19-22)
- g) SunDial Operational Notes for May & June 2017 (Pages 23-28)
- h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (Pages 29-36)
- i) Board Member Attendance (Page 37)

----- INFORMATION -----**8. Disadvantaged Business Enterprise/Small Business Workshop
(Staff: Vanessa Mora)**

SunLine Transit Agency will be hosting a Disadvantaged Business Enterprise (DBE) Small Business workshop on October 18, 2017. The workshop will provide small businesses information on the benefits of becoming DBE certified as well as learning how to do business with public agencies. As part of the workshop we will have guest speakers, speaking on subjects like "how to start a business" and testimonials from current DBE vendors. SunLine will also be collaborating with many of the chambers of commerce organizations in the Coachella Valley. (Page 38)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the June 28, 2017 Regular Board of Directors Meeting. (Pages 39-48)
10. **Operations Facility Preliminary Engineering Services Contract** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Rudy LeFlore)
Recommend that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a contract with RNL Inc. for the Architect and Engineering services for the replacement Operations Facility in an amount not to exceed \$347,610, subject to approval as to form by legal counsel. (Pages 49-52)
11. **Approval of a Cooperative Agreement with Riverside County Transportation Commission (RCTC) for Commuter Trip Reduction/Rideshare Program** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Vicky Castaneda)
Recommend that the Board of Directors authorize the CEO/General Manager to execute a Cooperative Agreement with RCTC for Commuter Trip Reduction/Rideshare Programs and Software Sublicense Agreement for SunLine's Transportation Demand Management (TDM) Vanpool Program, through September 19, 2019. (Pages 53-54)
12. **Extended Service Agreement for BAE systems/American Fuel Cell Bus** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Tommy Edwards)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an Extended Service Agreement with BAE Systems in an amount not to exceed \$185,000, upon approval as to form by legal counsel. (Pages 55-56)
13. **Natural Gas Standby Generator** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Dean Holm)
Recommend that the Board of Directors grant authority to SunLine CEO/General Manager to enter in agreement with Bay City Electric Works in the amount of \$163,876.61 for the procurement of a Natural Gas Standby Generator, upon approval as to form and legality by legal counsel. (Pages 57-60)

14. CEO/General Manager's Report

15. Closed Session

a.) **Conference with Labor Negotiator**

Pursuant to Government Code 54957.6

Agency Designated Representative: Russell Betts, Chair of the Board, Eric Vail,
Legal Counsel

Unrepresented Employees, Position – CEO/General Manager

b) Public Employee Performance Evaluation

Pursuant to Government Code Section 54957(b)

Position Title: CEO/ General Manager

16. Next Meeting Date

September 27, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

17. Adjourn

SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 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	671858	5/26/2017	\$319,416.31
CalPERS	Group Health Ins Prem	671859	5/26/2017	\$312,453.78
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	671766	5/19/2017	\$162,722.95
PERMA - Insurance	Gen Lib/WC	671907	5/26/2017	\$119,086.92
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	671617	5/5/2017	\$95,000.00
ELDORADO NATIONAL (CALIFORNIA),	Fuel Cell Bus	671627	5/5/2017	\$94,498.70
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671829</u>	<u>5/19/2017</u>	<u>\$92,175.42</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671667</u>	<u>5/5/2017</u>	<u>\$91,438.05</u>
BP ENERGY COMPANY	CNG	671850	5/26/2017	\$75,609.60
SO CAL GAS CO.	Utilities	671815	5/19/2017	\$38,254.03
SOFTCHOICE CORP.	WIP-IT Project	671918	5/26/2017	\$34,990.56
CREATIVE BUS SALES, INC.	Bus Repair Parts	671865	5/26/2017	\$29,837.33
AIR & LUBE SYSTEMS INC	WIP-Replace Bus Lifts (2)	671758	5/15/2017	\$28,919.91
WSP USA INC.	Van Pool	671836	5/19/2017	\$27,533.24
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671739</u>	<u>5/12/2017</u>	<u>\$24,364.70</u>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	671683	5/12/2017	\$23,655.50
WSP USA INC.	Van Pool	671930	5/26/2017	\$22,658.29
MICHELIN NORTH AMERICA, INC.	Tire Leasing	671723	5/12/2017	\$22,574.95
IMPERIAL IRRIGATION DIST	Utilities	671718	5/12/2017	\$21,274.65
TRAPEZE SOFTWAREGROUP, INC.	Software	671926	5/26/2017	\$16,312.54
BYD COACH & BUS LLC	WIP-Electric Buses Lease	671853	5/26/2017	\$14,591.51
AIR & LUBE SYSTEMS INC	WIP-Replace Bus Lifts (2)	671671	5/12/2017	\$12,841.82
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671660	5/5/2017	\$12,397.10
ENGINEERING PROCUREMENT &	Consulting	671705	5/12/2017	\$11,090.08
FIESTA FORD, INC.	Repair Parts/Support	671876	5/26/2017	\$10,493.79
VERIZON WIRELESS	Wireless Cell Service	671833	5/19/2017	\$10,371.22
IMPERIAL IRRIGATION DIST	Utilities	671886	5/26/2017	\$9,548.10
STRICKLAND KENNY INC.	Lubricants & Oils	671748	5/12/2017	\$9,041.88
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671821	5/19/2017	\$8,969.92
TEC OF CALIFORNIA, INC.	Repair Parts	671920	5/26/2017	\$8,797.11
PATRICK M. BRASSIL	Hydrogen Maintenance	671732	5/12/2017	\$8,687.75
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671921	5/26/2017	\$8,382.76
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	671879	5/26/2017	\$8,161.58
PATRICK M. BRASSIL	Hydrogen Maintenance	671904	5/26/2017	\$7,920.00
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	671761	5/19/2017	\$7,823.75
PROPER SOLUTIONS	Temporary Help	671647	5/5/2017	\$7,358.28
CUMMINS PACIFIC, LLC	Bus Repair Parts	671866	5/26/2017	\$7,262.11
NAPA AUTO PARTS	Vehicle Repair Parts	671896	5/26/2017	\$6,826.35

SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 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
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	671786	5/19/2017	\$6,695.30
AMALGAMATED TRANSIT UNION	Union Dues	671616	5/5/2017	\$6,068.32
AMALGAMATED TRANSIT UNION	Union Dues	671763	5/19/2017	\$6,017.30
SARAH SYED	Travel Reimbursement	671812	5/19/2017	\$5,948.71
PROPER SOLUTIONS	Temporary Help	671909	5/26/2017	\$5,780.72
CYNTHIA L. HENSON	Staff Development	671693	5/12/2017	\$5,775.00
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	671673	5/12/2017	\$4,970.60
AVAIL TECHNOLOGIES	ITS Implementation	671765	5/19/2017	\$4,941.07
TK SERVICES, INC.	Bus Repair Parts	671923	5/26/2017	\$4,839.55
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	671764	5/19/2017	\$4,800.00
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	671860	5/26/2017	\$4,773.79
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671757	5/12/2017	\$4,700.35
ACCONTEMPS	Temporary Help	671838	5/26/2017	\$4,591.14
BIRDI & ASSOCIATES INC	Consulting	671681	5/12/2017	\$4,384.80
AIRWAVE COMMUNICATIONS	Radio and Bumper	671841	5/26/2017	\$4,372.78
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671791	5/19/2017	\$4,370.60
PRUDENTIAL OVERALL SUPPLY	Uniforms	671735	5/12/2017	\$4,241.08
CUMMINS PACIFIC, LLC	Bus Repair Parts	671776	5/19/2017	\$4,159.87
AMERICAN CAB	Taxi Voucher Program	671845	5/26/2017	\$4,154.98
CARQUEST AUTO PARTS	Repair Parts	671622	5/5/2017	\$4,146.18
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671931	5/26/2017	\$4,126.01
TPX COMMUNICATIONS	Telephone Service	671664	5/5/2017	\$4,118.44
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	671612	5/5/2017	\$4,065.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	671864	5/26/2017	\$4,051.29
GRAFFITI SHIELD	Bus Parts	671789	5/19/2017	\$4,015.65
DESERT COMMUNITY COLLEGE	Staff Development	671697	5/12/2017	\$4,000.00
TPX COMMUNICATIONS	Telephone Service	671924	5/26/2017	\$3,984.38
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	671857	5/26/2017	\$3,899.91
AMERICAN CAB	Taxi Voucher Program	671678	5/12/2017	\$3,772.29
RELIANCE STANDARD	PPO Dental	671650	5/5/2017	\$3,763.40
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	671856	5/26/2017	\$3,737.66
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671643	5/5/2017	\$3,594.50
TIME WARNER CABLE	Utilities	671662	5/5/2017	\$3,577.89
OPENAPPS, INC.	Sun Fuels Parts	671802	5/19/2017	\$3,565.52
CARQUEST AUTO PARTS	Repair Parts	671862	5/26/2017	\$3,557.09
LOZANO SMITH, LLP	Legal Services	671639	5/5/2017	\$3,498.50
PRUDENTIAL OVERALL SUPPLY	Uniforms	671808	5/19/2017	\$3,433.04
DIAMOND MANUFACTURING, INC.	Fare box & Parts	671700	5/12/2017	\$3,310.00
ALTON HILLIS	Travel Reimbursement	671677	5/12/2017	\$3,161.94

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EYE MED	Employee Benefits	671873	5/26/2017	\$3,094.59
EYE MED	Employee Benefits	671706	5/12/2017	\$3,006.00
HEPTAGON SEVEN	Engineer Services	671634	5/5/2017	\$2,946.30
ALPHA MEDIA LLC	Advertisement	671615	5/5/2017	\$2,898.00
TK SERVICES, INC.	Bus Repair Parts	671663	5/5/2017	\$2,799.22
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	671832	5/19/2017	\$2,790.05
AIRWAVE COMMUNICATIONS	Radio and Bumper	671674	5/12/2017	\$2,757.48
TRANSIT PRODUCTS & SERVICES	Repair Parts	671665	5/5/2017	\$2,750.00
PVC CONSULTING, LLC	Project Management FC3-6	671736	5/12/2017	\$2,700.00
MAGALDI & MAGALDI, INC.	Repair Parts	671893	5/26/2017	\$2,689.71
DECALS BY DESIGN, INC.	Bus Decals/Logos	671777	5/19/2017	\$2,667.30
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671621	5/5/2017	\$2,511.86
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671770	5/19/2017	\$2,511.86
BROADLUX, INC.	Contracted Services-General	671768	5/19/2017	\$2,490.45
WESTPORT DALLAS, INC.	Repair Parts	671835	5/19/2017	\$2,392.18
HOME DEPOT CRD SRVS	Facility Maintenance	671635	5/5/2017	\$2,377.33
BURRTEC WASTE & RECYCLING	Facility Trash Removal	671684	5/12/2017	\$2,316.60
MANNY GARCIA	Staff Development	671796	5/19/2017	\$2,207.80
ALPHA MEDIA LLC	Advertisement	671844	5/26/2017	\$2,198.06
SOCALGAS	Indio Facility Gas	671816	5/19/2017	\$2,185.10
ACCONTEMPS	Temporary Help	671760	5/19/2017	\$2,160.00
FLEET-NET CORPORATION	Software & Licenses	671878	5/26/2017	\$2,130.00
MAGALDI & MAGALDI, INC.	Repair Parts	671795	5/19/2017	\$2,049.60
CREATIVE BUS SALES, INC.	Bus Repair Parts	671623	5/5/2017	\$1,946.78
PCMG, INC.	Computer Material/Supplies	671906	5/26/2017	\$1,906.00
OFFICETEAM	Temporary Services	671801	5/19/2017	\$1,891.31
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671883	5/26/2017	\$1,854.88
QUALITY TOOL & EQUIPMENT, INC.	Maintenance Equipment	671737	5/12/2017	\$1,789.09
DS AIR	Agency Supplies	671870	5/26/2017	\$1,723.96
LOZANO SMITH, LLP	Legal Services	671892	5/26/2017	\$1,672.22
PROPER SOLUTIONS	Temporary Help	671807	5/19/2017	\$1,620.00
GRAINGER	Facility Maintenance	671714	5/12/2017	\$1,595.87
PLAZA TOWING, INC.	Towing Service	671734	5/12/2017	\$1,550.00
CALSTART, INC.	Membership Fee	671685	5/12/2017	\$1,500.00
GENFARE	Farebox	671633	5/5/2017	\$1,462.10
TOMMY EDWARDS	Travel/Meetings	671824	5/19/2017	\$1,457.74
DESERT CITY CAB	Taxi Voucher Program	671696	5/12/2017	\$1,446.56
SMARTDRIVE SYSTEMS, INC.	Security Equipment	671917	5/26/2017	\$1,440.00
ALLIED UNIVERSAL SECURITY	Security Services	671614	5/5/2017	\$1,434.63

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ALLIED UNIVERSAL SECURITY	Security Services	671843	5/26/2017	\$1,434.63
ALLIED UNIVERSAL SECURITY	Security Services	671676	5/12/2017	\$1,434.63
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671649</u>	<u>5/5/2017</u>	<u>\$1,429.27</u>
CALIFORNIA CHAMBER OF COMMERCE	Membership & Subscriptions	671620	5/5/2017	\$1,419.00
GRAINGER	Facility Maintenance	671882	5/26/2017	\$1,388.66
SMARTDRIVE SYSTEMS, INC.	Security Equipment	671814	5/19/2017	\$1,305.60
RENOVA PLUS	Solar Panel Project	671911	5/26/2017	\$1,300.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671898	5/26/2017	\$1,209.35
DESERT CITY CAB	Taxi Voucher Program	671867	5/26/2017	\$1,158.47
FELICIE BRIGHT	Consulting	671875	5/26/2017	\$1,095.86
RECARO NORTH AMERICA, INC.	Bus Seats	671648	5/5/2017	\$1,083.78
CREATIVE BUS SALES, INC.	Bus Repair Parts	671692	5/12/2017	\$1,070.57
CUMMINS PACIFIC, LLC	Bus Repair Parts	671624	5/5/2017	\$1,069.10
CARNICERIA ATOYAC	Employee Event	671861	5/26/2017	\$1,065.38
CREATIVE BUS SALES, INC.	Bus Repair Parts	671775	5/19/2017	\$1,053.69
UNICARS, HONDA, INC.	Repair Parts	671830	5/19/2017	\$1,053.65
C V WATER DISTRICT	Utilities	671854	5/26/2017	\$1,027.34
ACCOUNTEMPS	WIP-ERP Project	671611	5/5/2017	\$1,020.00
BOYLIN MANAGEMENT INSTITUTE	Staff Development	671849	5/26/2017	\$1,000.00
BOYLIN MANAGEMENT INSTITUTE	Staff Development	671682	5/12/2017	\$1,000.00
MIGUEL ZAVALA	Glass Installer	671725	5/12/2017	\$1,000.00

Total of Checks Over \$1,000	\$2,103,846.80
Total of Checks Under \$1,000	\$55,034.01
Total of All Checks for the Month	\$2,158,880.81
Total Amount of Checks Prior Years Same Month	\$1,346,420.78



SunLine Transit Agency Visa Credit Card Statement

Closing Date: 7/04/17

Name on Card: Lauren Skiver

Trans. Date	Post Date	Detail - Description	Credits	Charges
6/2/2017	6/3/2017		\$291.24	\$0.00
6/27/2017	6/27/2017		\$12,741.56	\$0.00
6/4/2017	6/4/2017	Extended Stay-Safety Management Systems, M. Garcia, Deputy Chief Safety		\$824.97
6/5/2017	6/5/2017	DropBox-Operations Purchase, V.Castaneda, Project Manager		\$1,008.00
6/7/2017	6/7/2017	DoubleTree-Capital Project Symposium, V. Castaneda, Project Manager		\$426.92
6/13/2017	6/13/2017	PayPal-Coachella Valley Association General Assembly, L. Skiver, General Manager		\$50.00
6/13/2017	6/13/2017	PayPal-Coachella Valley Association General Assembly, T.Edwards, Chief Operation Manager		\$50.00
6/21/2017	6/21/2017	PandaExp-Litigator Preparation, Operations, Chief Officers		\$109.91
6/28/2017	6/28/2017	Grill Concepts-June Board Meeting		\$323.25
Grand Total:			\$13,032.80	\$2,793.05





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	12.240%	.03353%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$2,793.05 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/31/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

1-2

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$2,793.05

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
06/02	06/03	75282304VEHMQBF4W	CASH BACK REDEMPTION ACCT NON-FUNDABLE	291.24	
06/27	06/27	F3268005J00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	12,741.56	
TOTAL 4484610004265941 \$13,032.80-					

Transaction Summary For LAURA SKIVER
Sub Account Number Ending In 5958

06/04	06/04	24692164W00FDNHTM	EXTENDEDSTAY #9840 SAN JOSE CA		824.97
06/05	06/05	24906414W15JKE33E	Dropbox*VXDYRWRK39M6 888-4468396 CA		1,008.00
06/07	06/07	24755424Y4ZTKRRF1	DOUBLETREE HOTELS 213-6291200 CA		426.92
06/13	06/13	244921554S0WLBATM	PAYPAL *COACHELLAVA 402-935-7733 CA		50.00
06/13	06/13	244921554S0WLGJ1J	PAYPAL *COACHELLAVA 402-935-7733 CA		50.00
06/21	06/21	24431065DRQEB3AJS	PANDA EXPRESS 745 RANCHO MIRAGE CA		109.91
06/28	06/28	24224435L31T964WP	GRILL CONCEPTS - P PALM DESERT CA		323.25
TOTAL \$2,793.05					
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>





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	4484 6100 0426 5941
Statement Closing Date	07/04/17
Days in Billing Cycle	32
Next Statement Date	08/02/17

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

Credit Line	\$40,000
Available Credit	\$37,206

Payment Information

New Balance	\$2,793.05
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	07/31/17

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.

1-2

Account Summary

Previous Balance		\$13,032.80
Credits	-	\$291.24
Payments	-	\$12,741.56
Purchases & Other Charges	+	\$2,793.05
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$2,793.05

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$27.93
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$27.93
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$484.34

Cash Back Notice

Your next cash back reward is scheduled for 09/2017.

See reverse side for important information.

5596 0022 YTG 1 7 2 170706 0 PAGE 1 of 4 10 3268 1000 ELAS 01DR5596 2934

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	4484 6100 0426 5941
New Balance	\$2,793.05
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	07/31/17

05000002793050044846100042659413

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG 29

 PO BOX 6415

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA 2934

 32505 HARRY OLIVER TRL 1107

 THOUSAND PALMS CA 92276-3501



SunLine Transit Agency
Budget Variance Report
May 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	247,106	278,260	(31,154)	2,840,101	3,060,861	(220,760)
Other Revenue	2,767,887	240,498	230,657	9,841	3,530,864	2,537,230	993,634
Total Operating Revenue	6,107,008	487,605	508,917	(21,313)	6,370,965	5,598,091	772,874
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,171,539	763,046	764,295	1,249	8,042,960	8,407,244	364,285
Operator & Mechanic Overtime	983,000	111,451	81,917	(29,534)	1,137,377	901,083	(236,294)
Administration Salaries & Wages	5,239,942	422,367	436,662	14,295	4,213,190	4,803,280	590,090
Administration Overtime	5,000	1,989	417	(1,572)	19,331	4,583	(14,748)
Fringe Benefits	8,826,439	705,069	735,537	30,468	7,767,424	8,090,902	323,478
Communications	203,000	15,118	16,917	1,798	181,558	186,083	4,525
Legal Services - General	75,000	16,139	6,250	(9,889)	89,748	68,750	(20,998)
Computer/Network Software Agreement	350,550	26,844	29,171	2,327	320,511	320,879	368
Uniforms	149,320	4,310	12,443	8,134	139,859	136,877	(2,982)
Contracted Services	504,349	36,224	42,029	5,806	451,656	462,320	10,664
Equipment Repairs	7,500	319	625	306	3,413	6,875	3,462
Security Services	74,600	6,530	6,217	(313)	70,664	68,383	(2,281)
Fuel - CNG	1,475,519	122,890	122,960	70	1,352,603	1,352,559	(43)
Fuel - Hydrogen	298,399	14,229	24,867	10,638	249,931	273,533	23,602
Tires	211,500	16,559	17,625	1,066	197,261	193,875	(3,386)
Office Supplies	79,002	6,832	6,584	(248)	57,303	72,419	15,115
Travel/Training	158,395	7,321	13,200	5,879	98,401	145,195	46,794
Repair Parts	1,279,089	93,345	106,591	13,246	1,189,582	1,172,499	(17,083)
Facility Maintenance	45,500	1,406	3,792	2,386	39,377	41,708	2,331
Electricity - CNG & Hydrogen	190,000	16,478	15,833	(644)	152,843	174,167	21,324
Natural Gas	1,268,112	123,423	105,676	(17,747)	1,395,962	1,162,436	(233,526)
Water	7,700	274	642	368	6,770	7,058	289
Insurance Losses	768,026	122,525	64,002	(58,523)	973,814	704,024	(269,790)
Insurance Premium - Property	12,000	1,049	1,000	(49)	13,888	11,000	(2,888)
Repair Claims	201,000	79	16,750	16,671	119,396	184,250	64,854
Fuel Taxes	167,700	16,728	13,975	(2,753)	176,863	153,725	(23,138)
Other Expenses	3,243,598	257,317	270,300	12,983	2,575,232	2,973,298	398,066
Self Consumed Fuel	(1,521,170)	(137,164)	(126,764)	(10,400)	(1,497,343)	(1,394,406)	(102,937)
Total Operating Expenses (Before Depreciation)	33,474,111	2,772,693	2,789,509	16,816	29,539,575	30,684,602	1,145,026
Operating Expenses in Excess of Operating Revenue		\$ (2,285,088)			\$ (23,168,611)		
Subsidies:							
Local - Measure A	5,835,696	487,267	486,308	(959)	4,940,419	5,349,388	408,969
State - LTF, LCTOP	19,185,848	1,601,973	1,598,821	(3,152)	16,242,473	17,587,027	1,344,554
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	195,849	195,463	(385)	1,985,718	2,150,096	164,378
Total Subsidies	27,367,103	2,285,088	2,280,592	(4,497)	23,168,611	25,086,511	1,917,901
Net Operating Gain (Loss) After Subsidies	\$ 0	\$ -			\$ -		



SunLine Transit Agency
Budget Variance Report
May 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	24,225,921	2,003,921	2,018,827	14,906	21,180,283	22,207,094	1,026,811
Services	2,658,368	233,984	221,531	(12,453)	2,591,929	2,436,837	(155,092)
Fuels & Lubricants	1,936,619	154,524	161,385	6,861	1,750,714	1,775,234	24,520
Tires	211,500	16,559	17,625	1,066	197,261	193,875	(3,386)
Materials and Supplies	1,621,068	116,352	135,089	18,737	1,433,476	1,485,979	52,503
Utilities	1,734,812	159,408	144,568	(14,840)	1,790,723	1,590,244	(200,478)
Casualty & Liability	1,374,560	165,079	114,547	(50,533)	1,457,328	1,260,013	(197,315)
Taxes and Fees	167,700	16,728	13,975	(2,753)	176,863	153,725	(23,138)
Miscellaneous Expenses	1,064,733	43,301	88,728	45,426	458,342	976,005	517,664
Self Consumed Fuel	(1,521,170)	(137,164)	(126,764)	(10,400)	(1,497,343)	(1,394,406)	(102,937)
Total Operating Expenses (Before Depreciation)	33,474,111	2,772,693	2,789,509	16,816	29,539,575	30,684,602	1,145,026
Revenues:							
Passenger Revenue	3,339,121	247,106	278,260	(31,154)	2,840,101	3,060,861	(220,760)
Other Revenue	2,767,887	240,498	230,657	9,841	3,530,864	2,537,230	993,634
Total Operating Revenue	6,107,008	487,605	508,917	(21,313)	6,370,965	5,598,091	772,874
Net Operating Gain (Loss)		\$ (2,285,088)			\$ (23,168,611)		
Subsidies:							
Local - Measure A	5,835,696	487,267	486,308	(959)	4,940,419	5,349,388	408,969
State - LTF, LCTOP	18,646,475	1,556,937	1,553,873	(3,064)	15,785,848	17,092,602	1,306,755
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	240,885	240,411	(474)	2,442,343	2,644,521	202,178
Total Subsidies	27,367,103	2,285,088	2,280,592	(4,497)	23,168,611	25,086,511	1,917,901
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease. System Total Ridership is currently 195,769 trips below FY16 YTD amounts.
- Ridership is currently at 4.7% below FY16 YTD amounts

Fixed Route May	
May-16	372,145
May-17	358,984
Variance	(13,161)
%Δ	-3.5%

Paratransit May	
May-16	14,654
May-17	14,147
Variance	(507)
%Δ	-3.5%

System Total May	
May-16	386,799
May-17	373,131
Variance	(13,668)
%Δ	-3.5%

Fixed Route YTD	
YTD-16	4,048,036
YTD-17	3,850,789
Variance	(197,247)
%Δ	-4.9%

Paratransit YTD	
YTD-16	149,603
YTD-17	151,081
Variance	1,478
%Δ	1.0%

System Total YTD	
YTD-16	4,197,639
YTD-17	4,001,870
Variance	(195,769)
%Δ	-4.7%

Other Revenue - Favorable

- Total Non-Transit Revenue is Favorable YTD mainly due to On Board Bus Advertising, Emissions Credit Revenue, and Outside Fueling Revenue.
- Bus Stop Shelter Maintenance Revenue has a favorable YTD variance of \$47,088.80
- Taxi Voucher Sales have a favorable variance of \$1,505.55 YTD.

Operator & Mechanic Salaries & Wages - Favorable

- Some operators are on short & long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Some operators on short & long term disability and vacant positions.
- For the month of May, Fixed Route had a total overtime liability of \$61,247.04 equal to 1,984.70 hours. Paratransit had a liability of \$19,471.95, a total of 807.77 hours.
- Mechanics had an overtime liability of \$9,304.07 equal to 85.55 hours.

Pay Period 04/16/17 to 04/29/17		
	Hours	Amount
Fixed Route	1,061.47	\$ 32,666.33
Paratransit	415.02	\$ 10,049.84
Mechanics	51.00	\$5,404.61

Pay Period 04/30/17 to 05/13/17		
	Hours	Amount
Fixed Route	923.23	\$28,580.71
Paratransit	392.75	\$9,422.11
Mechanics	34.55	\$ 3,899.46

Monthly Totals		
	Hours	Amount
Fixed Route	1,984.70	\$ 61,247.04
Paratransit	807.77	\$ 19,471.95
Mechanics	85.55	\$ 9,304.07

Administration Salaries & Wages - Favorable

- The favorable balance in administrative wages is attributed to vacant positions across the agency.

Administration Overtime - Unfavorable

- Increased workload due to vacant positions.

Fringe Benefits - Favorable

- Fringe benefits are favorable due to vacant positions across the agency.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel costs were higher than anticipated. For the month of May, there is an unfavorable variance of \$9,889.
- There was a payment in May to Burke, Williams, and Sorensen for legal fees equaling \$16,262.
- For the month of May SunLine had 69.2 billable hours.

Computer/Network Software Agreement - Favorable

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

Uniforms - Unfavorable

- Uniform budget includes transitional fees associated with the change in uniform providers. Final payment to the previous vendor reduced the favorable amount.
- Transition to new uniform provider caused a delay in initial bill reconciliation for the 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.

Equipment Repairs - Favorable

- Equipment repair expenses are lower than anticipated.

Security Services - Unfavorable

- The unfavorable balance in security services can be attributed to switch costs.
- In January, alarm security services switched from Desert Alarm to Premier Security Inc.

Fuel - CNG - Unfavorable

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

Fuel - Hydrogen - Favorable

- A budget adjustment was made to account for higher than anticipated hydrogen fuel expense.
- The higher costs in hydrogen fuel 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 different 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.
- The increase in miles traveled increases the wear and tear of the vehicles and requires additional maintenance.

Facility Maintenance - Favorable

- Facility Maintenance expenses are within acceptable range of budgeted amount.

Electricity - CNG & Hydrogen - Favorable

- Electricity cost 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 charge higher than anticipated. In May the total amount expensed was \$123,423.

Water - Favorable

- A budget adjustment had to be made to accommodate for the additional water expenses incurred from the Hub in Coachella.

Insurance Losses - Unfavorable

- Insurance losses vary widely from month to month. There were greater than ordinary losses in the first-two quarters of the FY.
- In the month of May, there were three settlements paid, invoices for PERMA attorneys, and a deposit held by PERMA that attributed to higher expenses for the month.

Insurance Premium - Property - Unfavorable

- Insurance renewal for Flood Insurance of \$2,370.00 was paid in April, which caused the unfavorable balance.

Repair Claims - Favorable

- The favorable balance in repair claims can be attributed to a budget adjustment that was made to cover additional costs of repair claims.
- Repairs complete on bus #564. Also accident repairs paid in January 2017 for Paratransit vehicle 9865.
- In April there was a repair claim of \$29,837.33

Fuel Taxes - Unfavorable

- Fuel taxes attributed to additional consumption of CNG due to Hydrogen reformer issues.

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 charge higher than anticipated.



Contracts Signed in Excess of \$25,000

May 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
KSJG	Pension Audit Services	Exercise option year for pension auditing services	Paid out of pension plans	N/A	\$ 26,500.00	Executed Amendment - Board Approved 9/23/2015
PFM Asset Management	Investment Management for Pension Plans	Investment manager for pension plans	Paid out of pension plans	N/A	<ul style="list-style-type: none"> •First \$50 million in net assets: .30% •Next \$50 million in net assets: .20% •Over \$100 million: .15% 	Executed Agreement
Diversified Industries	Unplanned Maintenance Software	Cloud-based software to perform unplanned system maintenance troubleshooting and generate best practice repair procedures under the Center for Excellence project	Center for Excellence budget of \$278,000 approved by Board on 7/27/2016	N/A	\$ 69,895.45	Executed Agreement
KMIR	KMIR Barter Deal	Barter agreement with KMIR	N/A	N/A	\$ 156,000.00	Executed Agreement - Board Approved 2/22/2017

Contracts Signed in Excess of \$25,000

June 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Admiral Security Services	Security Guard Services	Current security guard services agreement was ending	FY 18, 19 Operating Budget	\$ 205,240.36	\$205,240.36	Executed Agreement Board approved 5/24/2017
Ballard	Lo No Fuel Cell	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 2,515,473.00	\$ 2,403,153.00	Executed Agreement Board approved 12/7/2016
BAE	Lo-No Drive System and Integrated Parts	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 4,626,257.50	\$ 4,626,252.50	Executed Agreement Board approved 12/7/2016
EIDorado National California	Lo-No Bus Glider	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 3,125,250.00	\$ 3,125,250.00	Executed Agreement Board approved 12/7/2016
Luxfer	Lo-No Storage Tanks	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 545,725.00	\$ 513,750.00	Executed Agreement Board approved 12/7/2016
Styl & Tech	Lo-No Roof Covers	Project will deploy 5 fuel cell	SRTP 2015/2016	\$ 232,000.00	\$ 200,000.00	Executed Agreement Board approved 12/7/2016



Zen Clean Energy Solutions	Project Management for AQIP and Lo No	Project management with expertise to oversee advanced fuel cell bus projects	SRTP 2016/2017	\$ 440,000.00	\$ 245,000.00	Executed Agreement Board approved 3/22/2017
Corbel Solutions	Servers Host and Storage Server	Servers are for storage growth and scheduled equipment replace	SRTP 2016/2017	\$ 99,360.00	\$ 74,090.00	Executed Agreement
Remix Software, Inc.	Remix Licensing	Software to assist in route planning	FY 18, 19, 20 Operating Budget	\$ 70,500.00	\$ 70,500.00	Executed Agreement Board approved 5/24/2017

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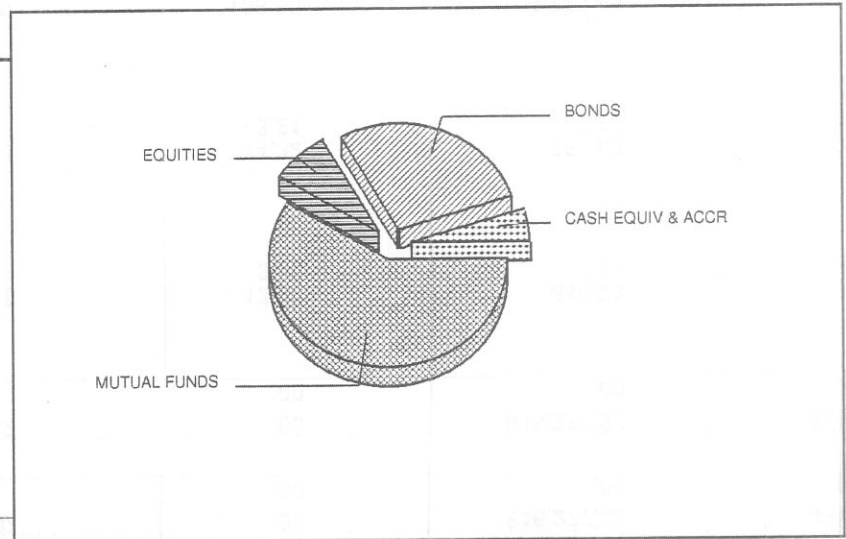


SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 73
 Period from May 1, 2017 to May 31, 2017

ASSET SUMMARY

ASSETS	05/31/2017 MARKET	05/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	846,277.32	846,277.32	3.42
U.S. Government Issues	3,175,548.37	3,182,303.32	12.82
Corporate Issues	3,455,378.00	3,502,905.00	13.95
Foreign Issues	101,861.00	100,870.00	0.41
Municipal Issues	253,940.00	264,637.50	1.03
Domestic Common Stocks	1,794,516.49	1,429,752.92	7.24
Foreign Stocks	109,638.68	98,579.50	0.44
Mutual Funds-Equity	13,080,666.97	10,415,681.14	52.80
Mutual Funds-Fixed Income	1,910,744.12	1,803,680.83	7.71
Total Assets	24,728,570.95	21,644,687.53	99.82
Accrued Income	43,510.81	43,510.81	0.18
Grand Total	24,772,081.76	21,688,198.34	100.00



Estimated Annual Income 535,451.69



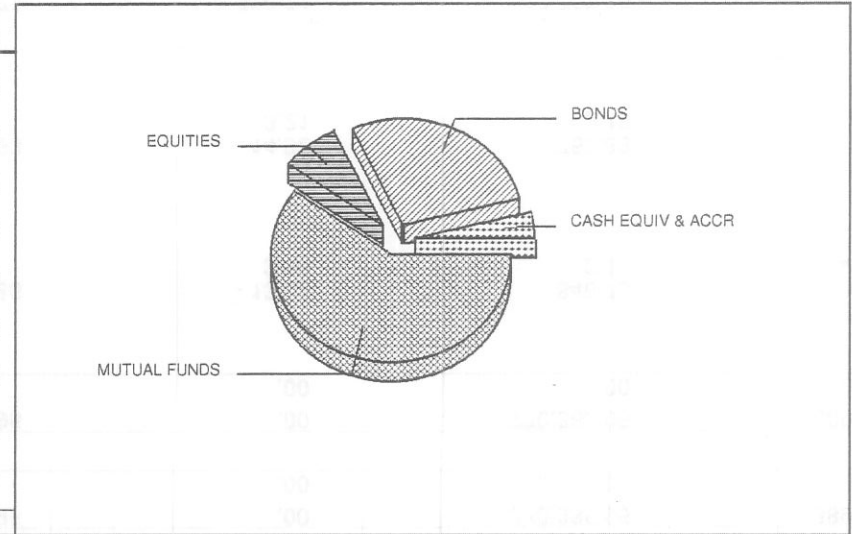
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SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

ASSET SUMMARY

ASSETS	05/31/2017 MARKET	05/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	770,386.95	770,386.95	3.22
U.S. Government Issues	3,296,449.71	3,314,909.71	13.76
Corporate Issues	3,052,856.00	3,101,603.00	12.74
Foreign Issues	101,861.00	100,870.00	0.43
Municipal Issues	253,940.00	264,637.50	1.06
Domestic Common Stocks	1,730,830.65	1,380,207.91	7.22
Foreign Stocks	105,654.09	94,994.36	0.44
Mutual Funds-Equity	12,665,083.08	10,099,486.54	52.85
Mutual Funds-Fixed Income	1,943,220.48	1,832,936.95	8.11
Total Assets	23,920,281.96	20,960,032.92	99.83
Accrued Income	41,661.97	41,661.97	0.17
Grand Total	23,961,943.93	21,001,694.89	100.00



Estimated Annual Income 521,953.29





SunLine Transit Agency Monthly Ridership Report May 2017

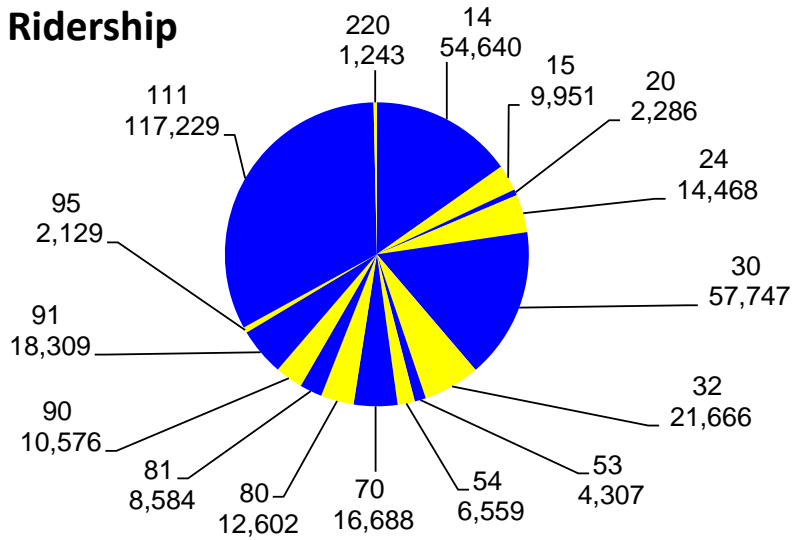
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		May 2017	May 2016	Apr 2017	Month Var.						Monthly	YTD	Monthly	YTD
14	DHS/PS	54,640	55,661	50,797	(1,021)	-1.8%	583,052	601,284	(18,232)	-3.0%	1,802	19,242	774	5,518
15	DHS	9,951	9,203	7,877	748	8.1%	96,434	97,965	(1,531)	-1.6%	177	1,936	229	702
20	DHS/PD	2,286	1,644	1,972	642	39.1%	23,598	8,380	15,218	181.6%	102	758	9	103
24	PS	14,468	14,002	12,586	466	3.3%	150,139	151,777	(1,638)	-1.1%	382	3,799	116	1,567
30	CC/PS	57,747	61,216	56,033	(3,469)	-5.7%	638,256	670,615	(32,359)	-4.8%	1,997	21,960	461	4,709
32	PD/RM/TP/CC/PS	21,666	22,029	20,929	(363)	-1.6%	230,929	252,702	(21,773)	-8.6%	870	8,352	120	1,261
53	PD/IW	4,307	4,222	3,875	85	2.0%	45,676	51,900	(6,224)	-12.0%	94	1,303	19	213
54	Indio/LQ/IW/PD	6,559	7,434	5,861	(875)	-11.8%	71,143	84,113	(12,970)	-15.4%	254	2,330	37	316
70	LQ/BD	16,688	16,602	15,007	86	0.5%	168,318	176,294	(7,976)	-4.5%	617	5,169	70	534
80	Indio	12,602	13,808	10,931	(1,206)	-8.7%	132,214	139,270	(7,056)	-5.1%	266	2,737	116	1,022
81	Indio	8,584	7,935	7,773	649	8.2%	82,609	80,709	1,900	2.4%	96	901	70	722
90	Coachella/Indio	10,576	14,358	10,541	(3,782)	-26.3%	131,169	177,955	(46,786)	-26.3%	181	2,650	84	1,394
91	I/Cch/Th/Mec/Oas	18,309	17,555	15,735	754	4.3%	165,884	184,941	(19,057)	-10.3%	453	4,113	65	396
95	I/Cch/Th/Mec/NS	2,129	3,500	2,032	(1,371)	-39.2%	26,439	34,201	(7,762)	-22.7%	53	655	5	42
111	PS to Indio	117,229	121,664	116,522	(4,435)	-3.6%	1,292,679	1,323,381	(30,702)	-2.3%	4,905	52,324	763	8,659
220	PD to Riverside	1,243	1,312	1,081	(69)	-5.2%	12,249	12,549	(300)	-2.4%	34	299	23	158
Fixed route total		358,984	372,145	339,552	(13,161)	-3.5%	3,850,789	4,048,036	(197,247)	-4.9%	12,283	128,528	2,961	27,316
Demand Response														
SunDial		14,147	14,654	13,237	(507)	-3.5%	151,081	149,603	1,478	1.0%				
System total		373,131	386,799	352,789	(13,668)	-3.5%	4,001,870	4,197,639	(195,769)	-4.7%				
		May-17	May-16	Apr-17										
Weekdays:		22	21	20										
Saturdays:		4	4	5										
Sundays:		* 5	* 6	5										
Total Days:		31	31	30										

Please note:

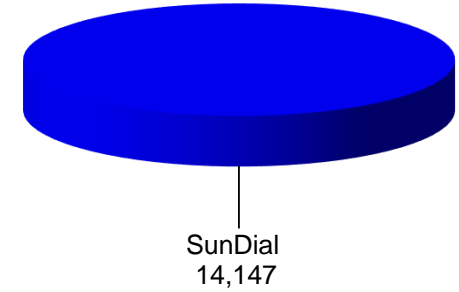
*Running the Saturday/Sunday service on May 30, 2016 and May 29, 2017 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report May - 2017

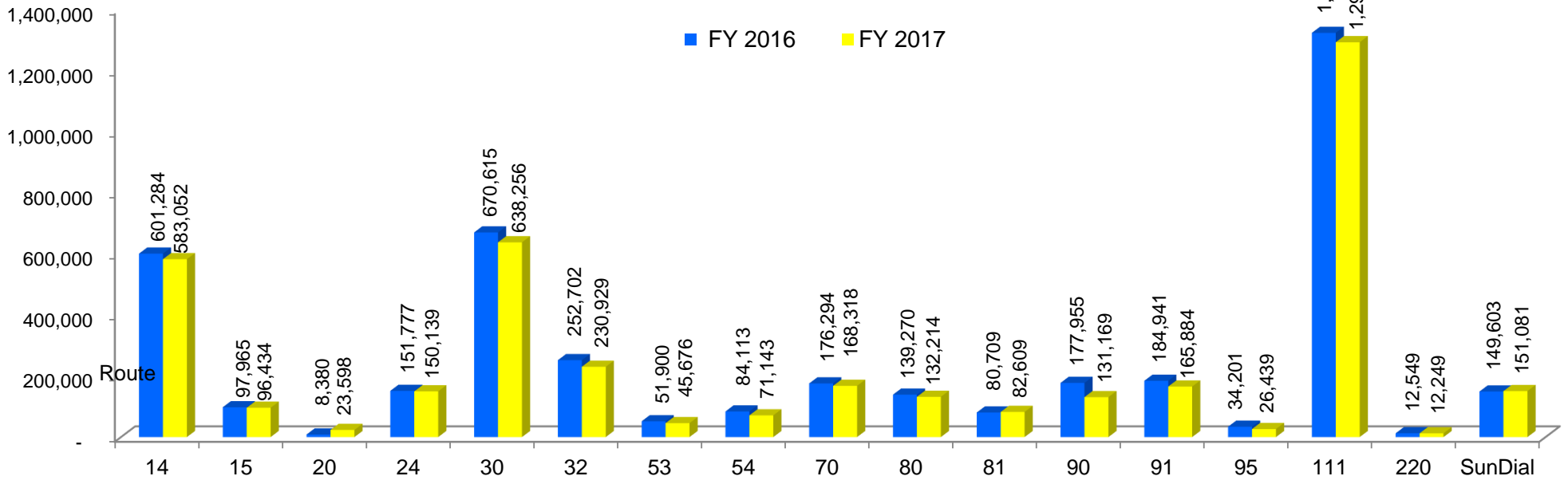
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





SunLine Transit Agency Monthly Ridership Report June 2017

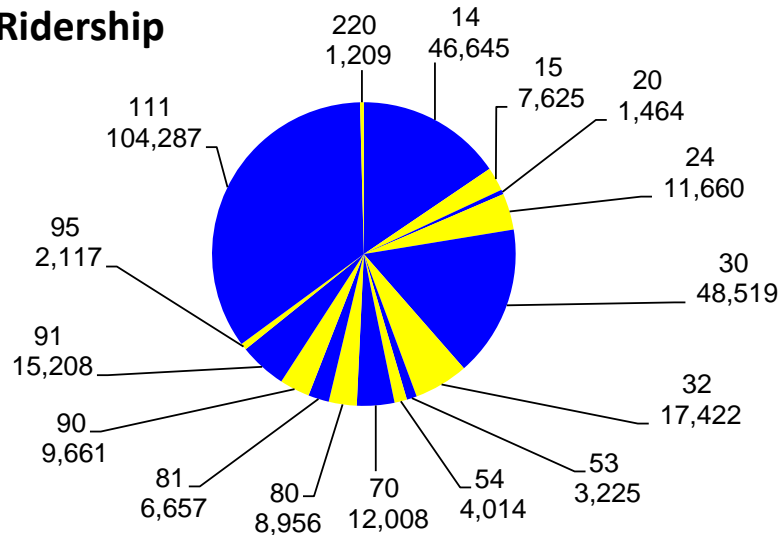
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Jun 2017	Jun 2016	May 2017	Month Var.						Monthly	YTD	Monthly	YTD
14	DHS/PS	46,645	48,310	54,640	(1,665)	-3.4%	629,697	649,594	(19,897)	-3.1%	1,624	20,866	757	6,275
15	DHS	7,625	7,196	9,951	429	6.0%	104,059	105,161	(1,102)	-1.0%	164	2,100	47	749
20	DHS/PD	1,464	1,464	2,286	-	0.0%	25,062	9,844	15,218	154.6%	96	854	6	109
24	PS	11,660	11,386	14,468	274	2.4%	161,800	163,163	(1,363)	-0.8%	344	4,143	71	1,638
30	CC/PS	48,519	52,451	57,747	(3,932)	-7.5%	686,776	723,066	(36,290)	-5.0%	1,931	23,891	423	5,132
32	PD/RM/TP/CC/PS	17,422	18,021	21,666	(599)	-3.3%	248,350	270,723	(22,373)	-8.3%	707	9,059	83	1,344
53	PD/IW	3,225	3,349	4,307	(124)	-3.7%	48,901	55,249	(6,348)	-11.5%	120	1,423	13	226
54	Indio/LQ/IW/PD	4,014	5,135	6,559	(1,121)	-21.8%	75,157	89,248	(14,091)	-15.8%	148	2,478	21	337
70	LQ/BD	12,008	11,668	16,688	340	2.9%	180,327	187,962	(7,635)	-4.1%	426	5,595	40	574
80	Indio	8,956	9,985	12,602	(1,029)	-10.3%	141,170	149,255	(8,085)	-5.4%	263	3,000	102	1,124
81	Indio	6,657	6,051	8,584	606	10.0%	89,266	86,760	2,506	2.9%	110	1,011	55	777
90	Coachella/Indio	9,661	11,843	10,576	(2,182)	-18.4%	140,831	189,798	(48,967)	-25.8%	188	2,838	84	1,478
91	I/Cch/Th/Mec/Oas	15,208	13,450	18,309	1,758	13.1%	181,092	198,391	(17,299)	-8.7%	310	4,423	64	460
95	I/Cch/Th/Mec/NS	2,117	2,094	2,129	23	1.1%	28,556	36,295	(7,739)	-21.3%	24	679	12	54
111	PS to Indio	104,287	107,399	117,229	(3,112)	-2.9%	1,396,966	1,430,780	(33,814)	-2.4%	4,495	56,819	766	9,425
220	PD to Riverside	1,209	1,128	1,243	81	7.2%	13,458	13,677	(219)	-1.6%	38	337	14	172
Fixed route total		300,677	310,930	358,984	(10,253)	-3.3%	4,151,468	4,358,966	(207,498)	-4.8%	10,988	139,516	2,558	29,874
Demand Response														
SunDial		13,721	14,422	14,147	(701)	-4.9%	164,802	164,025	777	0.5%				
System total		314,398	325,352	373,131	(10,954)	-3.4%	4,316,270	4,522,991	(206,721)	-4.6%				
		Jun-17	Jun-16	May-17										
Weekdays:		22	22	22										
Saturdays:		4	4	4										
Sundays:		4	4	* 5										
Total Days:		30	30	31										

Please note:

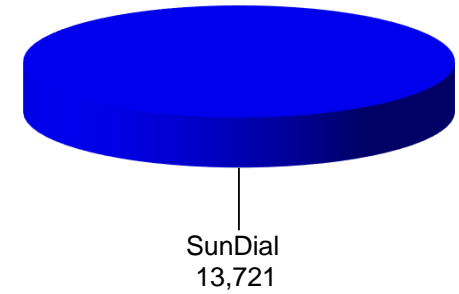
*Running the Saturday/Sunday service on May 29, 2017 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report June - 2017

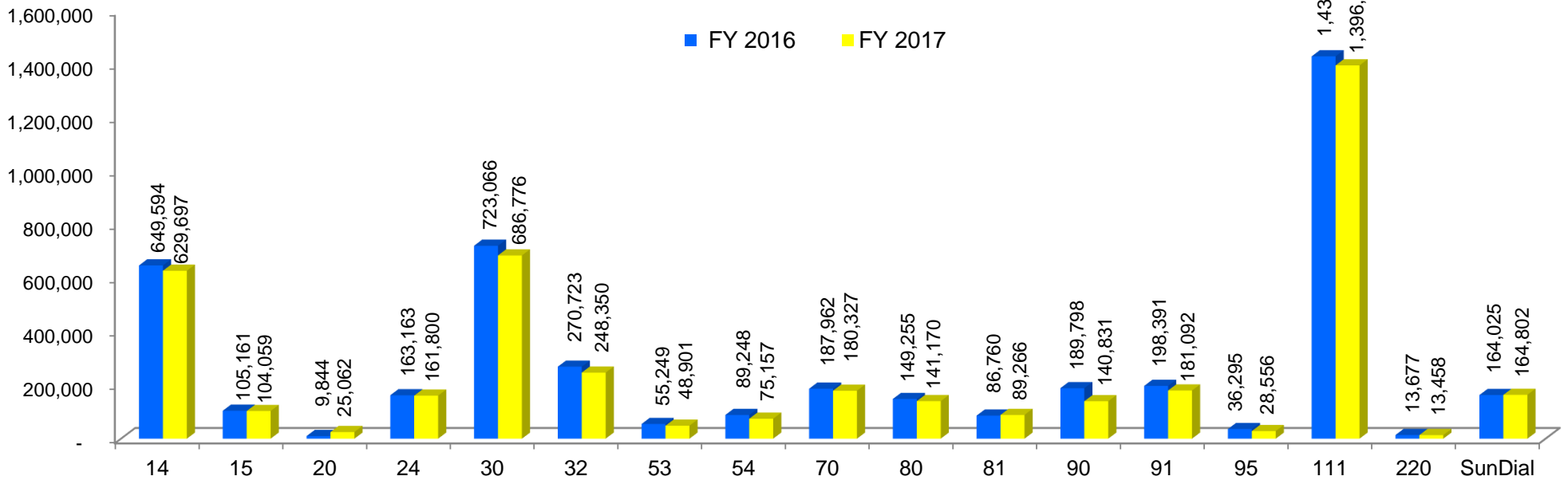
Fixed Route Ridership



Demand Response Ridership

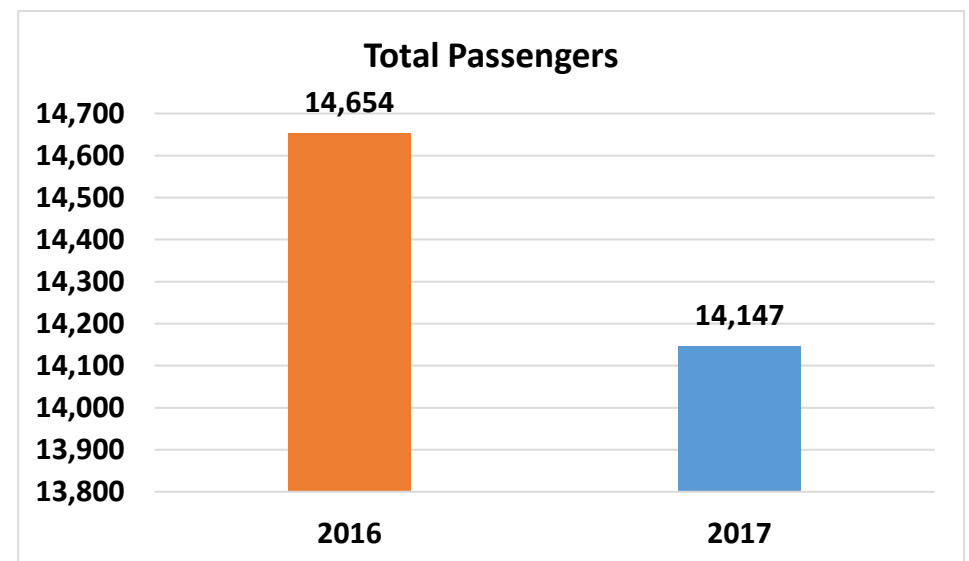
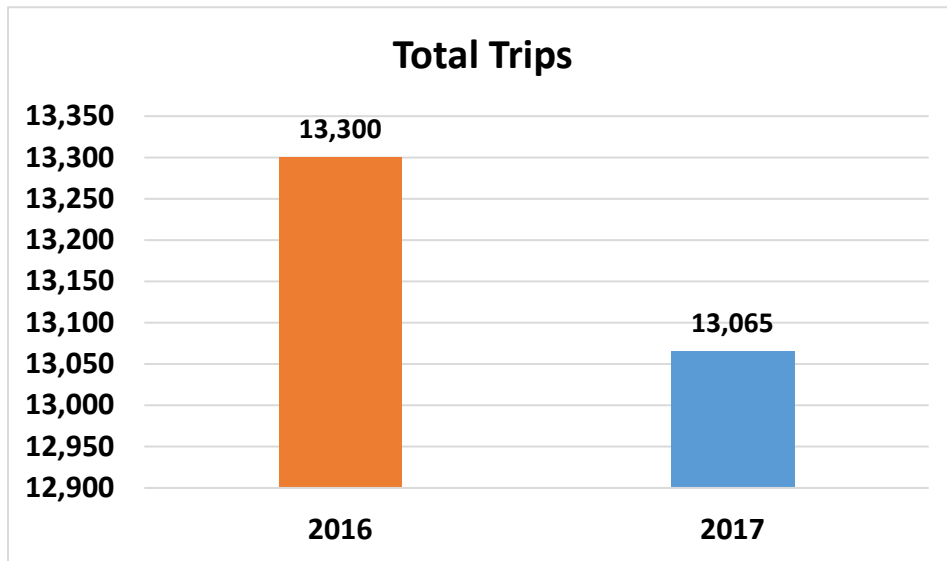
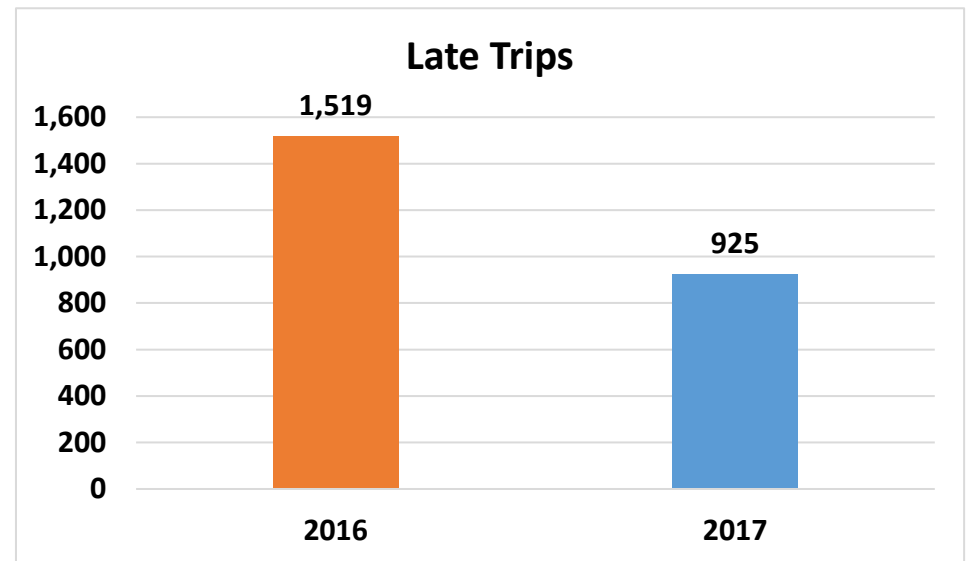
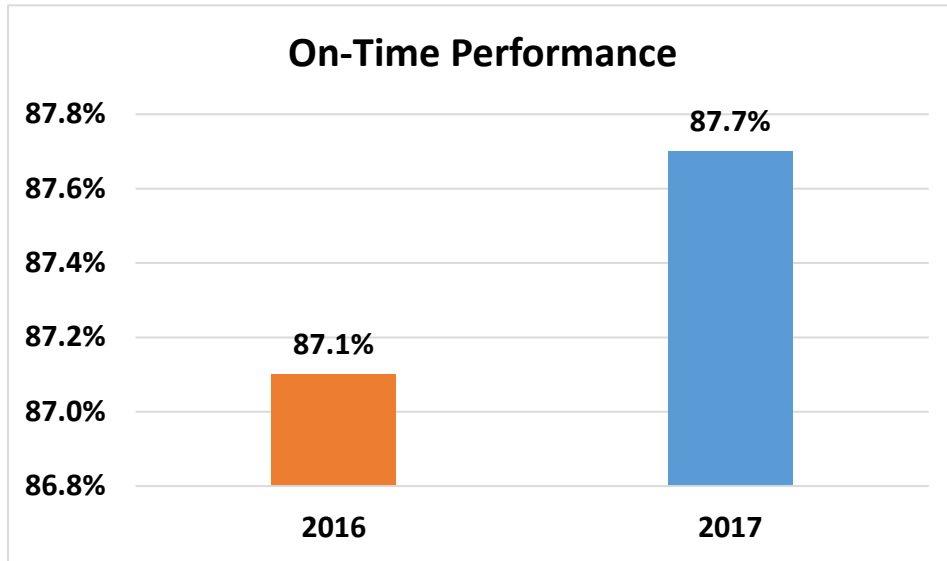


Year-to-Date System Ridership



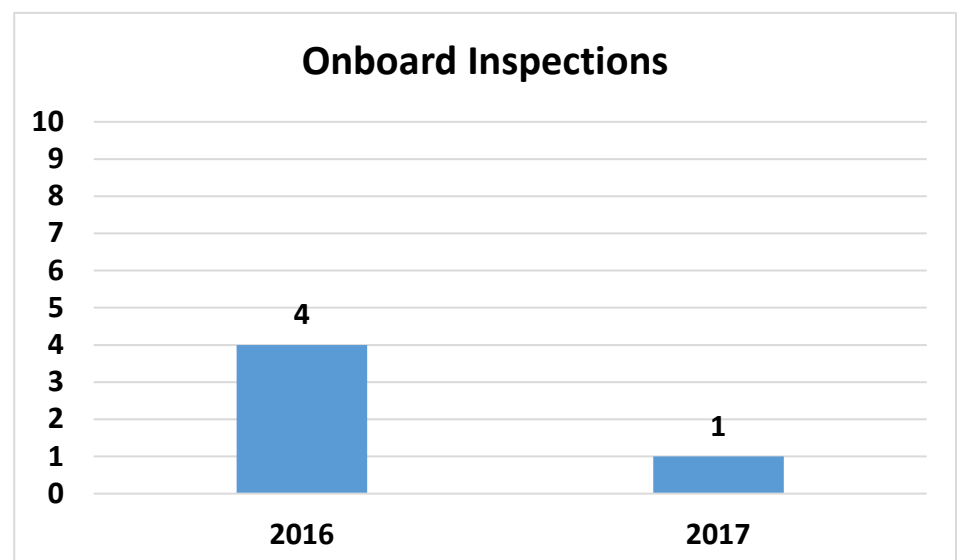
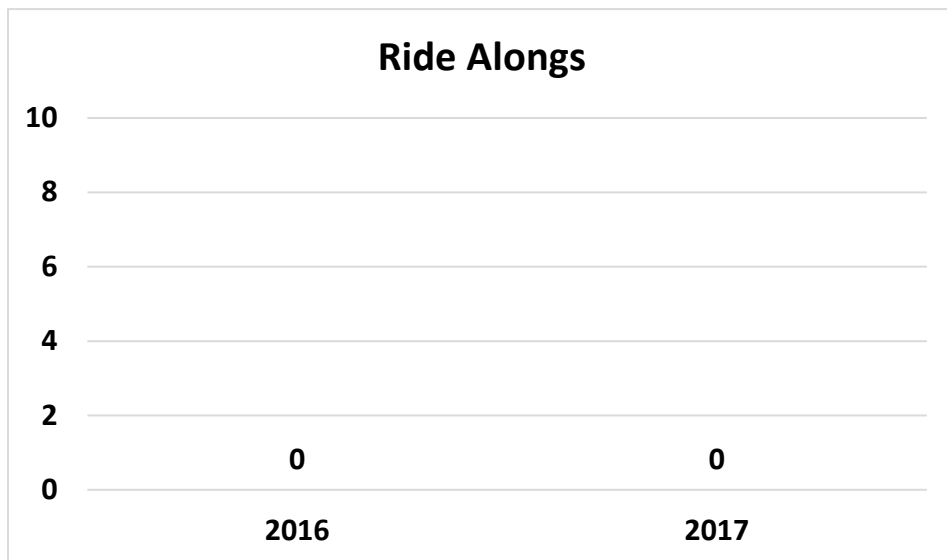
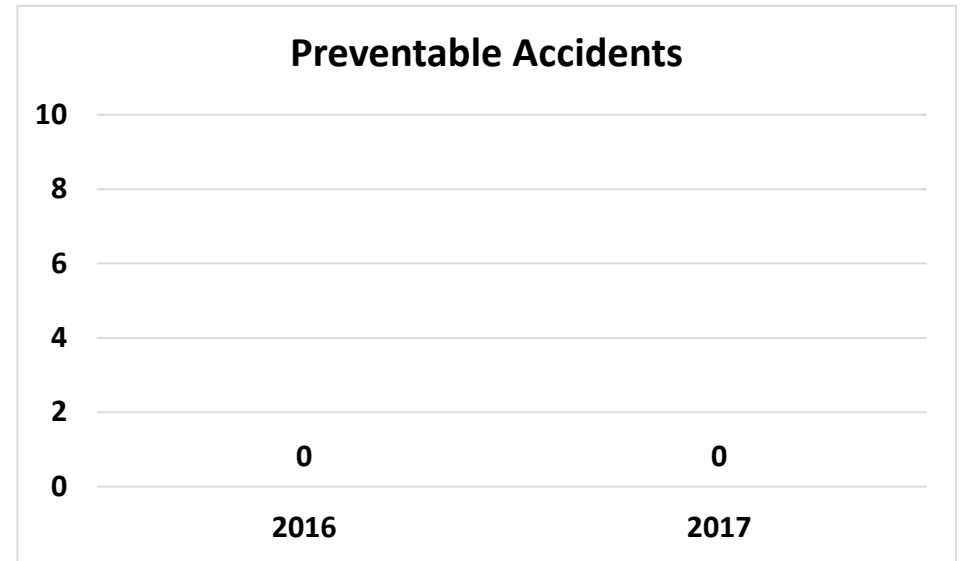
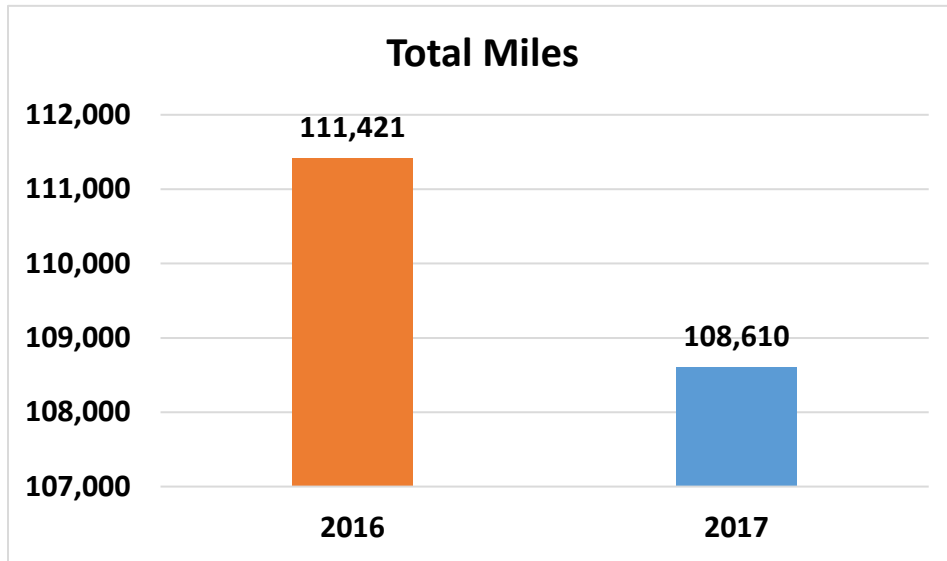
SunDial Operational Notes

MAY 2016/2017



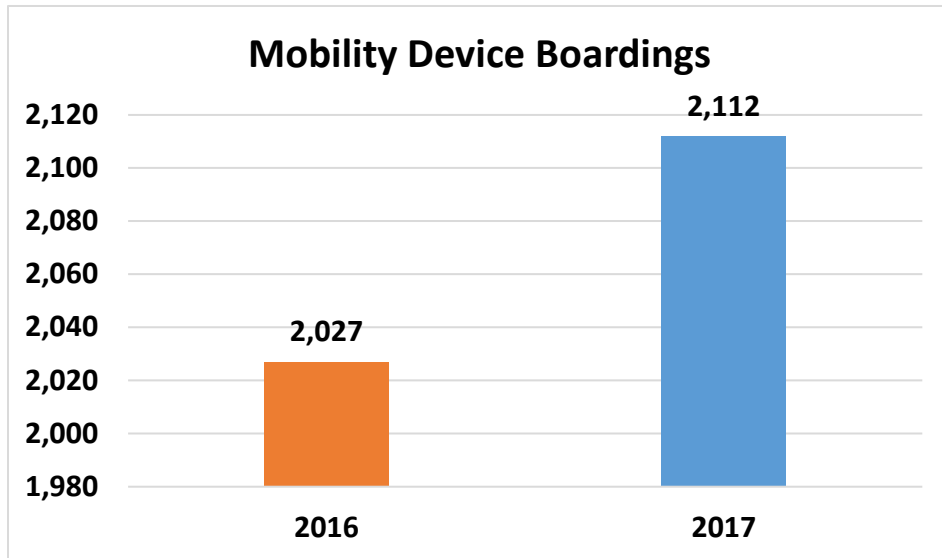
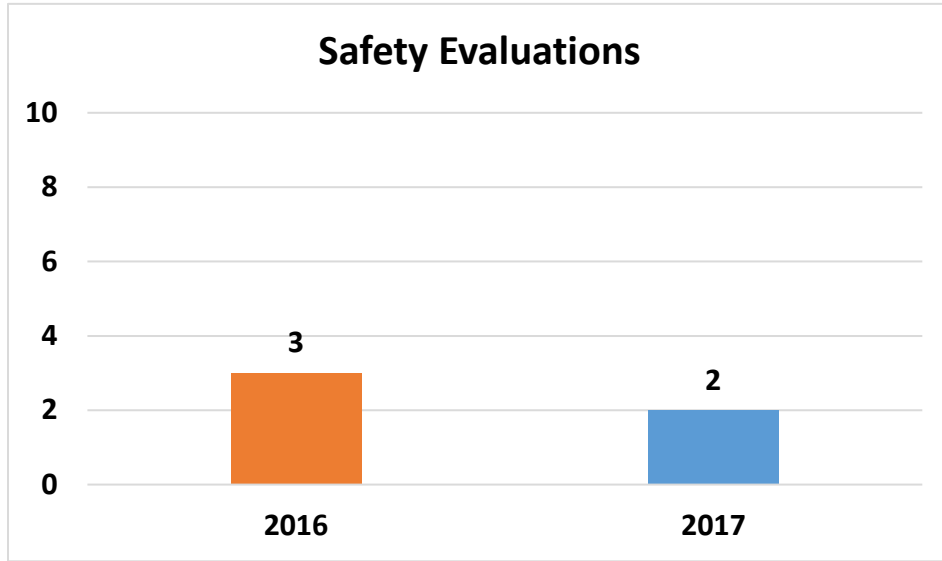
SunDial Operational Notes

MAY 2016/2017



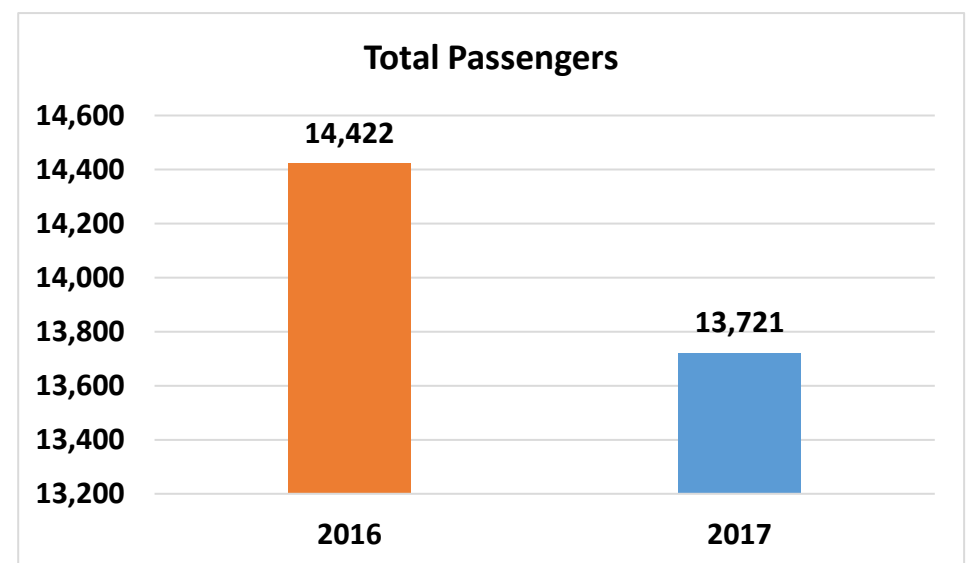
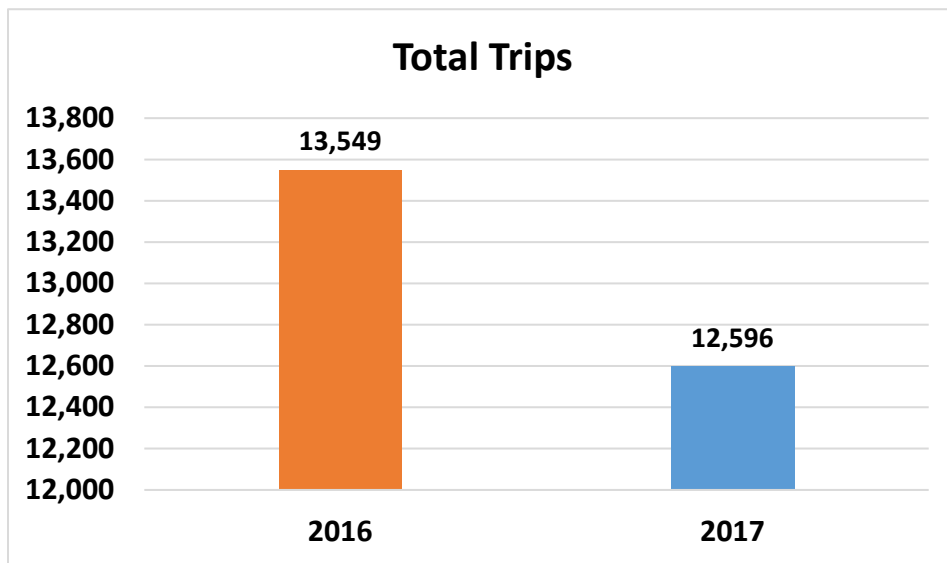
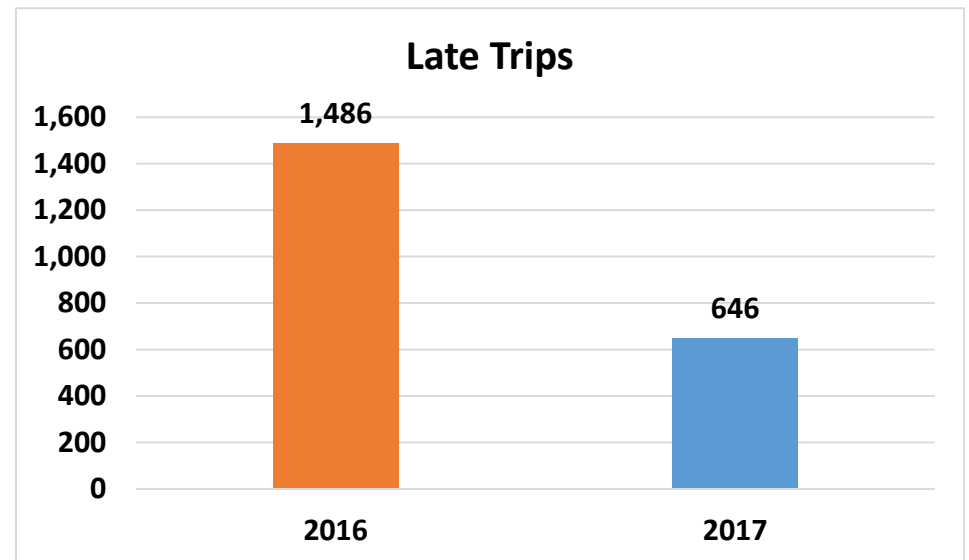
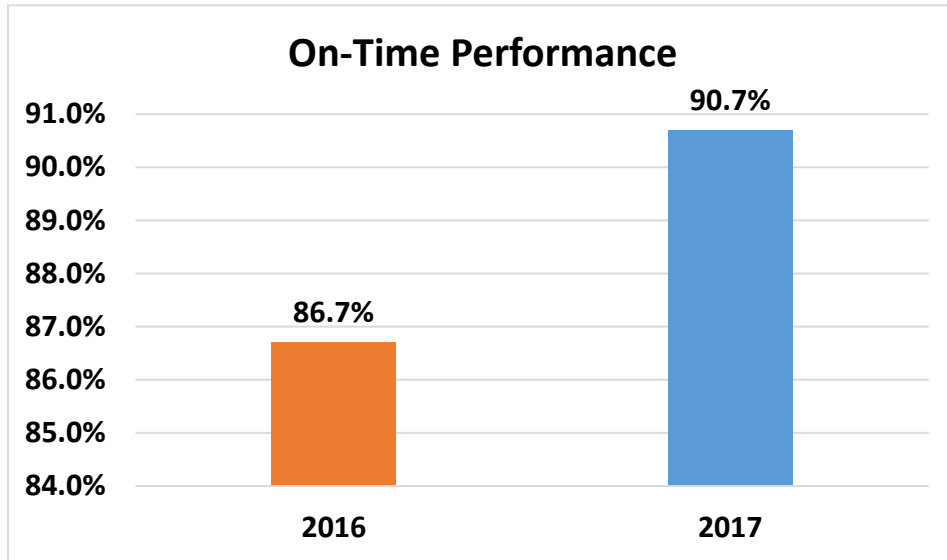
SunDial Operational Notes

MAY 2016/2017



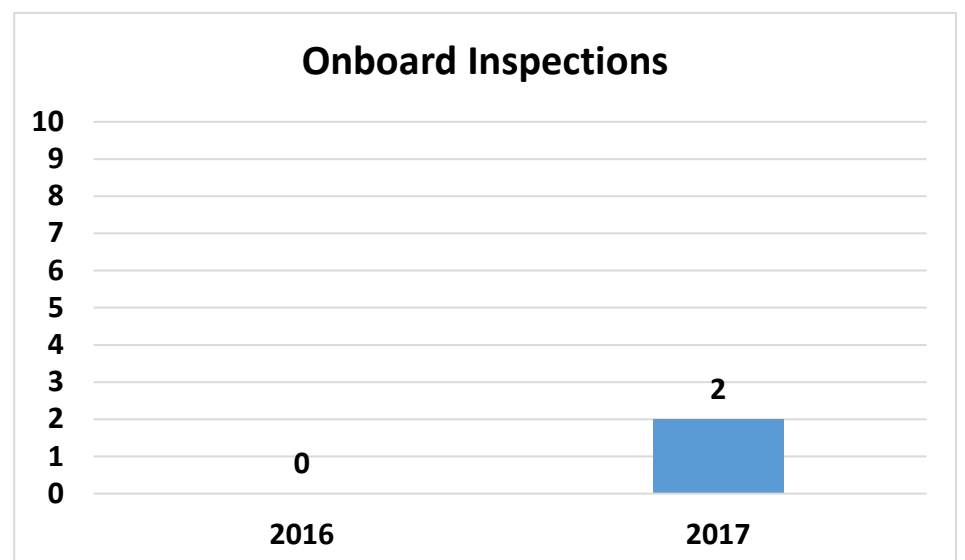
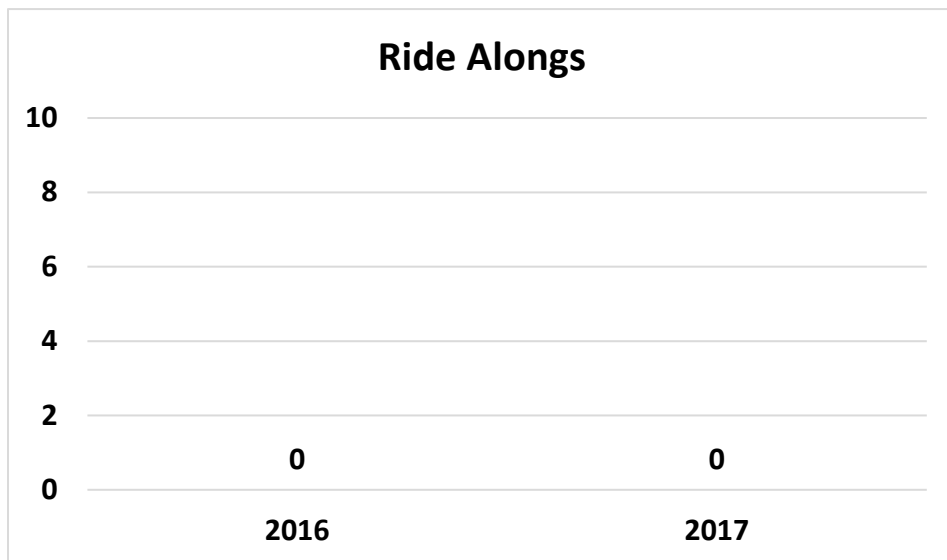
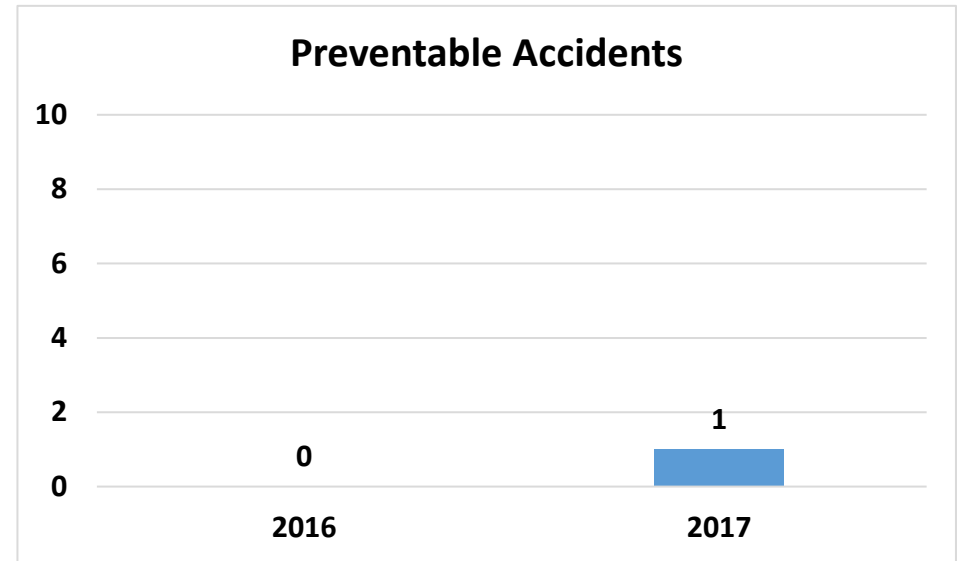
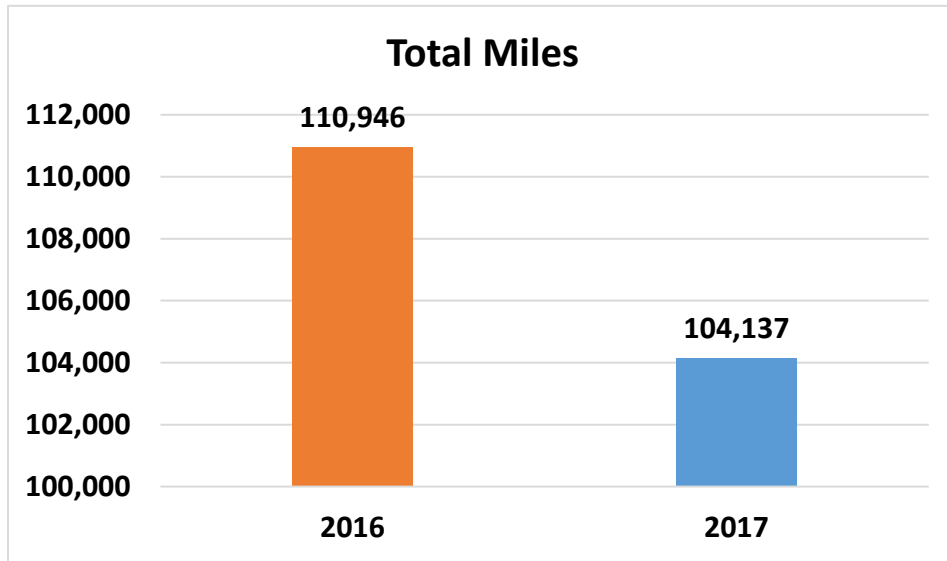
SunDial Operational Notes

JUNE 2016/2017



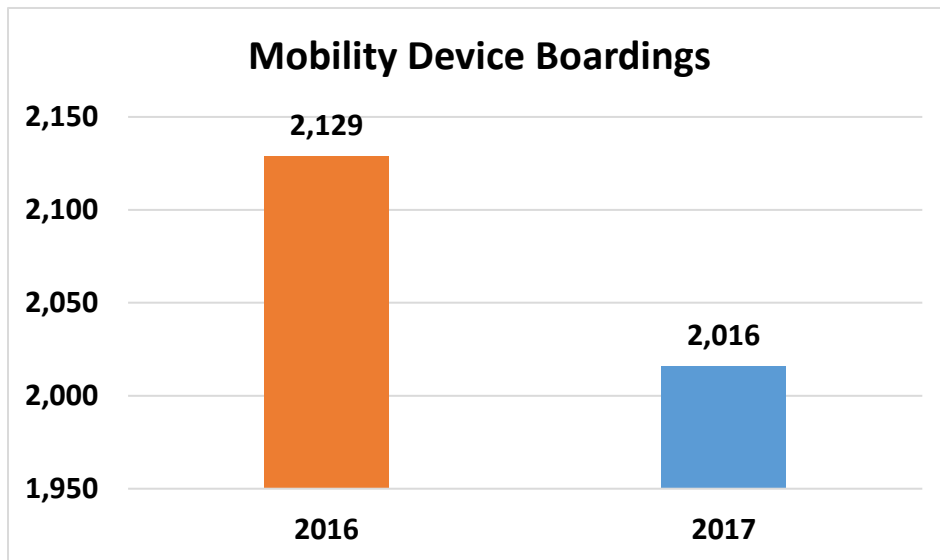
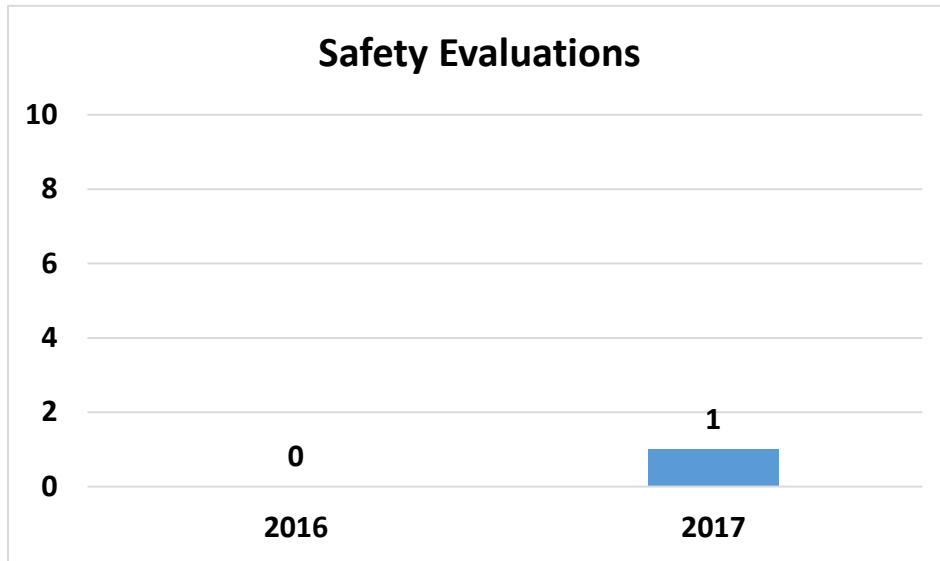
SunDial Operational Notes

JUNE 2016/2017

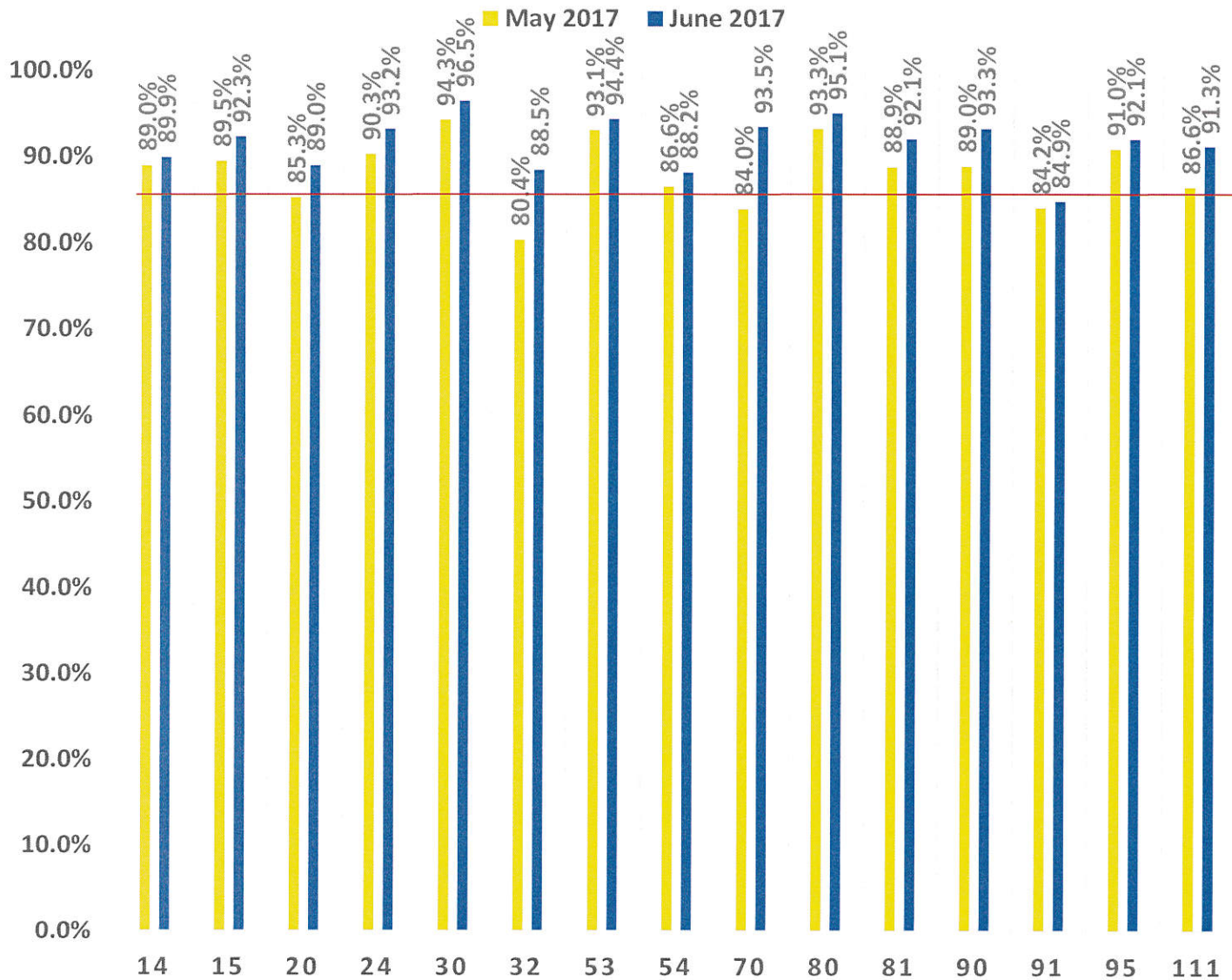


SunDial Operational Notes

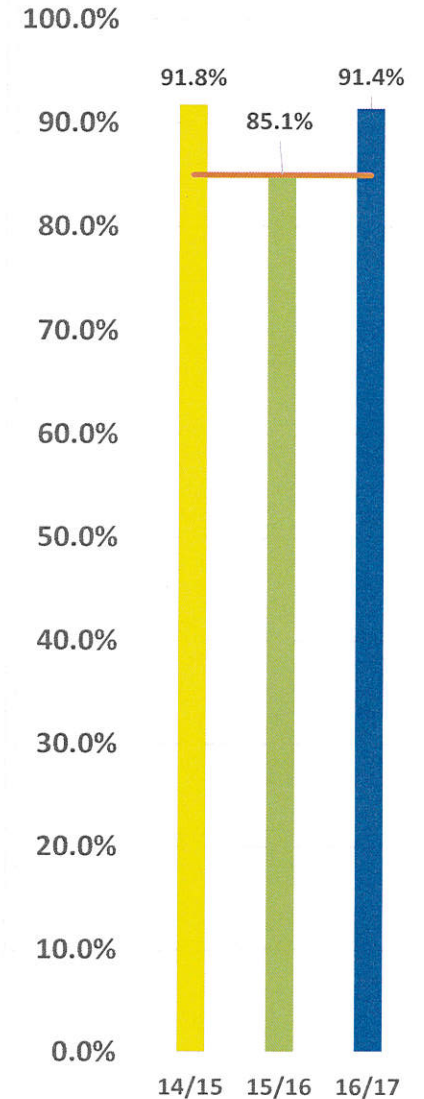
JUNE 2016/2017



ON TIME PERFORMANCE % BY LINE JUNE 2017



On Time Performance System Wide



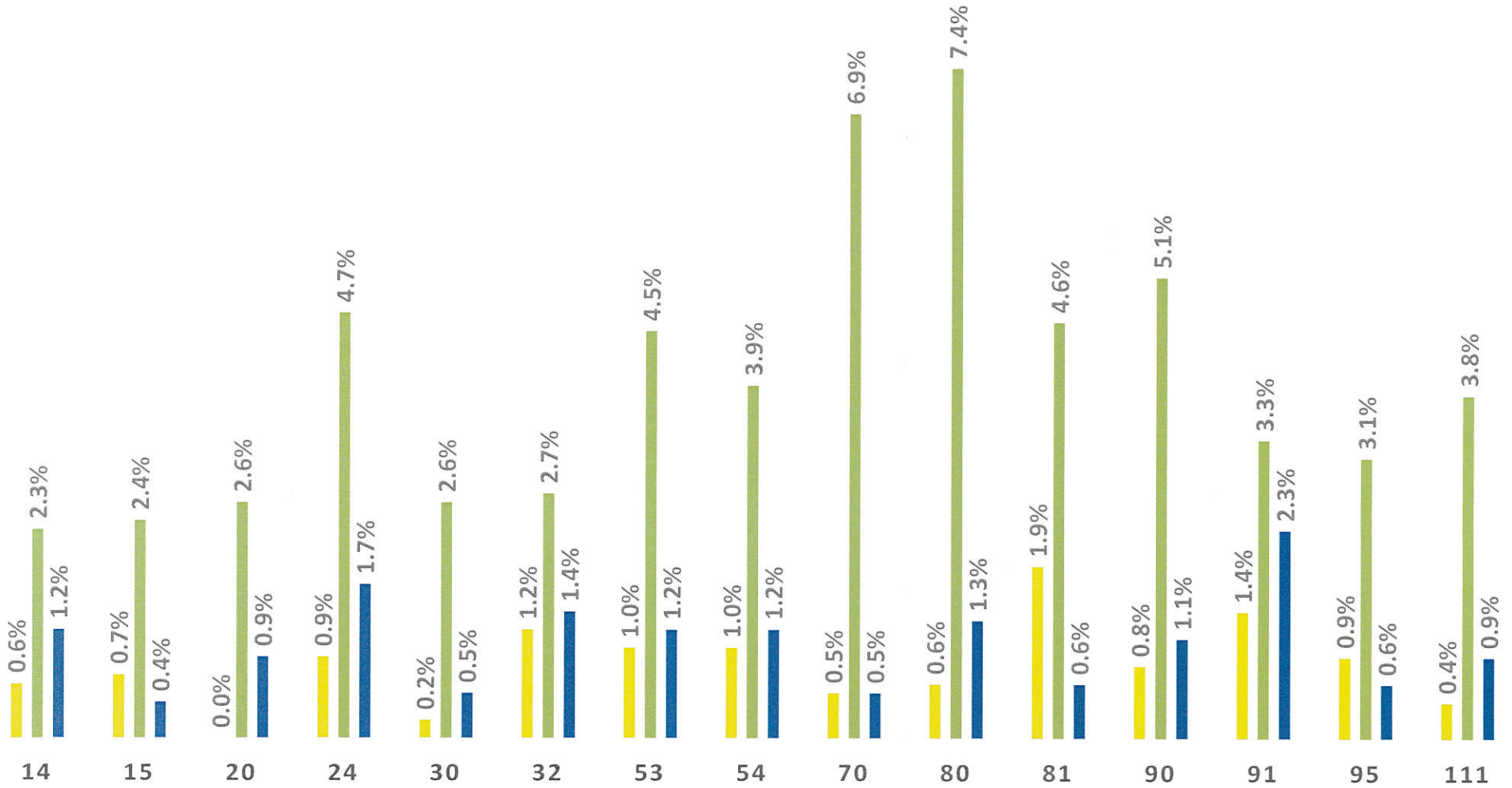
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

EARLY DEPARTURES BY LINE JUNE 2017

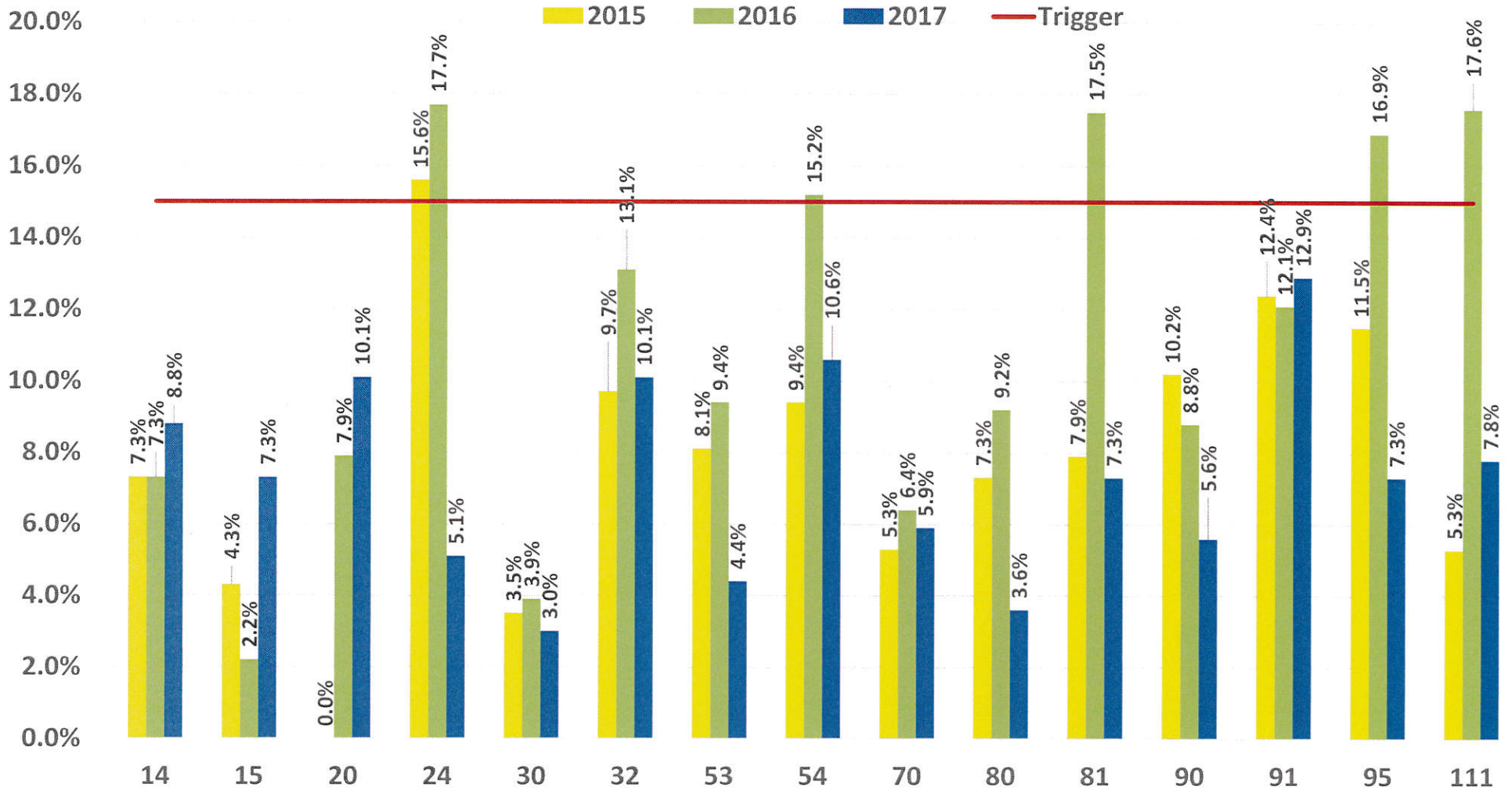
■ 2015 ■ 2016 ■ 2017



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

Goal: to reduce early departures to 0%

LATE DEPARTURES BY LINE JUNE 2017

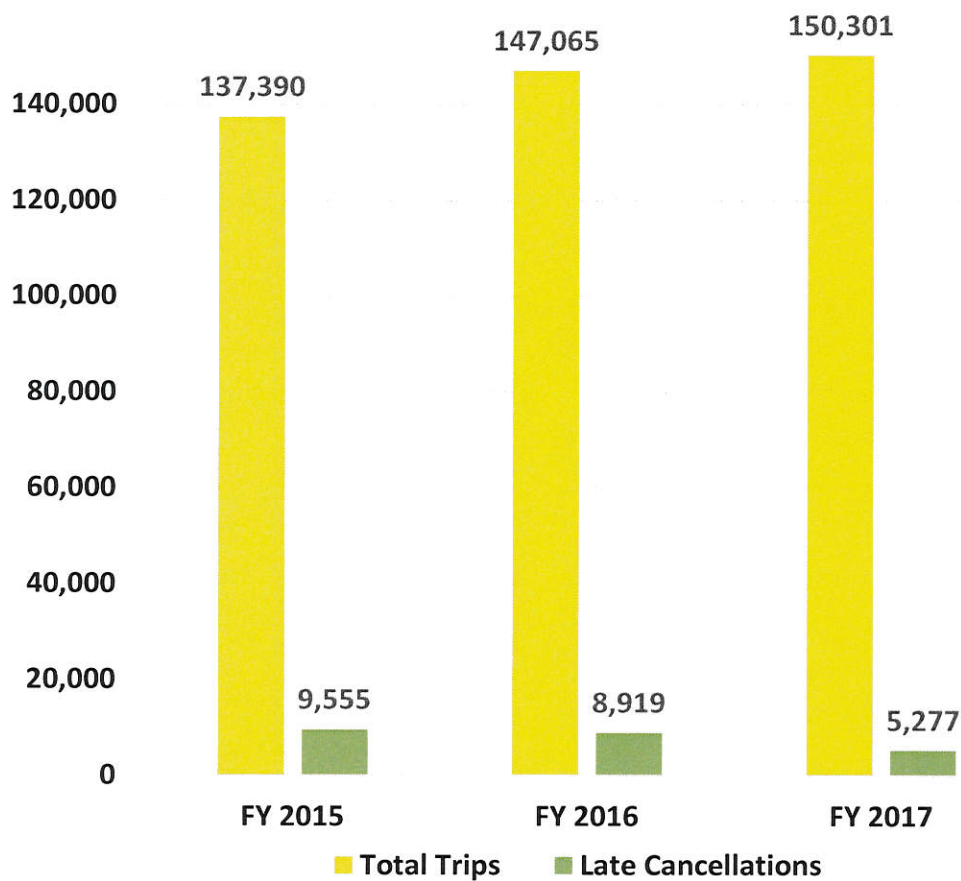


Definition: When a bus leaves a time point, behind the scheduled departure time.

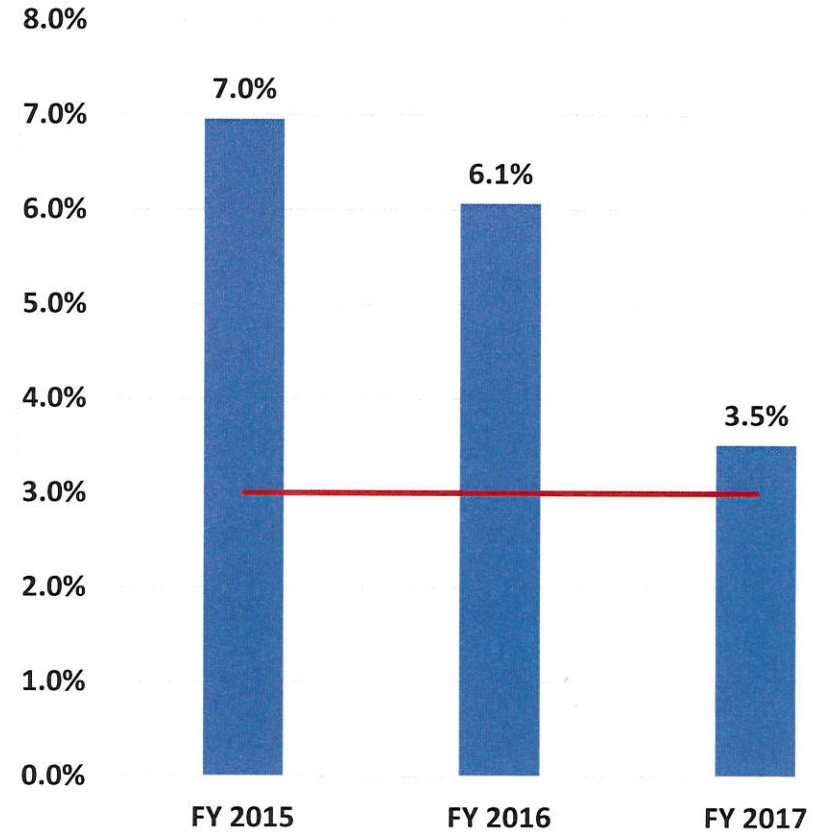
The line is running late with a departure greater than 5 minutes.

Goal: to reduce late departures to 15%

TOTAL TRIPS VS LATE CANCELLATIONS Y.T.D.



LATE CANCELLATION PERCENTAGE Y.T.D.

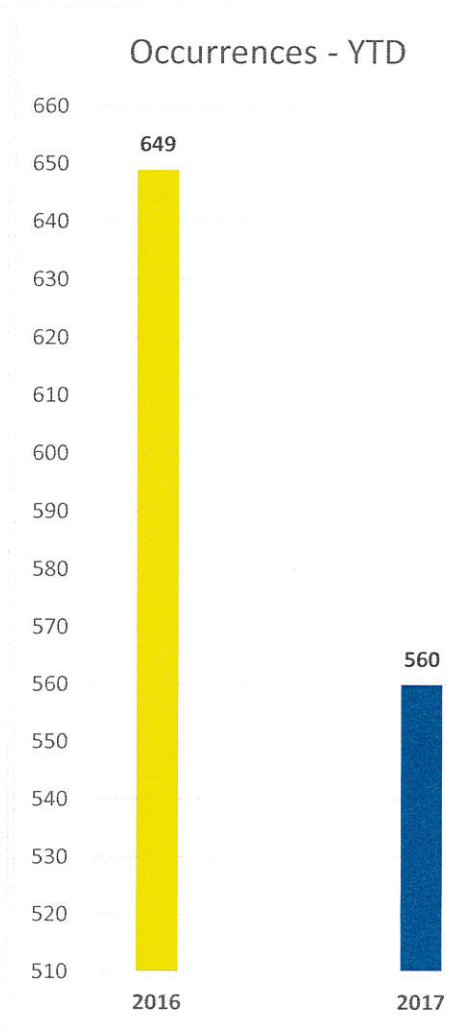
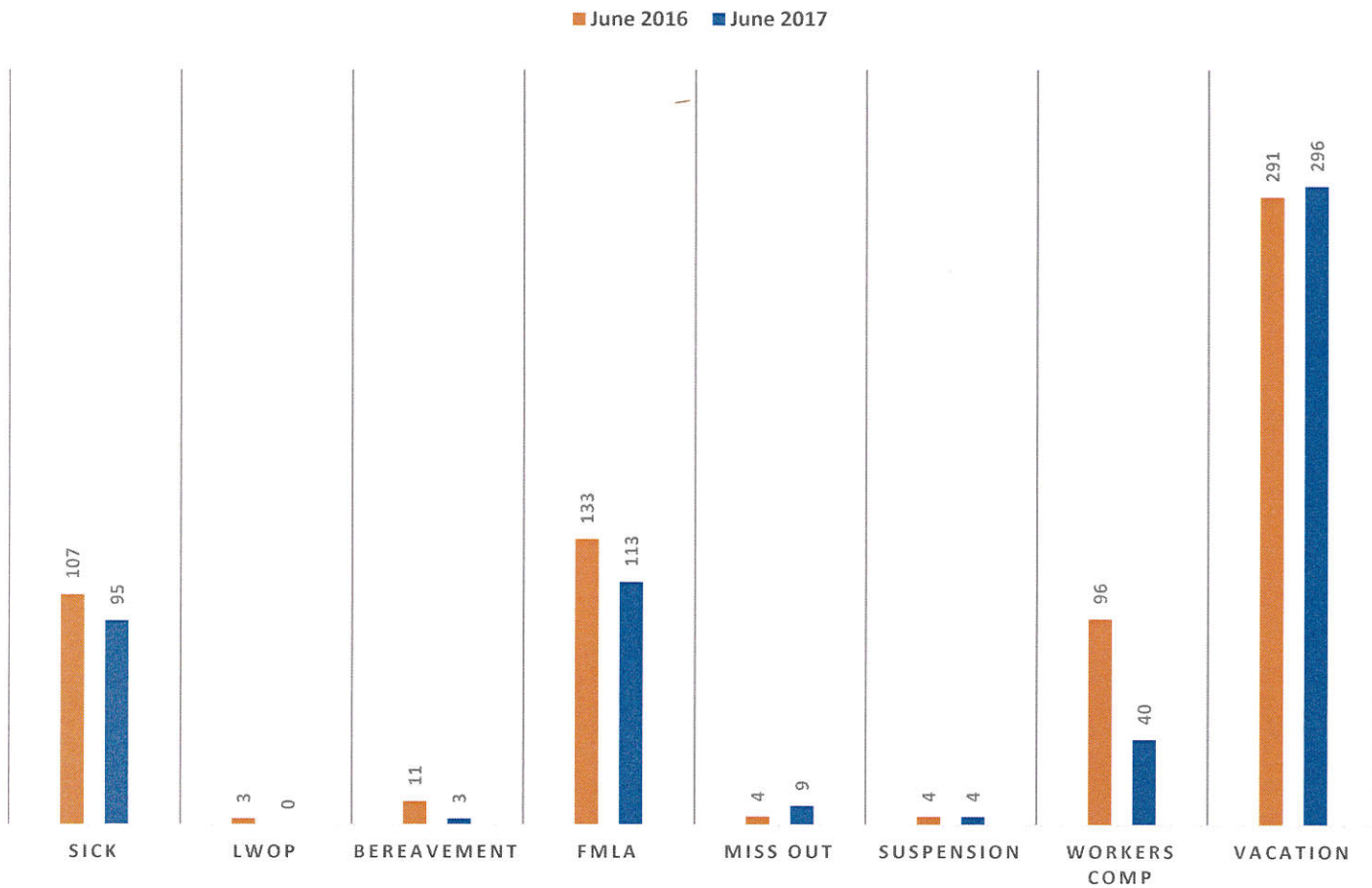


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

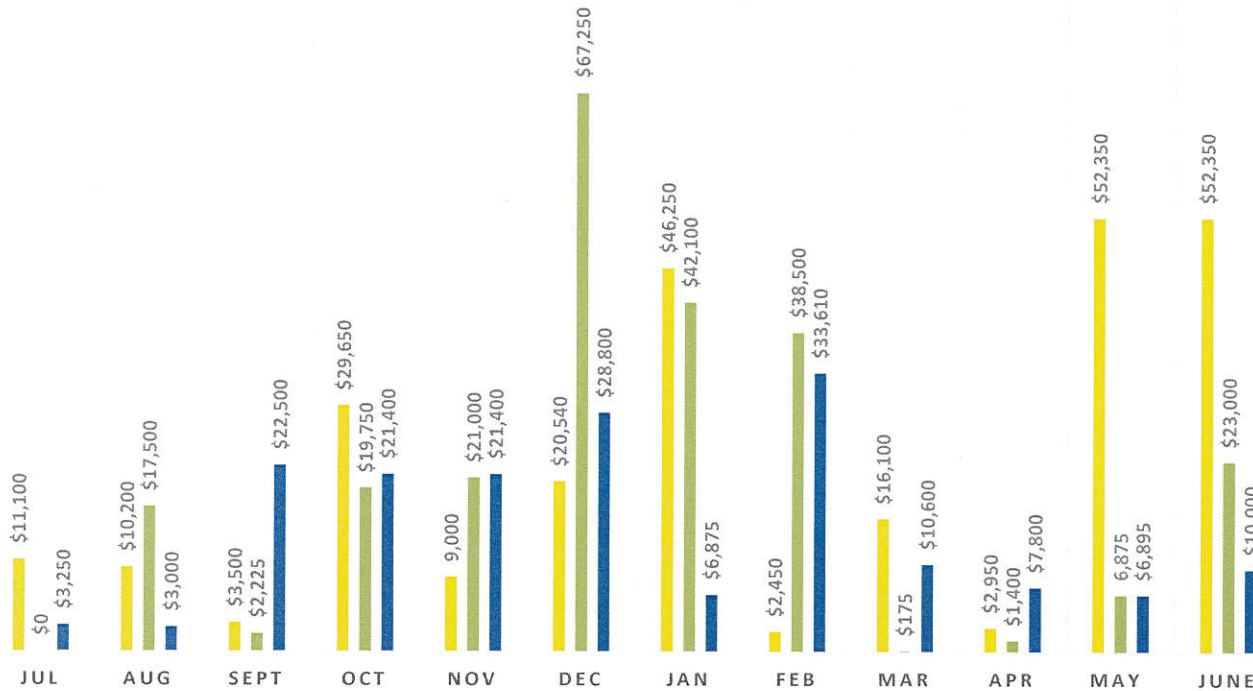


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -

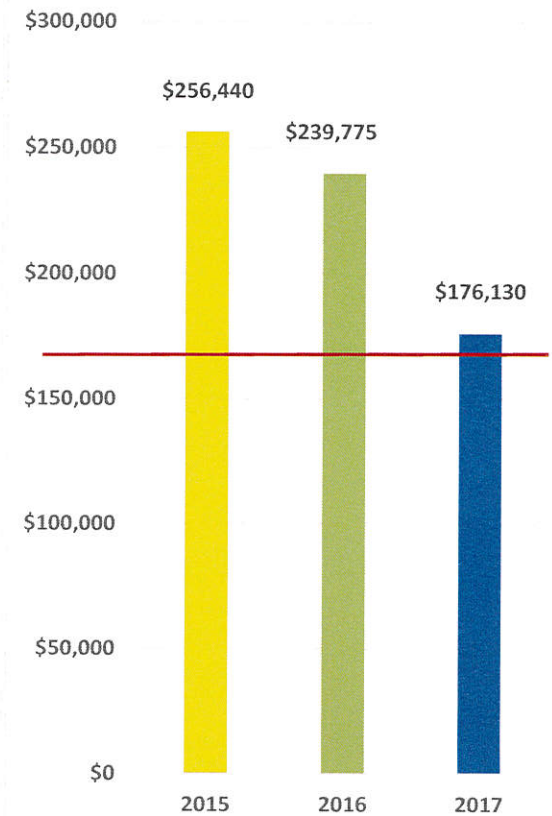
Absences include scheduled & unscheduled for Fixed Route drivers.

Vacation occurrences added as of September 2015 metric.

JUNE 2017 ADVERTISING



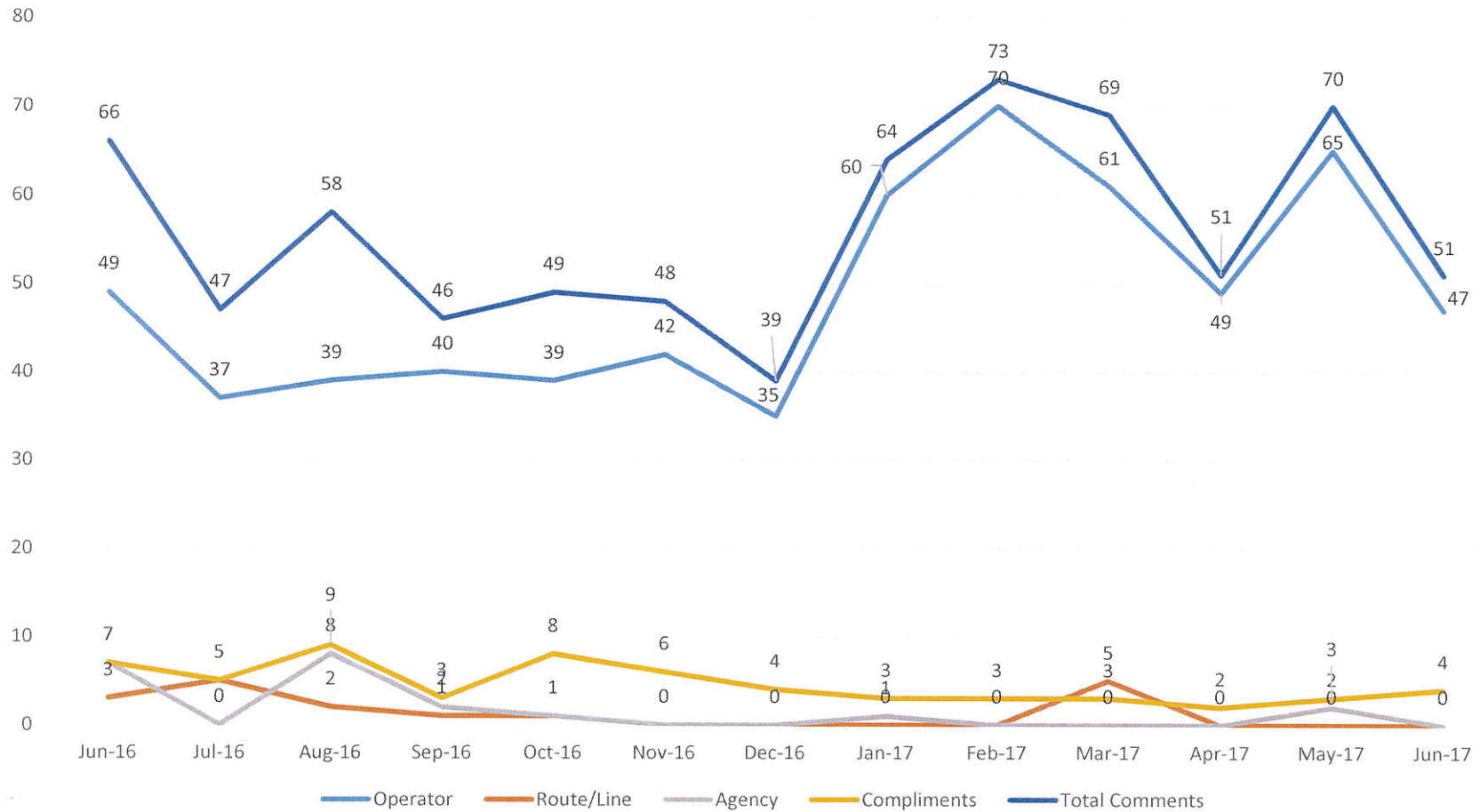
YTD TOTALS



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.

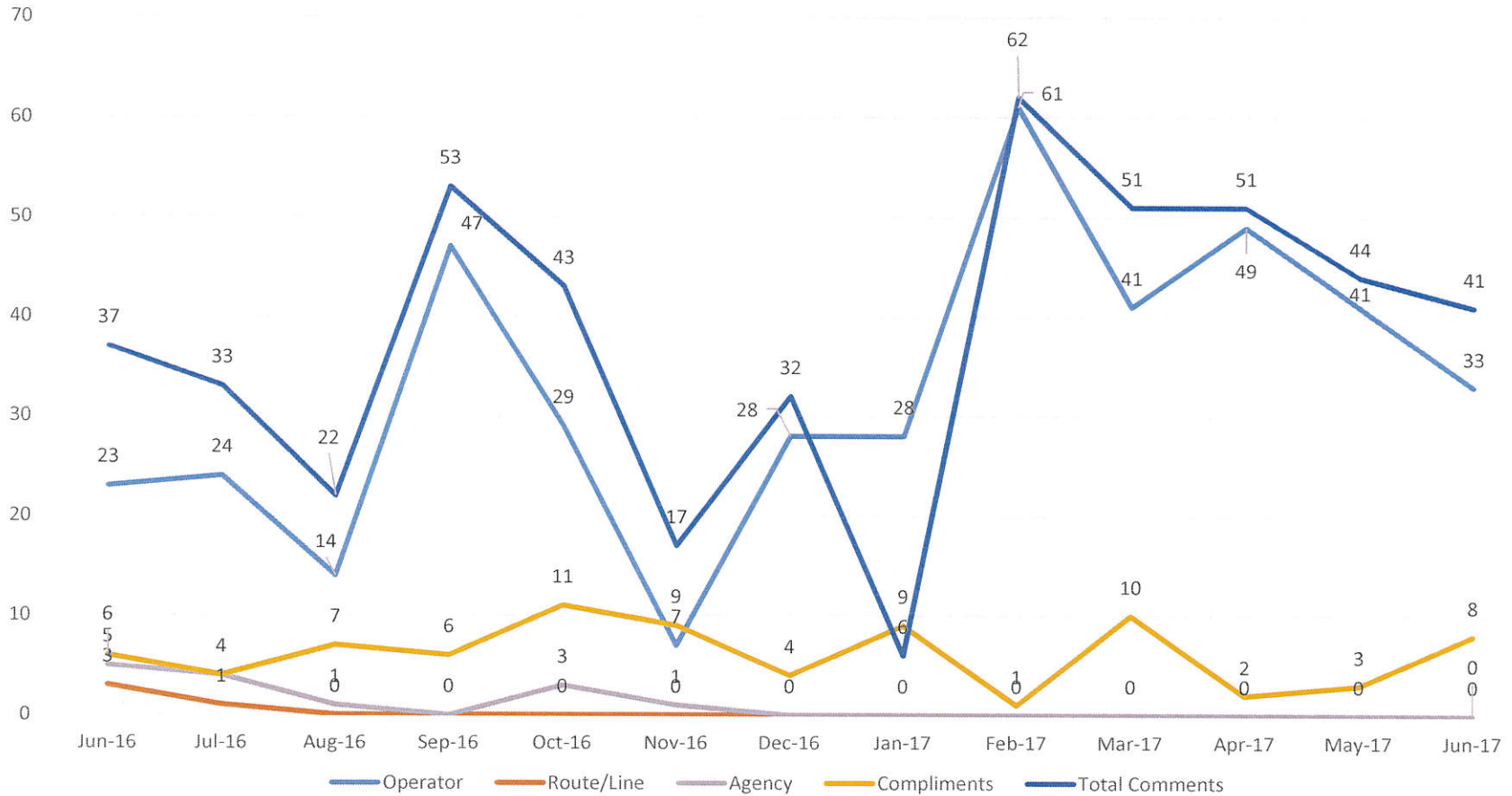
The goal is \$173,202 for FY 17

June 2017 Fixed Route Comments



The comments for June 2017 include 47 operator comments, and 4 Operator compliment. Of the 47 comments all were reviewed and 30 were deemed not to be valid by the Fixed Route Investigator. 7 operators were counseled or spoken to and 2 received Discipline.

June 2017 SunDial Comments



The comments for June 2017 include 33 operator comments, and 8 Operator compliment. Of the 33 comments all were reviewed and 10 were deemed not to be valid by the SunDial Investigator. 2 operators were counseled or spoken to. From February 2017 we are experiencing a decline in comments.

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	X	X	X	10	10
Palm Desert			X	X		X		X	X	X	X	X	10	8
Palm Springs			X	X		X	X		X	X		X	10	7
Cathedral City	X		X	X			X	X	X	X	X	X	10	9
Rancho Mirage			X	X		X	X	X	X	X	X	X	10	9
Indian Wells	X		X			X	X	X	X	X	X		10	8
La Quinta	X		X	X		X	X	X	X	X	X	X	10	10
Indio			X	X		X	X	X	X	X	X		10	8
Coachella	X		X	X				X		X	X	X	10	7
County of Riverside	X		X			X	X	X	X	X	X	X	10	9

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: July 26, 2017 **INFORMATION**
TO: Board of Directors
FROM: Compliance Officer
RE: Disadvantaged Business Enterprise/Small Business Workshop

Information

SunLine Transit Agency will be hosting a Disadvantaged Business Enterprise (DBE) Small Business workshop on October 18, 2017. The workshop will provide small businesses information on the benefits of becoming DBE certified as well as learning how to do business with public agencies. As part of the workshop we will have guest speakers, speaking on subjects like “how to start a business” and testimonials from current DBE vendors. SunLine will also be collaborating with many of the chambers of commerce organizations in the Coachella Valley.

The purpose of this workshop is to help stimulate the Coachella Valley small business community, as well as share the many business opportunities that SunLine has with small businesses and those looking to start a small business. The outreach is also designed to satisfy SunLine’s obligations under the federally mandated DBE program.

SunLine would like to invite the cities to participate in this event and have the opportunity to meet and speak with potential vendors. Staff will be in contact with the city managers to extend the invitation for participation and to provide additional information regarding the workshop once it is available.

Vanessa Mora



MINUTES
SunLine Transit Agency
Board of Directors Meeting
June 28, 2017

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:20 pm on Wednesday, June 28, 2017 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:20 p.m. by Chairperson Russell Betts.

2. Roll Call

Completed.

Members Present

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Ginny Foat, SunLine Agency Board Member City of Palm Springs
Shelley Kaplan, SunLine Agency Board Member(alternate), City of Cathedral City
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
John Pena, SunLine Agency Board Member(alternate), City of La Quinta
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent

Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio

3. Presentations

Staff Recognition of Years of Service

Norma Stevens, Public Outreach Specialist addressed the board and stated that we want to acknowledge that we are celebrating our 40th Anniversary this year and we also wanted to take a minute and also celebrate some of the employees that have dedicated their time, loyalty and service to the agency. There are three employees that we are recognizing today and one of them is Robert Beigie who works in our Maintenance Department and he started on August 4, 1984 and has been here for 32 years. Mr. Beigie started as a Mechanic and was promoted to Senior Supervisor. She stated that his career highlight is being part of the first agency in the United States to park the entire fleet of diesel buses on one day and roll out a whole fleet of CNG buses the next day. The other highlight is that he actually met his wife of 31 years, Cheryl, here at SunLine and she worked as a Dispatcher.

The second employee being recognized is Gilbert Cortez who has been with SunLine for 30 years and started on August 26, 1986 and started as a Bus Operator. She stated that something that was interesting back in that time the operators drove either



Fixed Route or Paratransit and every bid they could switch if they wanted to. Mr. Cortez said the highlight of his career was driving the Flex Buses and he loved the seating layout and it was comfortable and cozy and the passengers could actually face each other and have conversation.

The third employee is Theresa Dixon who has been here for 31 years and started on December 8, 1986. Ms. Dixon started as an operator and did that for 8 years and was offered a position as an apprentice in the Maintenance Department and went on to be trained as a Mechanic and is the only female Mechanic that we have at SunLine. Her career highlight was driving the double-decker bus on Palm Canyon in the 80's for Spring Break.

Norma Stevens, Public Outreach Specialist stated she also wanted to acknowledge Harry Marder who has been at SunLine for 32 years and is unable to be here today. He started his employment at SunLine on February 5, 1985 and his career highlight was the SunLink which was the bus that went to Riverside. He also enjoyed when we switched over to modern technology with the Orion Buses. He also wanted us to share with you that he enjoyed driving Bus #1472 which was a Gillig and had a small cooler in it.

Norma Stevens, Public Outreach Specialist turned the floor over the Lauren Skiver, CEO/General Manager.

Lauren Skiver, CEO/General Manager stated that she wanted to add, and stated that staff and members of the audience know, that we are a people business and what we do is people and service related. The four people that were described are pillars of that service and they are a beacon that we all try to rise to and their dedication and loyalty to this agency is incredible. The employees and the SunLine Agency Board Member Betts came to the front of the board room to issue a plaque to them. SunLine Agency Board Member Betts addressed the employees stating that they sit on the board and this is an important part of our lives but after 32, 31 & 30 years this has really been your life and it's meant a lot to a whole lot of people who depend on this agency to get where they need to go and on behalf of the board he thanked them very much. SunLine Agency Board Member Foat thanked Theresa Dixon for breaking that glass ceiling.

SunLine Agency Board Member Pena stated that he would like to congratulate the people who have been here for that long. He started in 1985 as a board member and some of the highlights that he remembers is that you could see the pavement through the floorboards on the buses. He stated that he was chairman when SunLine parked the diesel fleet and brought in the natural gas fleet and that was a highlight for him too. He congratulated all of the SunLine Staff and said they do a wonderful job. He stated it was like déjà vu all over again as he was here from 1985 until 2002 and back again.



4. Finalization of Agenda

SunLine Agency Board Member Hobart moved to approve the changes to the agenda.. The motion was seconded by SunLine Agency Board Member Perez. The consent calendar was approved by a manual vote of 8 yes; 0 no;

5. Public Comments

Diana Hernandez, PR Representative for Exclusive Rights, Inc. and we come here to request the contract for transportation for services in the Coachella Valley. She introduced Josephina Lopez who is the owner. Ms. Lopez addressed the board stating they have been in business for the past two years and they have seven vehicles. She stated as soon as they get the approval they can have fifteen cars ready and on the road. SunLine Agency Board Member Betts asked for clarification on who they wanted to contract with. Ms. Lopez stated they wanted to contract for services with Taxi. Lauren Skiver, CEO/General Manager stated that this comment should have been addressed at the SSG Board Meeting if you are looking to get Taxi. She asked if they were looking to be a taxi franchise. Ms. Lopez stated that was correct. Lauren Skiver, CEO/General Manager stated that her comment was for that meeting. She stated, point of order, we can take the comment and follow up with you and she stated to the Chair that we might need a little more information regarding what they are seeking and then we can make recommendations through the board to the Taxi Committee. Ms. Lopez stated they had picked up the requirement packet and they meet all the requirements and have all the licenses. SunLine Agency Board Member Betts stated that the next step from this point on would now be to talk to the General Manager and get the formal process going and eventually come back to the Taxi Board.

6. Board Member Comments

7. Consent Calendar

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 April 2017
- b) Credit Card Statement for April 2017
- c) Monthly Budget Variance Report for April 2017
- d) Contracts Signed in Excess of \$25,000 April 2017
- e) Union & Non Union Pension Investment Asset Summary April 2017
- f) Quarterly Capital Project Update
- g) Ridership Report for April 2017
- h) SunDial Operational Notes for April 2017



- i) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)
- j) Board Member Attendance

SunLine Agency Board Member Martinez moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Kelly. The consent calendar was approved by a vote of 8 yes; 0 no;

**8. New Bus Lift Installation Unforeseen Circumstances
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Dean Holm)**

SunLine Agency Board Member Betts reported on this item stating that when a bus lift is installed to go out to contract you normally would expect that there are certain reasonable conditions that concrete in the bay is going to be 12-18 inches thick and it turned out when they started breaking out the concrete that the concrete was 3-4 feet thick. This was a surprise to the contractor and went above and beyond what they were expecting or anybody expected when they originally bid the contract. They also ran into some issues regarding hazmat materials. He stated that this satisfies the rule that the CEO/General Manager lets the Chair know and the board concurs a change order can go through and that is what took place.

Lauren Skiver, CEO/General Manager added that if you look at page 30 there is a copy of that page of the policy.

**9. Investment Policy Revision B-090298(a) & B-090298(b)
(Greg Pettis, Chair of Board Operations Committee;
Staff: Luis Garcia)**

SunLine Agency Board Member Pena stated that the Board Operations Committee discussed the Investment Policy revisions which have not been provided or finalized with respect to the committee and will be discussed at the next meeting.

10. Approval of Minutes

SunLine Agency Board Member Kelly moved to approve the minutes of the May 24, 2017 Board meeting. The motion was seconded by SunLine Agency Board Member Martinez. The motion was approved by a vote of 7 yes; 0 no; 1 abstain

**11. FY 2017/18 Short Range Transit Plan (SRTP)
(Staff: Anita Petke)**

Anita Petke, Planning Manager addressed the board and stated that she was here today to recommend to the board to approve the FY 17/18 Short Range Transit Plan known as the SRTP. She stated that the SRTP was presented in May to the Strategic Planning



and Operations Committee and based on recommendations from that committee we incorporated the changes in pages 54-57 of the document which incorporated an outline of the funding sources for the operating and capital budgets. The fiscal impact for the SRTP has been reflected in SunLine's FY 17/18 Annual Budget.

SunLine Agency Board Member Foat stated that she knew the members of this committee are at the League of Cities in Monterey but she wondered if there were any comments made from any of the members of the committee that they should hear. SunLine Agency Board Member Betts stated that his suggestion was since we rely on the subcommittees to dig into this deeper than we do in the full board and to give us a recommendation and since they are not here and this is not time sensitive we could continue this to the next meeting. Lauren Skiver, CEO/General Manager stated that the item was time sensitive. SunLine Agency Board Member Foat stated that she wasn't suggesting that we delay it she was just asking if there were any other comments.

SunLine Agency Board Member Martinez stated that as Chairman of the Strategic Planning and Operations Committee the recommendation was to approve and the item has been vetted by the members and he recommends approval.

SunLine Agency Board Member Martinez moved to approve this item. The motion was seconded by SunLine Agency Board Member Pena. The motion carried by a unanimous vote of 8 yes; 0 no;

**12. Cooperative Service Agreement with Palo Verde Valley Transit Agency
(Staff: Tommy Edwards)**

Tommy Edwards, Chief Operating Officer addressed the board and stated that our sister city in Blythe has put together a program that is going to be bringing a van for three times a week to reach medical services and different things in the valley. We are asking the board to approve this cooperative agreement which is a standard agreement that is used for transit agencies when another agency may want to come into our service area and it covers the things we govern and who does what and how they do it. He stated that he put a rider guide for the Blythe Wellness Express at each board member's place on the dais.

SunLine Agency Board Member Perez stated he appreciated the collaboration and mentioned that he recently had an opportunity to visit Blythe and he had a chance to sit on the Palo Verde Transit Agency and had a chance to meet with George Colangeli, General Manager who is a very nice man who is working hard on behalf of the residents. He stated that this is a much needed service and he remembers this conversation taking place when he was in the state legislature which was a few years ago. The conversation was regarding the need for transportation service from Blythe area to the Coachella Valley due to the lack of specialty care services. He stated that



this is a wonderful tool and a wonderful program. He thanks SunLine for the collaboration.

SunLine Agency Board Member Pena asked if there was a family member in the Coachella Valley were they able to take that service back to Blythe. Tommy Edwards, Chief Operating Officer stated that it was one way two days a week. As an example passengers would be able to prearrange coming on a Monday and returning on a Wednesday if that was needed.

SunLine Agency Board Member Perez moved to approve this item. The motion was seconded by SunLine Agency Board Member Pena. The motion carried by a unanimous vote of 8 yes; 0 no;

**13. Adoption of the Fiscal Year 2018 Operating & Capital Budget
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia)**

SunLine Agency Board Member Betts stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Pena. The motion carried by a unanimous vote of 8 yes; 0 no;

**14. Resolution No. 0765 to Obtain Federal Grant Funding
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Ramon Aguiar)**

SunLine Agency Board Member Kelly moved to approve and the item was seconded by SunLine Agency Board Member Pena. The motion carried by a unanimous vote of 8 yes; 0 no;

**15. CEO/General Manager's Contract
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Lauren Skiver)**

SunLine Agency Board Member Betts asked Erica Vega, Legal Counsel if his understanding was correct that discussion of this item is complete and was handled in Closed Session and this is a matter of ratifying what was taken care of in Closed Session. Erica Vega, Legal Counsel stated that was correct and this is the agreement that was approved by the board in Closed Session at the last meeting which state law then requires be brought at a public session for ratification. SunLine Agency Board Member Betts had a question regarding this item being on the Closed Session also. Erica Vega, Legal Counsel stated that was put on as a placeholder just in case there were modifications that were requested and as far as she is aware there haven't been any. Lauren Skiver, CEO/General Manager addressed the board and mentioned that there is still the evaluation and negotiation process is part of the evaluation that still has

to happen this closed session. SunLine Agency Board Member Betts stated that was his question that we are here in the process in open session approving contract as was

presented in Closed Session and what remains is the Public Employee Performance Evaluation. Erica Vega, Legal Counsel stated that they would go into Closed Session for the evaluation process.

SunLine Agency Board Member Foat moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a unanimous vote of 8 yes; 0 no;

**16. Election of Uniform Public Construction Cost Accounting Procedures by Ordinance #17-01 and Resolution #0764
(Greg Pettis, Chair of Board Operations Committee;
Staff: Eric Taylor)**

SunLine Agency Board Member Kaplan stated that the Board Operations Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a unanimous vote of 8 yes; 0 no;

**17. CEO/General Manager's Job Description
(Greg Pettis, Chair of Board Operations Committee;
Staff: Lauren Skiver)**

SunLine Agency Board Member Kaplan stated that the Board Operations Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Martinez. The motion carried by a unanimous vote of 8 yes; 0 no;

**18. Election of Officers
(Chairman Russell Betts)**

SunLine Agency Board Member Betts stated that this is a point in time in the calendar year where we select a Chair and a Vice Chair and normally this would have been Kristy Franklin sitting here so she was not reelected so that left a vacancy. He stated he moved over from Vice Chair and have been here since January. SunLine Agency Board Member Kelly stated that since our current officers have not served for a full term she moved to continue the service of our current Chairperson and Vice Chairperson.



SunLine Agency Board Member Kelly moved to continue service for SunLine Agency Board Member Betts to serve as Chair of SunLine Transit Agency for the upcoming fiscal year and SunLine Agency Board Member Strange to continue as Vice Chair. SunLine Transit Agency Board Member Hobart seconded the motion. The motion passed by a unanimous vote of 8 yes; 0 no.

**19. Committee Appointments
(Chairman Russell Betts)**

SunLine Agency Board Member Betts stated that the easy way to vote subcommittee appointments is to vote the same subcommittees as we have them now unless members want to switch subcommittees or aren't happy with what they have now. He asked what the pleasure of the board was. SunLine Agency Board Member Foat stated that she discussed this earlier with Lauren Skiver, CEO/General Manager that if the Finance Committee meets at 10:30 a.m. she cannot attend. She stated that Lauren Skiver, CEO/General Manager said it was not a problem to switch it back to 11:00 a.m. she just wanted to make sure that was okay with the other members. SunLine Agency Board Member Betts stated that would be fine with him and actually preferable.

Board to nominate and approve subcommittee assignments.

SunLine Agency Board Member Kelley motioned to reinstate all subcommittees as they stand. SunLine Transit Agency Board Member Foat seconded the motion. The motion passed by a unanimous vote of 8 yes; 0 no.

20. CEO/General Manager's Report

CEO/General Manager, Lauren Skiver, addressed the Board and referenced some of their requests for items in the board packet were addressed. There is a copy of Capital Projects and their status that you will see regularly now going forward and there is also a summary of the pension included in the packet as well which is something you will see monthly going forward. She wanted to let them know that based on the Visioning Session with the board we are planning a Visioning Session with the Executive Leadership as we have to get busy planning on services and strategic planning for both our fiscal position and for our ridership. We need to get busy on some unique services that will attract riders and move people here in the most convenient way possible. We are anticipating having the Visioning Session in July or August so we can have some plans available for the Strategic Planning and Operations Committee to review before bringing those to the full board. As we told you in that Visioning Session we want to drive towards January with some unique ways to move people, to reduce our expenses and to provide more continuous and frequent service.

Lauren Skiver, CEO/General Manager referenced the heat and stated that the Operations Team has done a phenomenal job of keeping the buses on the road with these high temperatures. It takes a toll on the employees and riders and on our equipment. Both the Safety and Operations Departments and all the related supporting departments do a lot to ensure that we are trying to check on everyone and provide water and keep those buses on the road.

Lastly, Lauren Skiver, CEO/General Manager wanted to remind the board that they have had items come before them and we have some big construction projects about to kick off. We are working on a continuity of operations that will stress us a little bit but progress sometimes creates stress. She stated that these are investments and improvements that are going to last for years to come for this organization. We are preparing on several construction projects happening simultaneously. The CNG Station and the Operations Facility which will finally get people out of trailers that have been in them for more than thirty years. Also, as she talked about in the Visioning Session and we talked a little bit in Taxi, SunLine is really working on very unique services that are customer oriented and travel oriented and a lot more visionary in the ways that we move people. She stated that the board can look forward to this very smart staff thinking about ways that aren't just traditional but ensuring that they meet the customer need.

That concludes my report.

SunLine Agency Board Member Betts stated on behalf of the board just to approve your contract there wasn't a lot of fanfare to that but he thinks everybody thinks that you are doing a fantastic job here and it is very much appreciated. In your report talking about the 120 degree heat and this isn't a simple transit agency that manages complex and does complex things and everything seems to run smooth and that's evidenced by the fact that these meetings go so well. He thanked everyone on the board for their service and the wonderful job they do.

Lauren Skiver, CEO/General Manager thanked SunLine Agency Board Member Betts for his kind comments.

21. **Closed Session**

Concluded discussion and there was no reportable action.



22. Next Regular Board Meeting Date

July 26, 2017
12:00 p.m., Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

23. Adjourn

Meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board



SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Operations Facility Preliminary Engineering Services Contract

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a contract with RNL Inc. for the architect and engineering services for the replacement Operations Facility in an amount not to exceed \$347,610, subject to approval as to form by legal counsel.

Background

SunLine is in need of professional engineering service to initiate the Design/Build process approved by the Board. This process is prescribed in Public Contract Code §22160. SunLine issued a Request for Qualification (RFQ) for architect and engineering services. SunLine publicized the bid on its website and advertised the RFQ in The Desert Sun. SunLine received responses from Two (2) architect and engineering firms. The firm's proposals were evaluated for responsiveness and responsibility, with both being determined acceptable. A committee then reviewed the firms and picked RNL as the most qualified firm to perform the work. Price negotiations were held with RNL and their proposed price was determined to be within SunLine's pricing target. Seven (7) firms from the Coachella Valley were solicited for this RFQ.

Reason for Selection of the Procurement Process

The Request for Qualification (RFQ) was selected as the procurement method in order to select the highest qualified architect & engineering firm, with the opportunity to negotiate services and price. Qualifications based selection is required under Government Code §4525.

SunLine has spoken at length with the most qualified firm, RNL Inc. 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 Time and Materials contract type, was selected in order to compensate to contractor for expended time and materials on this project. No other contract type is appropriate for these professional engineering services.

Reason for Selection of Contractor

The [two received architect and engineering qualification proposals](#) were graded by a panel of SunLine personnel. RNL Inc. received the highest point total. RNL Inc. was selected after receiving the highest amount of evaluation points from the selection committee. RNL Inc. was found to have the most proficiency with Transit Agency design and strong experience with federally funded projects.

How Price was Determined Fair and Reasonable

SunLine procurement conducted a price analysis of the service based on rates from companies with similar service and determined the prices fair and reasonable. The pricing also falls within the target pricing established by SunLine's independent estimate.

Fiscal Impact

Financial impact of \$347,610 will be funded by Federal Grant 5339 and, State Transit Assistance. This project funding has been approved in Capital Budget FY17 under project SL17-06.

Rudy Le Flore



Bidders List

Alfred Cook

75-175 Merle Drive, Suite 200
Palm Desert, CA 92211
(760) 568-2296
office@alfredcook.com

Associated General Contractors of America

RaeMarie S Blaha-Jonas
6212 Ferris Square
San Diego, CA 92121
(858)558-7444
raemarie@agcsd.org

Christopher McFadden Architect

Christopher McFadden
75-145 St. Charles Place, Suite 4
Palm Desert, CA 92211
(760) 346-8014
cmcfadden@mmarc.com

GLS Architecture Group

Jorge Septain
74991 Joni Dr # 9, Palm Desert, CA
92260
(760) 340-3528
glis@glсарchitecture.com

HDR Inc.

Sarah Freeman
Sarah.freeman@hdrinc.com

Holt Architecture

Tim Holt
70225 Highway 111, Suite D
Rancho Mirage, CA 92270
(760) 328-5280
Tholt@holtarchitecture.com
sporter@holtarchitecture.com

IBI Group

Tom Moore
18401 Von Karman Avenue, Suite 110
Irvine, CA 92612
(949) 833-5588
tmoore@ibigroup.com

La Canada Design Group

Lance Bird
630 North Rosemead Blvd., Suite 400
Pasadena, CA 91104
(626) 351-4301
lancebird@lcdg.com

National Engineering & Consulting, Inc.

Kelly Stringer
27 Orchard
Lake Forest, CA 92630
(949) 716-9990 x 505
Kelly.stringer@nationaleng.com

Owen

Michael Chegini
234 East Drake Drive
San Bernardino, CA 92408
(909) 277-6841
mchegini@owengroup.com

Patel Architecture

Narendra Patel
71-711 S. Jacinto Drive
Rancho Mirage, CA 92270
(760) 776-5031
Patelarchitecture@live.com

Pearson Architects, Inc.

74-260 Hwy. 111, Suite #8
Palm Desert, CA 92260
(760) 779-1937
info@pearson-architects.com

Prest-Vusik Architects

44-530 San Pablo Ave., Suite 200
Palm Desert, CA 92260
(760) 779-5393
pvarc@prestvuksicarchitects.com

RNL Design

Patrick McKelvey
523 West 6th Street, Suite 1200
Los Angeles, CA 90014
(213) 9559775
Pat.mckelvey@rnldesign.com

Avg. evaluated score
from Evaluation
Committee: 86.00

Avg. evaluated score
from Evaluation
Committee: 93.50

TOP

T & B Engineering, Inc.

Mark Ballou
4344 Latham St, STE 100
Riverside, CA 92501
(951) 684-6200
mballou@tbengineeringinc.com

Westgroup Designs

Renee Rose Andrade
19520 Jamboree Road, Suite 100
Irvine, CA 92612
(949)250-0880
reenea@westgroupdesigns.com

DBE**AMC Consulting Engineers**

Ming-Chen Yu
Pier 26, The Embarcadero
San Francisco, CA 94105
(510) 663-1118
mcyu@amcon.com

Cho Design Associates, Inc.

Wilbert Cho
3001 Red Hill Avenue, Suite 6-206
Costa Mesa, CA 92626
(714) 427-0680
ccho@chodesignassociates.com

Civil Works Engineers, Inc.

Marie Marston
3151 Airway, Suite T-1
Costa Mesa, CA 92626
(714) 966-9060
mmarston@civilworksenineers.com

Dahl, Taylor & Associates, Inc.

Quang D. Vu
2960 S. Daimler Street
Santa Ana, CA 92705
(949) 756-8654
quv@dahltaylor.com

FMG Architects

Claudia Guadagne
330 15th Street
Oakland, CA 94612
(510) 465-8700
claudia@fmgarchitects.com

Hart Wright Architects

Eliza Har
2742 17th Street
San Francisco, CA 94110
(415) 503-7071
eliza@hartwrightarchitects.com

Kawan Henmi Architecture & Planning

Sylvia Kwan
456 Montgomery Street, Suite 200
San Francisco, Ca 94104
(415) 777-4770
accounting@kwanhenmi.com

Mercurial Consulting LLC

Alfred Louie
2611 San Jose Avenue
San Francisco, CA 94112
(415) 225-9220
Alfred.louie@gmail.com

Paragon Project Resources, Inc.

William Correa
1901 Royal Lane, Suite 104
Dallas, TX 5229
(214) 239-9212
William.correa@2paragon.com

Quezada Incorporated

Alfred Quezada, Jr.
One Arkansas Street, D2
San Francisco, CA 94107
(415) 331-5133
l.corkrey@ae7Qa.com

SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Project Manager

RE: Approval of a Cooperative Agreement with Riverside County
Transportation Commission (RCTC) for Commuter Trip
Reduction/Rideshare Program

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to execute a Cooperative Agreement with RCTC for Commuter Trip Reduction/Rideshare Programs and Software Sublicense Agreement for SunLine's Transportation Demand Management (TDM) Vanpool Program, through September 19, 2019.

Background

In 2014, SunLine won a competitive grant from the Coachella Valley Association of Governments (CVAG) to provide TDM and vanpool services in Eastern Riverside County. This allowed SunLine to implement a full service TDM program which includes matching commuters with alternative modes of transportation (e.g., carpool, vanpool) as well as supporting Coachella Valley employers with their worksite transportation programs.

SunLine desires to make use of existing tools developed for TDM programs in Riverside County, specifically IE Commuter (iecommuter.org) which provides an existing commuter database. Using one regional ridesharing database of employers and commuters simplifies the user-experience, increases the potential to match commuters, and is more cost effective over developing a standalone system, either manual or electronic.

RCTC has agreed to permit SunLine to utilize the IE Commuter tools, and as RCTC has with other public entities that utilize the IE Commuter tools, requires a Cooperative Agreement be executed. The purpose of the Cooperative Agreement is to define the terms and conditions of SunLine utilizing IE Commuter software and tools, specify the service boundaries and commuter incentives/rewards eligibility, establish procedures to ensure confidentiality of the information gathered and establish terms which indemnifies RCTC as SunLine implements its TDM and vanpool programs.



In the event of the expiration or termination of this agreement, SunLine's access to the Coachella Valley commuter and employer data is preserved; RCTC will provide SunLine a copy of the Coachella Valley records and SunLine agrees to confidentially handle the data in perpetuity.

RCTC has agreed to and welcomes SunLine's use of their system. The use of IE Commuter tools will be of great benefit and a cost-effective solution as SunLine implements the TDM component of the program.

Financial Impact

There are no additional fiscal implications resulting from approval of this Cooperative Agreement.

Vicky Castaneda

SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operating Officer

RE: Extended Service Agreement with BAE systems for the American Fuel Cell Buses

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an Extended Service Agreement with BAE Systems in an amount not to exceed \$185,000, upon approval as to form by legal counsel.

Background

The original project consisted of the purchase of two American Fuel Cell Buses and related support to commercialize the Fuel Cell Bus technology. Staff has effectively managed the scope and funding of this project and was able to complete the project under budget. Approving the use of the remaining grant funds will allow SunLine to continue support for its American Fuel Cell Bus fleet. The Technical Support shall include:

- Providing on-site, online, or telephone support for SunLine personnel to address any issues with the vehicle systems and sub-systems that are not covered by warranty.
- Addressing root causes of vehicle problems and provide recommendations for corrective actions regarding all performance issues.
- Troubleshooting and diagnostics for components or issues outside of warranty.
- Continuing education and/or training.

Financial Impact

The financial impact of \$185,000 will utilize remaining Federal 5308 grant funds.

Tommy Edwards

SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Natural Gas Standby Generator Contract

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Bay City Electric Works in an amount not to exceed \$163,876.61 for the procurement of a Natural Gas Standby Generator, upon approval as to form by legal counsel.

Background

SunLine is in the process of replacing the existing CNG fueling station at the Thousand Palms facility. The generator is an essential component of the fueling station in order to continue to operate the fleet in the event of a power loss.

Natural gas was selected as the fuel for the generator due to the availability and length of run time compared to diesel fuel.

Reason for Selection of the Procurement Process

The Invitation for Bid (IFB) was selected as the procurement method in order to award the contract based on lowest qualified price.

Reason for Selection of the Contract Type

A Firm Fixed Price contract was selected because it places upon the contractor maximum risk and full responsibility for all cost and resulting profit or loss. It provides maximum incentive for the contractor to control cost and perform effectively and imposes a minimum administrative burden upon SunLine.

Reason for Selection of Contractor

On May 22, 2017, [seven \(7\) companies were solicited](#), in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On June 30, 2017, two



(2) individual bids were received from Johnson Power Systems of Riverside, CA and Bay City Electric Works of Poway, CA.

How Price was Determined Fair and Reasonable

Bay City Electric Works' price was determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

Financial Impact

The financial impact of \$163,876.13 was budgeted in the FY15 SRTP.

Dean Holm

Bidder's List

Bay City Equipment

13625 Danielson Street
Poway, CA 92064
(866)938-8200
smellinger@bcew.com

Cummins Pacific

3061 S. Riverside Ave.
Bloomington, CA 92316
(909) 879-8276
Courtney.cheek@cummins.com

Generator Services Co.

10255 Philadelphia CT.
Rancho Cucamonga, CA 91730
(800) 691-1601
sales@generator-services.com
jim@generator-services.com

Global Power Supply

136 W. Canon Perdido
Santa Barbara, CA 93101
(800) 706-0906
info@globalpwr.com

Johnson Power Systems – Caterpillar

656 E. La Cadena Dr.
Riverside, CA 92507
Rogelio Deguzman
(951) 683 5960 x 2304
Deguzman_Rogelio@johnson-power.com

Valley Power Systems

1520 S. Bon View Avenue
Ontario, CA 91761
Bob Nelson
(909) 969-9345
Bob.nehlsen@valleypsi.com

World Wide Power Products

5711 Brittmoore Rd.
Houston, TX 77041
(713) 434-2300
sales@wpowerproducts.com



PRICE ANALYSIS

	Bay City Electric	Johnson Power Systems
Natural Gas Standby Generator	\$ 163,876.61	\$ 279,395.00


Difference between Bay City Electric and Johnson Power Systems	\$ (115,518.39)
Delta	41.35%

There was adequate price competition since at least two (2) bidders independently contended for the contract that is to be awarded and both were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Bay City Electric is 41.35% lower than Johnson Power Systems. The Superintendent of Facility Maintenance examined the bids provided by Bay City Electric and Johnson Power Systems and determined that both bids met the requirements of the Invitation for Bid.

Based on the results, it is determined that prices submitted by Bay City Electric are considered fair and reasonable.

Prepared by:



Jennifer Tran, Contracts Administrator