

SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Wednesday, January 24, 2018
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) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

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

AGENDA TOPICS

RECOMMENDATION

1. Call to Order
Chairperson Russell Betts
2. Roll Call
3. Presentations
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 November 2017 (Page 1-3)
 - b) Credit Card Statement for November 2017 (Page 4-7)
 - c) Monthly Budget Variance Report for November 2017 (Page 8-13)
 - d) Contracts Signed in Excess of \$25,000 November & December 2017 (Page 14-15)
 - e) Union & Non Union Pension Investment Asset Summary November 2017 (Page 16-17)
 - f) Ridership Report for November 2017 (Page 18-19)
 - g) SunDial Operational Notes for December 2017 (Page 20-22)
 - h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) December 2017 (Page 23-30)
 - i) Quarterly Capital Project Update for 4th Quarter 2017 (Page 31-32)
 - j) Board Member Attendance for December 2017 (Page 33)

----- **Discussion** -----

8. **Wells Fargo Credit Card Solutions** **Discussion**
**(Gregg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Deputy Chief Financial Officer)**
In 2015, the Board approved the transfer of banks from Pacific Western Bank to Wells Fargo. One of the reasons for the selection of Wells Fargo, was the size of the organization and the services available to its customers. One such service is the payable solutions available through credit cards. These payment solutions would not only make the payment processes more efficient, but would also serve as a revenue generator through Wells Fargo's revenue sharing program. (Page 34)
9. **Fuel Hedging** **Discussion**
**(Gregg Pettis, Chair of Finance/Audit Committee;
Staff: Alton Hillis, Sr., Chief Financial Officer)**
In conjunction with SunLine's Rethinking Transit initiative, staff is constantly looking for methods to make SunLine's operations more efficient. One area of improvement is how to protect the operating budget from unbudgeted changes in expenses. (Page 35)

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

10. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the December 6, 2017 Regular Board of Directors Meeting. (Page 36-42)
11. **Approval of New ACCESS Advisory Committee Member** **Approve**
(Staff: Vanessa Mora, Compliance Officer)
Recommend that the Board of Directors approve the addition of one new member to the ACCESS Advisory Committee as approved and presented by the current members. (Page 43)
12. **Amendment of Contract for Engineering Services for Indio Yard Repaving** **Approve**
(Gregg Pettis, Chair of Finance/Audit Committee;
Staff: Dean Holm, Superintendent of Facility Maintenance)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a no-cost amendment to the contract with Heptagon Seven for (1) year or completion of construction portion of the Indio Yard Repaving project. (Page 44)
13. **Amend Agreement for BYD Battery Electric Vehicles** **Approve**
(Gregg Pettis, Chair of Finance/Audit Committee;
Staff: Tommy Edwards, Chief Operating Officer)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment with BYD to reduce the contract amount from \$3,174,048 to a Not to Exceed amount of \$2,958,048 for four (4) Battery Electric Buses. (Page 45)
14. **Award of Contract for Marketing Services** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Jim Rayl, Customer Service and Marketing Manager)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a (1) year Marketing Services contract, with two (1) year option years, with Andrea Carter & Associates in an amount not to exceed \$186,000, upon review as to form by Legal Counsel. (Page 46-50)
15. **Checks Policy #B-030403 Revision Approval** **Approve**
(Gregg Pettis, Chair of Board Operations Committee;
Staff: Luis Garcia, Deputy Chief Financial Officer)
Recommend that the Board of Directors approve the attached revised Checks Policy # B-030403. (Page 51-54)

16. **Fare Policy #B-060102 Revision Approval** **Approve**
(Gregg Pettis, Chair of Board Operations Committee;
Staff: Luis Garcia, Deputy Chief Financial Officer)
Recommend that the Board of Directors approve the attached revised Fare Policy #B-060102. (Page 55-57)
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17. **CEO/General Manager's Report**

18. **Closed Session**

Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1) Mahmoud Alzayat v. Gerald Hebb, SunLine Transit Agency Superior Court, County of Riverside Case No. INC124627

19. **Next Meeting Date**

February 28, 2018
12 o'clock Noon – Board Room
505 Harry Oliver Trail
Thousand Palms, CA 92276

20. **Adjourn**

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of November 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 #	Payment Date	Payment Amount
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>673674</u>	<u>11/17/2017</u>	<u>310,154.30</u>
BAE SYSTEMS CONTROLS, INC.	WIP-Battery Dominant FCB	673717	11/24/2017	237,500.00
BAE SYSTEMS CONTROLS, INC.	WIP-Battery Dominant FCB	673609	11/17/2017	190,000.00
PERMA - INSURANCE	Gen Liability/WC Prem	673701	11/20/2017	135,495.89
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>673711</u>	<u>11/20/2017</u>	<u>94,139.47</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>673537</u>	<u>11/06/2017</u>	<u>93,280.05</u>
BP ENERGY COMPANY	CNG/Hydrogen	673542	11/13/2017	80,114.99
BP ENERGY COMPANY	CNG/Hydrogen	673678	11/20/2017	78,383.09
TYLER TECHNOLOGIES, INC.	ERP Project Annual Fee	673710	11/20/2017	47,654.77
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	673679	11/20/2017	42,818.26
SO CAL GAS CO.	Utilities	673651	11/17/2017	41,062.95
MICHELIN NORTH AMERICA, INC.	Tire Leasing	673562	11/13/2017	25,186.01
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>673644</u>	<u>11/17/2017</u>	<u>24,309.95</u>
SHI INTERNATIONAL CORP.	WIP-Information Technology Project	673705	11/20/2017	23,581.09
DIVERSIFIED INDUSTRIES CONSULTING	Center of Excellence Project	673721	11/24/2017	21,575.80
IMPERIAL IRRIGATION DIST	Utilities	673724	11/24/2017	20,568.71
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	673567	11/13/2017	19,449.50
ADMIRAL SECURITY SERVICES, INC.	Security Services	673599	11/17/2017	16,883.70
KAMBRIAN CORPORATION	WIP-Information Technology Project	673558	11/13/2017	15,183.75
MURCHISON & CUMMING, LLP	Insurance Losses	673696	11/20/2017	12,559.93
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	673539	11/07/2017	11,900.00
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	673600	11/17/2017	11,878.37
PROTON ENERGY SYSTEMS, INC.	WIP-Hydrogen Refueling Station	673640	11/17/2017	10,000.00
CUMMINS-ALLISON CORP.	F/A Office Equip Coin Room	673615	11/17/2017	9,340.65
VERIZON WIRELESS	WIP-Information Technology Project	673713	11/20/2017	9,106.61
ADMIRAL SECURITY SERVICES, INC.	Security Services	673715	11/24/2017	8,597.16
TK SERVICES, INC.	Inventory Repair Parts	673657	11/17/2017	8,392.08
APEX COMPUTER SYSTEMS, INC.	WIP-Information Technology Project	673519	11/06/2017	8,219.63
TRAPEZE SOFTWAREGROUP, INC.	WIP-ERP Project	673709	11/20/2017	7,562.54
PE FACILITY SOLUTIONS, LLC	Janitorial Services	673577	11/13/2017	6,924.00
PE FACILITY SOLUTIONS, LLC	Janitorial Services	673638	11/17/2017	6,924.00
SOCO GROUP INC, THE	Lubricants-Oils	673587	11/13/2017	6,790.61
SOCO GROUP INC, THE	Lubricants-Oils	673737	11/24/2017	6,547.98
AMALGAMATED TRANSIT UNION	Union Dues	673677	11/20/2017	6,473.68
AMALGAMATED TRANSIT UNION	Union Dues	673517	11/06/2017	6,447.32
TYLER TECHNOLOGIES, INC.	WIP-ERP Project Annual Fee 10/1/17- 9/30/18	673593	11/13/2017	6,300.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	673612	11/17/2017	6,069.71
CUMMINS PACIFIC, LLC	Inventory Repair Parts	673614	11/17/2017	5,569.54
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	673667	11/17/2017	5,277.77

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of November 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 #	Payment Date	Payment Amount
ATLAS COPCO COMPRESSORS LLC	Inventory Repair Parts	673521	11/06/2017	4,941.36
ACCOUNTEMPS	Temporary Help Services	673540	11/13/2017	4,893.74
AMERICAN CAB	Taxi Voucher Program	673606	11/17/2017	4,740.74
RELIANCE STANDARD	PPO Dental	673643	11/17/2017	4,169.44
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	673581	11/13/2017	4,012.75
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	673673	11/17/2017	3,935.50
TPX COMMUNICATIONS	Telephone Service	673742	11/24/2017	3,919.44
PERMA - INSURANCE	Insurance Losses	673639	11/17/2017	3,841.60
YELLOW CAB OF THE DESERT	Taxi Voucher Program	673672	11/17/2017	3,821.49
PATRICK M. BRASSIL	Contracted Services-Hydrogen	673637	11/17/2017	3,680.00
TIME WARNER CABLE	Utilities	673656	11/17/2017	3,578.11
EYE MED	Vison Insurance	673675	11/17/2017	3,184.53
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	673642	11/17/2017	3,105.62
SOCO GROUP INC, THE	Lubricants-Oils	673653	11/17/2017	2,968.84
PATRICK M. BRASSIL	Contracted Services-Hydrogen	673730	11/24/2017	2,880.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	673621	11/17/2017	2,755.96
CALIFORNIA STATE DISBURSEMENT UNIT	Employee Garnishment	673682	11/20/2017	2,531.52
ACCOUNTEMPS	Temporary Help Services	673676	11/20/2017	2,410.50
CALIFORNIA STATE DISBURSEMENT UNIT	Employee Garnishment	673523	11/06/2017	2,367.33
BURRTEC WASTE & RECYCLING SERVICES	Trash & Recycling Service-TP	673680	11/20/2017	2,338.56
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	673746	11/24/2017	2,208.46
ALTE STORE	WIP-Bus Shelter Lighting	673605	11/17/2017	2,166.65
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	673560	11/13/2017	2,080.66
SOCALGAS	Utilities	673652	11/17/2017	1,978.74
PARKHOUSE TIRE, INC.	Repair Parts-Support Vehicle	673635	11/17/2017	1,836.86
TRANSIT RESOURCES, INC.	Inventory Repair Parts	673743	11/24/2017	1,811.38
VERIZON WIRELESS	Wireless Telephone Service	673596	11/13/2017	1,646.76
KAMAN INDUSTRIAL TECHNOLOGIES	Inventory Repair Parts	673557	11/13/2017	1,636.03
BROADLUX, INC.	General Contracted Service	673522	11/06/2017	1,472.76
SMARTDRIVE SYSTEMS, INC.	Security Equipment	673736	11/24/2017	1,440.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	673585	11/13/2017	1,440.00
WAXIE SANITARY SUPPLY	Vehicle Cleaning Supplies	673670	11/17/2017	1,429.25
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	673574	11/13/2017	1,395.77
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	673626	11/17/2017	1,373.16
CAROL DILLION	Reimbursement Expense	673524	11/06/2017	1,366.96
APPLIED TRAINING SYSTEMS, INC.	Annual Subscription Renewal	673716	11/24/2017	1,363.95
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	673660	11/17/2017	1,346.00
SLEC, INC.	Facility Maintenance	673649	11/17/2017	1,310.49
OFFICETEAM	Temporary Help Service	673570	11/13/2017	1,296.00

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Vendor Name	Description	Check #	Payment Date	Payment Amount
LAUREN SKIVER	Reimbursement Expense	673530	11/06/2017	1,207.91
PAUL ASSOCIATES	Office Supplies	673700	11/20/2017	1,195.36
GRAINGER	Facility Maintenance Repairs	673550	11/13/2017	1,106.86
DESERT CITY CAB	Taxi Voucher Program	673685	11/20/2017	1,097.40
ERIC TAYLOR	Tuition Reimbursement	673688	11/20/2017	1,080.00
ROTO ROOTER	Plumbing Expenses	673583	11/13/2017	1,055.50
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	673564	11/13/2017	1,047.93
C V WATER DISTRICT	Utilities	673543	11/13/2017	1,035.25
TOTALFUNDS	Postage Supplies	673708	11/20/2017	1,020.15
SUN CHEMICAL	Cleaning Supplies Fixed Route	673655	11/17/2017	1,002.36
MZ AUTO GLASS	Outside Repair Fixed Route	673625	11/17/2017	1,000.00
Total Checks Over \$1,000	\$1,790,749.49			
Total Checks Under \$1,000	\$37,455.75			
Total Checks	\$1,828,205.24			

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 12/04/17

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
10/27/2017	11/3/2017	Monterey Plaza Hotel	CalAct Conference Lodging-Lauren Skiver, CEO/General Manager		\$213.29
11/1/2017	11/3/2017	California Transit	CTA Conference Registration-Rudy LeFlore, Chief of Performance		\$300.00
11/1/2017	11/3/2017	American Airlines	Luggage Fee CAL ACT Conference; Monterey, CA - Lauren Skiver, CEO/General Manager		\$25.00
11/2/2017	11/3/2017	United Airlines	AQIP New Flyer Preproduction Meeting-Tomm Edwards, Chief Operating Officer		\$567.60
11/2/2017	11/3/2017	United Airlines	AQIP New Flyer Preproduction Meeting-Harman Singh, Project Manager		\$645.60
11/3/2017	11/3/2017	Monterey Plaza Hotel	CalAct Conference Lodging-Lauren Skiver, CEO/General Manager		\$288.03
11/3/2017	11/3/2017	American Airlines	Luggage Fee CAL ACT Conference; Monterey, CA - Lauren Skiver, CEO/General Manager		\$25.00
11/3/2017	11/3/2017	American Airlines	CalAct Conference Air Fare-Lauren Skiver, CEO/General Manager ***Credit***	\$27.01	
11/6/2017	11/6/2017	Survey Monkey	Marketing Survey-Norma Stevens, Public Outreach Specialist		\$35.00
11/7/2017	11/7/2017	Monterey Plaza Hotel	CalAct Conference Lodging-Lauren Skiver, CEO/General Manager ***Credit***	\$34.74	
11/8/2017	11/8/2017	California Transit	California Transit Association Registration - Eric Mester, IT Administrator		\$300.00
11/10/2017	11/10/2017	Mission Inn	California Transit Association Lodging -		\$605.88
11/13/2017	11/13/2017	Panda Express	Chief's Meeting W/Cindy Henson		\$109.91
11/29/2017	11/29/2017	Holiday Inn Express	AQIP New Flyer Preproduction Meeting Lodging -Tommy Edwards, Chief Operatoring Officer		\$217.56
11/29/2017	11/29/2017	Holiday Inn Express	AQIP New Flyer Preproduction Meeting Lodging-Harman Singh, Project Manager		\$217.56

Charges and Credits:

\$61.75	\$3,550.43
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Grand Total:

\$3,488.68



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	12/04/17
Days in Billing Cycle	32
Next Statement Date	01/02/18

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

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

Credit Line	\$40,000
Available Credit	\$36,449

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

Payment Information

New Balance	\$3,550.43
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	12/29/17

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

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

Account Summary

Previous Balance		\$12,372.89
Credits	-	\$61.75
Payments	-	\$12,311.14
Purchases & Other Charges	+	\$3,550.43
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$3,550.43

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$238.24
Cash Earned this Month		\$34.89
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$273.13
Year to Date Cash Back Awarded		\$1,026.48

See reverse side for important information

5596 0005 YTG 1 7 2 171204 0 PAGE 1 of 6 10 3268 1000 ELA5 01DR5596 77250

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	\$3,550.43
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	12/29/17

05000003550430044846100042659417

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 77250
32505 HARRY OLIVER TRL R412
THOUSAND PALMS CA 92276-3501



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	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 - \$3,550.43 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 12/29/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
4484610004265958	5958		\$3,053.56
LAURA SKIVER	0205	40,000	\$435.12

Transaction Details

& Item was transferred from lost/stolen account

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
11/27	11/27	F326800AB00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	12,311.14	
			TOTAL 5958 \$12,311.14		

Transaction Summary For **4484610004265958**
Sub Account Number Ending In **5958**

10/27	11/03	24013399J006KNYMG	MONTEREY PLAZA HOTEL AND MONTEREY CA		213.29
11/01	11/03	24121579J0092W5BD	CALIFORNIA TRANSIT ASS 916-4464656 CA		300.00
11/01	11/03	24431069JWESP3G0Z	AMERICAN AIR0010267151560 FORT WORTH TX		25.00
		11/01/17	SKIVER/LAURA		
		1 AA Y	FEE		
11/02	11/03	24692169K5SHMQN8V	UNITED 0162372181739800-932-2732 TX		567.60
		11/27/17	EDWARDS/TOMMYDALE		
		1 UA V	PALM SPRINGS HOUSTON		
		2 UA V	HOUSTON BIRMINGHAM		
		3 UA L	BIRMINGHAM DENVER		
		4 UA L	DENVER PALM SPRINGS		
11/02	11/03	24692169K5SHMQN9D	UNITED 0162372183711800-932-2732 TX		645.60
		11/27/17	SINGH/HARMANJIT		
		1 UA V	PALM SPRINGS HOUSTON		
		2 UA V	HOUSTON BIRMINGHAM		
		3 UA W	BIRMINGHAM DENVER		
		4 UA W	DENVER PALM SPRINGS		
11/03	11/03	24013399R01E2QETQ	MONTEREY PLAZA HOTEL AND MONTEREY CA		288.03
11/03	11/03	24431069LWESNW80F	AMERICAN AIR0010267370868 FORT WORTH TX		25.00
		11/03/17	SKIVER/LAURA		
		1 AA Y	FEE		
11/03	11/03	74431069MWESNRY2B	AMERICAN AIR0010610786870 FORT WORTH TX	27.01	
11/06	11/06	24906419N1BA40LT2	SMK*SURVEYMONKEY.COM 971-2445555 CA		35.00
11/07	11/07	74013399R01E2QERZ	MONTEREY PLAZA HOTEL AND MONTEREY CA	34.74	
11/08	11/08	24121579T0099KXNH	CALIFORNIA TRANSIT ASS 916-4464656 CA		300.00
11/10	11/10	2475542A5JP2ESKPB	HISTORIC MISSION INN RIVERSIDE CA		605.88
11/13	11/13	24431069YRQEFHEKG	PANDA EXPRESS #745 T RANCHO MIRAGE CA		109.91
			TOTAL \$3,053.56		
			4484610004265958 / Sub Acct Ending In 5958		

Transaction Details

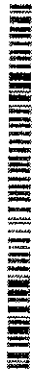
Trans	Post	Reference Number	Description	Credits	Charges
Transaction Summary For LAURA SKIVER Sub Account Number Ending in ██████████					
11/29	11/29	&F326800AH0001XFRL	HOLIDAY INN EXPRESS OXFORD AL		217.56
11/29	11/29	&F326800AH0001XFRL	HOLIDAY INN EXPRESS OXFORD AL		217.56
TOTAL				\$435.12	
LAURA SKIVER / Sub Acct Ending in 0263					

Wells Fargo News

EFFECTIVE IMMEDIATELY, THE ADDRESS YOU'VE BEEN SENDING YOUR PAYMENT TO HAS CHANGED.
PLEASE SEND ALL FUTURE PAYMENTS TO:
ELITE CARD PAYMENT CENTER PO BOX 77066 MINNEAPOLIS, MN 55480-7766
IN ORDER TO ENSURE ON TIME PAYMENTS, YOU MUST USE THIS ADDRESS FOR ALL FUTURE PAYMENTS.

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
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SunLine Transit Agency
Budget Variance Report
November 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	2,984,371	254,010	248,698	5,312	1,197,925	1,243,488	(45,563)
Other Revenue	2,469,132	232,983	205,761	27,222	1,147,926	1,028,805	119,121
Total Operating Revenue	5,453,503	486,993	454,459	32,534	2,345,850	2,272,293	73,558
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,537,771	721,117	794,814	73,697	3,672,244	3,974,071	301,827
Operator & Mechanic Overtime	1,159,221	63,541	96,602	33,061	504,670	483,009	(21,662)
Administration Salaries & Wages	5,302,986	384,926	441,916	56,990	1,988,915	2,209,578	220,663
Administration Overtime	13,593	1,143	1,133	(10)	6,756	5,664	(1,093)
Fringe Benefits	9,115,420	866,285	759,618	(106,667)	3,623,376	3,798,092	174,715
Communications	218,000	15,227	18,167	2,940	70,964	90,833	19,870
Legal Services - General	80,000	4,559	6,667	2,108	56,197	33,333	(22,864)
Computer/Network Software Agreement	452,868	95,808	37,739	(58,069)	216,006	188,695	(27,311)
Uniforms	112,550	2,516	9,379	6,863	17,258	46,896	29,638
Contracted Services	463,622	29,494	38,635	9,141	152,595	193,176	40,581
Equipment Repairs	7,500	34	625	591	2,129	3,125	996
Security Services	103,604	8,166	8,634	467	42,707	43,168	461
Fuel - CNG	1,565,432	104,711	130,453	25,741	593,689	652,263	58,575
Fuel - Hydrogen	243,501	11,261	20,292	9,031	66,900	101,459	34,559
Tires	254,824	17,434	21,235	3,801	90,564	106,176	15,612
Office Supplies	72,400	3,506	6,033	2,527	23,693	30,167	6,474
Travel/Training	142,033	14,225	11,836	(2,388)	57,188	59,181	1,992
Repair Parts	1,218,100	72,867	101,508	28,641	532,750	507,542	(25,209)
Facility Maintenance	43,000	3,443	3,583	140	22,354	17,917	(4,438)
Electricity - CNG & Hydrogen	175,000	13,903	14,583	680	74,614	72,917	(1,697)
Natural Gas	1,446,372	109,393	120,531	11,138	596,326	602,655	6,330
Water	7,500	270	625	355	1,589	3,125	1,536
Insurance Losses	1,136,702	88,844	94,725	5,881	649,669	473,626	(176,043)
Insurance Premium - Property	13,315	1,049	1,110	61	5,243	5,548	305
Repair Claims	200,000	8,074	16,667	8,593	20,689	83,333	62,645
Fuel Taxes	168,200	17,690	14,017	(3,673)	80,479	70,083	(10,396)
Other Expenses	3,307,512	227,850	275,626	47,776	1,328,840	1,378,130	49,290
Self Consumed Fuel	(1,681,000)	(116,027)	(140,083)	24,057	(646,569)	(700,417)	53,848
Total Operating Expenses (Before Depreciation)	34,880,026	2,771,312	2,906,669	135,357	13,851,835	14,533,344	681,509
Operating Expenses in Excess of Operating Revenue		\$ (2,284,319)			\$ (11,505,985)		
Subsidies:							
Local - Measure A	5,153,400	400,048	429,450	29,402	2,015,017	2,147,250	132,233
State - LTF, LCTOP	18,753,800	1,455,818	1,562,817	106,999	7,332,872	7,814,083	481,211
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	428,453	459,944	31,490	2,158,096	2,299,718	141,622
TVP Federal Match		0	0	0	0	0	0
Total Subsidies	29,426,523	2,284,319	2,452,210	167,891	11,505,985	12,261,051	755,066
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
November 2017

Description	FY 18 Total	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	25,128,991	2,037,013	2,094,083	57,070	9,795,962	10,470,413	674,451
Services	2,665,156	277,354	222,096	(55,258)	1,241,029	1,110,482	(130,547)
Fuels & Lubricants	1,983,085	129,306	165,257	35,951	737,346	826,285	88,939
Tires	254,824	17,434	21,235	3,801	90,564	106,176	15,612
Materials and Supplies	1,554,425	92,934	129,535	36,601	639,091	647,677	8,586
Utilities	1,919,372	146,947	159,948	13,000	784,399	799,738	15,339
Casualty & Liability	1,885,324	128,228	157,110	28,883	903,248	785,552	(117,697)
Taxes and Fees	168,200	17,690	14,017	(3,673)	80,479	70,083	(10,396)
Miscellaneous Expenses	1,001,650	40,433	83,471	43,038	226,285	417,354	191,069
Self Consumed Fuel	(1,681,000)	(116,027)	(140,083)	24,057	(646,569)	(700,417)	53,848
Total Operating Expenses (Before Depreciation)	34,880,026	2,771,312	2,906,669	135,357	13,851,835	14,533,344	681,509
Revenues:							
Passenger Revenue	2,984,371	254,010	248,698	5,312	1,197,925	1,243,488	(45,563)
Other Revenue	2,469,132	232,983	205,761	27,222	1,147,926	1,028,805	119,121
Total Operating Revenue	5,453,503	486,993	454,459	32,534	2,345,850	2,272,293	73,558
Net Operating Gain (Loss)		\$ (2,284,319)			\$ (11,505,985)		
Subsidies:							
Local - Measure A	5,153,400	400,048	429,450	29,402	2,015,017	2,147,250	132,233
State - LTF, LCTOP	18,753,800	1,455,818	1,562,817	106,999	7,332,872	7,814,083	481,211
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	428,453	459,944	31,490	2,158,096	2,299,718	141,622
Total Subsidies	29,426,523	2,284,319	2,452,210	167,891	11,505,985	12,261,051	755,066
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 presently 91,047 trips below FY17 YTD amounts.
- Ridership is currently at 5.1% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April. The increase in ridership during the peak season will help adjust the current negative variance in passenger revenue.

Passenger Revenue

	FY17-Nov	FY18-Nov	Variance	%Δ
Fixed Route	\$ 231,275	\$ 229,146	\$ (2,129)	-0.9%
Paratransit	\$ 28,261	\$ 24,863	\$ (3,397)	-12.0%
SolVan	\$ -	\$ 2,509		
System Total	\$ 259,536	\$ 256,519	\$ (3,017)	-1.2%

Passenger Revenue

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 1,143,594	\$ 1,063,002	\$ (80,592)	-7.0%
Paratransit	\$ 148,282	\$ 134,923	\$ (13,359)	-9.0%
SolVan	\$ -	\$ 8,387		
System Total	\$ 1,291,875	\$ 1,206,312	\$ (85,564)	-6.6%

Ridership

	FY17-Nov	FY18-Nov	Variance	%Δ
Fixed Route	362,362	344,996	(17,366)	-4.8%
Paratransit	13,539	13,070	(469)	-3.5%
SolVan	-	1,434	1,434	
System Total	375,901	359,500	(16,401)	-4.4%

Ridership

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	1,722,956	1,630,516	(92,440)	-5.4%
Paratransit	70,631	67,061	(3,570)	-5.1%
SolVan	-	4,963	4,963	
System Total	1,793,587	1,702,540	(91,047)	-5.1%

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.

	YTD - November	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 44,126	\$ 19,445	\$ 24,681	126.9%
OUTSIDE FUELING REVENUE	\$ 636,735	\$ 500,000	\$ 136,735	27.3%
EMISSIONS CREDITS REVENUE	\$ 353,807	\$ 312,500	\$ 41,307	13.2%

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.

Operator & Mechanic Overtime - Unfavorable

- The unfavorable balance is primarily attributed to vacant operator positions.
Department 12 Operations - Fixed Route has six vacant operator positions.
Department 14 Operations - Sundial has six vacant paratransit operator positions.
Department 22 - Maintenance Mechanics has two vacant positions. Update, the two positions will be filled by the beginning of January.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
Department 12 Operations - Fixed Route has six operators out on Medical/FMLA leave.
To cover the actual workload, the active employees have to work extended hours.

	November			
	Scheduled Overtime	Unscheduled Overtime	Total Overtime	Total Expense
Fixed Route	384.45	776.02	1,160.47	\$ 37,030.74
Paratransit	N/A	1,090.00	1,090.00	\$ 23,070.35
Mechanics	N/A	99.14	99.14	\$ 3,440.14

	YTD-November			
	Scheduled Overtime	Unscheduled Overtime	Total Overtime	Total Expense
Fixed Route	1,922.25	9,084.28	11,006.53	\$ 351,218.24
Paratransit	N/A	5,092.25	5,092.25	\$ 118,940.05
Mechanics	N/A	887.09	887.09	\$ 30,781.92

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- In November there was a holiday observed, employees that worked (e.g., controllers) on the observed holiday were paid from the overtime GL.
- Department 45 had a negative variance in overtime for October and November due to additional hours worked for Fill the Bus Event, and public hearings.
- Department 49 had a negative variance in overtime for August and September due to extra hours worked for the service change proposal.

Fringe Benefits - Favorable

- Fringe benefits are favorable due to vacant positions across the agency
- Unemployment Tax expense will be paid in January.
- Health insurance benefit expenses will increase in January.

Communications - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- The budget includes an allowance for additional internet circuits as well as other devices for users and buses.

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- YTD-November SunLine had 239.5 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Unfavorable

- The unfavorable balance is mainly attributed to a \$56,055 Microsoft Enterprise Agreement annual fee.

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 Maintenance Mechanics are utilized on an on need basis).

Equipment Repairs - Favorable

- Equipment repairs are within an acceptable range of the budget (i.e., Shop Equipment, Farebox).

Security Services - Favorable

- Security Service expenses are within an acceptable range of the budget.

Fuel - CNG - Favorable

- Internal consumption has decreased by 13,035 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
November FY 17	116,609				
November FY 18	113,150	(3,459)	(9,780)	-2.97%	-7.96%
October FY 18	122,930				
YTD November FY 17	636,345				
YTD November FY 18	623,310	(13,035)		-2.05%	

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 major 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 19,919 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.

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.
- The unfavorable variance is primarily attributed to an increase of \$11,809 in Paratransit repair parts YTD in comparison to the previous fiscal year. The additional expenses for Paratransit repair parts are due to two Ford Block Engine Rebuilds, a Transmission, and a Smart Drive System.
- Additionally, there is an increase of \$9,995 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).
- Two Fixed Route buses required engine rebuilds.

Facility Maintenance - Unfavorable

- In November there were expenses for waste removal, and exterminating expenses for the Thousand Palms facility.
- In the first quarter, there were high expenses for plumbing related issues and electrical issues in the Thousand Palms facility.

Electricity - CNG & Hydrogen - Unfavorable

- Electricity for CNG and hydrogen costs are higher in the summer months and begin to decrease in the winter months.
- The electricity expense is seasonal, for November there was a favorable variance of \$680.

Natural Gas - Favorable

- The favorable balance of natural gas costs is primarily attributed to a \$0.03 decrease in internal GGE cost.
- In November there were 1,617 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 17,479 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
November FY 17	50,897				
November FY 18	53,073	2,176	(1,617)	4.28%	-2.96%
October FY 18	54,690				
YTD November FY 17	238,874				
YTD November FY 18	256,353	17,479		7.32%	

Water - Favorable

Water and Gas expenses in the Indio facility follow a seasonal pattern. The costs begin to increase in the winter months.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by Perma in August and September.
- 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.
- As of the first quarter, there are seventy-five active workers compensation claims. An increase of six claims over the first quarter of the fiscal year 2017. The estimated loss retention has increased due to the rise in claims.
- 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.
- The favorable balance can be attributed to repairs not yet completed. Currently, Bus 601 is out for a ZF Transmission rebuild.

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$55,218 above FY17 YTD amounts.
- For November sales have decreased \$3,140 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
November FY 17	\$ 123,794				
November FY 18	\$ 132,029	\$ 8,235	\$ (3,140)	6.65%	-2.32%
October FY 18	\$ 135,169				
YTD November FY 17	\$ 581,517				
YTD November FY 18	\$ 636,735	\$ 55,218		9.50%	

Other Expenses - Favorable

- Other expenses are within an acceptable range of the budgeted amount. Expenses vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, 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 19,919 miles traveled in FY18 YTD in comparison to FY17 YTD.

Mileage

	September FY18	October FY18	Variance	%Δ
Fixed Route	320,243	334,909	14,667	4.6%
Paratransit Passenger	99,869	109,725	9,856	9.9%
System Total	420,112	444,634	24,523	5.8%

Mileage YTD-October

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	1,314,221	1,312,131	(2,090)	-0.2%
Paratransit Passenger	420,102	402,273	(17,829)	-4.2%
System Total	1,734,323	1,714,404	(19,919)	-1.1%

Contracts Signed in Excess of \$25,000

November 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Handi-Hut	Bus Shelter LED Light Kits	Improvements to bus stops for safety and comfort of passengers.	SRTP FY12/13	\$ 46,575.00	\$ 45,925.00	Executed Agreement

Contracts Signed in Excess of \$25,000

December 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
HDR Engineering, Inc.	Transit Redesign and Network Analysis	Conduct study to provide comprehensive analysis of SunLine's fixed route bus and paratransit bus system to accomplish reliability and passenger convenience of its services. Provide recommendations to operate environmentally and economically sustainable transit services and evaluate improvements to SunLine's transit services.	SRTP FY11/12	\$400,000.00	\$ 389,837.00	Executed Agreement Board Approved

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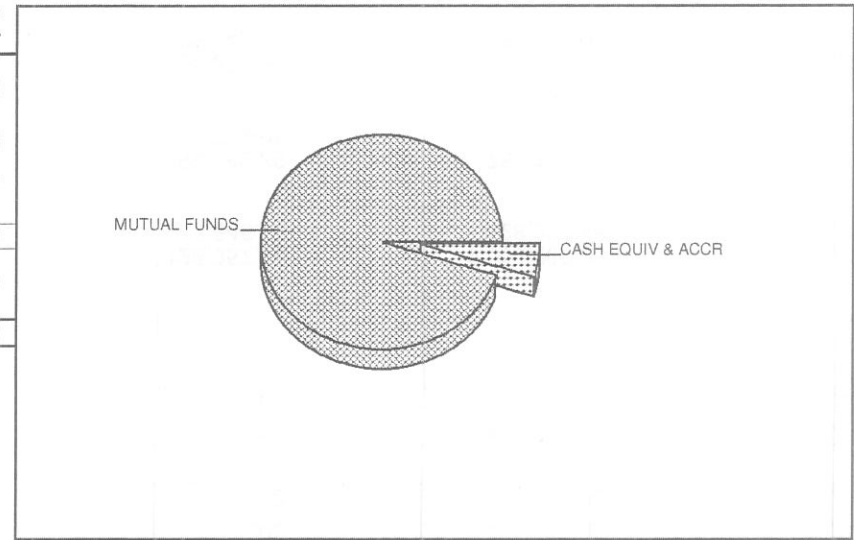
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

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 Period from November 1, 2017 to November 30, 2017

ASSET SUMMARY

ASSETS	11/30/2017 MARKET	11/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	453,207.43	453,207.43	1.75
Mutual Funds-Equity	16,552,226.21	15,223,848.96	63.98
Mutual Funds-Fixed Income	8,865,476.72	8,926,115.73	34.27
Total Assets	25,870,910.36	24,603,172.12	100.00
Accrued Income	308.87	308.87	0.00
Grand Total	25,871,219.23	24,603,480.99	100.00

Estimated Annual Income **552,475.43**



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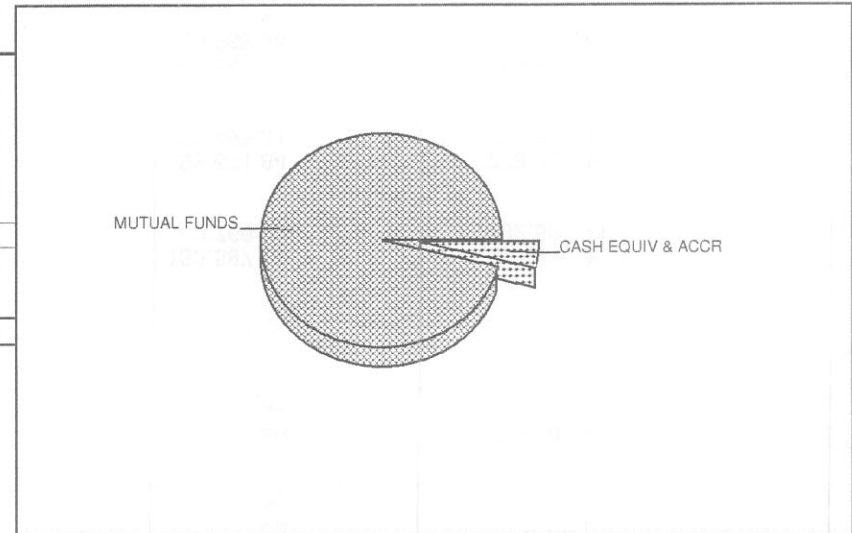
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 21
 Period from November 1, 2017 to November 30, 2017

ASSET SUMMARY

ASSETS	11/30/2017 MARKET	11/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	329,609.93	329,609.93	1.24
Mutual Funds-Equity	17,097,537.30	15,725,398.02	64.31
Mutual Funds-Fixed Income	9,157,637.56	9,220,275.32	34.45
Total Assets	26,584,784.79	25,275,283.27	100.00
Accrued Income	226.84	226.84	0.00
Grand Total	26,585,011.63	25,275,510.11	100.00

Estimated Annual Income 569,294.00





SunLine Transit Agency Monthly Ridership Report November 2017

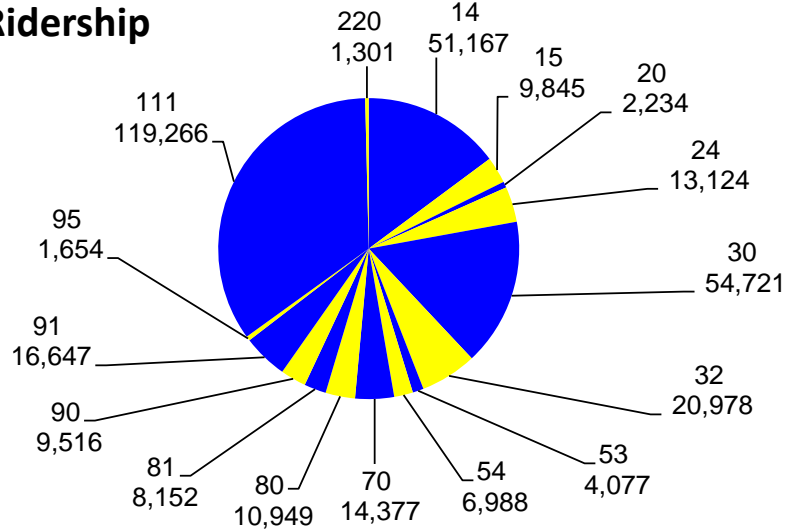
Line	Fixed Route Description	Nov 2017	Nov 2016	Oct 2017	FY 2016 & 2017		FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	51,167	52,842	55,387	(1,675)	-3.2%	252,254	260,312	(8,058)	-3.1%	1,613	7,837	492	2,953
15	DHS	9,845	9,156	10,763	689	7.5%	47,652	42,463	5,189	12.2%	97	559	86	380
20	DHS/PD	2,234	2,511	2,439	(277)	-11.0%	9,670	10,432	(762)	-7.3%	64	392	6	35
24	PS	13,124	13,523	14,698	(399)	-3.0%	65,304	67,893	(2,589)	-3.8%	342	1,646	80	449
30	CC/PS	54,721	60,334	57,347	(5,613)	-9.3%	264,571	288,304	(23,733)	-8.2%	2,196	10,934	421	2,448
32	PD/RM/TP/CC/PS	20,978	21,864	21,724	(886)	-4.1%	95,830	102,848	(7,018)	-6.8%	804	4,007	108	422
53	PD/IW	4,077	4,530	4,494	(453)	-10.0%	17,765	20,218	(2,453)	-12.1%	162	689	36	116
54	Indio/LQ/IW/PD	6,988	7,864	7,789	(876)	-11.1%	29,143	32,538	(3,395)	-10.4%	220	997	30	132
70	LQ/BD	14,377	15,934	15,975	(1,557)	-9.8%	63,837	71,625	(7,788)	-10.9%	424	2,307	31	120
80	Indio	10,949	12,932	12,403	(1,983)	-15.3%	50,827	58,955	(8,128)	-13.8%	240	1,216	126	580
81	Indio	8,152	7,829	9,466	323	4.1%	36,815	36,548	267	0.7%	83	405	37	214
90	Coachella/Indio	9,516	12,985	9,958	(3,469)	-26.7%	46,908	62,688	(15,780)	-25.2%	131	838	49	337
91	I/Cch/Th/Mec/Oas	16,647	15,412	18,088	1,235	8.0%	78,160	71,789	6,371	8.9%	279	1,629	23	202
95	I/Cch/Th/Mec/NS	1,654	2,461	1,912	(807)	-32.8%	9,465	12,581	(3,116)	-24.8%	48	251	8	68
111	PS to Indio	119,266	121,003	121,816	(1,737)	-1.4%	556,014	577,911	(21,897)	-3.8%	4,059	21,583	653	3,370
220	PD to Riverside	1,301	1,182	1,438	119	10.1%	6,301	5,851	450	7.7%	41	174	6	55
Fixed Route Total		344,996	362,362	365,697	(17,366)	-4.8%	1,630,516	1,722,956	(92,440)	-5.4%	10,803	55,464	2,192	11,881
SolVan		1,434	-	1,217	1,434	0.0%	4,963	-	4,963	0.0%				
Demand Response														
SunDial		13,070	13,539	14,511	(469)	-3.5%	67,061	70,631	(3,570)	-5.1%				
System Total		359,500	375,901	381,425	(16,401)	-4.4%	1,702,540	1,793,587	(91,047)	-5.1%				
		Nov-17	Nov-16	Oct-17										
	Weekdays:	21	21	22										
	Saturdays:	4	4	4										
	Sundays:	4	4	5										
	Total Days:	29	29	31										

Please note:

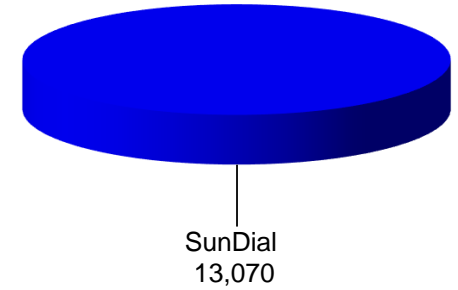
* No Service on November 24th, 2016 or November 23, 2017 for Thanksgiving Day. No service reflected in total number of days.

SunLine Transit Agency Monthly Ridership Report November - 2017

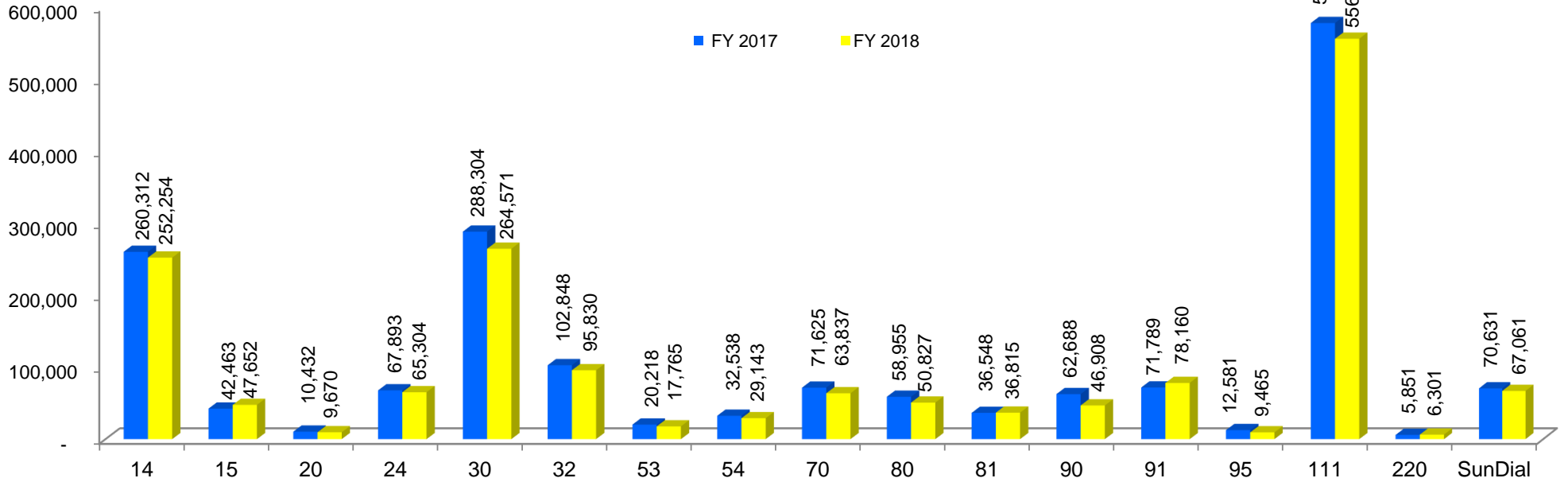
Fixed Route Ridership



Demand Response Ridership



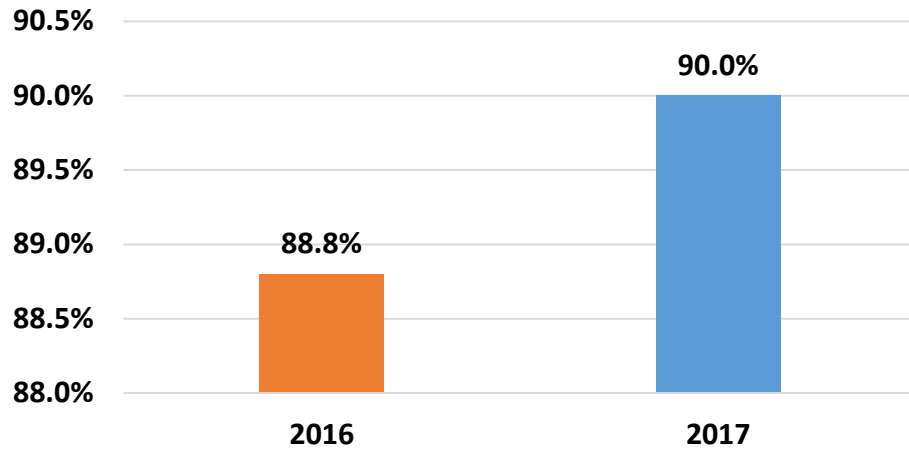
Year-to-Date System Ridership



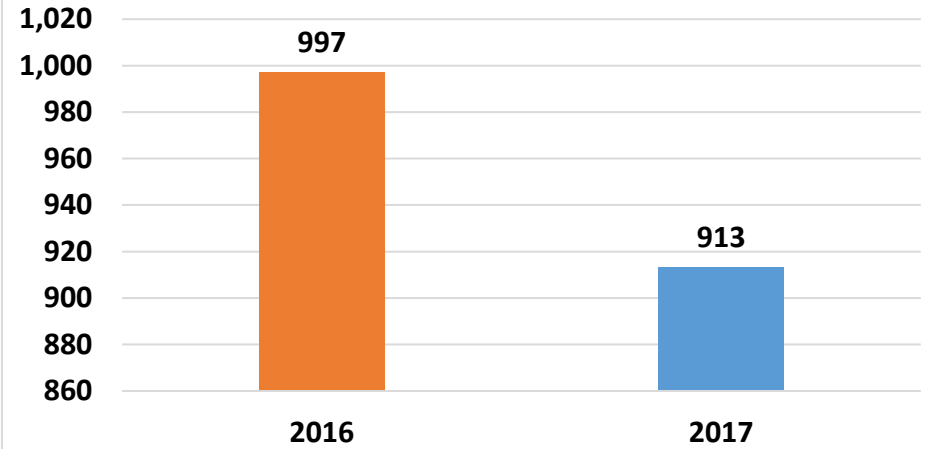
SunDial Operational Notes

DECEMBER 2016/2017

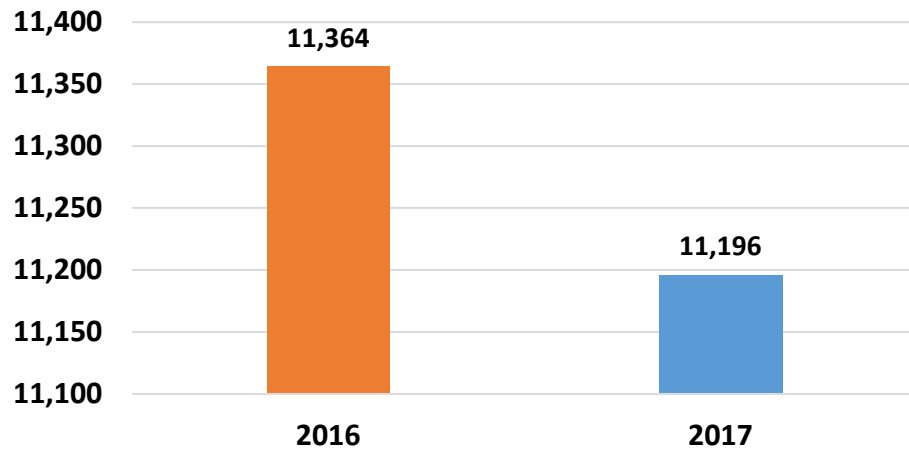
On-Time Performance



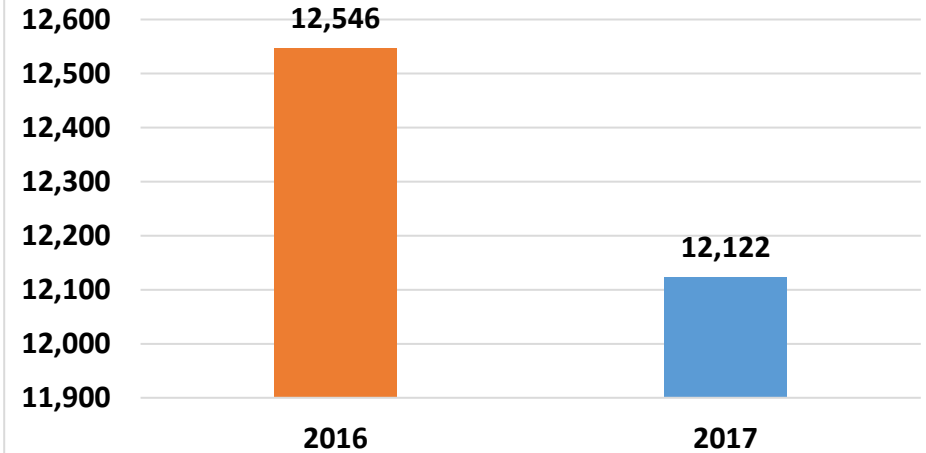
Late Trips



Total Trips

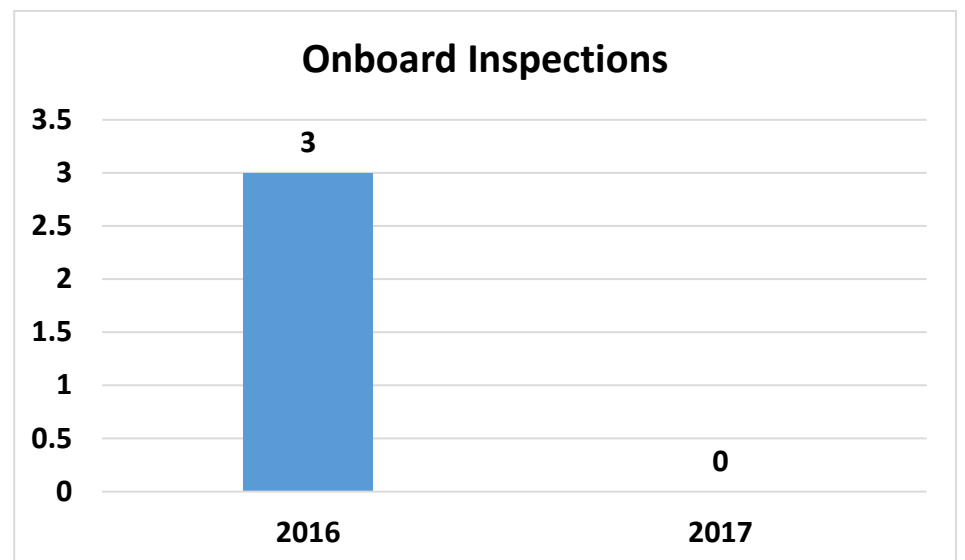
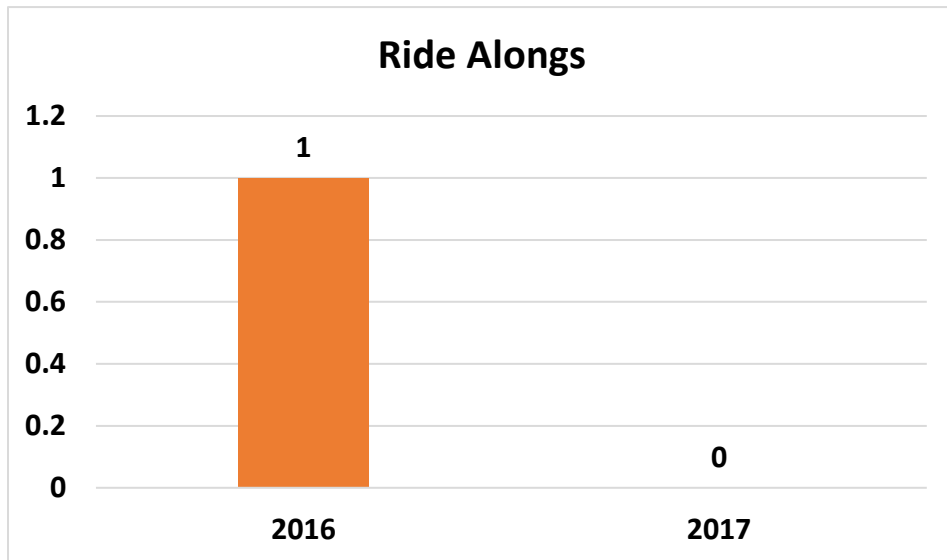
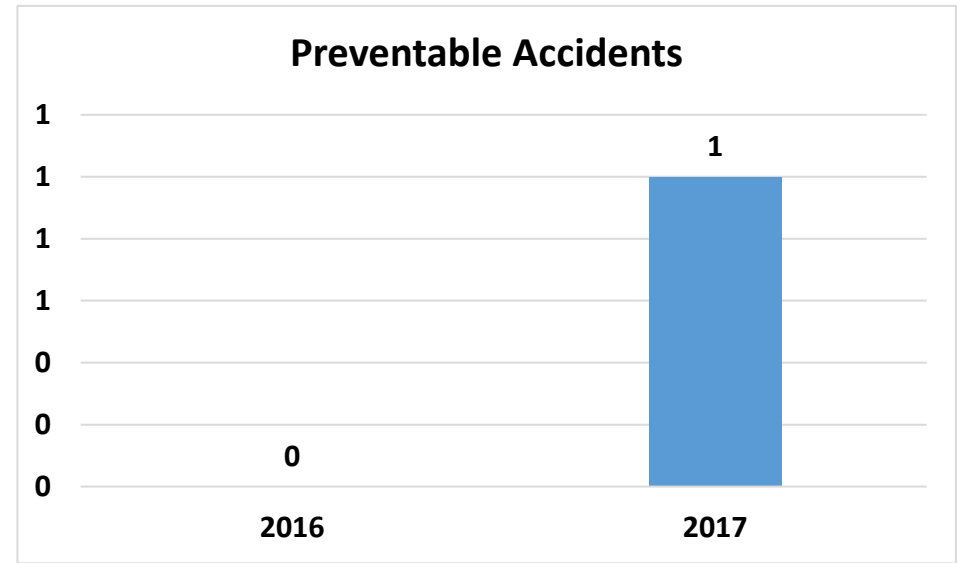
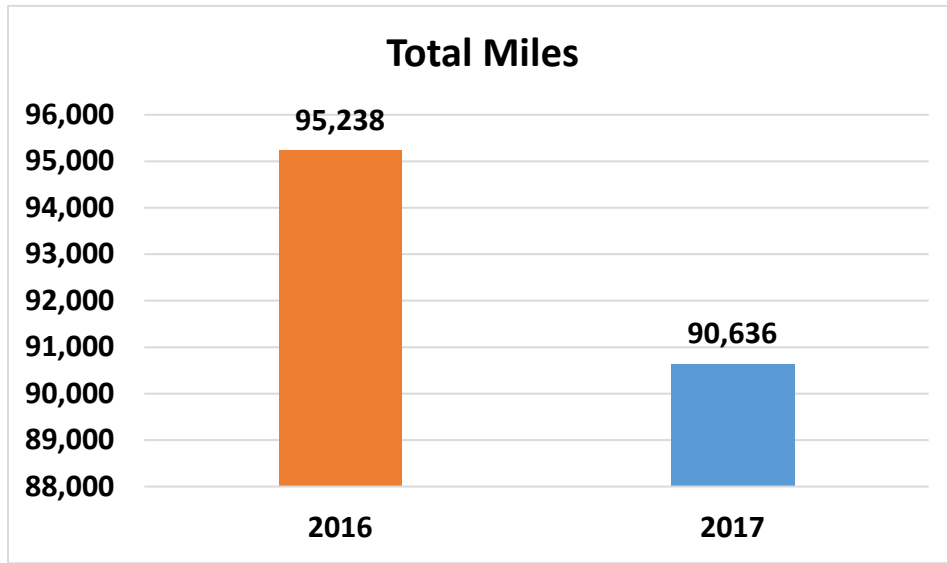


Total Passengers



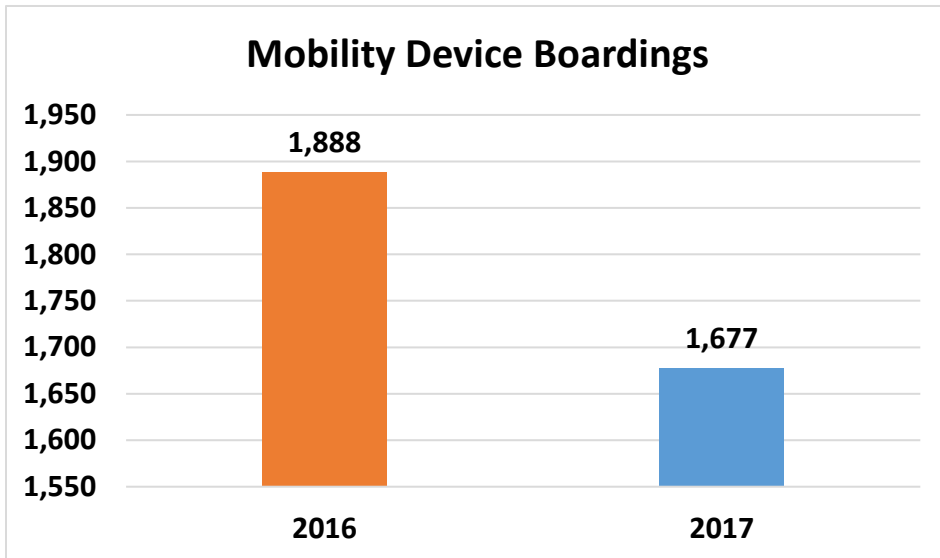
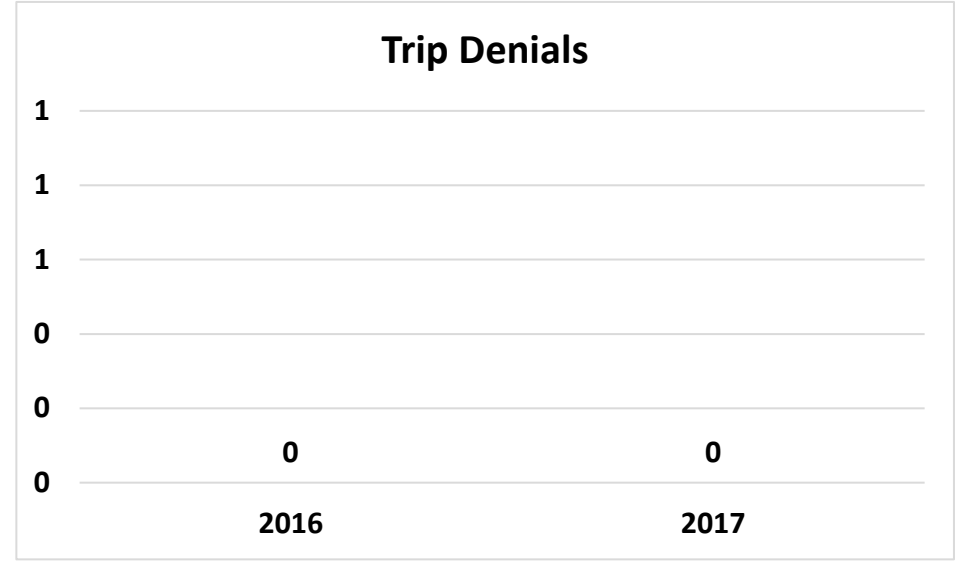
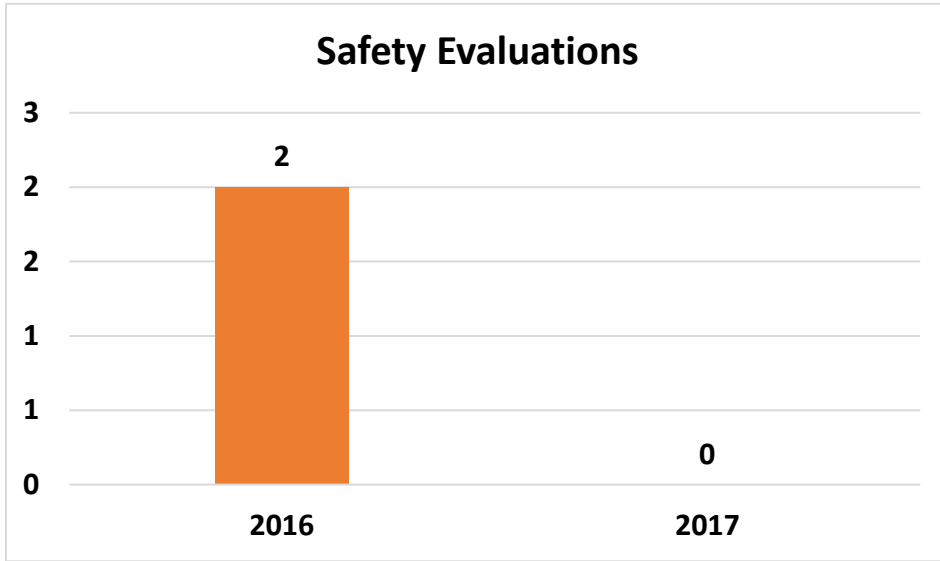
SunDial Operational Notes

DECEMBER 2016/2017

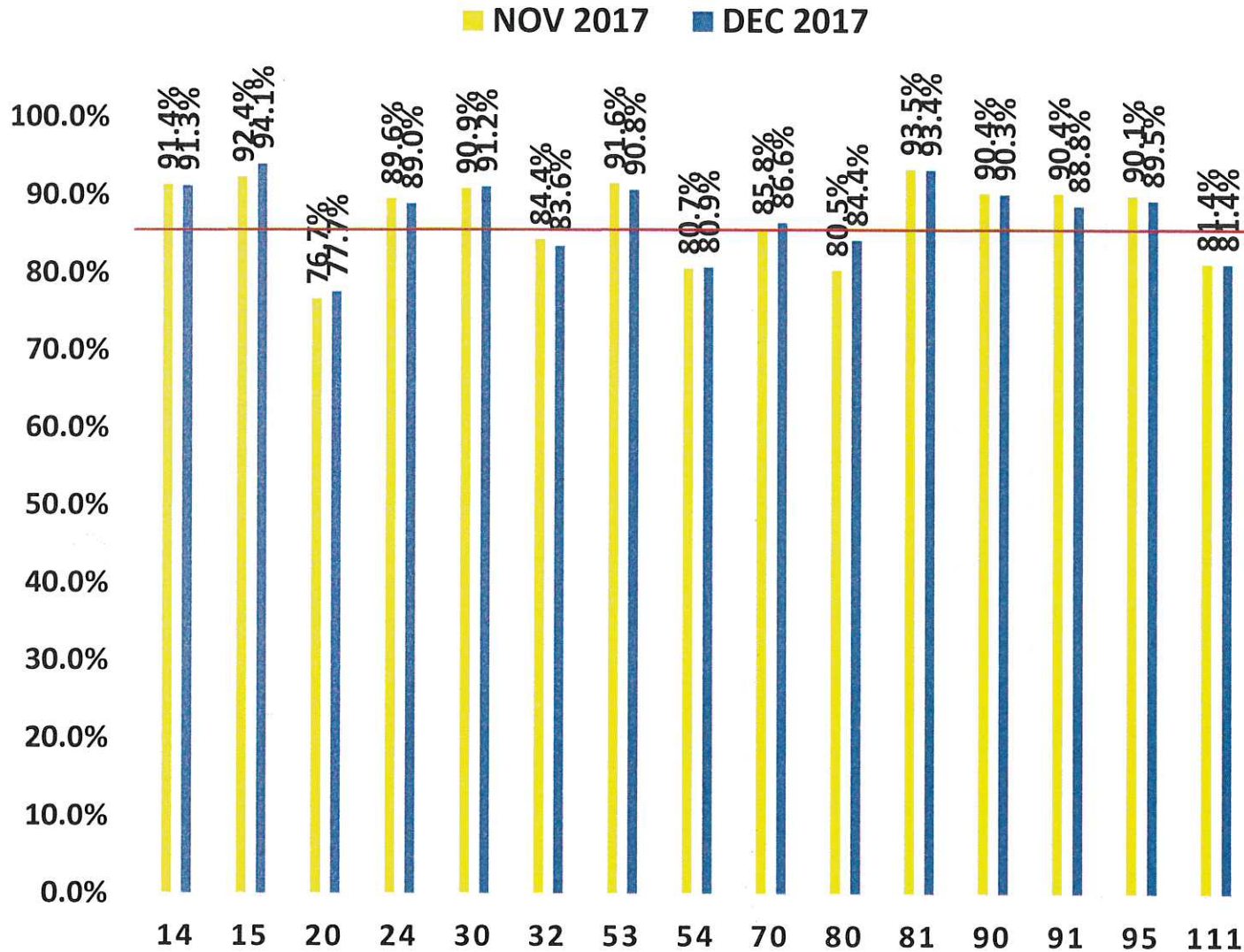


SunDial Operational Notes

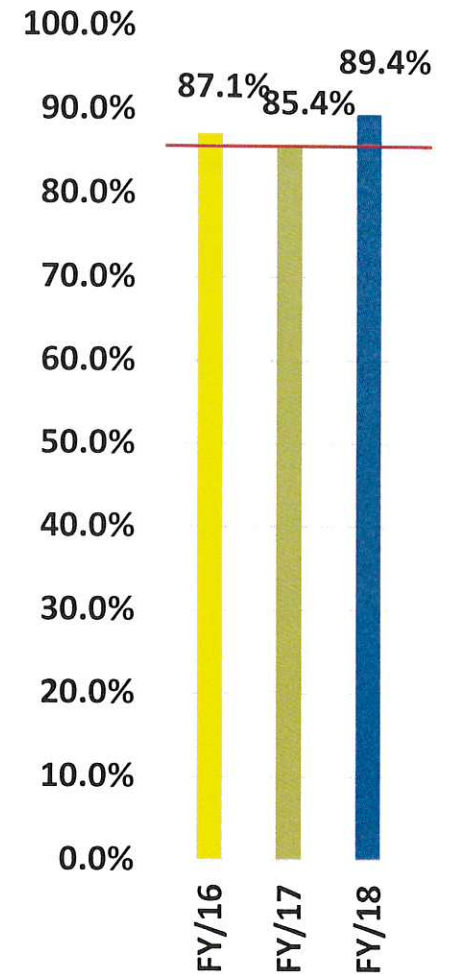
DECEMBER 2016/2017



On-Time Performance Percent by Line



On Time Performance System Wide



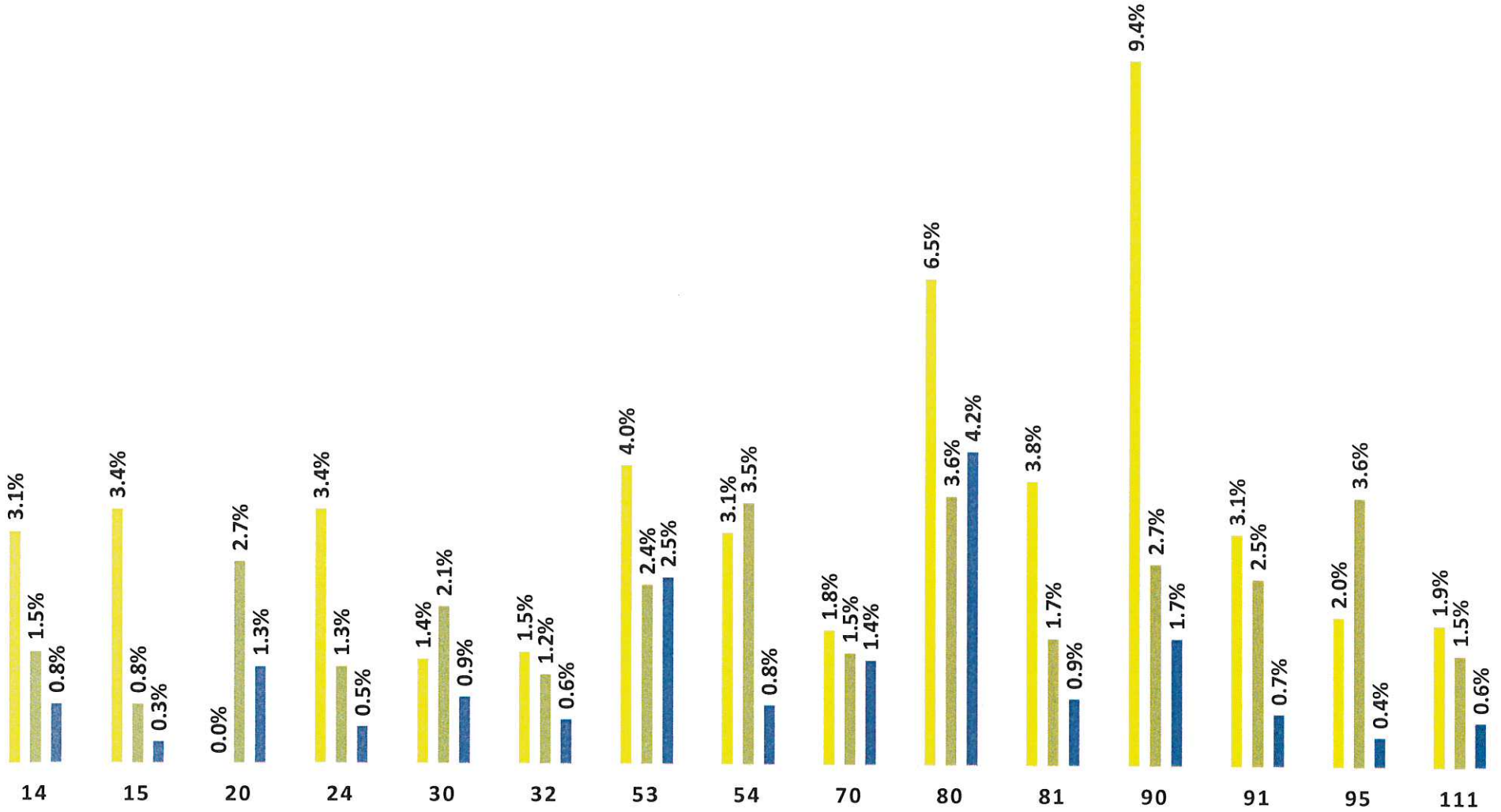
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

Early Departures by Line December

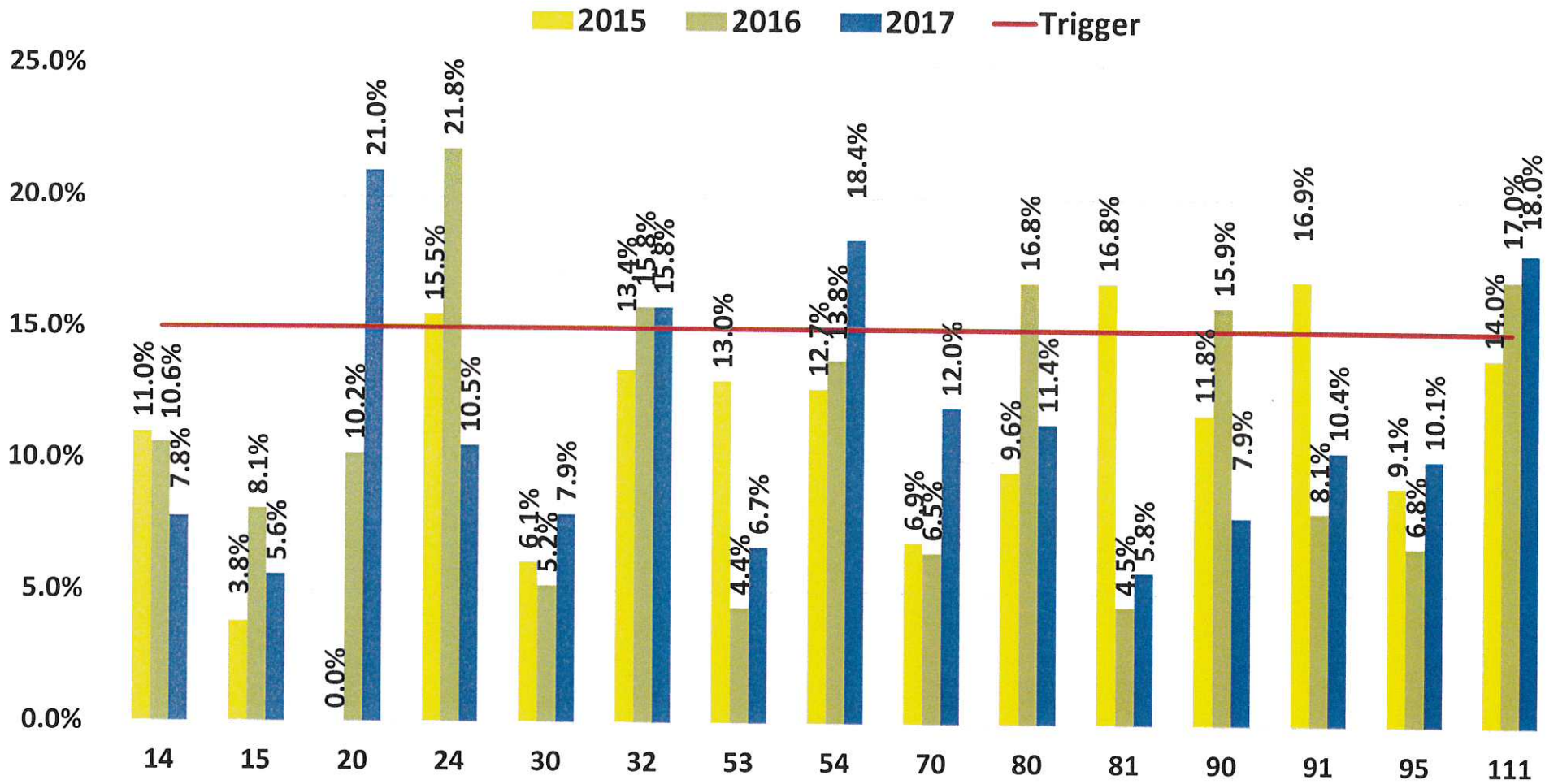
■ 2015 ■ 2016 ■ 2017



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 December

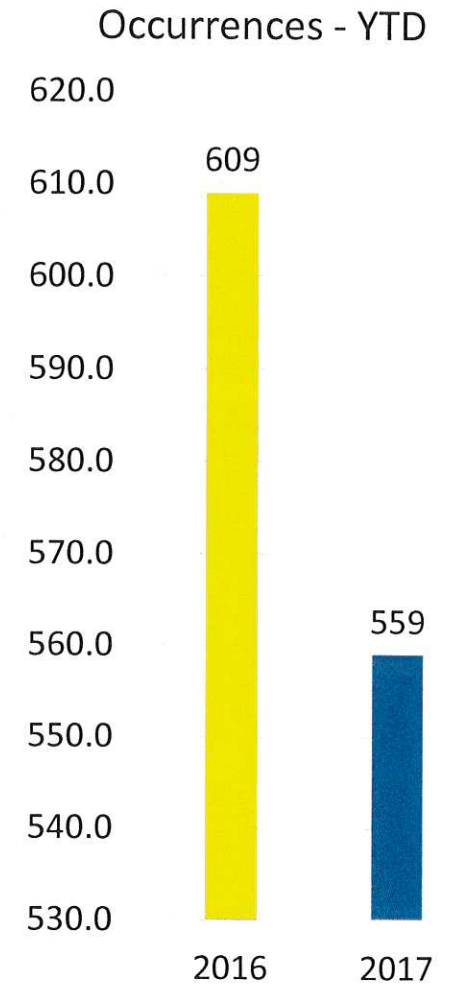
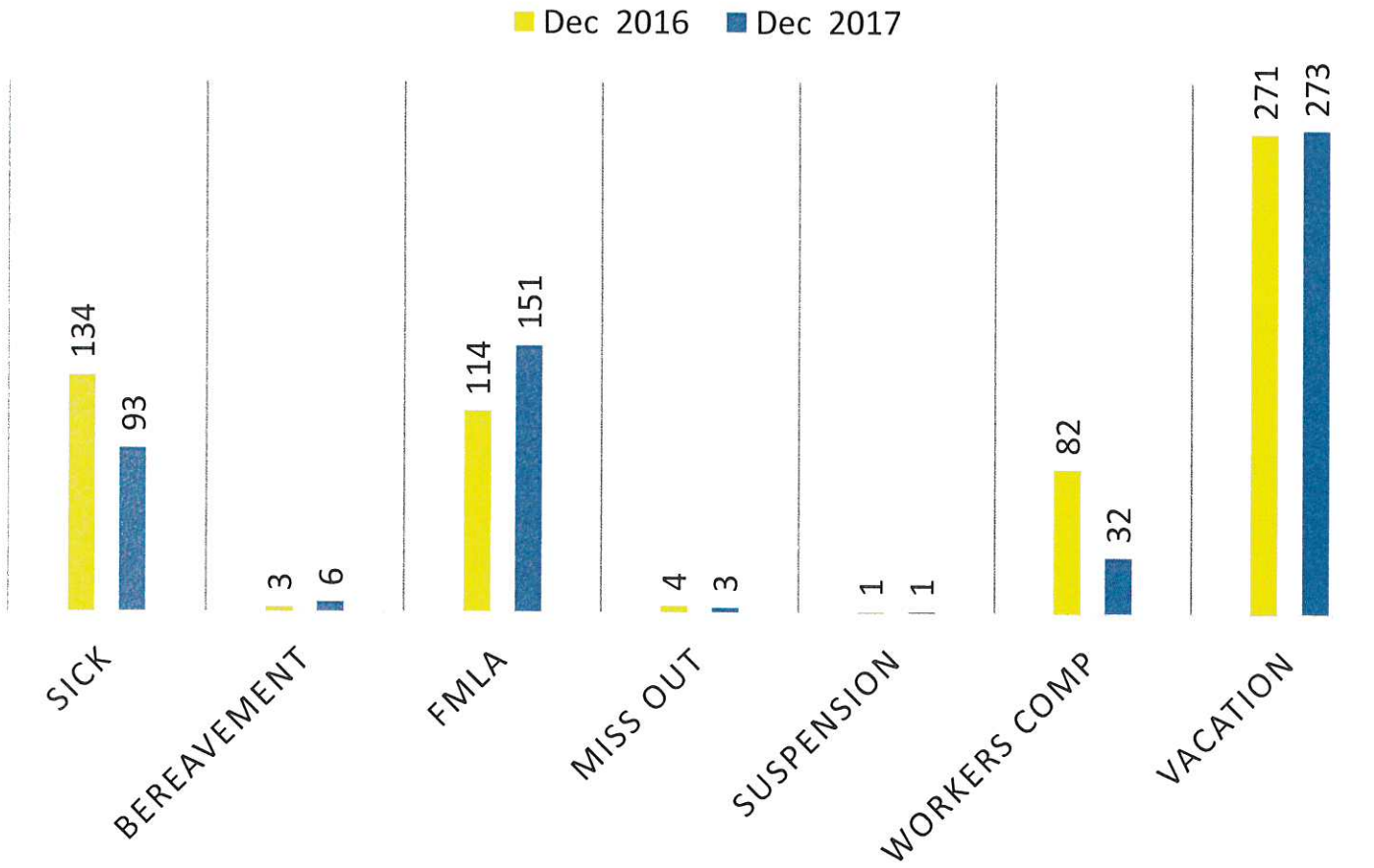


Late Definition: When a bus leaves a time point, after the scheduled departure time.

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

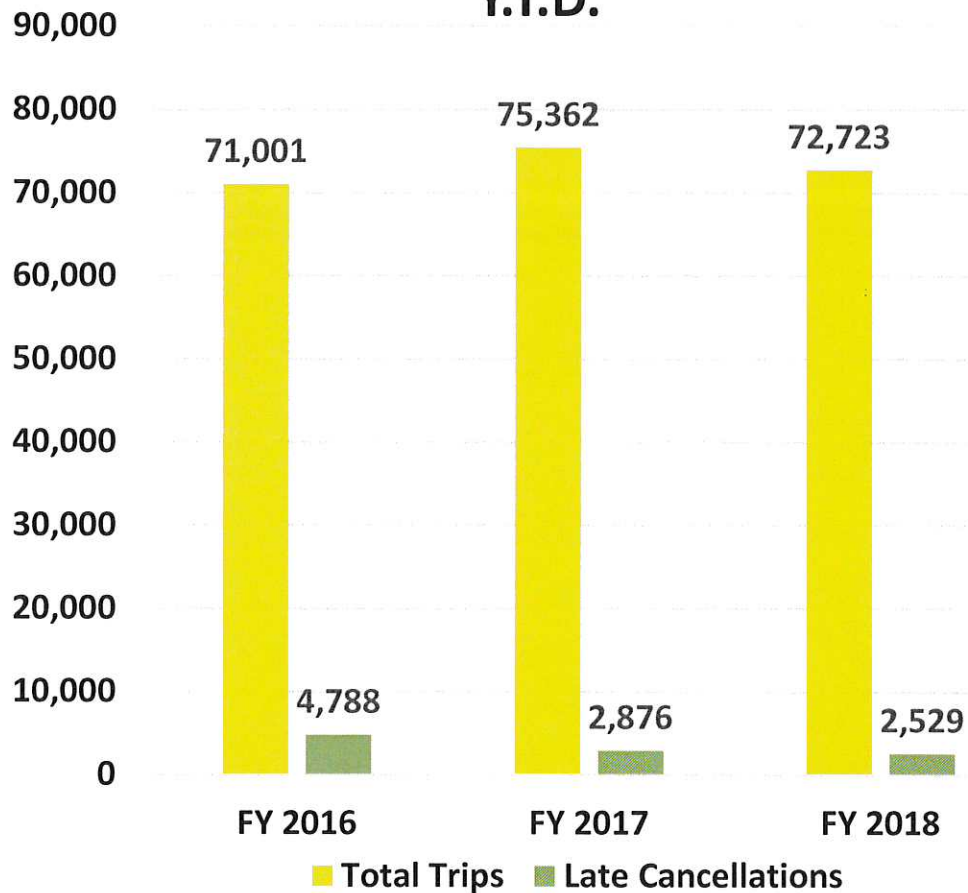
Goal: To reduce late departures to 15%

Driver absence occurrences - YTD

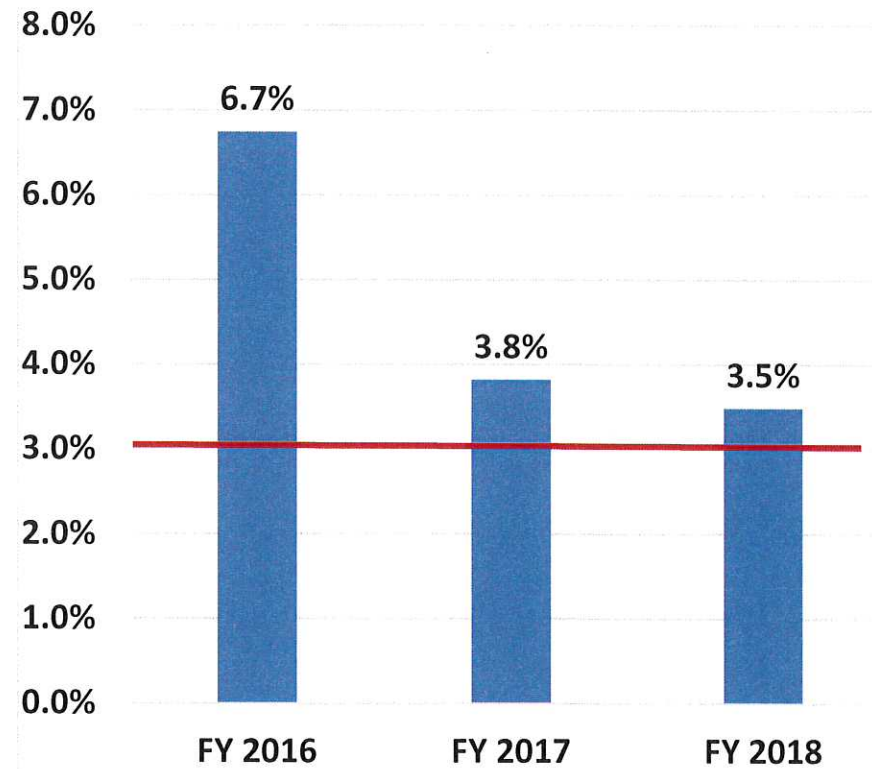


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending - Absences include scheduled & unscheduled for Fixed Route drivers. Vacation occurrences added as of September 2015 metric.

Total Trips Vs Late Cancellations Y.T.D.



Late Cancellation Percentage Y.T.D.

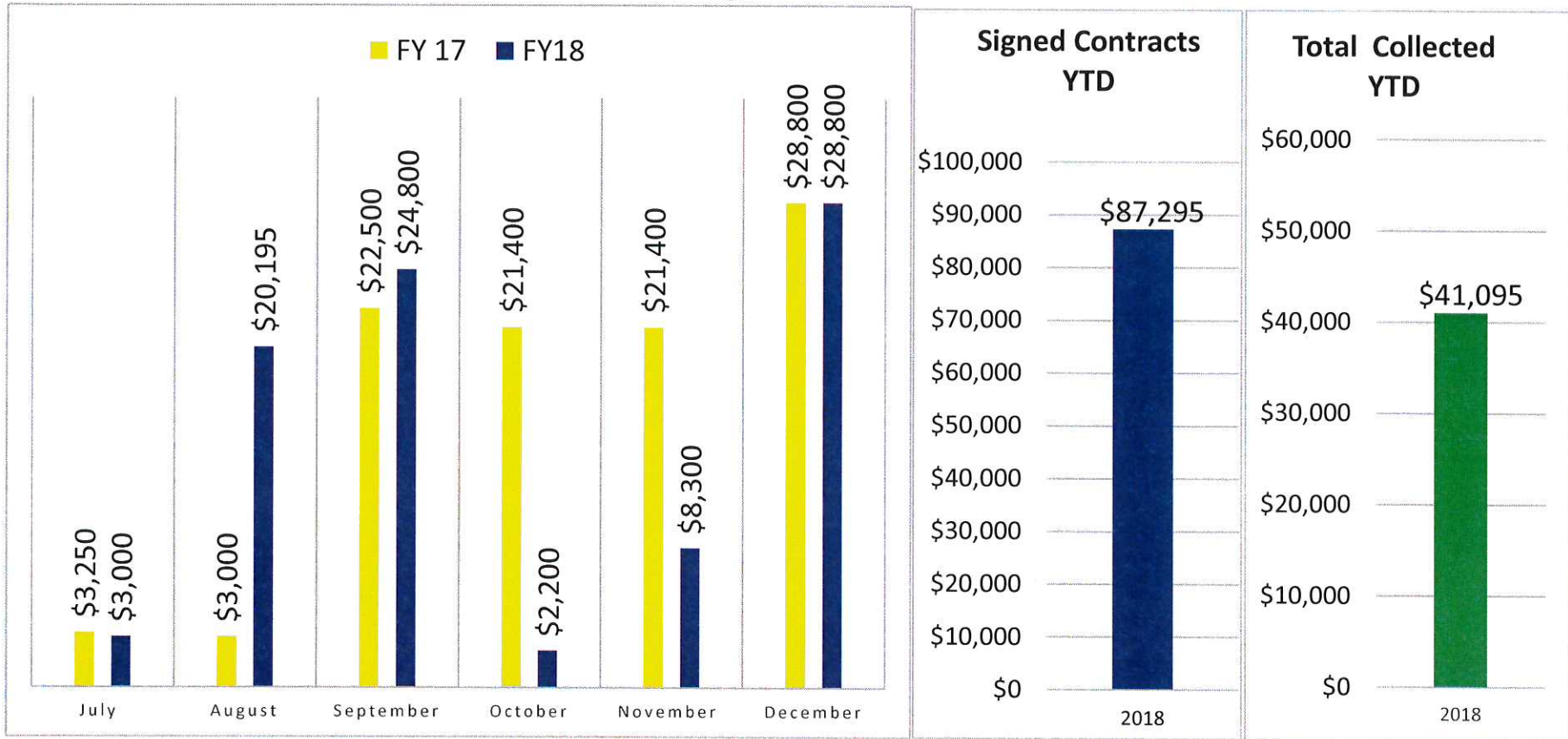


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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.

Contracted Advertising - December - YTD FY18



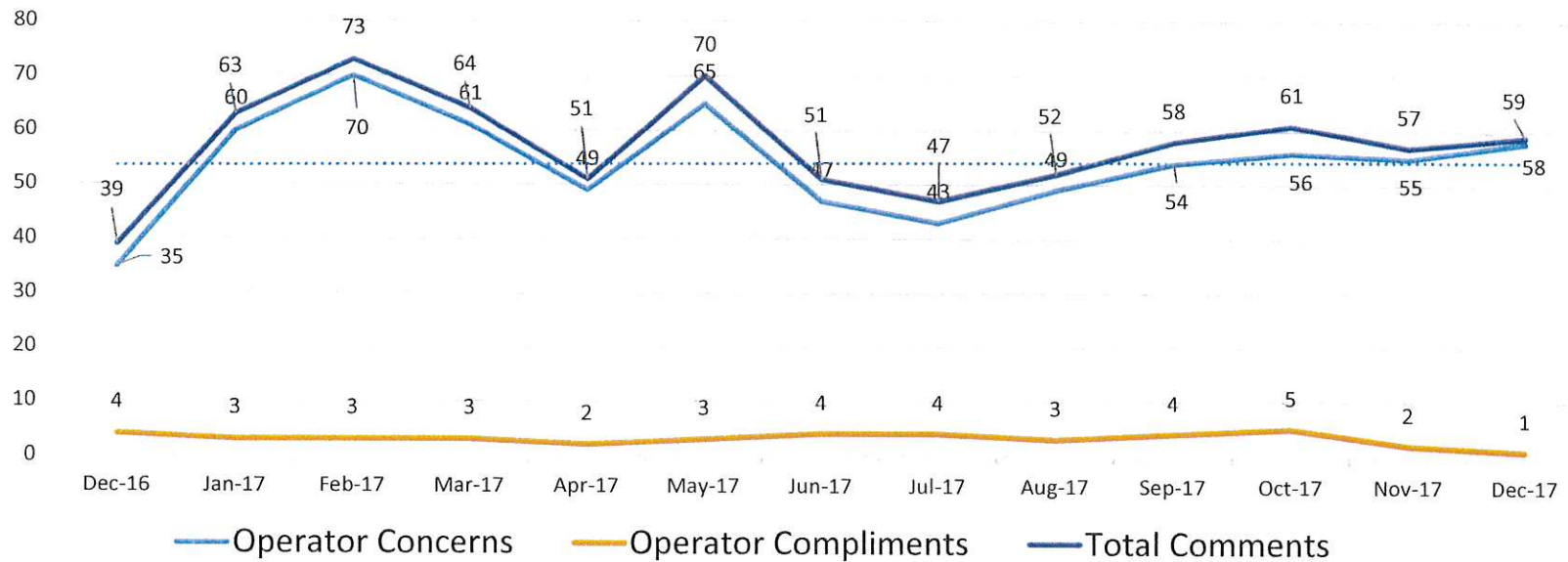
Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

Does not include "Barter Contracts"

Tracks receivables - payments received for the previous month .

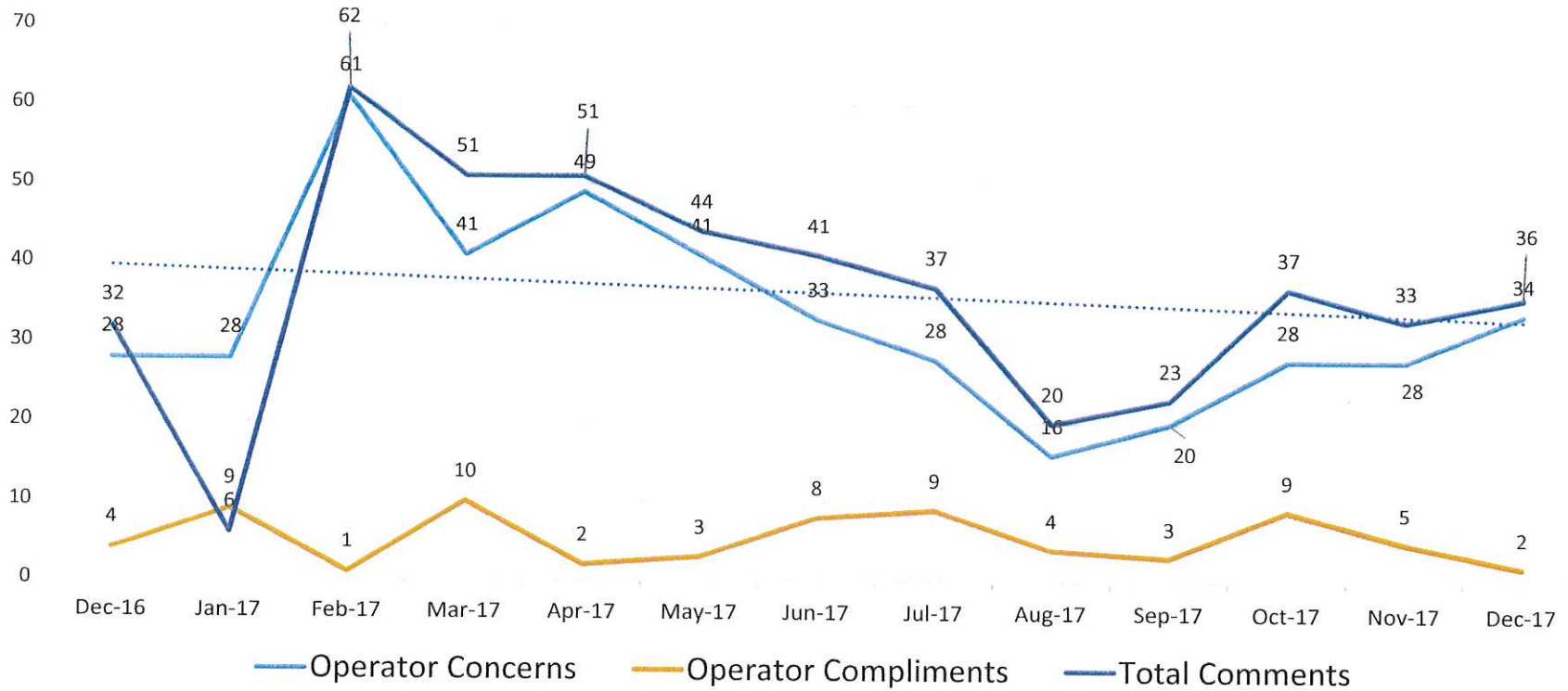
The goal is \$225,000 for FY 18

Fixed Route Customer Comments for December 2017



All Fixed Route Operator comments, both compliments and complaints for December 2017.

Paratransit Customer Comments For December 2017



All Paratransit operator comments, both compliments and complaints for December 2017.

QUARTERLY CAPITAL PROJECT UPDATE 4TH QUARTER 2017

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. General contractor proposals are being reviewed by SunLine.	\$5,500,778
Solar Canopies	Project to Complete solar canopies at the SunLine's Administrative building parking in Thousand Palms .	Preliminary Engineering drawings complete. Evaluating bidding responses for design build solar carport.	\$657,197
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 and is working on finalizing design per SunLine's needs.	\$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.	Buses are in production line. First bus delivery expected in the first quarter of 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 pre-production meeting held to discuss overall configuration for the buses. Hydrogen refueling station permitting process is underway along with equipment manufacturing.	\$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
Center of Excellence in Zero Emission Vehicle Training	Training facility in Thousand Palms to provide a comprehensive workforce training program in Zero emissions transportation technologies and maintain SunLine's zero emission buses.	Waiting on FTA funding.	\$1,688,055

QUARTERLY CAPITAL PROJECT UPDATE 4TH QUARTER 2017

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 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.	Seven Enterprise vanpools and eight farm-related vanpools are participating under SolVan.	\$1,990,000
(1) Battery Dominant Fuel Cell Bus	Project will provide a cost-effective and innovative system-level architecture supporting near term fuel cell commercialization. This new configuration will rely less on the fuel cell for propulsion and more on the battery system.	Bus delivered.	\$5,151,307
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. Procurement for General Contractor in process.	\$595,079
Replacement Thousand Palms Maintenance Bay Bus Lift	Purchase two bus lifts to replace existing worn out bus lifts at Thousand Palms maintenance division.	Bus Lifts has been installed. Project close- out in progress.	\$400,000
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
New SunLine Main Entrance Sign	Install new sign for the Main Entrance of the SunLine’s Administrative building.	New entrance sign has been installed.	\$24,200
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.	\$509,615
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.	Contract fully executed between SunLine and HDR Engineering Inc. Kickoff meeting scheduled in January, 2018.	\$450,000

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									10	3
Palm Desert	X		X	X		X							10	4
Palm Springs			X	X		X							10	3
Cathedral City	X		X	X		X							10	4
Rancho Mirage	X		X	X		X							10	4
Indian Wells	X		X	X		X							10	4
La Quinta	X		X	X		X							10	4
Indio	X		X	X		X							10	4
Coachella	X		X	X									10	3
County of Riverside	X		X	X		X							10	4

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: January 24, 2018 **DISCUSSION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Wells Fargo Credit Card Solutions

Background

In 2015, the Board approved the transfer of banks from Pacific Western Bank to Wells Fargo. One of the reasons for the selection of Wells Fargo, was the size of the organization and the services available to its customers. One such service is the payable solutions available through credit cards. These payment solutions would not only make the payment processes more efficient, but would also serve as a revenue generator through Wells Fargo's revenue sharing program.

Currently, the vast majority of payments are made via check with two wet signatures. Additionally, SunLine has only one credit card designated for use by the CEO/GM. These practices are not only restrictive to Agency needs, but they are also inefficient. Current credit card administration has come a long way and financial institutions have implemented numerous controls and features to improve the security and processing of payments. Furthermore, implementation of additional credit cards would increase accountability for transactions with the individual card holders.

Wells Fargo has presented information to members of the Executive Team at SunLine and we feel encouraged by the level of controls and flexibility the payment solutions offer the Agency. There is a short presentation that will allow the committee to review the features of the payable solutions. We would like to take any questions or concerns from this meeting in order to integrate into a future policy brought to the Board for approval.

Luis Garcia
Deputy Chief Financial Officer

SunLine Transit Agency

DATE: January 24, 2018

DISCUSSION

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Financial Officer

RE: Fuel Hedging

Background

In conjunction with SunLine's Rethinking Transit initiative, staff is constantly looking for methods to make SunLine's operations more efficient. One area of improvement is how to protect the operating budget from unbudgeted changes in expenses.

Fuel hedging is a method of protection from changes in the commodity pricing. By working with companies that provide price protection for the Natural Gas SunLine uses in the service of its customers, SunLine can minimize the effect price changes have on the operating budget by:

- Keeping costs at or below budget
- Narrowing the range of future fuel costs
- Increasing efficiency in planning, budgeting, and forecasting

Staff would like to discuss any questions or concerns the Board may have in conducting further research into obtaining these services in preparation of the FY19 Operating Budget.

Alton Hillis, Sr.
Chief Financial Officer

MINUTES
SunLine Transit Agency
Board of Directors Meeting
December 06, 2017

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:07 pm on Wednesday, December 06, 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 12:07 p.m. by Vice Chairperson Troy Strange.

2. Roll Call

Completed.

Members Present

Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City
Ted Weill, SunLine Agency Board Member (Alternate), City of Rancho Mirage
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Robert Radi, SunLine Agency Board Member, City of La Quinta
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Ginny Foat, SunLine Agency Board Member City of Palm Springs

Members Absent

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

3. Presentations

Plaque Presentations – Lauren Skiver, CEO/General Manager

CEO/General Manager, Lauren Skiver had two presentations to honor Richard Kelly and John Benoit. Plaques were presented to Mrs. Kelly and Mrs. Benoit and will be placed in the Board Room on a dedication wall. Mrs. Kelly said a few words before accepting this honor. CEO/General Manager, Lauren Skiver continued to present the second plaque to Mrs. Benoit. Mrs. Benoit accepted the plaque and also said a few words in his honor. CEO/General Manager, Lauren Skiver presented a video with pictures of both honorees. That concluded the presentations.

Vice Chairperson Strange thanked both honorees for their dedication.

4. Finalization of Agenda

Board members finalized the agenda with no changes.

5. Public Comments

None

6. Board Member Comments

None

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 September & October 2017
- b) Credit Card Statement for September & October 2017
- c) Monthly Budget Variance Report for September & October 2017
- d) Contracts Signed in Excess of \$25,000 October 2017
- e) Union & Non Union Pension Investment Asset Summary Sept. & Oct. 2017
- f) Ridership Report for October 2017
- g) SunDial Operational Notes for October 2017
- h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) October 2017
- i) Board Member Attendance for October 2017

SunLine Agency Board Vice Chair Strange moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Radi. The consent calendar was approved by a vote of 8 yes; 0 no; 0 no vote; 0 abstain

8. FY 2016/17 Annual Service Performance Report

CEO/General Manager, Lauren Skiver addressed the Board on this item saying that SunLine staff has a presentation on the January service changes and to maximize time, they will speak on this at that time. The service performance report is an annual report about the performance of the system, it is generally the same report that is filed every year however, Anita Petke is available to answer any questions.

9. Management Letter Comments – Fiscal Year 2017 Audit

(Alternate) Chair Kaplan of the Finance/Audit Committee reported on this item saying the committee reviewed the comments and there were no significant findings or concerns relative to the Audit. There were a number of recommendations made which staff has responded to in terms of addressing the concerns of processes moving forward.

10. 2018 Bus Stop Improvements – New Bus Shelters List Phases 7 & 8

SunLine staff member Dean Holm reported on this item. Superintendent of Facility Maintenance, Dean Holm addressed the Board by saying that Sunline completed Phase 6 of the Bus Stop Improvement Program with installation of (25) bus shelter throughout the Coachella Valley service area. The Improvement Program started as a three year plan in 2008 and developed in phases and is set to be completed with

Phase 9 in 2018. Staff is currently working on Phase 7 which has (5) new proposed shelter sites and Phase 8 which is the relocation of (16) shelters. These recommendations have been presented to the Cities to get final sites for improvements. As soon as locations are finalized, they will move forward with procurement services to complete Phase 7 & 8.

SunLine Agency Board Member Foat commented with a 'Thank You' because there have been changes in the area that needed to be changed.

11. CNG Project Acquisition

(Alternate) Chair Kaplan of the Finance/Audit Committee reported on this item saying that the project is moving forward since proposed in 2013. There has been a process in place and there was discussion about possibly reducing the cost by direct purchase of equipment associated with this. An engineering firm was hired to produce the specifications for that equipment. The original bids were received but there were issues with the specifications and the engineering firm was given a second chance to redefine the specifications. However the second bid still had issues so the arrangement with that engineering company has been terminated although SunLine will be able to reuse the materials that were provided. The project is now moving forward and the purchase of the equipment and the projects itself.

12. Approval of Minutes

SunLine Agency Board Member Radi moved to approve the minutes of the October 25, 2017 Board meeting. The motion was seconded by SunLine Agency Board Member Foat. The motion was approved by a vote of 7 yes; 0 no; 1 abstain

13. January 2018 Service Changes

CEO/General Manager Lauren Skiver, addressed the Board introducing Vicky Castaneda, Special Assistant to Deputy Chief Administration Officer. Vicky Castaneda addressed the board with a presentation of the January 2018 service changes. Staff recommends that the Board of Directors approve the January service changes that would go in affect January 7th 2018.

CEO/General Manager added by saying that going through the budget process that they had a significant shortfall of 3M unfortunately for the work of the agency, staff has been able to make low impact, high reward service changes. Depending on funding SunLine might have to get more severe on what they reduce. CEO/General Manager, Lauren Skiver also pointed out that Paratransit has been doing an excellent job of looking at the impacts to our riders with disabilities. There will be impacts when you cut service that are impacts to the entire community and they must be unilateral. SunLine is looking to get a meeting with the Strategic Planning and Operations Committee in January to talk about that data and then bring it forward to the Board. CEO/General Manager, Lauren Skiver is very proud of the team that has created a very detailed triage unit so that they can individually work with riders with disabilities that need information.

SunLine Agency Board Member Peabody asked about the attendance of the hearings in November. SunLine staff member Vicky Castaneda responded by saying they had a total of 20 attendees at all 6 locations. They also attached the public comments as a separate document in the report.

CEO/General Manager Lauren Skiver added by saying that the public is sometimes not engaged in public hearings because they can't attend, they work; SunLine staff tried to make the times vary and by locations. But when there is a significant impact to the public, we will hear from them. CEO/General Manager Lauren Skiver assured the Board that they will continue communication with the community and they will be looking for funding alternatives to help reduce what we have to change from here. This was something to reduce some redundancy, make a few changes, improve the 20 that will now allow the people to get express service to Cal State San Bernardino and UCR; which used to serve just COD in the past, so there's an improvement for students. There are some imbedded really good improvements in this service plan along with the pretty significant fiscal savings.

SunLine Agency Board Member Foat asked, do we have any document that clearly shows, especially for Paratransit, that may need a second presentation? How quickly can we come out with that to problem solve with the Seniors; that says this is what the impact will be, this is what it is going to cause.

CEO/General Manager Lauren Skiver responded by saying there is a document being created along with a map that is being sent to all the riders of Paratransit. But we are also going to isolate those who are directly affected. We have contact with them; staff in the Paratransit unit have worked with those 100 people that are most greatly impacted by their trips. But they are communicating with all paratransit riders in case they ever want to take a trip that is no longer being serviced. We are able to create very personal communication with people depending on their situation. We already have that planned and we have a letter that is going out in the next couple days.

SunLine Agency Board Member Kelly made a comment about the Line 20 that proves a benefit of Desert Hot Springs residents that want to get to CSU or UCR which is exciting that we are not only trimming but redeploying resources strategically. SunLine Agency Board Member Kelly continued by asking if we plan to collaborate directly with CSU to encourage them to identify the students that can benefit from these services.

CEO/General Manager Lauren Skiver responded by saying that they are working with the Dean of the colleges to pilot a group of students for Rideshare. We are working closely with COD and UCR campus for innovative things to test with them. They are excited to market these services so you will see more print and advertisement of this package.

SunLine Agency Board Member Peabody asked what the plan is for grants out there to help with our deficit; is there Cap & Trade dollars that could be useful? CEO/General Manager Lauren Skiver said that our plan is to not only look at funding that is coming to the Coachella Valley that is transportation related but to look at grant funding to fund specific lines. Also looking at lower cost ways to move people along corridors that don't produce ridership on Fixed Route service. If we provide point-to-point service; those are the kind of things that we are looking at. The goal is not just to abandon areas of the Coachella Valley but to introduce services that make sense. That is why Re-Thinking transit is so important to us because we are not taking anything off the table but we are also not trying to walk into a community and say no more will we be able to come to this community. CEO/General Manager Lauren Skiver is really proud of her team that has

come up with such a big significant change without laying off any operators or mechanics or employees or really greatly harming a community by pulling out service all together. If we can't find a way to raise more revenue, there will be more severe cuts that have to come. SunLine Agency Board Member Peabody responds by suggesting if there is anything that the County of Riverside or RCTC can offer a share of funding. CEO/General Manager Lauren Skiver said there will be a proposal for RCTC at the Strategic Planning Committee on the sales tax revenue. It is extremely low compared with the revenues that are collected. It competes with Roads and other projects that Riverside needs but we would like to do our homework before bringing this to RCTC Commission. We need to work with Erica Vega for the possibilities. We are actively working on this but there are some things to consider for the future that may need the help of Riverside County.

SunLine Agency Board Member Perez addressed the Board by saying that fortunately the funding that is available is based on the population increase and it has increased. That is one area where we can continue advocacy and strategically organize with RCTC and the County and at the State level. We have not received our fair share, that is an area that we need to organize ourselves. Speaker Redman will be here Friday along with Assembly member Garcia to talk about cap and trade dollars and going into this next legislative cycle, the goal is to make some changes in the language and definition of Cap and Trade dollars so we can get our fair share. We will need to do everything we can locally, with SunLine, Lauren's leadership and RCTC and at the state level.

SunLine Agency Board Vice Chair Strange made a comment to thank Lauren Skiver for her leadership and being pro-active thinking outside the box, looking at all the ways that approach this issue so that we don't have such a negative impact in the agency and its staff. Looking forward to her continued efforts for the rest of the property.

SunLine Agency Board Member Kelly moved to approve the 2018 service changes. The motion was seconded by SunLine Agency Board Member Radi. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

14. College of the Desert Barter Deal

(Alternate) Chair Kaplan of the Finance/Audit Committee reported on this item. SunLine Agency Board Member Perez moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

15. Contracts Agreement For Advertising, Installation and maintenance Related to Bus Shelters

(Alternate) Chair Kaplan of the Finance/Audit Committee reported on this item. SunLine Agency Board Member Foat moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

16. Approval of Removal and Addition of ACCESS Advisory Committee Members

SunLine staff member Vanessa Mora, Compliance Officer addressed the Board on this item. Vanessa Mora explained that the Board has authority to remove and/or add

members to the ACCESS Advisory Committee. Vanessa Mora recommends on behalf of the committee that the Board of Directors approve the termination of two members as well as approve the addition of two new members to the ACCESS Advisory Committee.

SunLine Agency Board Member Peabody moved to approve. The motion was seconded by SunLine Agency Board Member Radi. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

17. Environmental Determinations Center of Excellence

(Alternate) Chair Kaplan of the Finance/Audit Committee reported on this item. SunLine Agency Board Member Radi moved to approve. The motion was seconded by SunLine Agency Board Member Foat. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

18. Resolution for Affordable Housing and Sustainable Communities

(Alternate) Chair Kaplan of the Finance/Audit Committee reported on this item. SunLine Agency Board Member Foat moved to approve. The motion was seconded by SunLine Agency Board Member Radi. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

19. CEO/General Manager's Report

CEO/General Manager Lauren Skiver, addressed the Board with updates on past events; Zombie Bus in Palm Springs for the Street Fair. It was very active, very popular event that other cities are asking to set up for them during the Halloween season. Fill the Bus was amazing this year. SunLine Transit Agency collected 15.3 tons of food and over 500 turkeys; the most ever collected. CEO/General Manager Lauren Skiver announced that the Palm Springs location won for the most food collected by 64 pounds. Palm Desert location collected the most turkeys. "Thank you for your support on the event."

CEO/General Manager Lauren Skiver discussed upcoming events; this Friday we are having a gala on property for the employees called Hats Off to Our Employees, celebrating them from four to eight (pm) so that the majority of the operators and maintenance can attend. Staff sells soup and tickets throughout the year to help support the event. We will have a hat contest and an ugly sweater contest. CEO/General Manager Lauren Skiver added that there will be an Employee Breakfast on December 20th at 3:30am to make pancakes and celebrate the holidays. Lastly, save the date for the Center of Excellence workshop. We will invite the industry leaders in the environment to get more information about our Center of Excellence. If you would like to participate in opening the meeting or speak we can get you more information about it. As we flush out the agenda we will share that with the Board.

CEO/General Manager Lauren Skiver made her last comments towards SunLine Agency Board Member Foat for her service as a Board member for the past years. CEO/General Manager Lauren Skiver thanked her for her input.

SunLine Agency Board Member Foat responded by thanking CEO/General Manager Lauren Skiver as well for making this agency a success.

SunLine Agency Vice Chairperson Strange also thanked SunLine Agency Board Member Foat for her service.

20. **Closed Session**
There was no reportable action
21. **Next Regular Board Meeting Date**
January 24, 2018
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
22. **Adjourn**
Meeting was adjourned at 1:18 p.m.

Respectfully Submitted,

Isabel Acosta
Interim Clerk of the Board

SunLine Transit Agency

DATE: January 24, 2018 **ACTION**
TO: Board of Directors
FROM: Compliance Officer
RE: Approval of New ACCESS Advisory Committee Member

Recommendation

Recommend that the Board of Directors approve the addition of one new member to the ACCESS Advisory Committee as approved and presented by the current members.

Background

At the January 9, 2018 ACCESS Advisory Committee meeting currently seated members approved one new member as presented to the Committee by the Membership Subcommittee.

The Access Advisory Committee By-Laws grants the authority to add or terminate members of the committee with the SunLine Board of Directors.

The recommended new member is:

Tamica Fouts-Rachal
State of CA–State Council on Developmental Disabilities

There are no known conflicts of interest.

Financial Impact

This action will not have a fiscal impact.

Vanessa Mora
Compliance Officer

SunLine Transit Agency

DATE: January 24, 2018 **ACTION**

TO: Finance Committee/
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Amendment of Contract for Engineering Services for Indio Yard Repaving

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a no-cost amendment to the contract with Heptagon Seven for one (1) year or completion of construction portion of the Indio Yard Repaving project.

Background

Heptagon Seven was awarded a Design Professional Services contract on December 22 2016, for construction drawings (Complete) and support of repaving and improvements to the Indio facility. This contract was not brought before the Board, as the work is within the approved project budget and below the Board approval threshold. Due to the importance and timing of other projects, there were minor delays in posting the construction Invitation for Bid (IFB). While working to get the construction IFB posted staff lost sight of the contract date for an extension.

Per SunLine's Procurement policy, any contract greater than (1) year in duration requires the approval of the Board.

Financial Impact

This amendment will not result in any additional costs. The contract was budgeted in the FT2013 SRTP.

Dean Holm
Superintendent of Facility Maintenance

SunLine Transit Agency

DATE: January 24, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operating Officer

RE: Amendment to Contract for BYD Battery Electric Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment with BYD to reduce the contract amount from \$3,174,048 to a Not to Exceed amount of \$2,958,048 for four (4) Battery Electric Buses.

Background

On April 26, 2017 the board approved the purchase of four (4) Battery Electric Buses from BYD. This purchase was made available through a competitive state grant through the Transit and Intercity Rail Capital Program (TIRCP) for zero emissions vehicles. California Air Resources Board's (CARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program allowed BYD and SunLine Transit Agency take advantage of the voucher discount for these buses. The new 2018 HVIP amounts were increased which reduced the price for each bus by an additional \$54,000. This will reduce the match that SunLine has dedicated to this purchase by \$216,000.

Financial Impact

SunLine will be utilizing discount vouchers under the CARB's HVIP program. The HVIP vouchers reduce the total project cost by \$690,000. The remaining project cost, including \$12,000 contingency, is \$2,958,048 and will be funded as follows:

TIRCP Award:	\$2,449,000
Prop1B (SL-16-06):	\$ 509,048

Tommy D Edwards
Chief Operating Officer

SunLine Transit Agency

DATE: January 24, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Customer Service Manager

RE: Award of Contract for Marketing Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a (1) year Marketing Services contract, with (2) (1) year option years, with Andrea Carter & Associates in an amount not to exceed \$186,000, upon review as to form by Legal Counsel.

Background

SunLine has benefited from the use of outside marketing services. For the last (3) years SunLine has worked with Andrea Carter & Associates, a Coachella Valley based marketing firm. During the contract duration, SunLine and Andrea Carter have been able to create the *Why Ride? WiFi!* marketing campaign, *How to Ride the Bus* video, the FY 16-17 Annual Report, as well as numerous press releases and press interactions. In anticipation of the contract reaching its conclusion, SunLine staff released a solicitation to request proposals for a new advertising contract.

Reason for Selection of Procurement Process

The Request for Proposal (RFP) solicitation was selected as the procurement method in order to award the contract based on established criteria: experience, key personnel and price. This provided competition on quality and cost.

Reason for Selection of Contract Type

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

Reason for Selection of Contractor

On November 9, 2017, nineteen (19) companies were solicited to provide Marketing Services. The solicitation was advertised in the local newspaper and on SunLine's website. On December 11, 2017, **eight (8) proposals** were received

from Allegra Consulting from Pasadena, CA., Andrea Carter & Associates from La Quinta, CA., Brown Marketing Strategies from San Diego, CA., Communications LAB from Orange, CA., Cord Media Company from Palm Desert, CA., HyattWard Advertising, Inc. from Redlands, CA., Jones Agency from Palm Springs, CA., and The 20/20 Network from Upland, CA.

A four-member evaluation committee comprised of SunLine's Deputy Chief Administration Officer, Special Assistant to the Deputy Chief Administration Officer, Customer Service Manager and Public Outreach Specialist independently reviewed all submitted proposals received utilizing the evaluation criteria found in the RFP. According to the evaluations, Andrea Carter & Associates was determined as the contractor representing the best value to SunLine.

How Price was Determined Fair and Reasonable

Andrea Carter & Associates' prices were determined to be fair and reasonable based on a **price analysis** and adequate price competition.

Financial Impact

The estimated contract cost over 3 years is \$186,000. These expenditures are currently budgeted and will be included in future operating budgets.

Jim Rayl
Customer Service Manager

Bidders List**Allegra Consulting**

129A North Marengo Ave.

Pasadena, CA 91101

(626)405-4848

suzanne@allegraconsulting.net**Andrea Carter & Associates**

PO Box 5871

La Quinta, CA 92248

(760) 285-6828

andrea@andreacarterassociates.com**Creative Experts in Marketing**

74020 Alessandro Dr., Suite E.

Palm Desert, CA 92260

(760) 773-1707

stephanie@fgcreative.com**Communications LAB**

701 E. Chapman Ave.

Orange, CA 92866

(949) 215-5539

arianna@communicationslab.com**Cord Media Company**

43645 Monterey Ave

Palm Desert, CA 92660

(760) 834-8599

jonas@cordmedia.comjaci@cordmedia.com**CV Strategies**

73700 Dinah Shore, Ste 402

Palm Desert, CA 92211

(760) 776-1766

jaime@cvstrat.com**Hyatt Ward**

1706 Plum Lane, Suite 103

Redlands, CA 92374

(909) 793-3840 x 223

adrian@hyattward.com**Imagine IT! Media**

318 North Palm Canyon Drive

Palm Springs, CA 92262

(760) 325-6998

info@imagineitmedia.com**Jones Agency**

3603 N. Indian Canyon Drive

Palm Springs, CA 92262

(760) 325 1437 x 214

Ron Brady

ronb@jonesagency.com**Moore & Associates, Inc.**

28159 Avenue Stanford, Suite 110

Valencia, CA 91355

(661) 253-1277

Kathy Chambers

kathy@moore-associates.net**Seven Outsource**

(315) 308-7852

Rfpmart.solutions@gmail.com**The 20/20 Network**

1808 Albright Way

Upland, CA 91784

(909) 841-7527

steve@the2020network.com**The Coachella Valley Marketing Exchange**

(855) 385-1500

info@marketingexchange.com**DBE****Action Research**

3630 Ocean Ranch Blvd.

Oceanside, CA 92506

(760) 772-4000

coppock@action3630.com

Angela Starr Consulting, LLC

Los Angeles CA 90017

(213) 300-3418

astarrconsulting@gmail.com

Arellano Associates, LLC

5851 Pine Ave.

Chino, CA 91709

(909) 627-2974

garellano@arellanoassociates.com

Brown Marketing Strategies

3687 Voltaire Street, Suite C

San Diego, CA 92106

(619) 546-5390

shannon@brownmarketingstrategies.com

COOK + SCHMID, LLC

740 13th Street, Suite 502

San Diego, CA 92101

(619) 814-2370

jschmid@cookandschmid.com

Christina G. Rodriguez Consulting

736 Payette Drive

Corona, CA 92881

(951)515-3992

cgr@christinegrodriguez.com

Price Analysis

Year 1	Andrea Carter & Associates	Brown Marketing Strategies, Inc.	Cord Media Company	Jones Agency
# of Hours	660	570	516	536.2
Total Not to Exceed	\$ 60,000.00	\$ 56,170.00	\$ 56,016.00	\$ 49,800.00
Average Hourly Rate	\$ 90.91	\$ 98.54	\$ 108.56	\$ 92.88

Difference between Andrea Carter & Associate and Jones Agency Average Hourly Rate	\$ (1.97)
Delta	2.12%

Difference between Andrea Carter & Associate and Brown Marketing Strategies, Inc.'s Average Hourly Rate	\$ (7.63)
Delta	7.75%

There was adequate price competition since 8 proposers independently contended for the contract that is to be awarded and were all responsive to the requirements of the solicitation. The top four evaluated proposers were asked to submit a Best and Final Offer (BAFO). Above is a break down of Year 1.

Based on the findings, the average hourly rate for Year 1 submitted by Andrea Carter & Associates, the highest evaluated proposer, is 2.12% lower than Jones Agency and 7.75% lower than Brown Marketing Strategies, Inc. Based on the results, it is reasonable to assume that Andrea Carter & Associates understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Andrea Carter & Associates are considered fair and reasonable.



Jennifer Tran

SunLine Transit Agency

DATE: January 24, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Checks Policy #B-030403 Revision Approval

Recommended Action

Recommend that the Board of Directors approve the [attached revised Checks Policy# B-030403](#).

Background

The Check Policy was originally adopted in October 2006 and most recently revised in July 2016. This proposed revision updates the list of reoccurring vendors on page four (4) and five (5) of the policy by replacing BP Energy Company and Metlife with Element Markets, LLC and Reliance Standard. Additionally, the revision moves the list of reoccurring vendors to an appendix on page seven (7) which will be reviewed and approved by the Finance/Audit Committee in future updates.

The vendors on this list are essential to SunLine's operations and are therefore exempt from the requirements for checks above \$25,000. The additional requirements for payments over \$25,000 to these vendors would cause an unnecessary burden on the Agency.

Financial Impact

No financial impact.

Luis Garcia
Deputy Chief Financial Officer

Accounting Manager or Senior Accountant shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

5. Request for Payment

The Accounting Technician, Accounts Payable, shall prepare and submit to the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

6. Signature Authority

Only the Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief Operations Officer, Chief Performance Officer, Chief Safety Officer and Deputy Chief Financial Officer shall have check-signing authority on SunLine's behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

Checks between \$25,000 and \$50,000 must be signed by the CEO/General Manager and the Chief Financial Officer or Deputy Chief Financial Officer. Along with another authorized signatory, the Chairperson or Vice Chairperson must sign all checks over \$50,000 with an original signature with the exception of the following list of reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed by the Finance Committee:

U.S. Bank – Pension fund payments

CalPers – Health Care Vendor

Southern California Gas – Natural Gas

[Reliance Standard – Benefit Insurance Provider](#)

PERMA – Insurance Vendor

Imperial Irrigation - Electricity

[BP Energy Company](#)~~Element Markets, LLC~~ – Natural Gas

[MetLife SBC](#)--- [Supplemental \(LTD/STD\), Group Life and Dental Insurance](#)

Michelin North America---Tire Leasing

SunLine Transit Agency

DATE: January 24, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Fare Policy #B-060102 Revision Approval

Recommendation

Staff recommends that the Board of Directors approve the [attached revised Fare Policy# B-060102](#).

Background

The Fare Policy was originally adopted in January 2002 and most recently revised in October 2013. This proposed revision removes the minimum requirement of monthly purchases for the Employer Pass on page five (5) and also adds digital fares as a payment method on page one (1) and two (2) of the policy.

The inclusion of digital fares into the Fare Policy is a step towards increasing value for SunLine's customers and integral to the Agency's Rethink Transit initiative. Existing pass distribution channels make prepaid fares widely available using traditional retail, mail-order, and online methods. However, emerging customer expectations are demanding more immediate access to prepaid fares. The convenience of electronic fare payments is becoming more common in retail transactions and it is essential that SunLine try and align its business with consumer behavior.

The revised policy would set the foundation for SunLine to possibly test and identify a method of digital fares that best suit the Agency's needs and consumer requests.

Financial Impact

There is no immediate financial impact to the change in this policy.

Luis Garcia
Deputy Chief Financial Officer

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FARE POLICY

A. Purpose:

The purpose of this Fare Policy is to establish guidelines for setting public transit fares for SunLine Transit Agency (SunLine). This Policy will be used to provide direction in making decisions about changes to the fare structure and to monitor fare collection. This Fare Policy supports SunLine's goal of providing high quality transportation services in the Coachella Valley that are safe, efficient and effective, and applies to both fixed route and paratransit services.

B. Policy Objectives:

1. To promote ridership by making the fare structure attractive to users
2. To promote the equity of fare payment among transit patrons
3. To improve the efficiency of fare collection
4. To improve the farebox recovery ratio

C. Method of Payments:

i. Fixed Route Service

The following fare payment options are available for use on the fixed route system.

1. Magnetic strip cards offering multi-ride options are made available for purchase at SunLine or pass outlets. This includes Day, 10-Ride, Coachella Valley Employer and 31-Day passes, as well as the GO pass. Day passes and Transfers will also be issued from the fareboxes on the bus.
2. Cash fare payment will be accepted on fixed route buses.
3. Digital fares will be accepted on fixed route buses. Digital fares are purchased via electronic payment and verified electronically when boarding the bus.
43. Miscellaneous passes may also be introduced periodically as part of a special promotion or service. These will be specially printed fare passes associated with specific events and will only be accepted during a limited time span.

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ii. Paratransit Service

1. Fare payment for SunDial customers are classified as fares paid for trips within each city or trips for travel from one city to another city the Coachella Valley. Both passes are punched by the operator depending on the trip.
2. Digital fares will be accepted on paratransit vehicles. Digital fares are purchased via electronic payment and verified electronically when boarding the vehicle.
3. Currently, diamond fareboxes are installed in the paratransit buses.

D. Fare Levels:

For purposes of this Fare Policy, there are four distinct fare levels, which are defined below.

1. Adult: Adults are considered general passengers from ages 18 to 59 years.
2. Senior/Disabled/Medicare: Seniors are considered 60 years and over. Disabled passengers are those who meet disability requirements. Both groups qualify to pay half the fare of an adult passenger as well as those who hold Medicare Cards.
3. Youth: Youth are classified as passengers between ages 5 and 17.

College/University Students: The youth category, effective 1 November 2013, includes approved Coachella Valley colleges and universities for bulk purchase of 31 day passes (or term or semester or annual passes if developed) for sale to their students (the \$24 31-day youth pass). These will be sold to the college or university at a ticket agent discount rate of \$22.25) and must be sold to students at this rate or lower (if subsidized by the college or university). These passes must be purchased in minimum order of 100 passes per month and not to exceed \$50,000 per fiscal year in total purchases. Part time and full time college and university students are eligible for these passes, and they may be used for any trips on SunLine services (excluding paratransit and Commuter Link 220). The rider must display their college ID card whenever validating the pass on a SunLine bus.

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220 fare. Day or 30-Day Commuter Link 220 passes also allow free transfers to/from any RTA bus service.

The following Riverside Transit Agency (RTA) passes are valid for use between Riverside and Cabazon (Zone 1) on Commuter Link 220: RTA Commuter ticket/pass, U-PASS, Go Pass, City of Riverside Employee ID Pass and Metrolink ticket /pass.

An additional \$3.00 fare can be paid with these passes for travel to/from Zone 2.

Coachella Valley Employer Passes:

Employers in the Coachella Valley can purchase 31-day passes for the \$24 rate for workers. ~~(minimum 6 passes per employer per 31-day period).~~

SUNDIAL Fare

\$1.50 within one city

\$2.00 within multiple cities

These fares are consistent with the FTA requirement that the paratransit fares not exceed twice the full peak period adult fare on fixed route for the equivalent journey.

Exact fare required. Operator does not make change and there are NO refunds.

F. Refund:

1 Exact Fare:

Passengers must have the exact fare ready to deposit in the farebox when boarding. SunBus Operators do not carry money to make change. Passengers are advised to carry one (\$1) dollar bills to pay for their cash fares. Passengers who pay their fares with bills larger than a one (\$1.00) bill will not be issued refunds and are encouraged to refrain from using \$2.00, \$5.00, \$10.00, and \$20.00 dollar bills.

2. Transfers:

Transfers are only valid for the day it was purchased and there will be no refunds for any transfers issued and not used within the time and date printed on the back.

3. Passes:

The following is established as part of SunLine's Refund Policy: