



FINANCE/AUDIT COMMITTEE AGENDA

March 22, 2017
11:30 a.m. – 12:00 p.m.
Wellness Center
SunLine Transit Agency
Thousand Palms, CA

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

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

5. 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 January 2017 (Pages 1-3)
 - b) Credit Card Statement for December 2016/January 2017 (Pages 4-10)
 - c) Monthly Budget Variance Report for January 2017 (Pages 11-14)
 - d) Contracts Signed in Excess of \$25,000 January 2017 (Page 15)
 - e) Ridership Report for January 2017 (Pages 16-17)
 - f) SunDial Operational Notes for January 2017 (Page 18)
 - g) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (Pages 19-26)
 - h) Board Member Attendance (Page 27)

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

6. **Modification of Pension Investment Manager** **Information**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia)

In January 2016, staff brought forward an information item notifying the Board of our intent to solicit investment management services for the Agency's two (2) pension plans. In a collaborative effort between staff from SunLine and the Amalgamated Transit Union 1277, a new investment manager was selected through a competitive RFP process. (Page 28)

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

7. **Formal Selection of Pension Committee Members** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia)

Recommend that the Board of Directors approve the following nominations for pension committee members: (Page 29)

1. Non-Union Pension Plan:
 - a. Chief Financial Officer (Alton Hillis)
 - b. Deputy Chief Financial Officer (Luis Garcia)
 - c. Interim Deputy Chief Administration Officer (Stephanie Buriel)

2. Union Pension Plan:
 - a. Chief Financial Officer (Alton Hillis)
 - b. Deputy Chief Financial Officer (Luis Garcia)

8. **Resolutions to Obtain Grant Funding** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Eric Taylor)

Recommend that the Board of Directors approve:

1. The attached Resolution No. 0761 authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) funding for Lines 80 and 81 Service Frequency Improvements.

2. The attached Resolution No. 0762 for Certifications and Assurances which delegates authority to the CEO/General Manager to execute required documents for grants and obtain funding through the LCTOP.(Pages 30-36)

9. **Project Support for CARB Funded Project**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)

Approve

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Zen Clean Energy Solutions ("Zen") in an amount Not to Exceed \$245,000 for 38 Months of Project Support for the New Flyer Hydrogen Bus and Hydrogen Electrolyzer Programs. (Page 37-38)

10. **Adjourn**

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

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

Vendor Name	Description	Check #	Check	Amount
<i>NEW FLYER OF AMERICA INC.</i>	<i>WIP-Replacement 1 of 4 #622</i>	<i>670620</i>	<i>1/25/2017</i>	<i>\$631,980.46</i>
<i>NEW FLYER OF AMERICA INC.</i>	<i>WIP-Replacement 2 of 4 #623</i>	<i>670617</i>	<i>1/25/2017</i>	<i>\$631,980.46</i>
<i>NEW FLYER OF AMERICA INC.</i>	<i>WIP-Replacement 3 of 4 #624</i>	<i>670618</i>	<i>1/25/2017</i>	<i>\$631,980.46</i>
<i>NEW FLYER OF AMERICA INC.</i>	<i>WIP-Replacement 4 of 4 #625</i>	<i>670619</i>	<i>1/25/2017</i>	<i>\$631,980.46</i>
<i>NEW FLYER OF AMERICA INC.</i>	<i>WIP-Expansion 1 of 2 #626</i>	<i>670621</i>	<i>1/25/2017</i>	<i>\$631,980.46</i>
<i>NEW FLYER OF AMERICA INC.</i>	<i>WIP-Expansion 2 of 2 #627</i>	<i>670622</i>	<i>1/25/2017</i>	<i>\$631,980.46</i>
CalPERS	Group Health Ins Prem	670632	1/27/2017	\$314,139.71
PERMA - Insurance	Gen Lib/WC	670669	1/27/2017	\$119,184.74
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	670692	1/27/2017	\$96,637.58
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	670608	1/17/2017	\$94,622.04
<i>ELDORADO NATIONAL (CALIFORNIA),</i>	<i>WIP-Battery Dominant FCB</i>	<i>670616</i>	<i>1/25/2017</i>	<i>\$94,498.70</i>
BP ENERGY COMPANY	CNG	670704	1/31/2017	\$87,569.75
BP ENERGY COMPANY	CNG	670499	1/17/2017	\$66,986.67
PARSONS BRINKERHOFF, INC.	VAN POOL	670623	1/25/2017	\$62,388.88
PCMG, INC.	Computer Material/Supplies	670570	1/17/2017	\$56,054.92
SO CAL GAS CO.	Utilities	670771	1/31/2017	\$55,937.43
IMPERIAL IRRIGATION DIST	Utilities	670751	1/31/2017	\$30,609.18
RELIANCE STANDARD	LTD/STD/LIFE Ins Prem	670578	1/17/2017	\$24,828.69
MICHELIN NORTH AMERICA, INC.	Tire Leasing	670757	1/31/2017	\$24,639.30
MICHELIN NORTH AMERICA, INC.	Tire Leasing	670555	1/17/2017	\$24,628.28
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670599	1/17/2017	\$23,547.48
<i>HDR ENGINEERING, INC.</i>	<i>WIP-TP Fac Masterplan Update</i>	<i>670540</i>	<i>1/17/2017</i>	<i>\$18,301.77</i>
ST. BOARD OF EQUALIZATION	Fuel Taxes #58-400124	670681	1/27/2017	\$18,130.00
G & K SERVICES	Uniform service	670531	1/17/2017	\$18,000.00
TRANSPORTATION MANAGEMENT &	Bus Route Planning	670606	1/17/2017	\$17,156.25
<i>PCMG, INC.</i>	<i>WIP-Information Tech Projects</i>	<i>670569</i>	<i>1/17/2017</i>	<i>\$16,540.32</i>
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670778	1/31/2017	\$16,128.95
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	670706	1/31/2017	\$13,061.26
<i>HEPTAGON SEVEN</i>	<i>WIP-Yard Repavement</i>	<i>670541</i>	<i>1/17/2017</i>	<i>\$12,075.00</i>
FIESTA FORD, INC.	Repair Parts/Support	670736	1/31/2017	\$10,338.67
RUTAN & TUCKER, LLP	Legal fees	670582	1/17/2017	\$9,963.50
STRICKLAND KENNY INC.	Lubricants & Oils	670590	1/17/2017	\$9,768.94
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	670697	1/31/2017	\$9,532.00
TYLER TECHNOLOGIES, INC.	Software & Licenses	670607	1/17/2017	\$8,509.00
IMPERIAL IRRIGATION DIST	Utilities	670544	1/17/2017	\$8,258.65
VERIZON WIRELESS	Wireless Cell Service	670694	1/27/2017	\$7,898.46
ALLIEDBARTON SECURITY SERVICES	Security Services	670624	1/27/2017	\$7,387.46
GAS COMPANY, THE	Indio Facility Gas	670741	1/31/2017	\$7,290.63
CUMMINS PACIFIC, LLC	Bus Repair Parts	670727	1/31/2017	\$6,995.50



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

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

Vendor Name	Description	Check #	Check	Amount
GERALD HEBB	Reimbursement-P/R	670655	1/27/2017	\$6,992.74
PEI OPERATIONS INC	Janitorial Servs	670571	1/17/2017	\$6,924.00
AMALGAMATED TRANSIT UNION	Union Dues	670625	1/27/2017	\$6,056.84
AMALGAMATED TRANSIT UNION	Union Dues	670495	1/17/2017	\$6,031.33
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670686	1/27/2017	\$5,654.78
CUMMINS PACIFIC, LLC	Bus Repair Parts	670638	1/27/2017	\$5,007.39
CYNTHIA L. HENSON	Staff Development	670639	1/27/2017	\$4,987.50
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	670759	1/31/2017	\$4,555.86
YELLOW CAB OF THE DESERT	Taxi Voucher Program	670696	1/27/2017	\$4,439.81
YELLOW CAB OF THE DESERT	Taxi Voucher Program	670695	1/27/2017	\$4,333.21
ALLIEDBARTON SECURITY SERVICES	Security Services	670494	1/17/2017	\$4,303.89
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	670699	1/31/2017	\$4,300.00
<u>RELIANCE STANDARD</u>	<u>PPO DENTAL</u>	<u>670671</u>	<u>1/27/2017</u>	<u>\$4,272.44</u>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	670505	1/17/2017	\$4,271.11
AMERICAN CAB	Taxi Voucher Program	670626	1/27/2017	\$4,266.95
CARQUEST AUTO PARTS	Repair Parts	670719	1/31/2017	\$4,260.46
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	670557	1/17/2017	\$4,130.47
TELEPACIFIC COMMUNICATIONS	Telephone Service	670773	1/31/2017	\$3,917.52
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	670634	1/27/2017	\$3,868.24
AMERICAN CAB	Taxi Voucher Program	670627	1/27/2017	\$3,726.78
TRANSIT RESOURCES, INC.	Bus wheel chair parts	670605	1/17/2017	\$3,634.86
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	670566	1/17/2017	\$3,457.40
KUNA-FM	Advertisement	670549	1/17/2017	\$3,415.00
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	670667	1/27/2017	\$3,281.60
GRAINGER	Facility Maintenance	670537	1/17/2017	\$3,211.65
PATRICK M. BRASSIL	Hydrogen Maintenance	670763	1/31/2017	\$3,200.00
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>670648</u>	<u>1/27/2017</u>	<u>\$3,130.48</u>
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	670539	1/17/2017	\$3,090.05
TK SERVICES, INC.	Bus Repair Parts	670780	1/31/2017	\$2,833.70
ROMAINE ELECTRIC CORP.	Repair Parts	670579	1/17/2017	\$2,821.91
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	670748	1/31/2017	\$2,812.62
TIME WARNER CABLE	Utilities	670688	1/27/2017	\$2,805.00
PLAZA TOWING, INC.	Towing Service	670575	1/17/2017	\$2,800.00
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	670506	1/17/2017	\$2,783.25
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	670631	1/27/2017	\$2,651.79
TRANSLITE ENTERPRISES INC	Glass Installer	670783	1/31/2017	\$2,616.00
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	670553	1/17/2017	\$2,595.78
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	670786	1/31/2017	\$2,560.97
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	670740	1/31/2017	\$2,483.47



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Vendor Name	Description	Check #	Check	Amount
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	670560	1/17/2017	\$2,324.85
AVAIL TECHNOLOGIES	ITS Implementation	670703	1/31/2017	\$2,263.56
COMPLETE COACH WORKS	Repair/Paint Buses	670724	1/31/2017	\$2,176.55
FLEET-NET CORPORATION	Software & Licenses	670737	1/31/2017	\$2,130.00
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	670613	1/17/2017	\$2,091.53
PATRICK M. BRASSIL	Hydrogen Maintenance	670568	1/17/2017	\$2,000.00
CALSTART, INC.	Membership Fee	670713	1/31/2017	\$1,950.00
GENFARE	Farebox	670533	1/17/2017	\$1,946.27
GREEN ENVIRONMENTAL MANAGEMENT	Hazardeous Waste Consu	670538	1/17/2017	\$1,936.20
RUTAN & TUCKER, LLP	Legal fees	670768	1/31/2017	\$1,928.50
GRAPHTEK INTERACTIVE	Custom Web Site Design	670745	1/31/2017	\$1,800.00
ST. BOARD OF EQUALIZATION	Use Tax 99-246185	670772	1/31/2017	\$1,733.00
SWRCB ACCOUNTING OFFICE	Annual Operating Permit	670592	1/17/2017	\$1,676.00
BURRTEC WASTE & RECYCLING	Facility Trash Removal	670501	1/17/2017	\$1,599.74
DESERT CITY CAB	Taxi Voucher Program	670642	1/27/2017	\$1,539.59
BYD COACH & BUS LLC	WIP-Electric Buses Lease	670710	1/31/2017	\$1,461.20
BURRTEC WASTE & RECYCLING	Facility Trash Removal	670709	1/31/2017	\$1,382.54
SMARTDRIVE SYSTEMS, INC.	Security Equipment	670586	1/17/2017	\$1,360.00
SOUTHWEST BOULDER & STONE, INC.	Facility Maintenance	670587	1/17/2017	\$1,350.00
GENFARE	Farebox	670742	1/31/2017	\$1,306.79
PROPER SOLUTIONS	Temp. Emp Serv	670576	1/17/2017	\$1,248.00
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	670565	1/17/2017	\$1,225.35
INSPECTORATE AMERICA	Oil Sample Jars	670546	1/17/2017	\$1,203.61
GREATER PALM SPRINGS CVB	Membership & Subscriptions	670746	1/31/2017	\$1,200.00
TRANSIT RESOURCES, INC.	Bus wheel chair parts	670689	1/27/2017	\$1,165.86
OFFICE DEPOT	Office Supplies	670561	1/17/2017	\$1,131.70
GLEN ALAN COY	Printing	670535	1/17/2017	\$1,117.75
TOXGUARD FLUID	Coolant Recycling	670604	1/17/2017	\$1,066.00
CPAC INC.COM	Software	670514	1/17/2017	\$1,054.95
GRAINGER	Facility Maintenance	670744	1/31/2017	\$1,054.36
TOTALFUNDS BY HASLER	Postage Supplies	670781	1/31/2017	\$1,050.85
AVAIL TECHNOLOGIES	ITS Implementation	670498	1/17/2017	\$1,038.10
BYD COACH & BUS LLC	Bus Repair Parts	670502	1/17/2017	\$1,024.00
BURRTEC WASTE & RECYCLING	Facility Trash Removal	670707	1/31/2017	\$1,020.14
TIME WARNER CABLE	Utilities	670601	1/17/2017	\$1,000.60

Total of Checks Over \$1,000 \$5,388,536.91

Total of Checks Under \$1,000 \$49,017.94

Total of All Checks for the Month \$5,437,554.85

Total Amount of Checks Prior Years Same Month \$1,498,601.90



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

Lauren Skiver – Detail

12/01/16	United Airline	2017 FTA Drug/Alcohol Program/D Manriquez/Drug & Alcohol Compliance Officer	\$ 749.20
12/03/16	Hilton Capital WA	Speak/APTA Leadership/P Gregor/Chief Safety Officer	\$ 549.60
12/03/16	Hilton Hotel New Orleans	2017 FTA Drug/Alcohol Program/D Manriquez/Drug & Alcohol Compliance Officer	\$ 156.00
12/06/17	LAX Airport	Parking/Int'l Fuel Cell Conf/L Skiver, CEO/GM	\$ 333.00
12/07/17	Daily Grill	December Board Meeting	\$ 367.20
12/15/16	Budget Rent a Car	FPTA Speaking Engagement/L Skiver, CEO/GM	\$ 165.44
12/16/16	American Airlines	FPTA Speaking Engagement/L Skiver, CEO/GM	\$ 438.60
12/16/16	American Airlines	FPTA Speaking Engagement/L Skiver, CEO/GM	\$ 220.60
12/16/16	Expedia Booking Fee	FPTA Speaking Engagement/L Skiver, CEO/GM	\$ 4.00
12/20/16	Budget Rent a Car (Toll Charge)	FPTA Speaking Engagement/L Skiver, CEO/GM	\$ 21.25
Total Amount			\$3, 004.89
Credits:			\$ 192.87
Total Amount			\$2, 812.02





Rate Information

Your rate may vary according to the terms of your agreement

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

Important Information

\$0 - \$3,004.89 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 01/30/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

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

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$2,812.02

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
12/02	12/03	7528230P3EHMQ6JWL	CASH BACK REDEMPTION ACCT NON-FUNDABLE	372.32	
12/27	12/27	F326800PU00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	5,050.13	
TOTAL 4484610004265941 \$5,422.45-					

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

12/01	12/03	2469216P100V2RA2A 04/17/17	UNITED 0162327248088800-932-2732 TX MANRIQUEZ/DAVID		749.20 ✓
		1 UA U	PALM SPRINGS HOUSTON		
		2 UA U	HOUSTON NEW ORLEANS		
		3 UA S	NEW ORLEANS HOUSTON		
		4 UA S	HOUSTON PALM SPRINGS		
12/03	12/03	2475542P27M9DVQKL	HILTON CAPITAL WASHINGTON DC		549.60 ✓
12/03	12/03	2475542P44EVTPTB5	HILTON HOTELS NEW ORLEANS LA		156.00 ✓
12/06	12/06	2475542P64R6H178Q	LAX AIRPORT P 2B LOS ANGELES CA		333.00 ✓
12/07	12/07	2422443P731T8ZFBH	GRILL CONCEPTS - P PALM DESERT CA		367.20 ✓
12/07	12/07	7469216P600A9WZL0	EXPEDIA EXPEDIA.COM WA	192.87 ✓	
12/15	12/15	2439121PFR1YEBWRZ	BUDGET RENT-A-CAR TAMPA FL		165.44 ✓
12/16	12/16	2443106PGA16SE7BT 02/17/17	AMERICAN AIR0017931317391 FORT WORTH TX SKIVER/LAURA LEE		438.60 ✓
		1 AA V	FORT WORTH PHOENIX		
		2 AA L	PHOENIX PALM SPRINGS		
		11617270	EXPEDIA INC		
12/16	12/16	2443106PGA16SE7MA 02/15/17	AMERICAN AIR0017931319092 FORT WORTH TX SKIVER/LAURA LEE		220.60 ✓
		1 AA S	PALM SPRINGS PHOENIX		
		2 AA S	PHOENIX FORT WORTH		
		11617270	EXPEDIA INC		
12/16	12/16	2469216PF00A0A2BF	EXPEDIA7230630271244 EXPEDIA.COM WA		4.00 ✓
12/20	12/20	2482824PLLQYSKB90	BUDGET RENTACAR TOLLS 866-642-2000 NY		21.25 ✓
TOTAL \$2,812.02					
LAURA SKIVER / Sub Acct Ending In 5958					





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	01/03/17
Days in Billing Cycle	32
Next Statement Date	02/02/17
Credit Line	\$40,000
Available Credit	\$36,846

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

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

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

Payment Information

New Balance	\$3,004.89
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	01/30/17

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		\$5,615.32
Credits	-	\$565.19
Payments	-	\$5,050.13
Purchases & Other Charges	+	\$3,004.89
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$3,004.89

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$28.12
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$28.12
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

Your next cash back reward is scheduled for 03/2017.

See reverse side for important information.

5596 0014 YTG 1 7 2 170103 0 PAGE 1 of 4 10 3268 1000 ELA3 01DR5596 2136

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	\$3,004.89
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	01/30/17



Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG

 PO BOX 6415 29

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501



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

Lauren Skiver – Detail

01/03/17	Panera Bread	Lunch/Executive Leadership Team	\$ 149.38
01/05/17	Francesco's Cafe	Lunch Union/SunLine	\$ 78.71
01/10/17	Panera Bread	Lunch Access Advisory Committee Meeting	\$ 146.83
01/10/17	Expedia	Train the Trainer/E Castro/Safety Officer	\$ 883.80
01/10/17	United Airline	Train the Trainer/E Castro/Safety Officer	\$ 677.60
01/12/17	Panera Bread	Lunch Meeting/Discuss Insurance Issues	\$ 145.02
01/13/17	APTA	APTA Conference/Registration/L Skiver, CEO/GM	\$ 820.00
01/21/17	Dickeys	Lunch January Board Meeting	\$ 422.49
01/23/17	Westin Long Beach	GFOA Training/Maria Zapanta, Finance Manager	\$ 361.71
01/23/17	Westin Long Beach	GFOA Training/Liz Granillo, Senior Accountant	\$ 361.71
01/25/17	United Airlines	APTA Marketing Workshop/Norma Stevens, Marketing Coordinator	\$ 417.80
01/25/17	Expedia	Booking Fee APTA Marketing Workshop/Norma Stevens, Marketing Coordinator	\$ 4.00
01/25/17	Jet Blue	APTA Marketing Workshop/Norma Stevens, Marketing Coordinator	\$ 439.80
01/26/17	Panda Express	Lunch/MOU Training by Janet Cory Sommer	\$ 212.27
01/27/17	Panera Bread	Lunch/MOU Training by Janet Cory Sommer	\$ 194.75
01/27/17	American Airlines	Chief Planning Officer Interview/P Stackpole	\$ 397.60
01/27/17	Expedia	Chief Planning Officer Interview/P Stackpole	\$ 455.98
01/27/17	Expedia	Chief Planning Officer Interview/S Syed	\$ 263.31
01/27/17	Southwest	Early Bird Check in/Sacramento Assemblyman Garcia/L Skiver, CEO/GM/R Le Flore, Chief Performance Consultant, Board Member Strange	\$ 45.00
01/27/17	Southwest	Trip to Sacramento Assemblyman Garcia/L Skiver, CEO/GM, R LeFlore, Chief Performance Consultant, Board Member Strange	\$ 1,214.70
01/30/17	APTA	Housing APTA Conference/L Skiver, CEO/GM, T Edwards, Chief Operating Officer	\$ 336.74
02/01/17	Marriott	APTA Marketing Workshop/Norma Stevens, Marketing Coordinator	\$ 557.76



Total Amount

\$8,586.96

Credits:

\$ 156.00

Total Amount

\$8,430.96





Rate Information

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

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

Important Information

\$0 - \$8,661.96 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/27/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

2-1

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

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$8,430.96

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
01/03	01/04	24484610400XTMJG0	REWARDS ANNUAL MEMBERSHIP FEE		75.00
01/30	01/30	F3268000Y00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	2,848.89	
			TOTAL 4484610004265941 \$2,773.89-		

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

01/03	01/04	2423168032DJXF2W8	PANERA BREAD #601771 314-984-3495 CA		149.38 ✓
01/05	01/05	244318606WGP106JF	FRANCESCOS CAFE INC RANCHO MIRAGE CA		78.71 ✓
01/10	01/10	24231680A2DL59A2W	PANERA BREAD #601771 314-984-3495 CA		146.83 ✓
01/10	01/10	24692160A009QA6AX	EXPEDIA7236116626482 EXPEDIA.COM WA		883.80 ✓
01/10	01/10	24692160B00NJYGMJ	UNITED 0167936768879800-932-2732 TX		677.60 ✓
01/22/17			CASTRO/ERICK		
1 UA Q			PALM SPRINGS HOUSTON		
2 UA Q			HOUSTON KANSAS CITY		
3 AA V			KANSAS CITY PHOENIX		
4 AA V			PHOENIX PALM SPRINGS		
11578626			EXPEDIA.COM		
01/12	01/12	24231680Q2DJY2TS2	PANERA BREAD #601771 314-984-3495 CA		145.02 ✓
01/13	01/13	24639230FS66J1HFA	APTA 202-4964800 DC		820.00 ✓
01/20	01/20	74755420L4YGBVZIN4	HILTON HOTELS NEW ORLEANS LA	credit D. Manriquez 156.00	
01/21	01/21	24692160M00Q4RV52	DICKEYS CA-1305 PALM SPRING CA		422.49 ✓
01/23	01/23	24692160R00KSR4WE	WESTIN LONG BEACH LONG BEACH CA		361.71 ✓
01/23	01/23	24692160R00KSR5PT	WESTIN LONG BEACH LONG BEACH CA		361.71 ✓
01/25	01/25	24692160S005HSNW7	UNITED 0167941197408800-932-2732 TX		417.80 ✓
02/26/17			STEVENS/NORMA		
1 UA H			PALM SPRINGS DENVER		
2 UA H			DENVER TAMPA		
11617270			EXPEDIA INC		
01/25	01/25	24692160T00JKV7QB	EXPEDIA7239504541734 EXPEDIA.COM WA		4.00 ✓
01/25	01/25	24733090S75Y69X9K	JETBLUE 2797941199121 BELLEVUE WA		439.80 ✓
03/01/17			STEVENS/NORMA		
1 B6 M			TAMPA NEW YORK		
2 B6 M			NEW YORK PALM SPRINGS		
11617270			EXPEDIA INC		
01/26	01/26	24431060VRQEF6E7W	PANDA EXPRESS #745 T RANCHO MIRAGE CA		212.27 ✓
01/27	01/27	24231680V2DJR3M2A	PANERA BREAD #601771 314-984-3495 CA		194.75 ✓
01/27	01/27	24431060WA16SH877	AMERICAN AIR0017985405371 FORT WORTH TX		397.60 ✓



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
		02/02/17	STACKPOLE/PETER		
		1 AA L	SEATTLE PHOENIX		
		2 AA L	PHOENIX PALM SPRINGS		
		3 AA G	PALM SPRINGS PHOENIX		
		4 AA G	PHOENIX SEATTLE		
		11617270	EXPEDIA INC		
01/27	01/27	24692160V00MPXH2	EXPEDIA7239906417404 EXPEDIA.COM WA		455.96 ✓
01/27	01/27	24692160V00MPX186	EXPEDIA7239904872753 EXPEDIA.COM WA		263.31 ✓
01/27	01/27	24692160W00QPP32L	SOUTHWES 5260605514081800-435-9792 TX		15.00 ✓
		01/27/17	STRANGE/TROY		
		1 WN Y	DALLAS DALLAS		
01/27	01/27	24692160W00QPP32W	SOUTHWES 5260605514082800-435-9792 TX		15.00 ✓
		01/27/17	LEFLORE/RUDOLPHS		
		1 WN Y	DALLAS DALLAS		
01/27	01/27	24692160W00QPP33E	SOUTHWES 5262482995015800-435-9792 TX		1,214.70 ✓
		02/10/17	LEFLORE/RUDOLPHS		
		1 WN O	ONTARIO SACRAMENTO		
		2 WN K	SACRAMENTO ONTARIO		
01/27	01/27	24692160W00QPP33N	SOUTHWES 5260605514080800-435-9792 TX		15.00 ✓
		01/27/17	SKIVER/LAURA LEE		
		1 WN Y	DALLAS DALLAS		
01/30	01/30	24431060Y0D17W8RY	APTA HOUSING OFFICE FALLS CHURCH VA		336.74 ✓
02/01	02/01	24692161000GPDMY3	MARRIOTT TAMPA WATERSI TAMPA FL		557.76 ✓
			TOTAL	\$8,430.96	
			LAURA SKIVER / Sub Acct Ending In 6058		



Wells Fargo News

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

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

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



SunLine Transit Agency
 Budget Variance Report
 January 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	253,126	278,260	(25,134)	1,766,011	1,947,821	(181,810)
Other Revenue	2,767,887	225,684	230,657	(4,973)	2,580,221	1,614,601	965,620
Total Operating Revenue	6,107,008	478,811	508,917	(30,107)	4,346,232	3,562,421	783,810
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,334,128	730,540	777,844	47,304	5,170,712	5,444,908	274,196
Operator & Mechanic Overtime	983,000	119,203	81,917	(37,287)	741,399	573,417	(167,982)
Administration Salaries & Wages	5,451,610	382,670	454,301	71,631	2,646,123	3,180,106	533,983
Administration Overtime	5,000	2,771	417	(2,354)	9,965	2,917	(7,049)
Fringe Benefits	8,915,841	773,214	742,987	(30,227)	4,965,415	5,200,907	235,492
Communications	203,000	11,879	16,917	5,038	123,948	118,417	(5,532)
Legal Services - General	75,000	11,634	6,250	(5,384)	45,247	43,750	(1,497)
Computer/Network Software Agreement	350,050	26,844	29,171	2,327	205,693	204,196	(1,497)
Uniforms	149,320	84,242	12,443	(71,799)	124,046	87,103	(36,943)
Contracted Services	600,508	47,941	50,042	2,101	267,549	350,296	82,747
Equipment Repairs	7,500	0	625	625	1,552	4,375	2,823
Security Services	74,600	7,425	6,217	(1,208)	45,736	43,517	(2,220)
Fuel - CNG	1,326,852	115,685	110,571	(5,114)	887,332	773,997	(113,335)
Fuel - Hydrogen	231,000	15,768	19,250	3,482	189,981	134,750	(55,231)
Tires	211,500	17,935	17,625	(310)	129,949	123,375	(6,574)
Office Supplies	79,002	7,184	6,584	(601)	34,865	46,085	11,219
Travel/Training	158,395	5,511	13,200	7,689	63,767	92,397	28,630
Repair Parts	978,500	105,253	81,542	(23,711)	774,922	570,792	(204,130)
Facility Maintenance	43,000	2,804	3,583	779	28,144	25,083	(3,061)
Electricity - CNG & Hydrogen	190,000	14,684	15,833	1,150	92,000	110,833	18,833
Natural Gas	1,268,112	125,860	105,676	(20,184)	926,481	739,732	(186,749)
Water	6,000	1,191	500	(691)	3,817	3,500	(317)
Insurance Losses	768,827	72,973	64,069	(8,904)	734,071	448,482	(285,588)
Insurance Premium - Property	12,000	1,049	1,000	(49)	7,341	7,000	(341)
Repair Claims	60,000	32,029	5,000	(27,029)	70,217	35,000	(35,217)
Fuel Taxes	167,700	14,760	13,975	(785)	110,263	97,825	(12,438)
Other Expenses	3,344,836	283,796	278,736	(5,059)	1,605,347	1,951,154	345,808
Self Consumed Fuel	(1,521,170)	(131,514)	(126,764)	(4,750)	(971,994)	(887,349)	(84,645)
Total Operating Expenses (Before Depreciation)	33,474,111	2,883,329	2,789,509	(93,820)	19,033,888	19,526,565	492,676
Operating Expenses in Excess of Operating Revenue		\$ (2,404,519)			\$ (14,687,657)		
Subsidies:							
Local - Measure A	5,835,696	512,734	486,308	(26,426)	3,131,961	3,404,156	272,195
State - LTF, LCTOP	19,185,848	1,685,700	1,598,821	(86,879)	10,296,857	11,191,745	894,887
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	206,085	195,463	(10,621)	1,258,839	1,368,243	109,404
Total Subsidies	27,367,103	2,404,519	2,280,592	(123,927)	14,687,657	15,964,143	1,276,487
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		



SunLine Transit Agency
Budget Variance Report
January 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	24,689,579	2,008,398	2,057,465	49,067	13,533,614	14,402,254	868,641
Services	2,683,902	342,835	223,659	(119,176)	1,661,677	1,565,610	(96,068)
Fuels & Lubricants	1,720,552	148,370	143,379	(4,991)	1,169,478	1,003,655	(165,823)
Tires	211,500	17,935	17,625	(310)	129,949	123,375	(6,574)
Materials and Supplies	1,302,512	131,304	108,543	(22,762)	943,149	759,799	(183,350)
Utilities	1,779,112	167,689	148,259	(19,430)	1,178,012	1,037,815	(140,197)
Casualty & Liability	1,389,707	147,533	115,809	(31,724)	996,059	810,662	(185,396)
Taxes and Fees	167,700	14,760	13,975	(785)	110,263	97,825	(12,438)
Miscellaneous Expenses	1,050,717	36,020	87,560	51,540	283,681	612,918	329,237
Self Consumed Fuel	(1,521,170)	(131,514)	(126,764)	(4,750)	(971,994)	(887,349)	(84,645)
Total Operating Expenses (Before Depreciation)	33,474,111	2,883,329	2,789,509	(93,820)	19,033,888	19,526,565	492,676
Revenues:							
Passenger Revenue	3,339,121	253,126	278,260	(25,134)	1,766,011	1,947,821	(181,810)
Other Revenue	2,767,887	225,684	230,657	(4,973)	2,580,221	1,614,601	965,620
Total Operating Revenue	6,107,008	478,811	508,917	(30,107)	4,346,232	3,562,421	783,810
Net Operating Gain (Loss)		\$ (2,404,519)			\$ (14,687,657)		
Subsidies:							
Local - Measure A	5,835,696	512,734	486,308	(26,426)	3,131,961	3,404,156	272,195
State - LTF, LCTOP	18,646,475	1,638,310	1,553,873	(84,437)	10,007,381	10,877,110	869,729
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	253,475	240,411	(13,064)	1,548,315	1,682,877	134,562
Total Subsidies	27,367,103	2,404,519	2,280,592	(123,927)	14,687,657	15,964,143	1,276,487
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		



Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

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

Other Revenue - Favorable

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

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Unfavorable

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

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

- Increased workload due to vacant positions.

Fringe Benefits - Favorable

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

Communications - Unfavorable

- Communication expenses over budget due to the implementation of Wi-Fi on fixed route buses and transition into new data plan.

Legal Services - General - Unfavorable

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

Computer/Network Software Agreement - Unfavorable

- Computer/Network Software Agreements are within an acceptable range of the budgeted amount.

Uniforms - Unfavorable

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

Contracted Services - Favorable

- Savings primarily attributed to lower than expected proposals for custodial services.

Equipment Repairs - Favorable

- Equipment repair expenses are lower than anticipated.

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

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



Fuel - Hydrogen - Unfavorable

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

Tires - Unfavorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- Several collisions have required an increase in repair parts spending.

Facility Maintenance - Unfavorable

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

Electricity - CNG & Hydrogen - Favorable

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

Natural Gas - Unfavorable

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

Water - Unfavorable

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

Insurance Losses - Unfavorable

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

Insurance Premium - Property - Unfavorable

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

Repair Claims - Unfavorable

- Repairs complete on bus #564. In addition accident repairs paid in January 2017 for Paratransit vehicle 9865 contributed to the unfavorable balance.

Fuel Taxes - Unfavorable

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

Other Expenses - Favorable

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

Self Consumed Fuel - Unfavorable

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



Contracts Signed in Excess of \$25,000

January 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Vasquez & Company	Financial Auditing Services	Exercise option year for financial auditing services.	FY 17/ FY 18 Operating Budget	\$ 65,316.00	\$ 50,287.00	Executed Amendment





SunLine Transit Agency Monthly Ridership Report January 2017

Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Jan 2017	Jan 2016	Dec 2016	Month Var.						Monthly	YTD	Monthly	YTD
		14	DHS/PS	50,838	51,888						50,501	(1,050)	-2.0%	361,651
15	DHS	8,868	8,779	7,902	89	1.0%	59,233	60,864	(1,631)	-2.7%	167	1,221	49	328
20	DHS/PD	1,725	1,008	1,953	717	-	14,110	1,008	13,102	-	43	434	8	41
24	PS	13,424	13,335	12,505	89	0.7%	93,822	95,729	(1,907)	-2.0%	291	2,519	102	1,117
30	CC/PS	58,022	59,063	56,389	(1,041)	-1.8%	402,715	423,029	(20,314)	-4.8%	1,707	13,428	388	2,812
32	PD/RM/TP/CC/PS	20,416	21,174	19,942	(758)	-3.6%	143,206	160,966	(17,760)	-11.0%	674	4,930	73	792
53	PD/IW	4,328	5,177	3,823	(849)	-16.4%	28,369	30,851	(2,482)	-8.0%	123	920	28	159
54	Indio/LQ/IW/PD	5,208	6,140	5,578	(932)	-15.2%	43,324	51,089	(7,765)	-15.2%	161	1,471	19	161
70	LQ/BD	15,872	15,679	13,566	193	1.2%	101,063	110,630	(9,567)	-8.6%	487	3,071	40	313
80	Indio	12,889	12,451	11,606	438	3.5%	83,450	85,933	(2,483)	-2.9%	221	1,757	111	635
81	Indio	7,372	6,574	6,215	798	12.1%	50,135	52,681	(2,546)	-4.8%	57	565	48	409
90	Coachella/Indio	11,562	14,547	11,446	(2,985)	-20.5%	85,696	120,117	(34,421)	-28.7%	254	1,770	142	996
91	I/Cch/Th/Mec/Oas	13,601	16,309	13,895	(2,708)	-16.6%	99,285	114,287	(15,002)	-13.1%	438	2,616	42	227
95	I/Cch/Th/Mec/NS	2,364	3,789	2,390	(1,425)	-37.6%	17,335	18,670	(1,335)	-7.2%	59	417	6	23
111	PS to Indio	116,428	118,322	117,205	(1,894)	-1.6%	811,544	816,830	(5,286)	-0.6%	4,509	33,230	804	5,561
220	PD to Riverside	1,011	1,030	891	(19)	-1.8%	7,753	7,465	288	3.9%	18	202	17	92
Fixed route total		343,928	355,265	335,807	(11,337)	-3.2%	2,402,691	2,530,513	(127,822)	-5.1%	10,683	80,583	2,340	16,885
Demand Response														
SunDial		13,419	12,998	12,547	421	3.2%	96,597	92,723	3,874	4.2%				
System total		357,347	368,263	348,354	(10,916)	-3.0%	2,499,288	2,623,236	(123,948)	-4.7%				
		Jan-17	Jan-16	Dec-16										
Weekdays:		21	20	22										
Saturdays:		4	5	5										
Sundays:		* 6	* 6	3										
Total Days:		31	31	30										

Please note:

*No Service on December 25th Christmas day 2016/2015

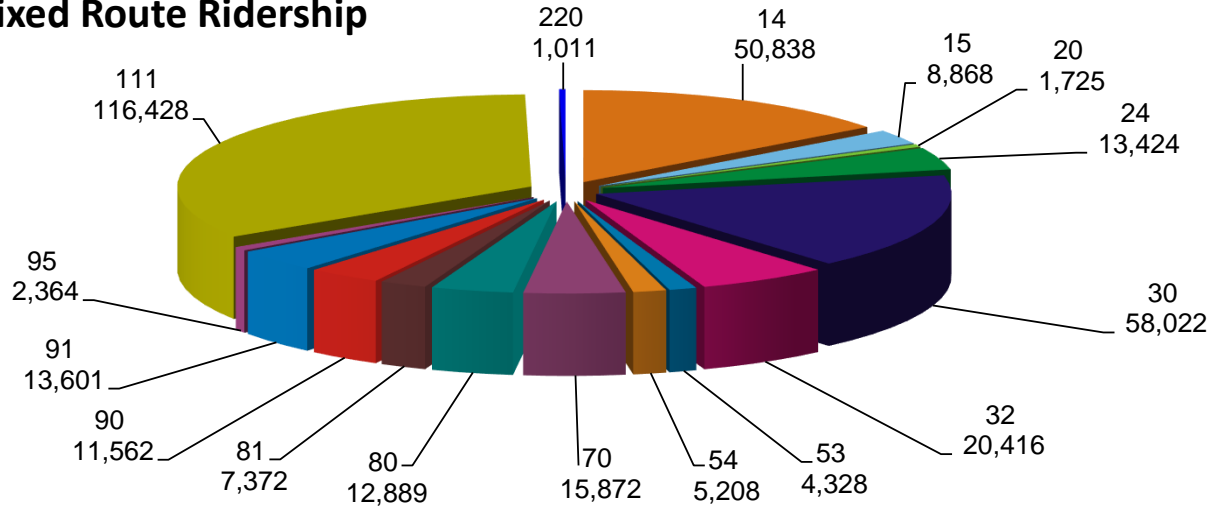
* Weekend Service on 1/2/17 and 1/1/2016 due to New Years Day.

Issued:

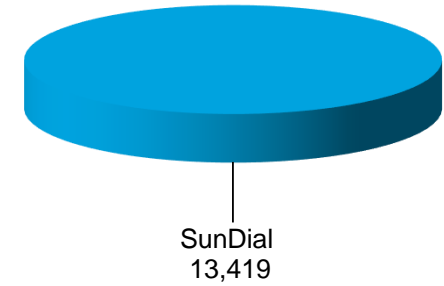


SunLine Transit Agency Monthly Ridership Report January - 2017

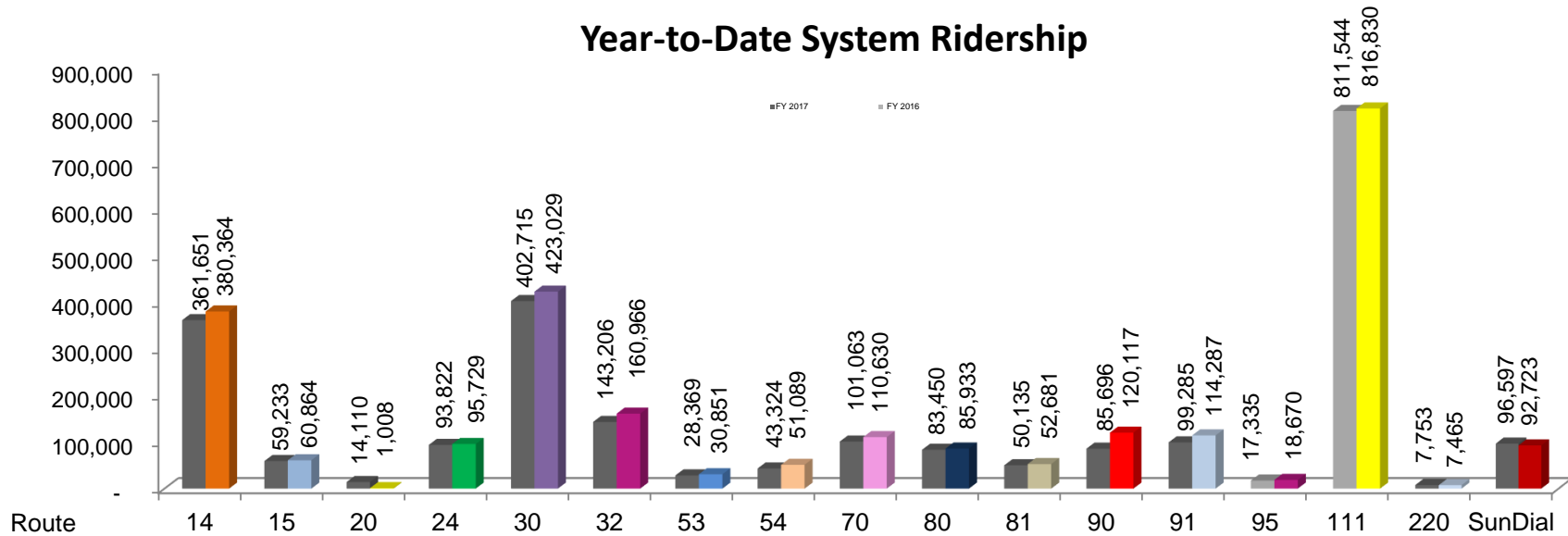
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____

Date: _____

Approved by: _____

Date: _____





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
January 2017

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
91.4%	90.5%	Total trips carried in the on-time window
1,100	1,221	Total trips late during the month
11,730	12,241	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,998	13,419	Total passengers for the month
99,250	105,884	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
1	0	Total Ride-a-Long Evaluations
12	0	Total Onboard Inspections
5	0	Total safety evaluations

5. DENIALS

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

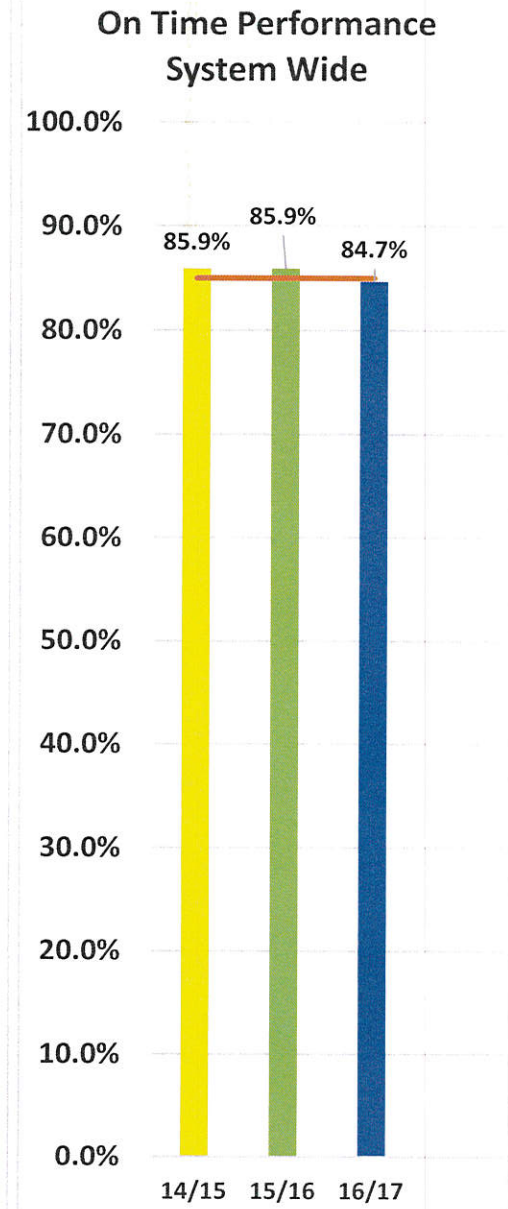
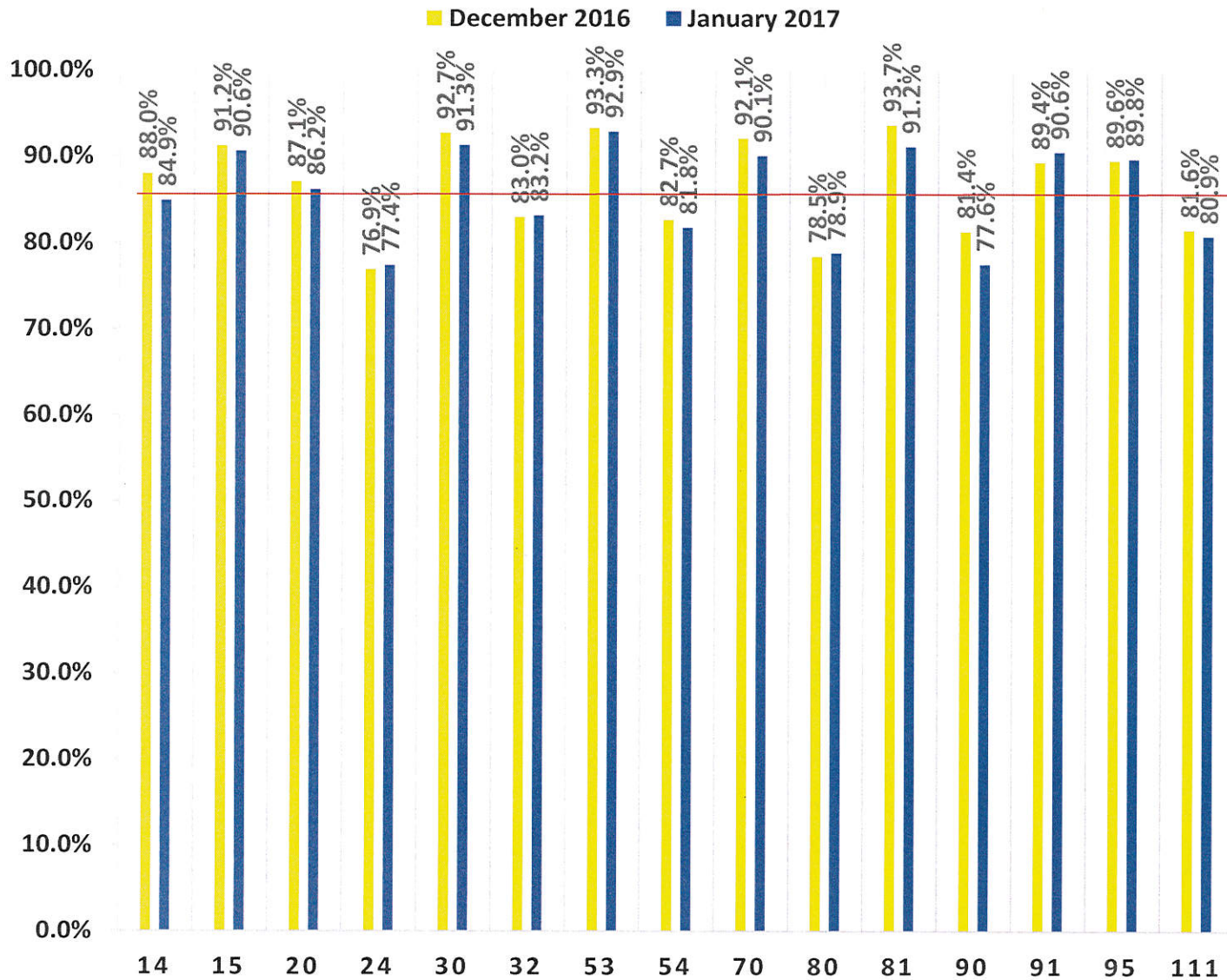
6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,802	2,019	Total Mobility Device Boarding's

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



ON TIME PERFORMANCE % BY LINE JANUARY 2017



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

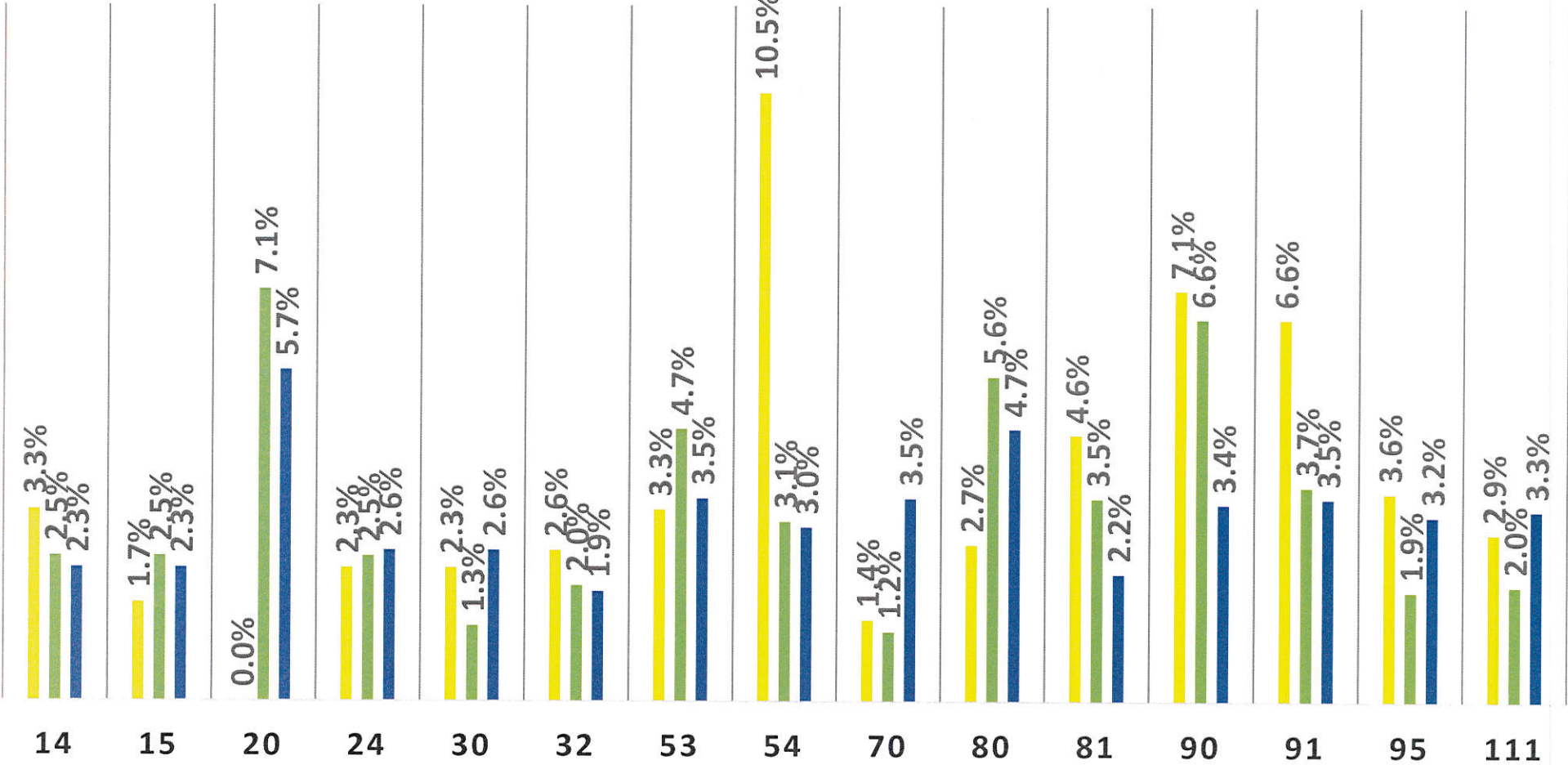
Goal: minimum target for On Time performance is 85%.

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



EARLY DEPARTURES BY LINE - JANUARY YEAR TOTALS

■ 2014/2015
 ■ 2015/2016
 ■ 2016/2017

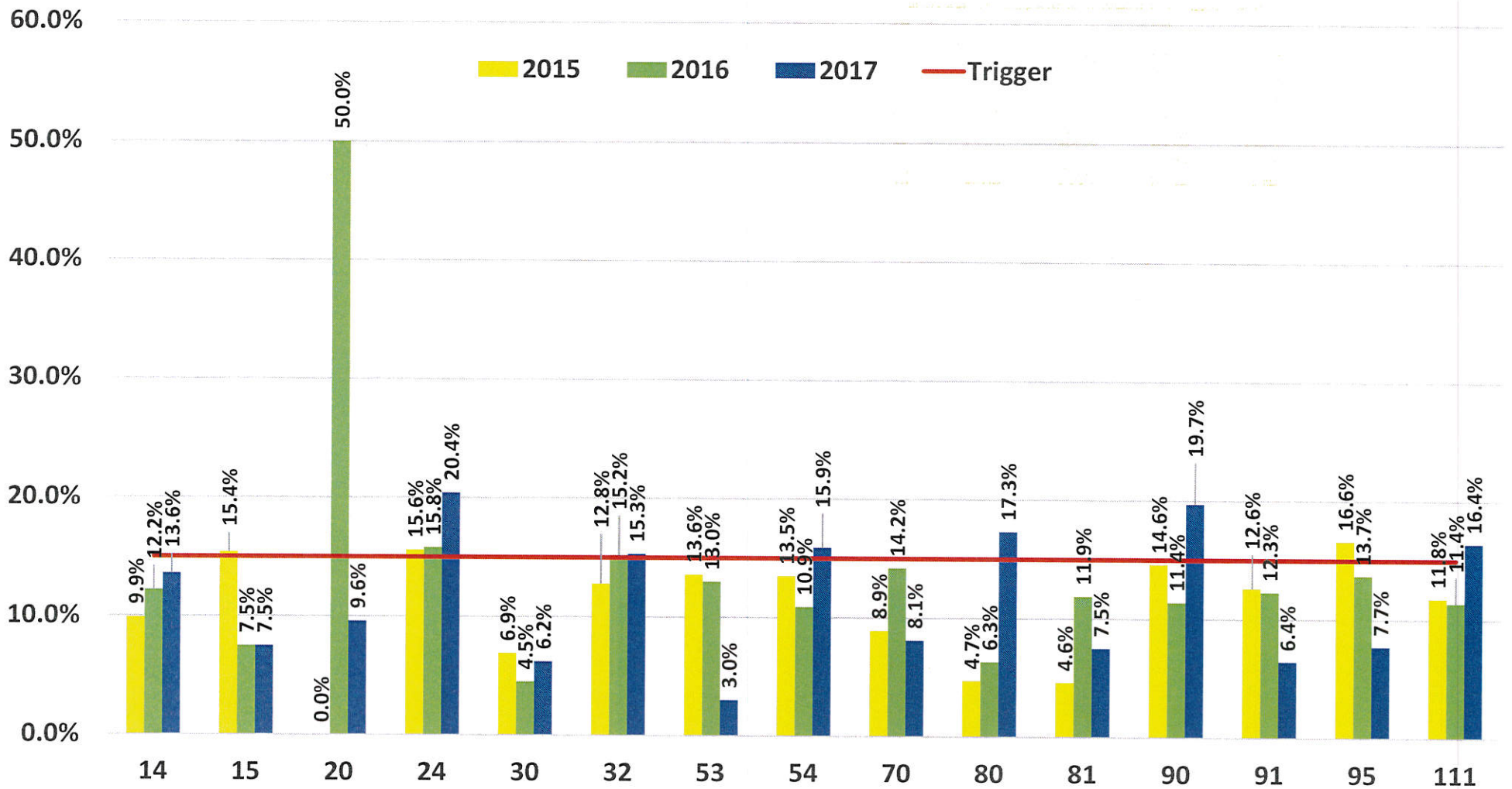


Definition: When a bus leaves a time point, ahead of the scheduled departure time.

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



Late Departures by Line January 2017



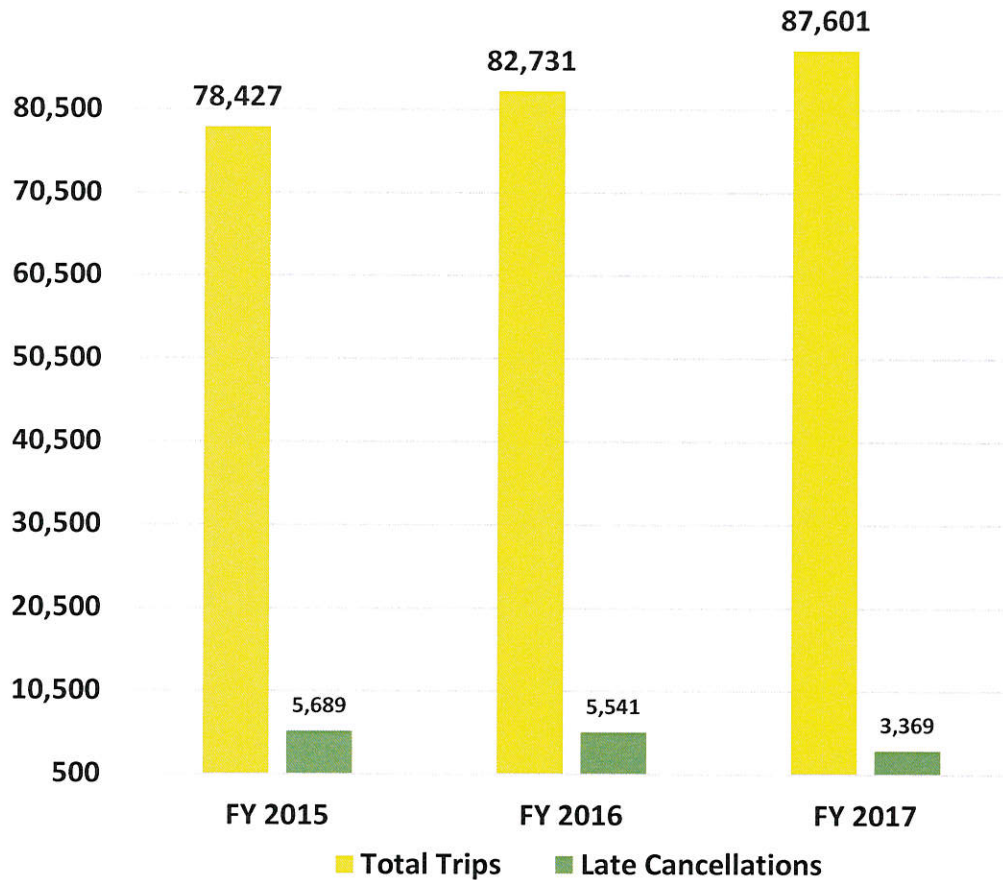
Definition: When a bus leaves a time point, behind the scheduled departure time.

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

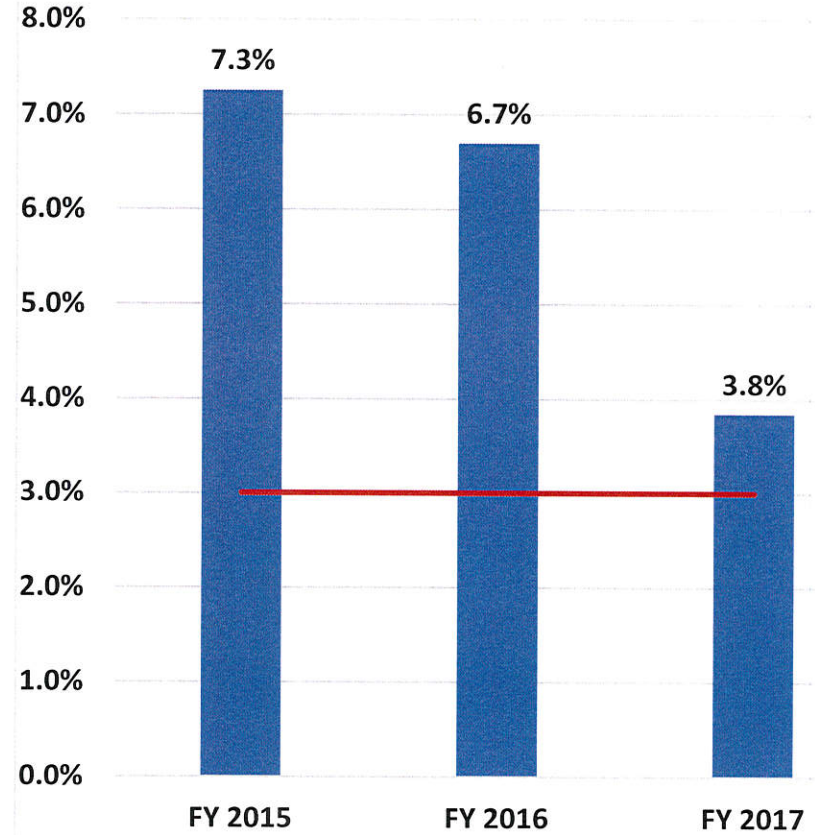
Goal: to reduce late departures to 15%



TOTAL TRIPS VS LATE CANCELLATIONS Y.T.D.



LATE CANCELLATION PERCENTAGE Y.T.D.



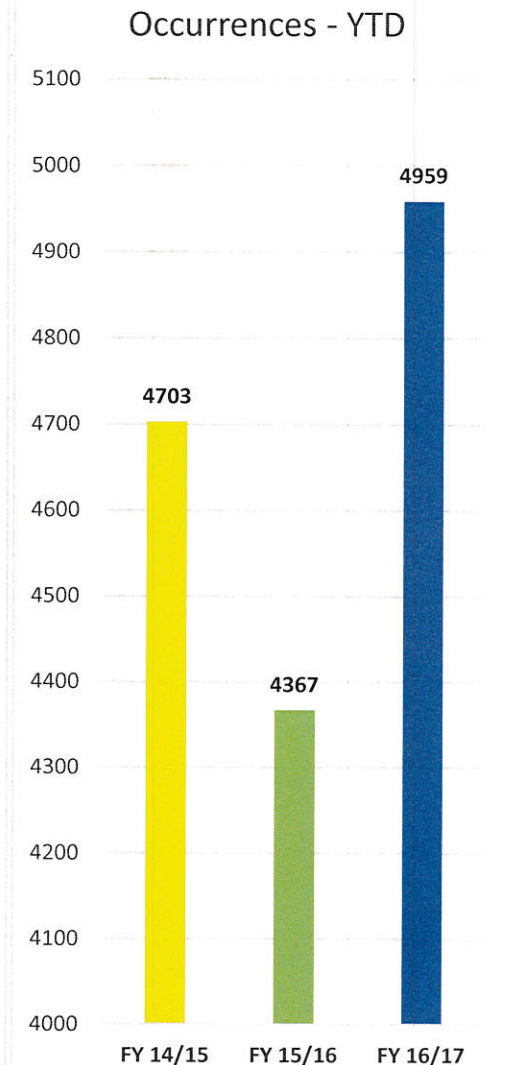
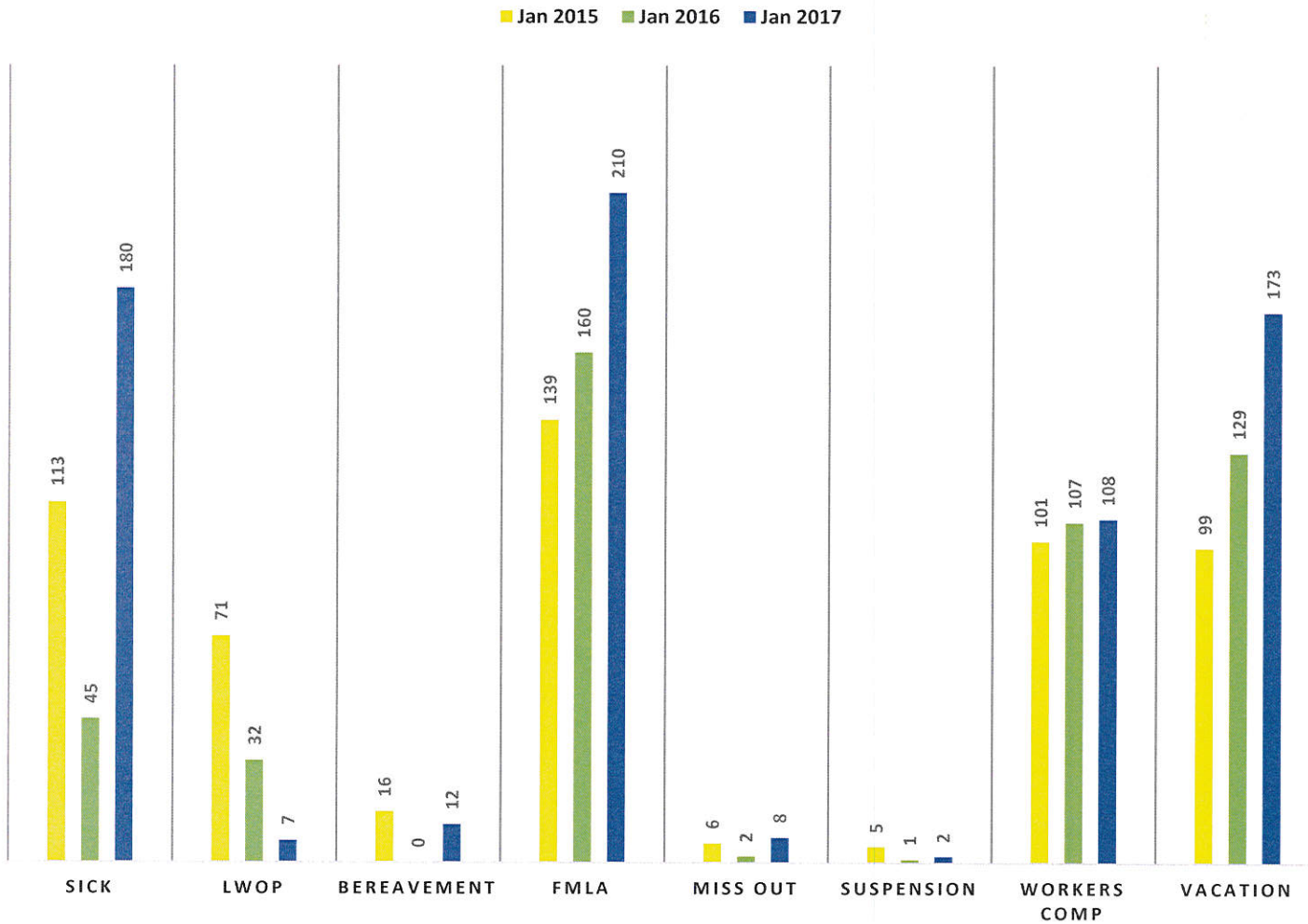
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

Goal for Late Cancellations: 3% or below.

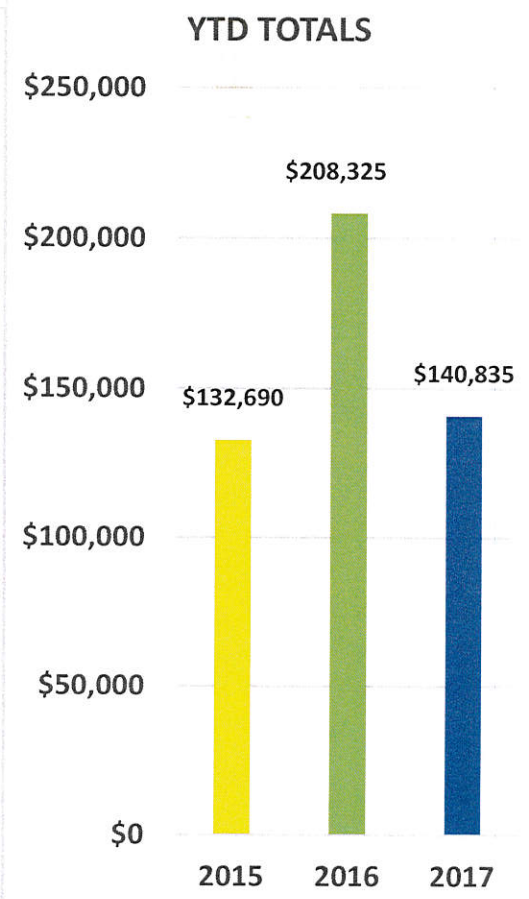
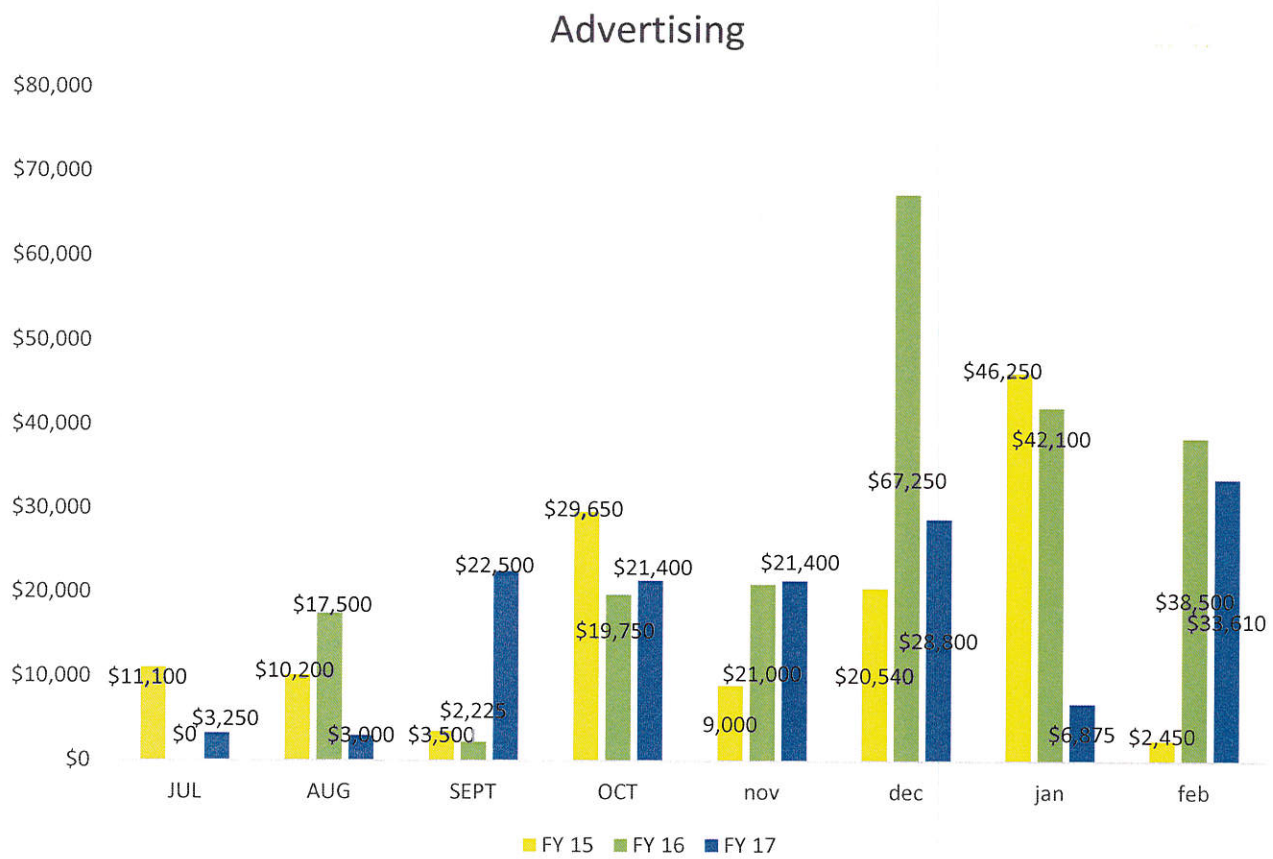


DRIVER ABSENCE OCCURRENCES - YTD



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



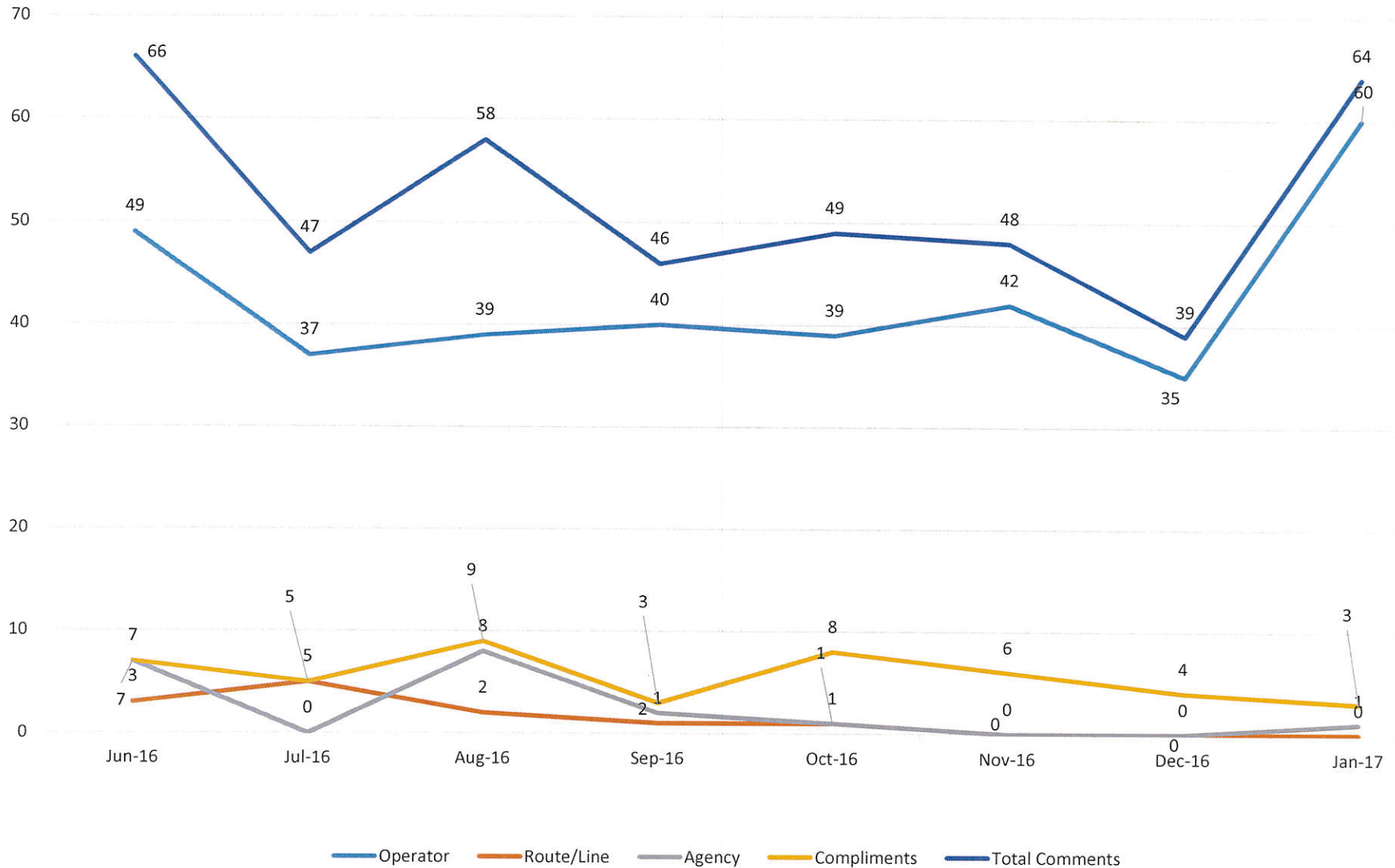


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
 SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

The goal is \$173,202 for FY 17



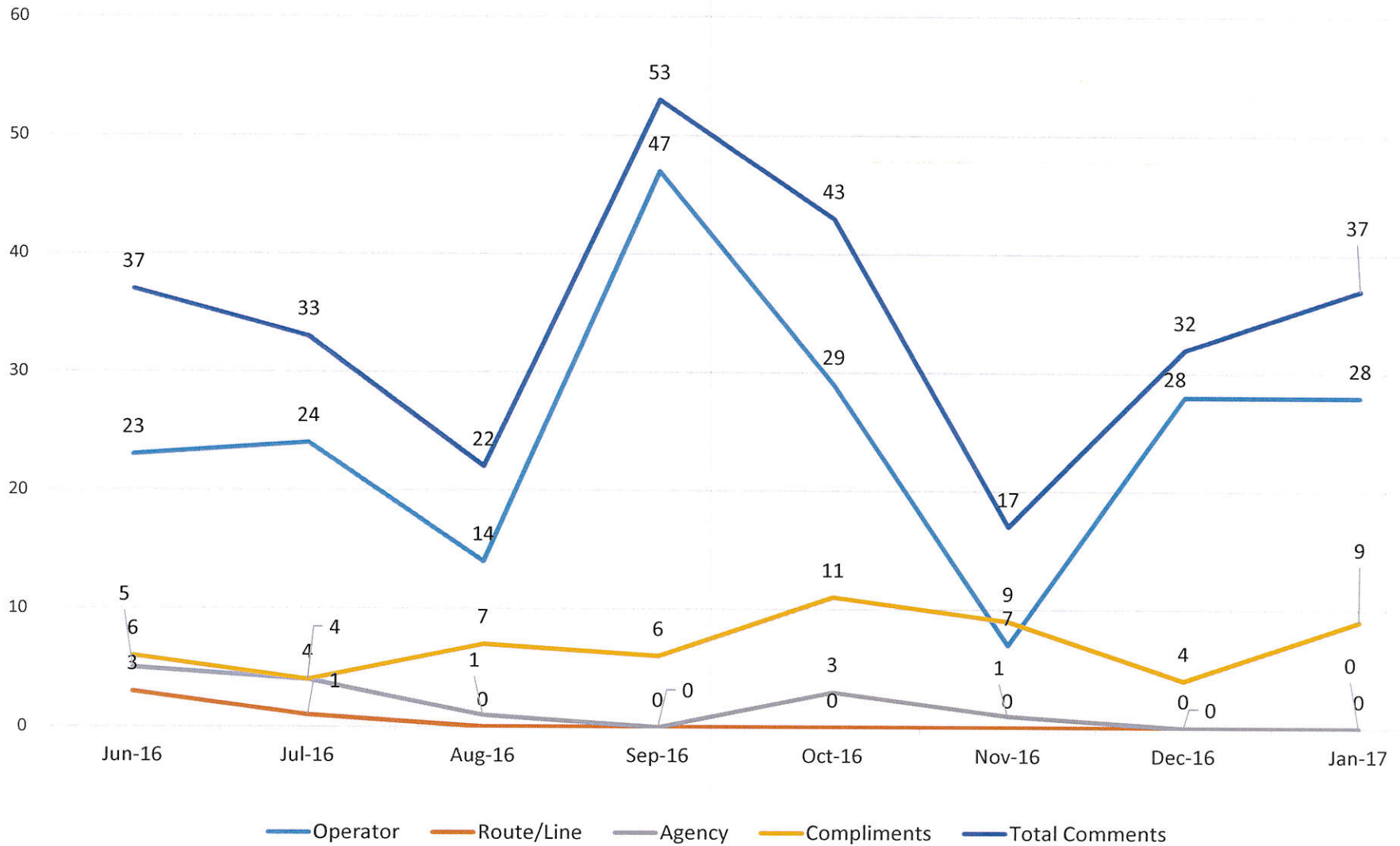
Fixed Route Comments June 2016 through January 2017



This chart shows Fixed Route Customer Comments for the following categories: Operator, Route/Line, Agency, and also the number of compliments received from June 2016 through January 2017. This chart reports for the period June 2016, the date that the Agency transitioned from FleetNet to Trapeze COM 15.



Paratrasit Comments June 2016 through January 2017



This chart shows Paratrasit Customer Comments for the following categories: Operator, Route/Line, Agency, and also the number of compliments received from June 2016 through January 2017. This chart reports for the period June 2016, the date that the Agency transitioned from FleetNet to Trapeze COM 15.



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

ATTENDED

EX- EXCUSED

DARK –



SunLine Transit Agency

DATE: March 22, 2017 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Modification of Pension Investment Manager

Information

SunLine Transit Agency has two distinct self-administered pension plans for its Union and Non-Union employees. The assets for the two pension plans are held by the trustee, US Bank, and investments are directed by HighMark Capital Management under the guidance of SunLine's investment policy.

In January 2016, staff brought forward an information item notifying the Board of our intent to solicit investment management services. The solicitation was the direct result of management's overall goal of continuous improvement in all areas of SunLine's business practices. SunLine was able to procure a certified Chartered Financial Analyst to assist with the preparation, release and evaluation of the solicitation to ensure the most qualified proposer was selected.

Under the pension plans and trustee agreements, the pension committee or employer has the power over, and responsibility for, the management, disposition, and investment of the trust assets. Accordingly, two meetings were held on March 1, 2017 where both committees unanimously approved PFM Asset Management (PFMAM) to provide investment management services for the Union and Non-Union plans. Among other criteria, PFMAM stood out as the most qualified for its experience in the industry of public retirement plan asset management and competitive pricing.

Luis Garcia



SunLine Transit Agency

DATE: March 22, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Formal Selection of Pension Committee Members

Recommendation

Recommend that the Board of Directors approve the following nominations for pension committee members:

1. Non-Union Pension Plan:
 - a. Chief Financial Officer (Alton Hillis)
 - b. Deputy Chief Financial Officer (Luis Garcia)
 - c. Interim Deputy Chief Administration Officer (Stephanie Buriel)

2. Union Pension Plan:
 - a. Chief Financial Officer (Alton Hillis)
 - b. Deputy Chief Financial Officer (Luis Garcia)

Background

SunLine Transit Agency has two distinct self-administered pension plans for its Union and Non-Union employees. The pension plans each have a plan document providing guidance on retirement benefits and administration of the plan assets. Under both plan documents, the Board of Directors has the sole authority to appoint members to the pension committees. Under the Non-Union plan, the Board must appoint at least three (3) committee members. Under the Union plan, the committee must be comprised of two (2) members appointed by the Board of Directors, two (2) members appointed by the Union, and the fifth member must be selected by the four (4) appointed committee members.

Financial Impact

None.

Luis Garcia



SunLine Transit Agency

DATE: March 22, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Formal Selection of Pension Committee Members

Recommendation

Recommend that the Board of Directors approve the following nominations for pension committee members:

1. Non-Union Pension Plan:
 - a. Chief Financial Officer (Alton Hillis)
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 - a. Chief Financial Officer (Alton Hillis)
 - b. Deputy Chief Financial Officer (Luis Garcia)

Background

SunLine Transit Agency has two distinct self-administered pension plans for its Union and Non-Union employees. The pension plans each have a plan document providing guidance on retirement benefits and administration of the plan assets. Under both plan documents, the Board of Directors has the sole authority to appoint members to the pension committees. Under the Non-Union plan, the Board must appoint at least three (3) committee members. Under the Union plan, the committee must be comprised of two (2) members appointed by the Board of Directors, two (2) members appointed by the Union, and the fifth member must be selected by the four (4) appointed committee members.

Financial Impact

None.

Luis Garcia



SunLine Transit Agency

DATE: March 22, 2017 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Financial Services & Support Manager

RE: Resolutions to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve:

1. The attached [Resolution No. 0761](#) authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) funding for Lines 80 and 81 Service Frequency Improvements.
2. The attached [Resolution No. 0762](#) for Certifications and Assurances which delegates authority to the CEO/General Manager to execute required documents for grants and obtain funding through the LCTOP.

Background

The State Legislature approved SB 862, the Cap and Trade trailer bill which establishes long-term funding programs from the Cap and Trade program for transit, sustainable communities & affordable housing and high speed rail. Five percent of these funds are appropriated by the State Controller and administered by Caltrans, to the Low Carbon Transit Operations Program.

The Low Carbon Transit Operations Program provides funding allocations based on criteria included in the Public Utilities Code which are based on population and farebox revenue. SunLine will be applying for an appropriated funding award of \$249,672 which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

Financial Impact

If awarded the requested amount, this grant will provide the Agency with state funding revenue of \$249,672.

Eric Taylor



SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0761

RESOLUTION AUTHORIZING THE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROGRAM: LINE 80 AND 81 SERVICE FREQUENCY IMPROVEMENTS FOR \$249,672

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the Department of Transportation has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to implement the LCTOP projects listed above,

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board Of Directors of SunLine Transit Agency, that it hereby authorizes the submittal of the following project nominations and allocations requests to the Department in FY 2016-17 LCTOP funds:

Project name: LINES 80 AND 81 SERVICE FREQUENCY IMPROVEMENTS

Amount of LCTOP Funds Requested: \$249,672

Description of project: This project will improve the service frequency on the fixed routes that operate in the disadvantaged community of Indio.

Co-Sponsored by the Riverside County Transportation Commission



ADOPTED THIS 22nd DAY OF March, 2017

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Russell Betts
CHAIRMAN of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail



STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency



SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0762

RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

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

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation as the administrative agency for the LCTOP; and

WHEREAS, the Department of Transportation has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to delegate authorization to execute those documents and any amendments thereto to the Chief Executive Officer/General Manager.

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Chief Executive Officer/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.



ADOPTED THIS 22nd DAY OF March, 2017

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Russell Betts
CHAIRMAN of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail



STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency



SunLine Transit Agency

DATE: March 22, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Officer

RE: Project Support for CARB Funded Project

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Zen Clean Energy Solutions ("Zen") in an amount Not to Exceed \$245,000 for 38 Months of Project Support for the New Flyer Hydrogen Bus and Hydrogen Electrolyzer Programs.

Background

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

Zen will manage and status all tasks included in the grant agreement between the California Air Resources Board (CARB) and SunLine. Zen will act as the single point of contact with CARB and any other funding agencies and manage all quarterly updates to funders, team meetings and communications, and contractual changes in the grants through the duration of the project.

Zen is comprised of zero emissions engineering and programming personnel. SunLine has worked with Zen personnel on its existing Hydrogen Fuel Cell Bus platforms.

SunLine staff wants to ensure that it maximizes the benefits of this capital investment by securing essential expertise to perform the programming and project support that will ensure the success of this CARB funded project.

Reason for Selection of Procurement Process

Zen has a unique skillset that is not present in the open market. Therefore, SunLine will utilize Zen as a single source of supply for this unique technical expertise to support its hydrogen transportation programs and assist with project management.



Reason for Selection of Contract Type

A Labor Hour Contract will be utilized because the contractor will be paid for their labor in support of the project. The contract will contain a Not to Exceed Amount that the contractor exceeds at their own risk and expense.

Reason for Selection of the Contractor

Zen personnel have been involved in the evolution of Proton Exchange Membrane electrical generation systems for transit agencies for 7 years and has personnel that has demonstrated an understanding of all aspects of specialized funding and system delivery requirements related to SunLine's hydrogen bus systems.

How Price was Determined Fair and Reasonable

Rates negotiated will be compared to market rates and determined fair and reasonable by staff.

Financial Impact

Funds for this effort will be from Capital Project Funds budgeted for this purpose. SunLine has \$1,500,000 for the Refurbishment of the Existing Hydrogen Fueling System.

Rudy Le Flore

