



SunLine Transit Agency  
July 25, 2018  
10:45 a.m. – 11:30 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE

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

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

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

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

#### ITEM

#### RECOMMENDATION

- |  |                  |
|--|------------------|
| 1. CALL TO ORDER                       |                  |
| 2. ROLL CALL                           |                  |
| 3. SELECTION OF NEW CHAIR & VICE-CHAIR | APPROVE          |
| 4. PRESENTATIONS                       |                  |
| 5. FINALIZATION OF AGENDA              |                  |
| 6. PUBLIC COMMENTS                     | RECEIVE COMMENTS |

#### NON AGENDA ITEMS

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

<u>ITEM</u>	<u>RECOMMENDATION</u>
7. COMMITTEE MEMBER COMMENTS	RECEIVE COMMENTS
8. <u>CONSENT CALENDAR</u>	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.	
8a) <u>Checks \$1,000 and Over Report for May 2018</u>	(PAGE 3-6)
8b) <u>Credit Card Statement for May 2018</u>	(PAGE 7-13)
8c) <u>Monthly Budget Variance Report for May 2018</u>	(PAGE 14-21)
8d) <u>Contracts Signed in Excess of \$25,000 June 2018</u>	(PAGE 22-23)
8e) <u>Union &amp; Non-Union Pension Investment Asset Summary May 2018</u>	(PAGE 24-26)
8f) <u>Quarterly Capital Project Update for 2nd Quarter 2018</u>	(PAGE 27-29)
8g) <u>Ridership Report for June 2018</u>	(PAGE 30-32)
8h) <u>SunDial Operational Notes for June 2018</u>	(PAGE 33-36)
8i) <u>Metrics for June 2018</u>	(PAGE 37-48)
8j) <u>Board Member Attendance for June 2018</u>	(PAGE 49-50)
9. <u>AUTHORIZATION TO EXECUTE MEMORANDUM OF UNDERSTANDING (MOU) WITH LOCAL COLLEGES AND UNIVERSITIES FOR THE HAUL PASS PROGRAM</u> (Staff: Eric Mester, Haul Pass Project Manager)	APPROVE (PAGE 51)
10. <u>CNG FUELING STATION PROJECT</u> (Staff: Tommy Edwards, Chief Performance Officer)	APPROVE (PAGE 52-55)
11. <u>SOLAR CARPORTS</u> (Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 56-58)
12. <u>CONTRACT FOR PARATRANSIT VEHICLE VIDEO SYSTEM</u> (Staff: Vanessa Mora, Compliance Officer/Special Assistant to the Chief Safety Officer)	APPROVE (PAGE 59)
13. ADJOURN	

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

- For the month of May, the largest payments issued were for Group Health Insurance payments.

Recommendation:

Receive and file.

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

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>675453</u>	<u>05/10/2018</u>	<u>343,474.05</u>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>675404</u>	<u>05/02/2018</u>	<u>336,657.52</u>
PERMA - INSURANCE	Gen Liability/WC Prem	675545	05/18/2018	135,382.47
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>675610</u>	<u>05/21/2018</u>	<u>97,782.75</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>675478</u>	<u>05/10/2018</u>	<u>97,196.13</u>
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem-</u>	<u>675405</u>	<u>05/02/2018</u>	<u>65,424.33</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	675583	05/21/2018	51,008.44
SO CAL GAS CO.	Utilities	675553	05/18/2018	31,785.86
MICHELIN NORTH AMERICA, INC.	Tire Leasing	675595	05/21/2018	25,479.65
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	675620	05/25/2018	22,584.00
IMPERIAL IRRIGATION DIST	Utilities	675523	05/18/2018	18,932.31
MURCHISON & CUMMING, LLP	Insurance Losses	675627	05/25/2018	17,060.85
RUTAN & TUCKER, LLP	Legal Services	675632	05/25/2018	15,636.26
TRAPEZE SOFTWARE GROUP INC.	Software Support	675559	05/18/2018	10,609.39
<b>VERIZON WIRELESS</b>	<b>Wireless Telephone Service</b>	<b>675564</b>	<b>05/18/2018</b>	<b>8,343.38</b>
<b>CPAC INC.COM</b>	<b>WIP-Information Technology Projects</b>	<b>675579</b>	<b>05/21/2018</b>	<b>8,122.57</b>
IMPERIAL IRRIGATION DIST	Utilities	675591	05/21/2018	7,708.33
TK SERVICES, INC.	Inventory Repair Parts	675555	05/18/2018	7,625.28
<b>ENGINEERING PROCUREMENT &amp;</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>675419</b>	<b>05/02/2018</b>	<b>7,608.14</b>
PE FACILITY SOLUTIONS, LLC	Janitorial Service	675600	05/21/2018	7,240.00
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	675506	05/18/2018	6,562.50
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>675566</b>	<b>05/18/2018</b>	<b>6,545.00</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>675449</b>	<b>05/10/2018</b>	<b>6,501.40</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>675572</b>	<b>05/21/2018</b>	<b>6,463.90</b>
BAE SYSTEMS CONTROLS, INC.	Repair Parts Fuel Cell Bus #4	675573	05/21/2018	5,900.00
ADVANCED WEB OFFSET, INC.	Rider's Guides	675407	05/02/2018	5,690.00
<b>ENGINEERING PROCUREMENT &amp;</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>675462</b>	<b>05/10/2018</b>	<b>5,492.15</b>
GENFARE	Purchase of Passes	675588	05/21/2018	5,317.46
SOCO GROUP INC, THE	Lubricants-Oils	675634	05/25/2018	5,244.75
HD INDUSTRIES	Inventory Repair Parts	675467	05/10/2018	4,807.57
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675503	05/18/2018	4,640.69
AUGER CONSULTING GROUP LLC	Consultant-General	675483	05/16/2018	4,510.00
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>675618</b>	<b>05/25/2018</b>	<b>4,503.70</b>
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>675641</b>	<b>05/25/2018</b>	<b>4,474.95</b>
HOME DEPOT CREDIT SERVICES	Facility Maintenance	675519	05/18/2018	4,255.09
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	675451	05/10/2018	4,139.98
PRUDENTIAL OVERALL SUPPLY	Uniforms	675548	05/18/2018	4,103.77
<b>COUNTY OF RIVERSIDE</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>675502</b>	<b>05/18/2018</b>	<b>4,080.00</b>
PROPER SOLUTIONS	Temporary Help	675547	05/18/2018	4,080.00

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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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
TPX COMMUNICATIONS	Telephone Service	675609	05/21/2018	4,024.78
APOLLO VIDEO TECHNOLOGY	Enterprise Cloud Management Service for 1 year	675619	05/25/2018	3,846.68
NEW FLYER PARTS	Inventory Repair Parts	675447	05/10/2018	3,790.34
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>675482</b>	<b>05/10/2018</b>	<b>3,738.37</b>
COMPLETE COACH WORKS	Inventory Repair Parts	675455	05/10/2018	3,623.90
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	675488	05/18/2018	3,500.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	675513	05/18/2018	3,484.13
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>675473</u>	<u>05/10/2018</u>	<u>3,471.27</u>
GENFARE	Purchase of Passes	675423	05/02/2018	3,452.72
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	675563	05/18/2018	3,446.77
TOTALFUNDS	Postage Supplies	675556	05/18/2018	3,306.00
NRM & ASSOCIATES	Consulting-General	675536	05/18/2018	3,220.34
EYE MED	Vision Insurance	675463	05/10/2018	3,201.61
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	675497	05/18/2018	3,186.47
TIME WARNER CABLE	Utilities	675442	05/02/2018	3,049.50
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>675450</b>	<b>05/10/2018</b>	<b>2,854.48</b>
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	675436	05/02/2018	2,709.97
DECALS BY DESIGN, INC.	Inventory Repair Parts	675458	05/10/2018	2,665.41
SOCALGAS	Utilities	675554	05/18/2018	2,647.37
<b>PSOMAS</b>	<b>WIP- CNG Station</b>	<b>675433</b>	<b>05/02/2018</b>	<b>2,631.62</b>
SAMUEL MESTER	Conference Reimburse Expense (ITX Cyber)	675550	05/18/2018	2,449.46
BURRTEC WASTE & RECYCLING SERVICES	Utilities	675494	05/18/2018	2,386.69
<b>ACCOUNTEMP</b>	<b>WIP-ERP Project</b>	<b>675569</b>	<b>05/21/2018</b>	<b>2,373.55</b>
ATWORK FRANCHISE, INC.	Temporary Help	675515	05/18/2018	2,361.34
<b>ACCOUNTEMP</b>	<b>WIP-ERP Project</b>	<b>675485</b>	<b>05/18/2018</b>	<b>2,358.80</b>
<b>ACCOUNTEMP</b>	<b>WIP-ERP Project</b>	<b>675406</b>	<b>05/02/2018</b>	<b>2,358.80</b>
TK SERVICES, INC.	Inventory Repair Parts	675477	05/10/2018	2,314.42
SETON IDENTIFICATION PRODUCTS	Finance Supplies	675475	05/10/2018	2,258.88
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>675452</b>	<b>05/10/2018</b>	<b>2,187.90</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>675574</b>	<b>05/21/2018</b>	<b>2,187.90</b>
DESERT AIR CONDITIONING, INC.	HVAC Services	675417	05/02/2018	2,162.50
FLEET-NET CORPORATION	Computer Network Software Agreement	675422	05/02/2018	2,130.00
DESERT AIR CONDITIONING, INC.	HVAC Services	675580	05/21/2018	2,123.52
PDC MACHINES, INC	Inventory Repair Parts	675544	05/18/2018	2,100.21
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	675531	05/18/2018	2,048.60
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675456	05/10/2018	1,886.95
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	675557	05/18/2018	1,751.00
ESTEBAN HUIZAR	Replacement Check-Payroll	675567	05/18/2018	1,688.82
OFFICE DEPOT	Office Supplies	675537	05/18/2018	1,646.97

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUPERCO SPECIALTY PRODUCTS	Stops N Zones Supplies	675605	05/21/2018	1,616.74
DECALS BY DESIGN, INC.	Inventory Repair Parts	675507	05/18/2018	1,577.75
SMARTDRIVE SYSTEMS, INC.	General Services	675604	05/21/2018	1,520.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>675459</b>	<b>05/10/2018</b>	<b>1,499.85</b>
COMPLETE COACH WORKS	Inventory Repair Parts	675501	05/18/2018	1,486.95
GRAINGER	Inventory Repair Parts	675589	05/21/2018	1,450.74
AVAIL TECHNOLOGIES	Inventory Repair Parts	675491	05/18/2018	1,448.60
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>675560</b>	<b>05/18/2018</b>	<b>1,370.00</b>
ALPHA MEDIA LLC	Advertising	675409	05/02/2018	1,344.00
GENFARE	Repair Parts	675516	05/18/2018	1,268.84
NORTON MEDICAL INDUSTRIES	Medical Exam & Testing	675535	05/18/2018	1,249.30
TOXGUARD FLUID	Freon & Coolant Supplies	675608	05/21/2018	1,131.41
LIZ GRANILLO	Conference Reimbursement Expense (GFOA)	675528	05/18/2018	1,084.04
<b>FRANCHISE TAX BOARD</b>	<b>Garnishments</b>	<b>675587</b>	<b>05/21/2018</b>	<b>1,058.88</b>
NEW FLYER PARTS	Inventory Repair Parts	675617	05/25/2018	1,043.56
CLAIREMONT EQUIPMENT	Rental Equipment	675416	05/02/2018	1,031.40
CIVIC RESOURCE GROUP INTERNATIONAL, INC.	WEB Hosting Service	675576	05/21/2018	1,000.00
<b>Total Checks Over \$1,000</b>	\$1,541,784.72			
<b>Total Checks Under \$1,000</b>	\$41,858.92			
<b>Total Checks</b>	\$1,583,643.64			

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for May 2018

Summary:

The attached report summarizes the Agency's credit card expenses for May 2018 with a statement closing date of June 3, 2018. Note that items 1, 2, 4, and 27 related to the Center the Excellence, are reimbursable expenses through a CTE grant.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 6/03/18**

**Name on Card: Lauren Skiver**

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 5/1/2018	5/3/2018	Southwest Airlines	Flight on Southwest Airlines; Center of Excellence Visit - Rudy Le Flore, Chief Project Consultant (Reimbursable Expense through Grant)		\$449.60
2 5/1/2018	5/3/2018	United	Flight on United Airlines; Center of Excellence Visit - Lauren Skiver, CEO/General Manager (Reimbursable Expense through Grant)		\$613.60
3 5/2/2018	5/3/2018	CALAct	Registration; CALAct 2018 Maintenance Conference - Demetrius Genera, Deputy Chief Operating Officer - Maintenance		\$450.00
4 5/2/2018	5/3/2018	Expedia	Car Rental; Center of Excellence Visit - Lauren Skiver and Rudy Le Flore (Reimbursable through Grant)		\$70.38
5 5/2/2018	5/3/2018	United	Flight on United Airlines; APTA Awards Deliberation - Lauren Skiver, CEO/General Manager		\$748.40
6 5/2/2018	5/3/2018	Aramark Asilomar Resort	Lodging for 1 Night; CALAct 2018 Maintenance Conference - Demetrius Genera, Deputy Chief Operating Officer - Maintenance		\$151.74
7 5/4/2018	5/4/2018	Hyatt Regency Long Beach	Lodging for 1 Night; ACT Conference & Expo - Harman Singh, Interim Project Manager		\$252.24
8 5/4/2018	5/4/2018	Renaissance Long Beach	Lodging for 5 Nights; ACT Conference & Expo - Bill Loper, Alternative Fuels Program Manager		\$811.23
9 5/9/2018	5/9/2018	Palm Springs Airport	Parking at Palm Springs Airport; Trip to 2018 APTA Bus & Paratransit Conference - Lauren Skiver, CEO/General Manager		\$102.00
10 5/10/2018	5/10/2018	Marriott Tampa Waterside	Hotel Fees at Marriott Tampa Waterside; Trip to 2018 APTA Bus & Paratransit Conference - Peter Gregor, Chief Safety Officer		\$0.31
11 5/10/2018	5/10/2018	Marriott Tampa Waterside	Lodging for 5 Nights; 2018 APTA Bus & Paratransit Conference - Lauren Skiver, CEO/General Manager		\$881.10
12 5/10/2018	5/10/2018	Marriott Tampa Waterside	Hotel Fees at Marriott Tampa Waterside; Trip to 2018 APTA Bus & Paratransit Conference - Tommy D. Edwards, Chief Performance Officer		\$5.65
13 5/11/2018	5/11/2018	Westin	Lodging for 4 Nights; 2018 APTA Bus & Paratransit Conference - Rudy Le Flore, Chief Project Consultant		\$668.64
14 5/15/2018	5/15/2018	American Airlines	Flight on American Airlines; 2018 Trapeze Technology Conference - Lauren Skiver, CEO/General Manager  <i>**Flight rebooked on 06/01 for Palm Springs Airport instead of Ontario Airport; credits provided by Expedia to book a future flight**</i>		\$616.60
15 5/15/2018	5/15/2018	American Airlines	Flight on American Airlines; 2018 Trapeze Technology Conference - Victor A. Duran, Transit Planning Research Data Analyst		\$698.60
16 5/15/2018	5/15/2018	American Airlines	Flight on American Airlines; 2018 Trapeze Technology Conference - Dylan Narz, Operations Systems Specialist		\$698.60



	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
17	5/15/2018	5/15/2018	Trapeze Group	Registration; 2018 Trapeze Technology Conference - Victor A. Duran and Dylan Narz		\$1,850.00
18	5/15/2018	5/15/2018	Expedia	Rental Car from Thrifty; 2018 Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$236.79
19	5/19/2018	5/19/2018	DoubleTree Rosemead	Lodging for 1 Night; Advanced Standards Committee Meeting at Rio Hondo College - Tommy D. Edwards, Chief Performance Officer		\$157.30
20	5/21/2018	5/21/2018	El Ranchito Taco Shop	El Ranchito Taco Shop Catering; May Board Meeting - Board of Directors		\$296.08
21	5/25/2018	5/25/2018	Grub Hub	Grub Hub Firehouse Subs Catering; Service Visioning Session - Executive Team and Planning Department		\$168.35
22	5/25/2018	5/25/2018	Southwest Airlines	Flight on Southwest Airlines; Visit to Sacramento Regional Transit for Smart Ride Program - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$321.96
23	5/25/2018	5/25/2018	Southwest Airlines	Flight on Southwest Airlines; Visit to Sacramento Regional Transit for Smart Ride Program - Harman Singh, Interim Project Manager		\$321.96
24	5/25/2018	5/25/2018	Southwest Airlines	Flight on Southwest Airlines; Visit to Sacramento Regional Transit for Smart Ride Program - Tamara Miles, Paratransit Administration Manager		\$321.96
25	5/27/2018	5/27/2018	Homewood Suites by Hilton	Lodging for 5 Nights; Visit for May Board Meeting - Ken Potts, Transit Infrastructure Consultant		\$565.60
26	5/29/2018	5/29/2018	Paypal	Registration for 3 People; CVAG General Assembly - Lauren Skiver, Brittney Sowell and Vicky Castaneda		\$210.00
27	5/30/2018	5/30/2018	Enterprise Rent-A-Car	Car Rental; Center of Excellence Visit - Lauren Skiver and Rudy Le Flore (Reimbursable through Grant)		\$48.74
28	6/1/2018	6/1/2018	Avis	Rental Car from Avis; 2018 Trapeze Technology Conference - Victor A. Duran and Dylan Narz		\$192.80
29	6/1/2018	6/1/2018	Avis	Rental Car from Avis; 2018 Trapeze Technology Conference - Victor A. Duran and Dylan Narz  <i>**Canceled and rebooked the car under the name of the employee who would be using the vehicle**</i>		\$192.80
30	6/1/2018	6/1/2018	Avis	Rental Car from Avis; 2018 Trapeze Technology Conference - Victor A. Duran and Dylan Narz  <i>**CREDITED CHARGE FOR: Canceled and rebooked the car under the name of the employee who would be using the vehicle**</i>	\$192.80	

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
31	6/1/2018	6/1/2018	American Airlines	Flight on American Airlines; AQIP Electrolyzer Factory Acceptance Test - Tommy D. Edwards, Chief Performance Officer		\$656.60
32	6/1/2018	6/1/2018	American Airlines	Flight on American Airlines; AQIP Electrolyzer Factory Acceptance Test - William Loper, Alternative Fuels Program Manager		\$656.60
33	6/1/2018	6/1/2018	United	Flight on United Airlines; 2018 Trapeze Technology Conference - Lauren Skiver, CEO/General Manager  <i>**Flight rebooked on 06/01 for Palm Springs Airport instead of Ontario Airport - see item 14 above**</i>		\$843.60
<b>Credits and Charges:</b>					\$192.80	\$14,259.83
<b>Total:</b>					<b>\$14,067.03</b>	





**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	12.740%	.03490%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.490%	.06983%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$13,765.88 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

2-1-18

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$14,067.03

**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
05/29	05/29	F326800H500CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$6,415.83-	6,415.83	
06/03	06/03		WELLS FARGO CASH BACK - CREDIT	301.15	
Transaction Summary For <b>LAURA SKIVER</b> Sub Account Number Ending In [REDACTED]					
05/01	05/03	2469216GA2XY1SF3M 05/29/18	SOUTHWES 5261441247451800-435-9792 TX LE FLORE/RUDOLPHUS 1 WN W ONTARIO LAS VEGAS 2 WN W LAS VEGAS CLEVELAND 3 WN M CLEVELAND CHICAGO 4 WN M CHICAGO ONTARIO		449.60
05/01	05/03	2469216GA2XY5E56H 05/29/18	UNITED 0162397239542800-932-2732 TX SKIVER/LAURALEE 1 UA V PALM SPRINGS DENVER 2 UA V DENVER CLEVELAND 3 UA W CLEVELAND DENVER 4 UA W DENVER PALM SPRINGS		613.60
05/02	05/03	2449398GA8B0MMR7B	CALACT 800-422-5228 CA		450.00
05/02	05/03	2469216GA2Y1BK1HQ	EXPEDIA 7349571053024 EXPEDIA.COM WA		70.38
05/02	05/03	2469216GB2XDL4FJA 06/12/18	UNITED 0162397409998800-932-2732 TX SKIVER/LAURALEE 1 UA U PALM SPRINGS DENVER 2 UA U DENVER PALM SPRINGS		748.40
05/02	05/03	2475542GB7K9Q3QGZ	ARAMARK ASILOMAR RESORT PACIFIC GROVE CA		151.74
05/04	05/04	2443106GDM0YA4PY3	HYATT REGENCY LONG BEACH LONG BEACH CA		252.24
05/04	05/04	2469216GQ2Y1T8BVJ	RENAISSANCE LONG BEACH LONG BEACH CA		811.23
05/09	05/09	2443106GHB7QPA7V	PALM SPRINGS AIRPORT PALM SPRINGS CA		102.00
05/10	05/10	2469216GJ2X5ZHRP0	MARRIOTT TAMPA WATERSI TAMPA FL		0.31
05/10	05/10	2469216GJ2X5ZHRVW	MARRIOTT TAMPA WATERSI TAMPA FL		881.10
05/10	05/10	2469216GJ2X5ZHRX6	MARRIOTT TAMPA WATERSI TAMPA FL		5.65
05/11	05/11	2475542GK7KBP9EP1	WESTIN (WESTIN HOTELS) 813-2295000 FL		668.64
05/15	05/15	2443106GRA16SF5ND 06/03/18	AMERICAN AIR0017148140081 FORT WORTH TX SKIVER/LAURA LEE 1 AA V ONTARIO FORT WORTH 2 AA V FORT WORTH NASHVILLE 3 AA N NASHVILLE FORT WORTH 4 AA N FORT WORTH ONTARIO		616.60
		11578626	EXPEDIA.COM		
05/15	05/15	2443106GRA16SHNWQ 06/03/18	AMERICAN AIR0017148127953 FORT WORTH TX NARZ/DYLAN STEWART 1 AA V PALM SPRINGS FORT WORTH		698.60

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
		2 AA V	FORT WORTH NASHVILLE		
		3 AA S	NASHVILLE FORT WORTH		
		4 AA S	FORT WORTH PALM SPRINGS		
		11617270	EXPEDIA INC		
05/15	05/15	2443106GRA16SHNW4	AMERICAN AIR0017146127952 FORT WORTH TX		698.60
		06/03/18	DURAN/VICTOR A		
		1 AA V	PALM SPRINGS FORT WORTH		
		2 AA V	FORT WORTH NASHVILLE		
		3 AA S	NASHVILLE FORT WORTH		
		4 AA S	FORT WORTH PALM SPRINGS		
		11617270	EXPEDIA INC		
05/15	05/15	2449215GSPS12MLQ34	TRAPEZEGRP 905-629-8727 IA		1,850.00
05/15	05/15	2469216GP2XS8Z1Y3	EXPEDIA 7352406197974 EXPEDIA.COM WA		236.79
05/19	05/19	2475542GW4ZLA3TEE	DOUBLETREE ROSEMEAD HOTEL323-7228800 CA		157.30
05/21	05/21	2443106GY60FDT2JZ	EL RANCHITO PALM DESERT CA		296.08
05/25	05/25	2449215H1S1E8ATQ0	GRUBHUB*FIREHOUSESUBS grubhub.com NY		168.35
05/25	05/25	2469216H22XEZ865T	SOUTHWES 5261449924431800-435-9792 TX		321.96
		06/14/18	MCDANIEL/TODD EDWARD		
		1 WN O	ONTARIO SACRAMENTO		
		2 WN R	SACRAMENTO ONTARIO		
05/25	05/25	2469216H22XEZ8659	SOUTHWES 5261449924430800-435-9792 TX		321.96
		06/14/18	SINGH/HARMANJIT		
		1 WN O	ONTARIO SACRAMENTO		
		2 WN R	SACRAMENTO ONTARIO		
05/25	05/25	2469216H22XEZ8661	SOUTHWES 5261449924432800-435-9792 TX		321.96
		06/14/18	MILES/TAMARA MICHELL		
		1 WN O	ONTARIO SACRAMENTO		
		2 WN R	SACRAMENTO ONTARIO		
05/27	05/27	2443106H311GY2E8J	HOMEWOOD SUITES BY HILTO PALM DESERT CA		565.60
05/29	05/29	2449215H5S0M00RB1	PAYPAL *COACHELLAVA 402-935-7733 CA		210.00
05/30	05/30	2416407H61R8G4R8H	ENTERPRISE RENT-A-CAR CLEVELAND OH		48.74
06/01	06/01	2439121H90RD92F9Q	AVIS.COM PREPAY RESERV 8003527900 VA		192.80
06/01	06/01	2439121H90RD926P9	AVIS.COM PREPAY RESERV 8003527900 VA		192.80
06/01	06/01	7439121H90RD926PE	AVIS.COM PREPAY RESERV 8003527900 VA	192.80	
06/01	06/01	2443106H9WESN80EB	AMERICAN AIR0012192036812 FORT WORTH TX		656.60
		06/18/18	EDWARDS/TOMMY		
		1 AA V	PALM SPRINGS FORT WORTH		
		2 AA V	FORT WORTH BOSTON		
		3 AA G	BOSTON PHOENIX		
		4 AA G	PHOENIX PALM SPRINGS		
06/01	06/01	2443106H9WESN80EJ	AMERICAN AIR0012192036813 FORT WORTH TX		656.60
		06/18/18	LOPER/WILLIAM		
		1 AA V	PALM SPRINGS FORT WORTH		
		2 AA V	FORT WORTH BOSTON		
		3 AA G	BOSTON PHOENIX		
		4 AA G	PHOENIX PALM SPRINGS		
06/01	06/01	2469216H92XZND45D	UNITED 0167151393258800-932-2732 TX		843.60
		06/03/18	SKIVER/LAURA LEE		
		1 UA H	PALM SPRINGS SAN FRANCISCO		
		2 UA H	SAN FRANCISCO NASHVILLE		
		3 UA H	NASHVILLE DENVER		
		4 AU H	DENVER PALM SPRINGS		
		11617270	EXPEDIA INC		
			<b>TOTAL \$14,067.03</b>		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

**Wells Fargo News**

Going forward your Payment Due Date will be the same calendar day each month. You may pay your account on or before the Payment Due Date at an open branch, but if the branch is closed on the due date, you must make that in-branch payment before the due date or it will be considered late. You may also make payments at any time, any day of the week, by telephone or by using online banking. Any payment received by 5pm will be credited as of that day. Thank you for choosing Wells Fargo for your business banking needs.

**Revised Agreement for Online Access** We're updating our Online Access Agreement effective September 17, 2018. To see what is changing, please visit [wellsfargo.com/onlineupdates](https://www.wellsfargo.com/onlineupdates).

Thank you for being a valued Wells Fargo Business Elite Card customer. We want to ensure you receive important information from Wells Fargo about products and services that may affect your banking activity. So please verify that the contact information in your account profile is accurate. To do this, please follow these simple steps:

Go to [wellsfargo.com/biz](https://www.wellsfargo.com/biz) and enter your username and password. Select the **Security & Support** menu option and under **Protect Your Accounts** go to **Update Contact Information**.

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**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for May 2018

Summary:

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

- As of May 31, 2018, the organization's revenues net of subsidies are \$463,576 over budget or 9.3% above the YTD budget. Expenditures are \$2,550,384 under budget or 8.0% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
May 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,984,371	249,655	248,698	957	2,700,609	2,735,673	(35,064)	9.5%
Other Revenue	2,469,132	280,991	205,761	75,230	2,762,011	2,263,371	498,640	-11.9%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>530,646</b>	<b>454,459</b>	<b>76,188</b>	<b>5,462,620</b>	<b>4,999,044</b>	<b>463,576</b>	<b>-0.2%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,537,771	790,342	794,814	4,472	8,127,665	8,742,956	615,291	14.8%
Operator & Mechanic Overtime	1,159,221	51,897	96,602	44,705	888,021	1,062,619	174,598	23.4%
Administration Salaries & Wages	5,338,186	446,919	444,849	(2,070)	4,460,229	4,893,338	433,109	16.4%
Administration Overtime	13,593	699	1,133	434	15,691	12,460	(3,231)	-15.4%
Fringe Benefits	9,115,420	719,721	759,618	39,897	7,755,130	8,355,802	600,672	14.9%
Communications	193,900	15,749	16,158	409	161,356	177,742	16,385	16.8%
Legal Services - General	112,000	8,571	9,333	762	101,544	102,667	1,122	9.3%
Computer/Network Software Agreement	452,868	34,897	37,739	2,842	370,204	415,129	44,925	18.3%
Uniforms	112,550	2,347	9,379	7,032	55,667	103,171	47,504	50.5%
Contracted Services	458,922	33,604	38,244	4,639	345,751	420,679	74,928	24.7%
Equipment Repairs	7,500	890	625	(265)	4,427	6,875	2,448	41.0%
Security Services	103,604	8,068	8,634	566	92,103	94,970	2,867	11.1%
Fuel - CNG	1,519,757	87,493	126,646	39,153	1,184,037	1,393,111	209,074	22.1%
Fuel - Hydrogen	232,078	12,109	19,340	7,231	165,744	212,738	46,994	28.6%
Tires	252,028	20,399	21,002	604	210,586	231,025	20,439	16.4%
Office Supplies	71,000	9,700	5,917	(3,784)	60,337	65,083	4,747	15.0%
Travel/Training	169,933	13,312	14,161	849	109,727	155,772	46,046	35.4%
Repair Parts	1,304,995	99,748	108,750	9,001	1,147,925	1,196,245	48,320	12.0%
Facility Maintenance	43,000	7,703	3,583	(4,120)	40,684	39,417	(1,268)	5.4%
Electricity - CNG & Hydrogen	175,000	14,439	14,583	145	159,848	160,417	568	8.7%
Natural Gas	1,429,372	87,527	119,114	31,587	1,177,826	1,310,258	132,432	17.6%
Water	7,500	319	625	306	4,088	6,875	2,787	45.5%
Insurance Losses	1,136,702	69,667	94,725	25,058	1,062,150	1,041,977	(20,174)	6.6%
Insurance Premium - Property	13,315	1,049	1,110	61	13,915	12,205	(1,710)	-4.5%
Repair Claims	177,000	0	14,750	14,750	31,038	162,250	131,212	82.5%
Fuel Taxes	168,200	(11,323)	14,017	25,340	166,968	154,183	(12,785)	0.7%
Other Expenses	3,255,611	281,285	271,301	(9,984)	2,846,308	2,984,310	138,001	12.6%
Self Consumed Fuel	(1,681,000)	(99,639)	(140,083)	40,444	(1,335,998)	(1,540,917)	204,918	20.5%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,707,492</b>	<b>2,906,669</b>	<b>199,177</b>	<b>29,422,973</b>	<b>31,973,357</b>	<b>2,550,384</b>	<b>15.6%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,176,846)</b>			<b>\$ (23,960,353)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	381,226	429,450	48,224	4,196,122	4,294,500	98,378	18.6%
State - LTF	18,753,800	1,387,324	1,562,817	175,492	15,270,158	15,628,167	358,008	18.6%
Federal - 5307, 5309, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	408,295	459,944	51,648	4,494,072	4,599,436	105,363	18.6%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,176,846</b>	<b>2,452,210</b>	<b>275,364</b>	<b>23,960,353</b>	<b>24,522,103</b>	<b>561,750</b>	<b>18.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>15</b>		<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
May 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	25,164,191	2,009,578	2,097,016	87,438	21,246,737	23,067,175	1,820,439	15.6%
Services	2,670,103	225,230	222,509	(2,721)	2,617,562	2,447,594	(169,968)	2.0%
Fuels & Lubricants	1,925,987	114,695	160,499	45,804	1,496,472	1,765,488	269,016	22.3%
Tires	252,028	20,399	21,002	604	210,586	231,025	20,439	16.4%
Materials and Supplies	1,645,045	149,567	137,087	(12,480)	1,418,876	1,507,958	89,082	13.7%
Utilities	1,902,372	120,945	158,531	37,586	1,574,926	1,743,841	168,915	17.2%
Casualty & Liability	1,862,324	119,582	155,194	35,612	1,550,105	1,707,130	157,025	16.8%
Taxes and Fees	168,200	(11,323)	14,017	25,340	166,968	154,183	(12,785)	0.7%
Miscellaneous Expenses	970,777	58,459	80,898	22,439	476,739	889,879	413,140	50.9%
Self Consumed Fuel	(1,681,000)	(99,639)	(140,083)	40,444	(1,335,998)	(1,540,917)	204,918	20.5%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,707,492</b>	<b>2,906,669</b>	<b>199,177</b>	<b>29,422,973</b>	<b>31,973,357</b>	<b>2,550,384</b>	<b>15.6%</b>
<b>Revenues:</b>								
Passenger Revenue	2,984,371	249,655	248,698	957	2,700,609	2,735,673	(35,064)	9.5%
Other Revenue	2,469,132	280,991	205,761	75,230	2,762,011	2,263,371	498,640	-11.9%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>530,646</b>	<b>454,459</b>	<b>76,188</b>	<b>5,462,620</b>	<b>4,999,044</b>	<b>463,576</b>	<b>-0.2%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,176,846)</b>			<b>\$ (23,960,353)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	381,226	429,450	48,224	4,196,122	4,723,950	527,828	18.6%
State - LTF	18,753,800	1,387,324	1,562,817	175,492	15,270,158	17,190,983	1,920,825	18.6%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	408,295	459,944	51,648	4,494,072	5,059,379	565,307	18.6%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,176,846</b>	<b>2,452,210</b>	<b>275,364</b>	<b>23,960,353</b>	<b>26,974,313</b>	<b>3,013,960</b>	<b>18.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			



**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- Passenger revenue has an unfavorable balance due to the continued decrease in fixed route ridership.
- System Total Ridership is presently 183,075 trips below FY 17 YTD amounts.
- Ridership is currently at 4.6% below FY 17 YTD totals.

**Passenger Revenue**

	FY 17-May	FY18-May	Variance	%Δ
Fixed Route	\$ 219,508	\$ 223,017	\$ 3,509	1.6%
Paratransit	\$ 27,599	\$ 26,638	\$ (961)	-3.5%
System Total	\$ 247,106	\$ 249,655	\$ 2,548	1.0%

**Passenger Revenue**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 2,573,066	\$ 2,402,794	\$ (170,272)	-6.6%
Paratransit	\$ 311,408	\$ 297,815	\$ (13,593)	-4.4%
System Total	\$ 2,884,474	\$ 2,700,609	\$ (183,865)	-6.4%

**Ridership**

	FY17-May	FY18-May	Variance	%Δ
Fixed Route	358,983	342,872	(16,111)	-4.5%
Paratransit	14,147	13,365	(782)	-5.5%
SolVan	-	2,258	2,258	
System Total	373,130	358,495	(14,635)	-3.9%

**Ridership**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,850,790	3,658,170	(192,620)	-5.0%
Paratransit	151,081	143,492	(7,589)	-5.0%
SolVan	-	17,134	17,134	
System Total	4,001,871	3,818,796	(183,075)	-4.6%

**Other Revenue - Favorable**

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

	YTD-May	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 99,809	\$ 42,778	\$ 57,031	133.3%
OUTSIDE FUELING REVENUE	\$ 1,429,694	\$ 1,100,000	\$ 329,694	30.0%
EMISSIONS CREDITS REVENUE	\$ 885,216	\$ 687,500	\$ 197,716	28.8%

**Operator & Mechanic Salaries & Wages - Favorable**

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.  
Department 12 Operations - Fixed Route has four (4) vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.  
Department 12 Operations - Fixed Route has ten (10) operators on long-term disability.  
Department 22 Fleet Maintenance has one (1) mechanic out on workers compensation leave.

**Operator & Mechanic Overtime - Favorable**

- Operator and Mechanic Overtime have a favorable variance due to staff's continued efforts to reduce costs.  
In FY 18, SunLine focused on redesigning transit through the development and implementation of service changes that resulted in cost savings.

May				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	153	799	952	\$ 30,363
Paratransit	N/A	373	373	\$ 9,356
Mechanics	N/A	296	296	\$ 10,765

YTD-May				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	2,919	16,035	18,954	\$ 602,834
Paratransit	N/A	8,688	8,688	\$ 219,369
Mechanics	N/A	1,576	1,576	\$ 57,577

**Administration Salaries & Wages - Favorable**

- There are several vacant positions across the agency (e.g., Field Supervisor, Fixed Route Controller, Assistant Farebox Technician, Grants Analyst Accounting Clerk, CAO)
- Also, consultant expenses vary throughout the year.
- In May the unfavorable variance is due to higher incurred consulting fees for the month.

**Administration Overtime - Unfavorable**

- Vacancies across the agency contribute to the unfavorable balance in overtime. To cover actual workload, the active employees have to work extended hours.

**Fringe Benefits - Favorable**

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

**Communications - Favorable**

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

**Legal Services - General - Favorable**

- A budget adjustment was executed in June to adjust for higher legal fees incurred than the original budgeted amount.
- YTD-May SunLine had 525 billable hours from Burke, Williams, and Sorenson.
- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

**Computer/Network Software Agreement - Favorable**

- The favorable variance is attributed to cost savings in programs, and not acquiring some planned products.

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed in FY 18.  
Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).
- The unfavorable variance in May is due to an \$890 repair to R134 A/C machine.

**Security Services - Favorable**

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

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 69,524 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
May FY 17	129,215				
May FY 18	108,778	(20,437)	(2,381)	-15.82%	-2.14%
April FY 18	111,159				
YTD May FY 17	1,343,352				
YTD May FY 18	1,273,828	(69,524)		-5.18%	

**Fuel - Hydrogen - Favorable**

- The favorable variance is primarily attributed to a lower quantity of equipment 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.
- In May eight (8) hydrogen buses were down for repairs therefore decreasing the hydrogen fuel consumption.
- Two (2) fuel buses were down long-term for significant repairs.  
FC5 was down for an APS controller from 09/13/17 to 12/17/17.  
FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

**Tires - Favorable**

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

**Office Supplies - Favorable**

- Office supplies are a variable expense; costs vary throughout the year as required.
- Office supplies were unfavorable for May due to a restock in copy paper for the agency, and larger purchases (e.g., desk riser, toner, 128 GB Data Traveler USB).

**Travel/Training - Favorable**

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

**Repair Parts -Favorable**

- The favorable variance in repair parts is mainly attributed to a budget adjustment that was executed in March to adjust for the higher repair parts expenses than initially projected. Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In May fixed route had costs of \$81,074 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- For May paratransit had expenses of \$11,093 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In May support vehicle repair parts had a cost of \$1,729.42 for repair parts (e.g., preventative maintenance, tire replacement, power steering)

**Facility Maintenance - Unfavorable**

- The unfavorable variance is attributed to larger purchases and repairs to Division I and Division II (e.g., repair ice machine, replace a window, brass nozzles, switch replacement, re-stock cleaning supplies).

**Electricity - CNG & Hydrogen - Favorable**

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

**Natural Gas - Favorable**

- The FY 18 budget allowed for an increase in outside CNG usage.  
The favorable balance of natural gas costs is primarily attributed to an average \$0.072 decrease in internal GGE cost over YTD-FY17.
- In May there were 1,906 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 28,550 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
May FY 17	53,217				
May FY 18	51,918	(1,299)	(1,906)	-2.44%	-3.54%
April FY 18	53,824				
YTD May FY 17	542,158				
YTD May FY 18	570,708	28,550		5.27%	

**Water and Gas - Favorable**

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

**Insurance Losses - Unfavorable**

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- 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 third quarter, there are eighty-one active workers compensation claims. That is an increase of seven claims over the third quarter of the previous fiscal year. The estimated loss retention has increased \$445,694 due to the rise in claims.
- Insurance losses can vary widely from month to month.

**Insurance Premium - Property - Unfavorable**

- The unfavorable variance is due to the higher premium for required flood insurance.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of May, there have been a total of 78 collisions, that is a decrease of 11 collisions over the fiscal year 2017. The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$906 compared to \$2,064 in FY 17. The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Unfavorable**

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$94,693 above FY 17 YTD amounts.
- For May sales have decreased \$3,954 from the previous month.

**Outside Fueling Revenue**

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
May FY 17	\$ 131,174				
May FY 18	\$ 131,516	\$ 341	\$ (3,954)	0.26%	-2.92%
April FY 18	\$ 135,470				
YTD May FY 17	\$ 1,335,001				
YTD May FY 18	\$ 1,429,694	\$ 94,693		7.09%	

**Other Expenses - Favorable**

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).
- The negative variance in May is mainly attributed to purchases made for bus stop supplies, mechanic tools, mechanic shoes, cleaning supplies, and emergency preparedness supplies.

**Self Consumed Fuel - Favorable**

- The favorable balance is primarily attributed to a decrease in total miles traveled FY18-YTD in comparison to FY17-YTD totals. There is a decrease of 102,306 total miles traveled in FY 18 YTD in comparison to FY 17 YTD.

**Mileage**

	April FY18	May FY18	Variance	%Δ
Fixed Route	308,448	321,860	13,412	4.3%
Paratransit Passenger	99,929	104,150	4,221	4.2%
System Total	408,377	426,010	17,633	4.3%

**Mileage YTD-May**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,569,272	3,502,186	(67,086)	-1.9%
Paratransit Passenger	1,119,696	1,084,476	(35,220)	-3.1%
System Total	4,688,968	4,586,662	(102,306)	-2.2%

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

**Summary:**

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of June 2018, there were 3 contracts executed:

<b>VENDOR</b>	<b>PURPOSE</b>
Michelin North America	Tire & Tire Service
Avail Technologies, Inc.	Avail Software Maintenance and Support
El Dorado National	Lo-No Bus Glider Brand Wrapping

**Recommendation:**

Receive and file.

Contracts Signed in Excess of \$25,000

June 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Michelin North America	Tire & Tire Services	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	Operating 2018/19	\$230,400.00	\$230,400.00	Executed Agreement Board approved
Avail Technologies, Inc.	Avail ITS Software Maintenance and Support	3 year renewal of Maintenance and Support agreemnt for Software	Operating 2018/19	\$135,287.00	FY18/19 \$127,958 FY19/20 \$130,479 FY20/21 <u>\$134,393</u> <b>Total \$392,830</b>	Executed Agreement Board approved
El Dorado National	Lo-No Bus Glider Brand Wrapping	5 Busses to be Poly wrapped with approved SunLine Branding	SRTP 2015/2016	\$3,125,250.00	\$25,503.00	Executed Agreement Board approved

## SunLine Transit Agency

### CONSENT CALENDAR

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

TO: Finance/Audit Committee  
Board of Directors

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

#### Summary:

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

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

For the month of May, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

#### Union

	Actual	Range
Equities	63.55%	35 – 75%
Fixed Income	35.91%	25 – 64%
Cash & Equivalent	0.54%	0 – 10%

#### Non-Union

	Actual	Range
Equities	63.55%	35 – 75%
Fixed Income	35.82%	25 – 64%
Cash & Equivalent	0.63%	0 – 10%

#### Recommendation:

Receive and file.



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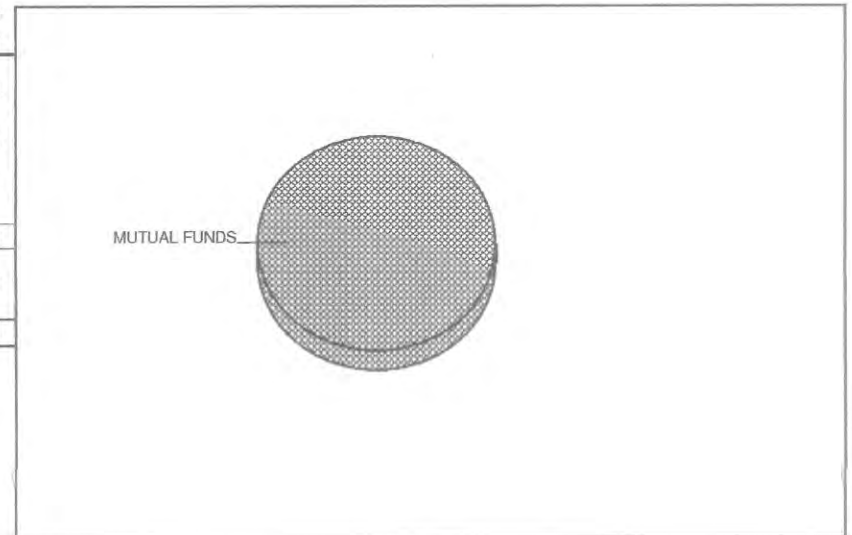
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 21  
 Period from May 1, 2018 to May 31, 2018

**ASSET SUMMARY**

<b>ASSETS</b>	<b>05/31/2018 MARKET</b>	<b>05/31/2018 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	141,951.06	141,951.06	0.54
Mutual Funds-Equity	16,828,757.47	15,283,134.94	63.55
Mutual Funds-Fixed Income	9,510,679.49	9,832,615.67	35.91
<b>Total Assets</b>	<b>26,481,388.02</b>	<b>25,257,701.67</b>	<b>100.00</b>
Accrued Income	160.42	160.42	0.00
<b>Grand Total</b>	<b>26,481,548.44</b>	<b>25,257,862.09</b>	<b>100.00</b>

**Estimated Annual Income**                      **596,266.37**



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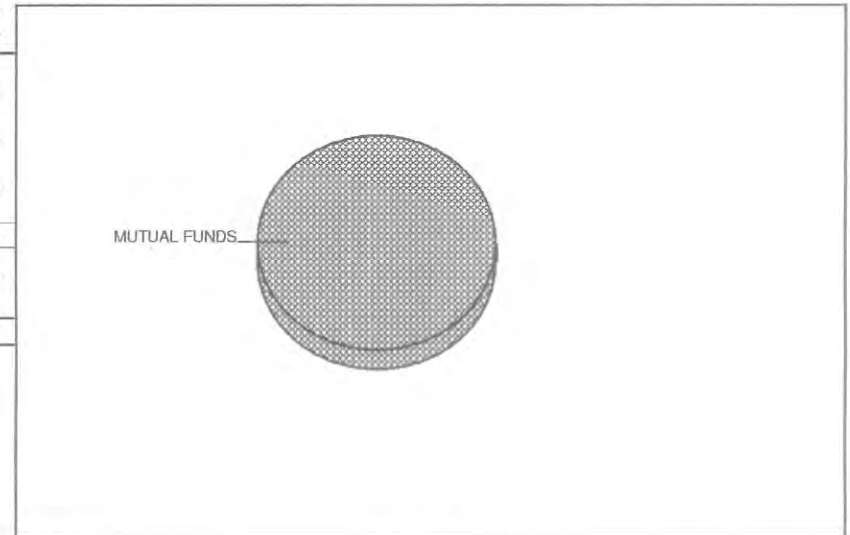


SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 20  
 Period from May 1, 2018 to May 31, 2018

**ASSET SUMMARY**

<b>ASSETS</b>	<b>05/31/2018 MARKET</b>	<b>05/31/2018 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	170,958.77	170,958.77	0.63
Mutual Funds-Equity	17,181,815.23	15,605,069.69	63.55
Mutual Funds-Fixed Income	9,686,221.63	10,017,999.59	35.82
<b>Total Assets</b>	<b>27,038,995.63</b>	<b>25,794,028.05</b>	<b>100.00</b>
Accrued Income	166.15	166.15	0.00
<b>Grand Total</b>	<b>27,039,161.78</b>	<b>25,794,194.20</b>	<b>100.00</b>
<b>Estimated Annual Income</b>	<b>608,386.31</b>		



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Project Update for 2<sup>nd</sup> Quarter 2018

Summary:

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

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATE 2ND QUARTER 2018

<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Current Funding</b>
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.	Procurement process for the design build contractor to build the CNG station has been completed. Contract is expected to go for board approval in the July board meeting.	\$5,500,778
Solar Canopies	Project to complete solar canopies at the SunLine's Administrative building parking in Thousand Palms .	Procurement process has been completed for the design build contractor. Contractor is expected to go for Board approval in the July Board meeting.	\$657,192
New Operations Facility	The Operations Facility replacement project will allow SunLine to complete demolition, removal and rebuild an Operations Building in Thousand Palms.	Preliminary Architectural & Engineering firm and SunLine team is finalizing documents to apply for substantial conformance with Riverside County.	\$7,000,000
(5) Hydrogen Fuel Cell Buses – LoNo	Buses are required to meet growing demand for transit services. SunLine would like to continue its leadership in alternative fuels by acquiring the additional hydrogen fuel cell buses.	Three buses: FC8, FC9 and FC10 have been delivered to SunLine. Remaining two buses are in the production line with last bus expected to be delivered in July 2018.	\$12,803,860
(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.	First bus is in production line. Hydrogen Refueling Station design drawings are submitted to county. Station equipment is in production and some equipment has been shipped and stored.	\$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 third quarter of 2018.	\$3,223,799

QUARTERLY CAPITAL PROJECT UPDATE 2ND QUARTER 2018

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.	Nine Enterprise vans and two farm-related (CalVans) vans are participating under SolVan.	\$1,990,000
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.	Finalizing agreement between SunLine and the contractor for Indio yard repaving.	\$595,079
New Accounting Tool (ERP/Tyler)	This project will provide the Agency a modern accounting tool to help improve financial management.	Software product implementation is underway.	\$699,222
SunLine Division-I Fencing project	Project to install perimeter fencing on West and South side of SunLine’s Thousand Palm facility.	Engineering work has been completed for the remaining fence.	\$549,954
Transit Redesign & Network Analysis	Project to conduct study to provide comprehensive analysis to SunLine’s fixed route bus and paratransit bus system to accomplish reliability and passenger convenience of its services.	Project is progressing per schedule.	\$450,000
Transit Enhancements	The enhancement of the bus stop system to improve access for persons with disabilities and the general public through modernization of bus shelters, benches and lighting to enhance security and safety of all SunLine customers.	Engineering firm has been selected to perform the engineering work on the shelter sites.	\$770,339
Transit Security Camera Project	Project to update surveillance system to take advantage of the new technology, to change the system so as to increase video surveillance coverage of fixed assets at SunLine Division 1 and the Transit hub.	Invitation for bids went out for the selection of contractor to install cameras. Due to a lack of responses, the Agency is working on a revised scope to resolicit bids.	\$330,116
Purchase Support Vehicles	Project will purchase (1) new and (8) replacement non-revenue support vehicles.	Bids are being evaluated.	\$459,394

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for June 2018

Summary:

System-wide ridership this June decreased -4.5% versus June 2017.

<b>Ridership</b>		
	<b>17-Jun</b>	<b>18-Jun</b>
<b>Fixed Route</b>	300,677	288,853
<b>Van Pool</b>	-	2,200
<b>Sundial</b>	13,721	12,800
<b>System Total</b>	<b>314,398</b>	<b>303,853</b>

June Notes:

- Out of 15 fixed routes and 1 commuter, 8 routes have seen a ridership decrease.
- Line 80 continues to see a ridership increase, up 42% versus June of last year.

Recommendation:

Receive and file.



## SunLine Transit Agency Monthly Ridership Report June 2018

Line	Fixed Route Description	FY 2017 & 2018				FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes				Wheelchairs	
		Jun 2018	Jun 2017	May 2018	Month Var.					Monthly	YTD	Monthly	YTD		
14	DHS/PS	43,980	46,645	50,509	(2,665)	-5.7%	602,574	629,697	(27,123)	-4.3%	1,474	19,080	461	6,575	
15	DHS	7,793	7,625	10,306	168	2.2%	113,705	104,060	9,645	9.3%	151	1,614	67	823	
20	DHS/PD	1,667	1,464	2,265	203	13.9%	24,342	25,062	(720)	-2.9%	73	949	5	95	
21	PD	594	-	1,128	594	100.0%	6,039	-	6,039	100.0%	14	239	1	90	
24	PS	12,463	11,660	15,822	803	6.9%	165,664	161,799	3,865	2.4%	416	4,336	85	1,214	
30	CC/PS	47,217	48,519	53,608	(1,302)	-2.7%	631,376	686,776	(55,400)	-8.1%	1,666	23,357	292	5,048	
32	PD/RM/TP/CC/PS	17,586	17,422	20,871	164	0.9%	236,728	248,350	(11,622)	-4.7%	978	10,058	115	1,147	
54	Indio/LQ/IW/PD	4,242	4,014	6,883	228	5.7%	73,310	75,157	(1,847)	-2.5%	173	2,543	25	392	
70	LQ/BD	10,597	12,008	15,066	(1,411)	-11.8%	162,309	180,326	(18,017)	-10.0%	540	5,906	47	346	
80	Indio	12,720	8,956	15,717	3,764	42.0%	141,217	141,170	47	0.0%	305	2,880	116	1,246	
81	Indio	6,245	6,657	8,913	(412)	-6.2%	91,450	89,266	2,184	2.4%	39	804	25	480	
90	Coachella/Indio	6,048	9,661	6,000	(3,613)	-37.4%	92,273	140,831	(48,558)	-34.5%	67	1,345	61	709	
91	I/Cch/Th/Mec/Oas	10,383	15,208	15,331	(4,825)	-31.7%	175,369	181,092	(5,723)	-3.2%	218	3,365	25	404	
95	I/Cch/Th/Mec/NS	2,272	2,117	2,240	155	7.3%	24,035	28,556	(4,521)	-15.8%	73	607	12	113	
111	PS to Indio	104,011	104,287	117,065	(276)	-0.3%	1,370,912	1,396,966	(26,054)	-1.9%	4,679	53,523	794	8,215	
220	PD to Riverside	1,035	1,209	1,148	(174)	-14.4%	13,853	13,458	395	2.9%	28	389	4	96	
<b>Fixed Route Total</b>		<b>288,853</b>	<b>300,677</b>	<b>342,872</b>	<b>(11,824)</b>	<b>-3.9%</b>	<b>3,947,023</b>	<b>4,151,467</b>	<b>(204,444)</b>	<b>-4.9%</b>	<b>10,894</b>	<b>131,888</b>	<b>2,135</b>	<b>27,145</b>	
<b>SolVan</b>		2,090	-	2,258	2,090	0.0%	19,224	-	19,224	100.0%					
<b>Demand Response</b>															
<b>SunDial</b>		12,800	13,721	13,365	(921)	-6.7%	156,292	164,802	(8,510)	-5.2%					
<b>System Total</b>		<b>303,743</b>	<b>314,398</b>	<b>358,495</b>	<b>(10,655)</b>	<b>-3.4%</b>	<b>4,122,539</b>	<b>4,316,269</b>	<b>(193,730)</b>	<b>-4.49%</b>					
		<b>Jun-18</b>	<b>Jun-17</b>	<b>May-18</b>											
	Weekdays:	21	22	22											
	Saturdays:	4	4	4											
	Sundays:	5	4	* 5											
	<b>Total Days:</b>	<b>30</b>	<b>30</b>	<b>31</b>											

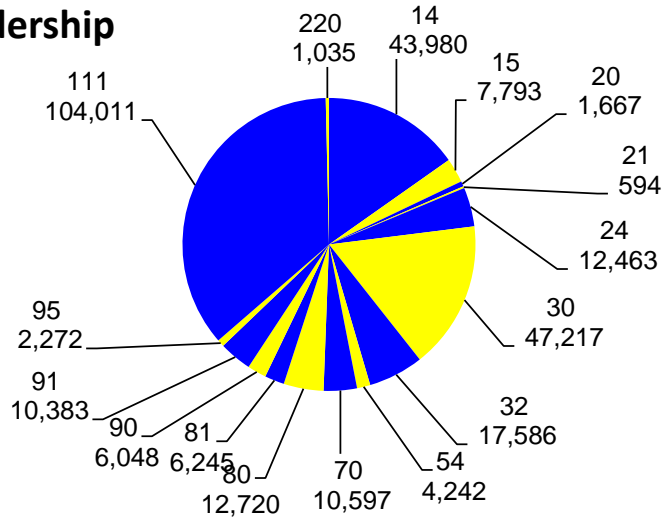
Please note:

\*Running the Saturday/Sunday service May 29, 2017/ May 28, 2018 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

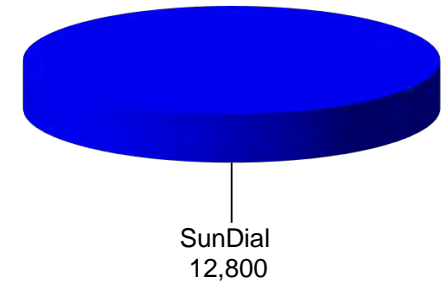
Issued:7/10/2018

# SunLine Transit Agency Monthly Ridership Report June - 2018

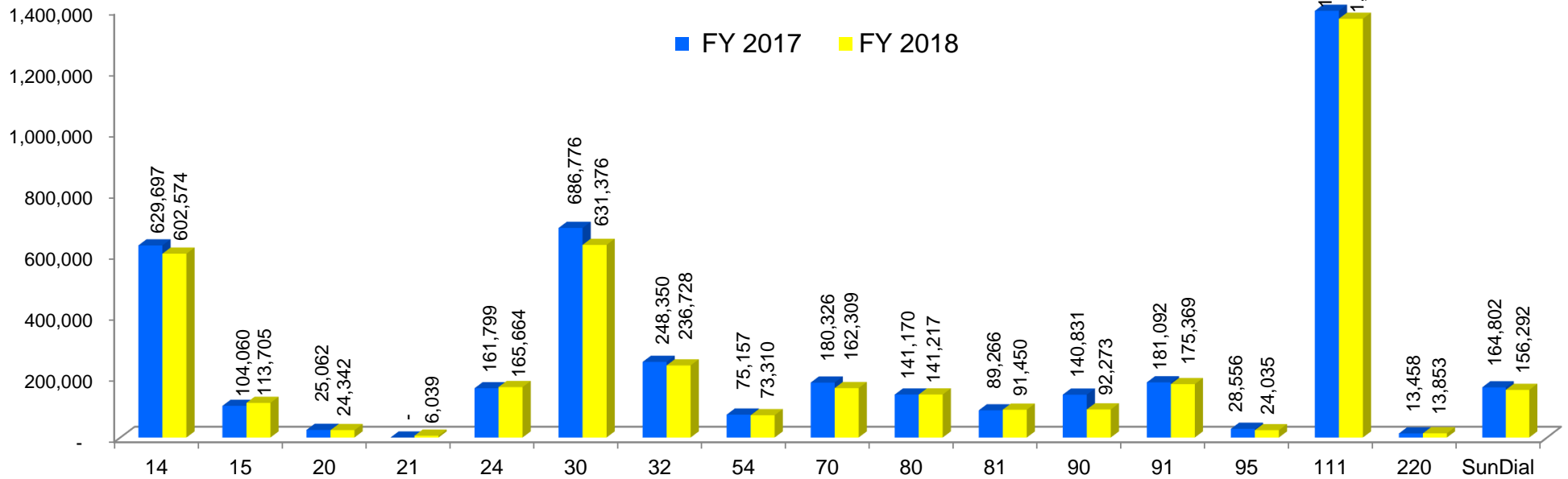
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 5, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for June 2018

Summary:

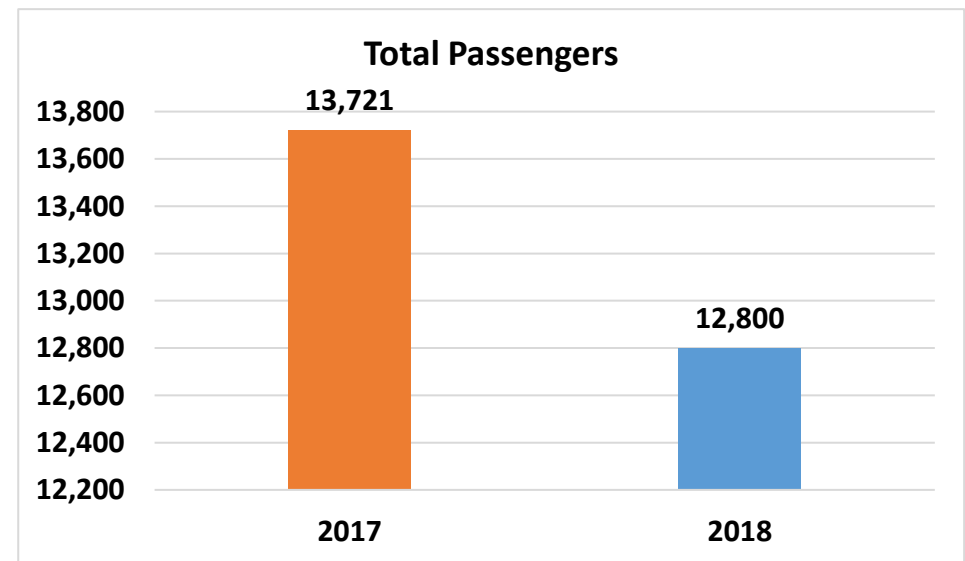
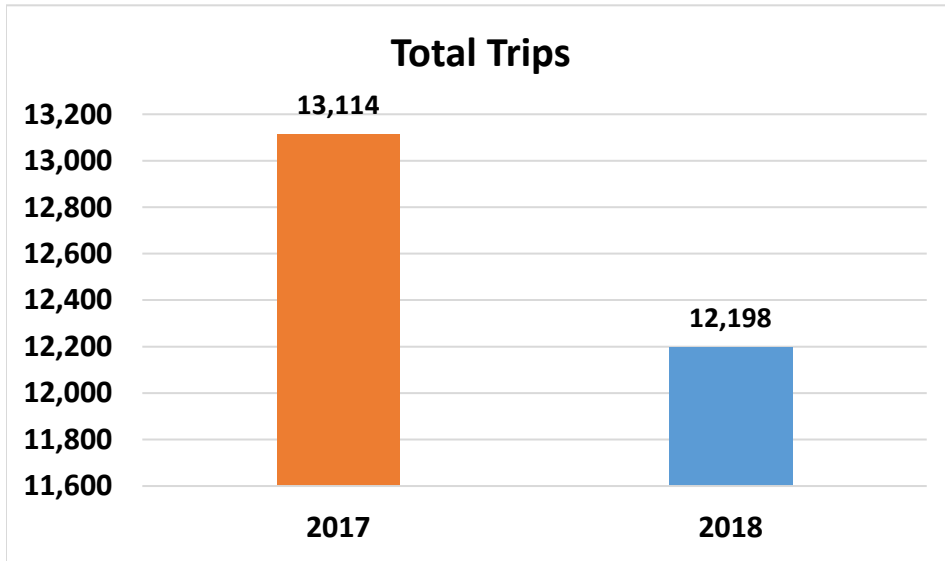
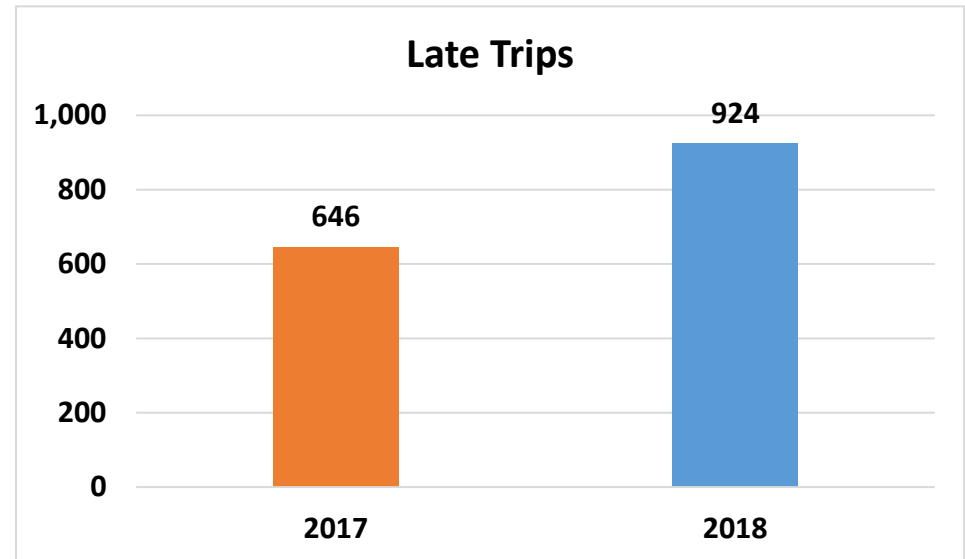
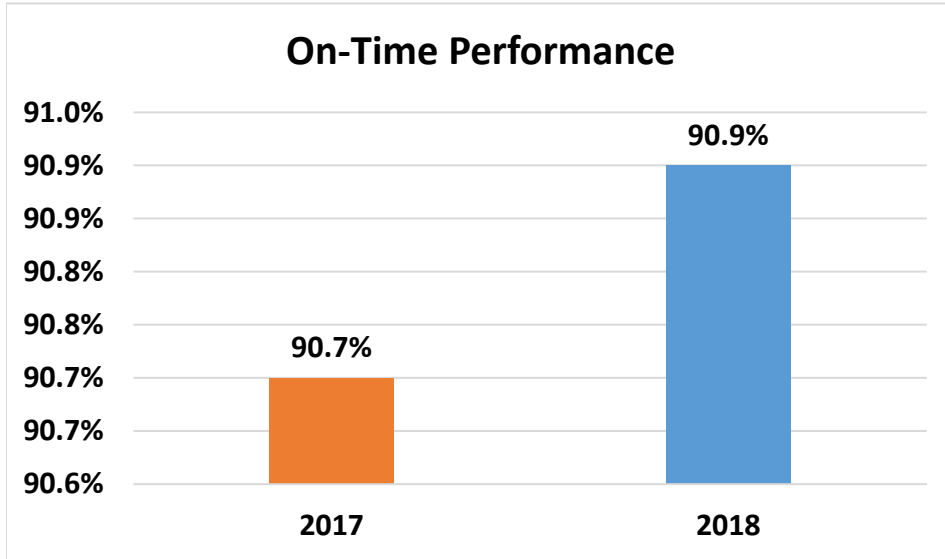
The attached report summarizes SunDial's operation for June 2018. Of note, ride alongs, onboard inspections and safety evaluation have all increased versus June 2017.

Recommendation:

Receive and file.

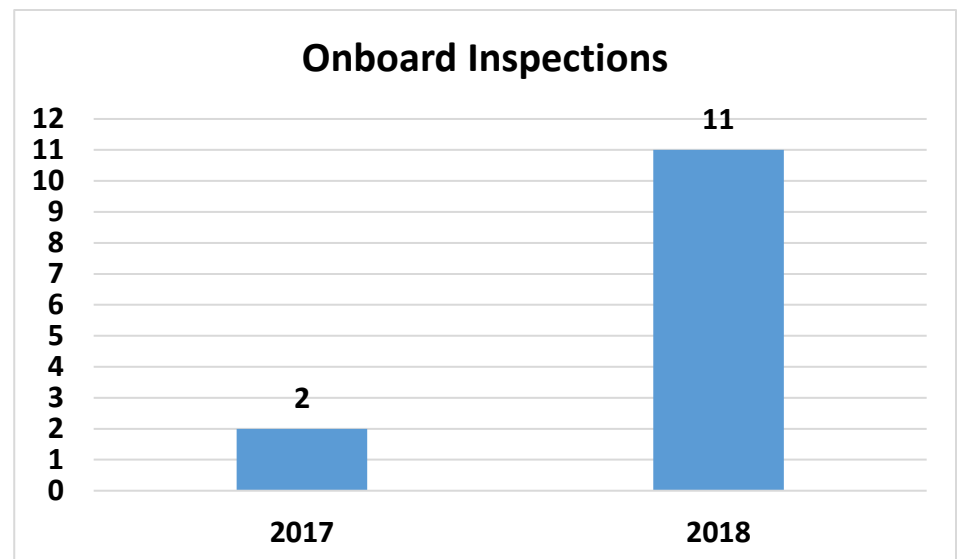
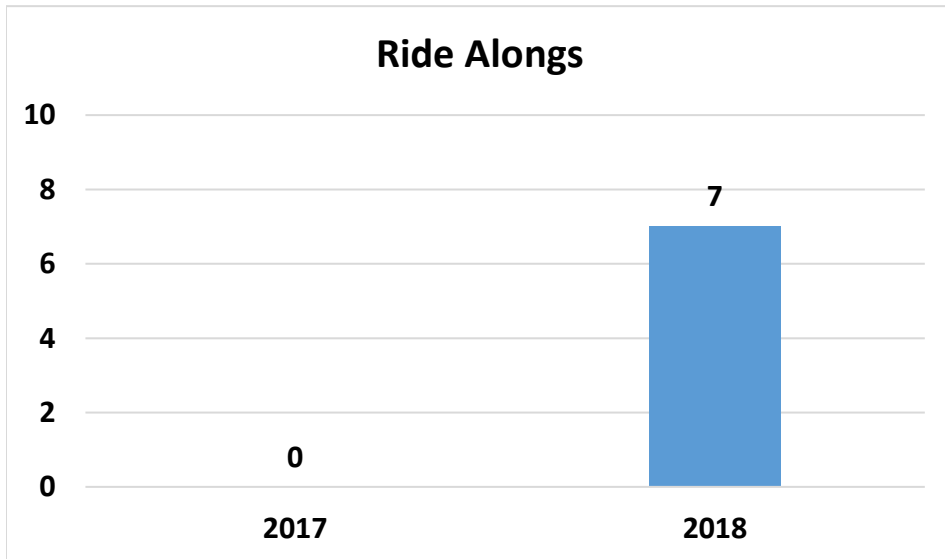
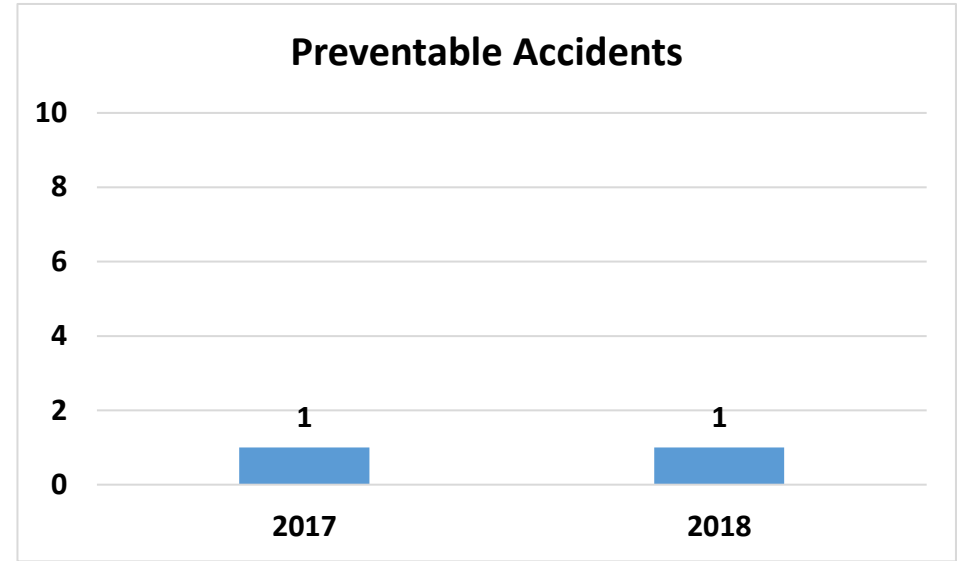
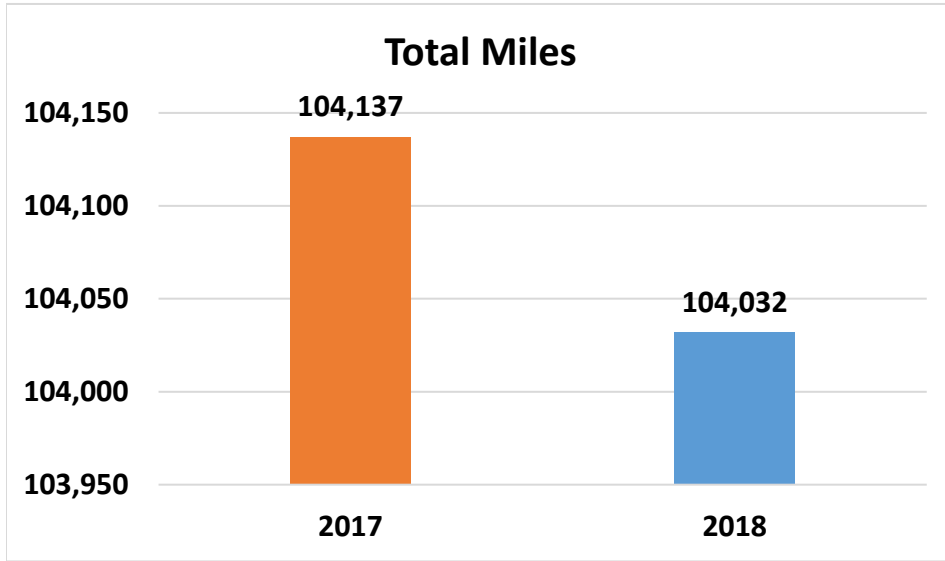
# SunDial Operational Notes

## JUNE 2017/2018



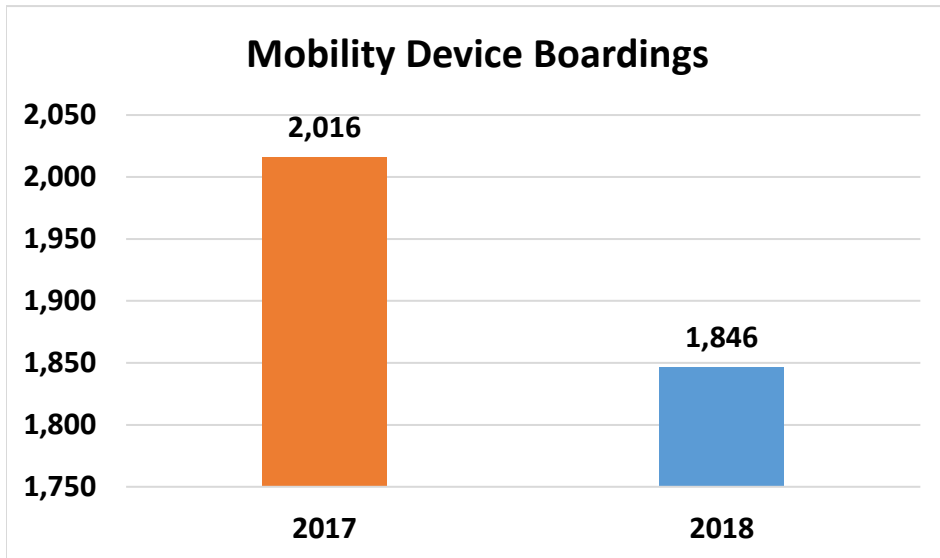
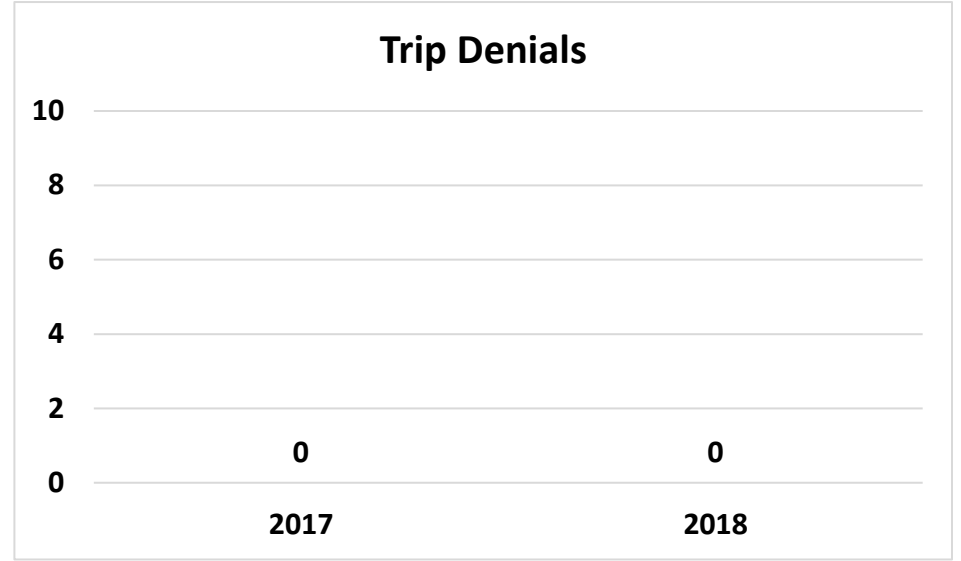
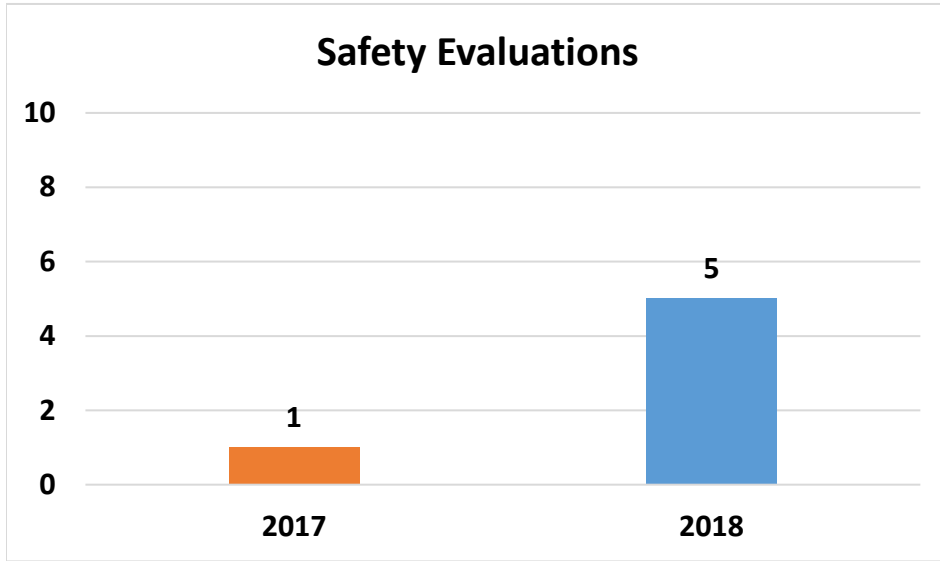
# SunDial Operational Notes

## JUNE 2017/2018



# SunDial Operational Notes

## JUNE 2017/2018



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for June 2018

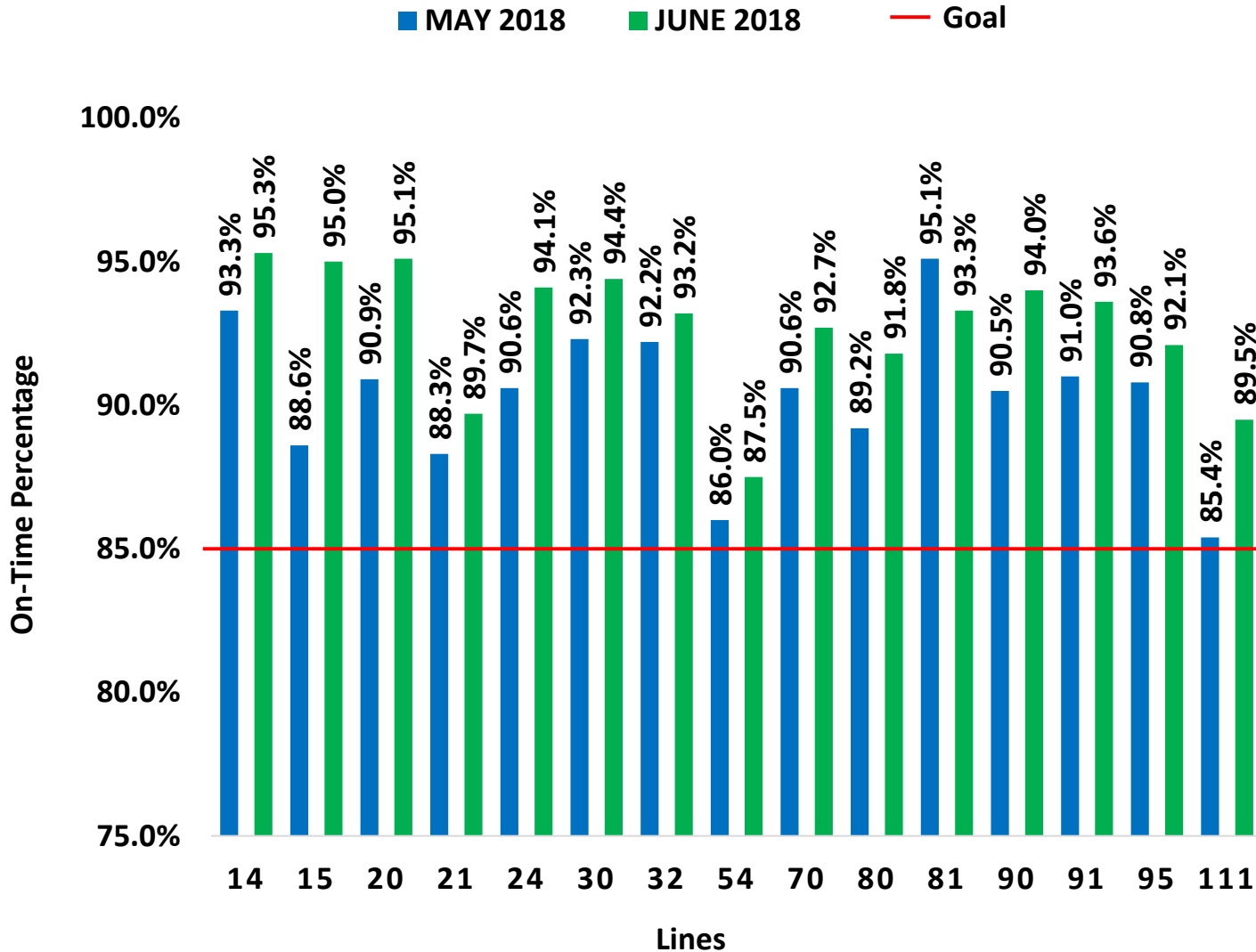
Summary:

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

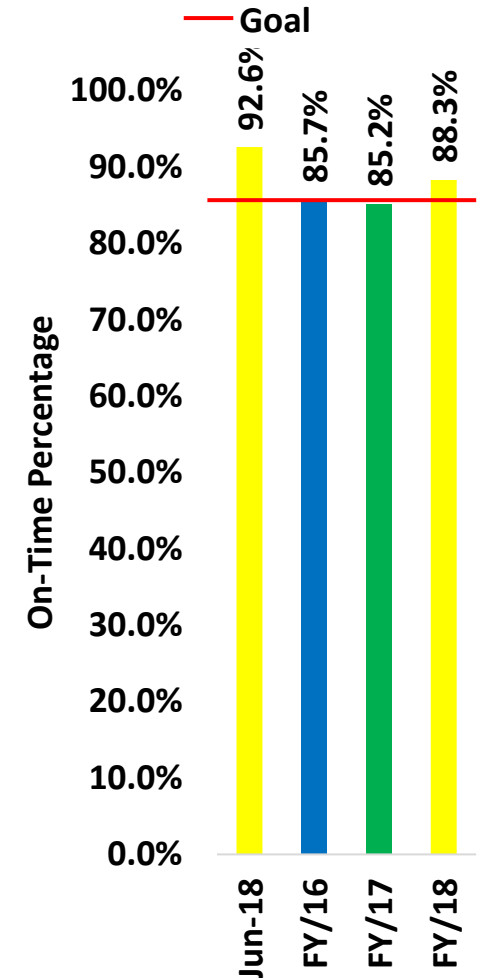
Recommendation:

Receive and file.

## On-Time Performance Percent by Line

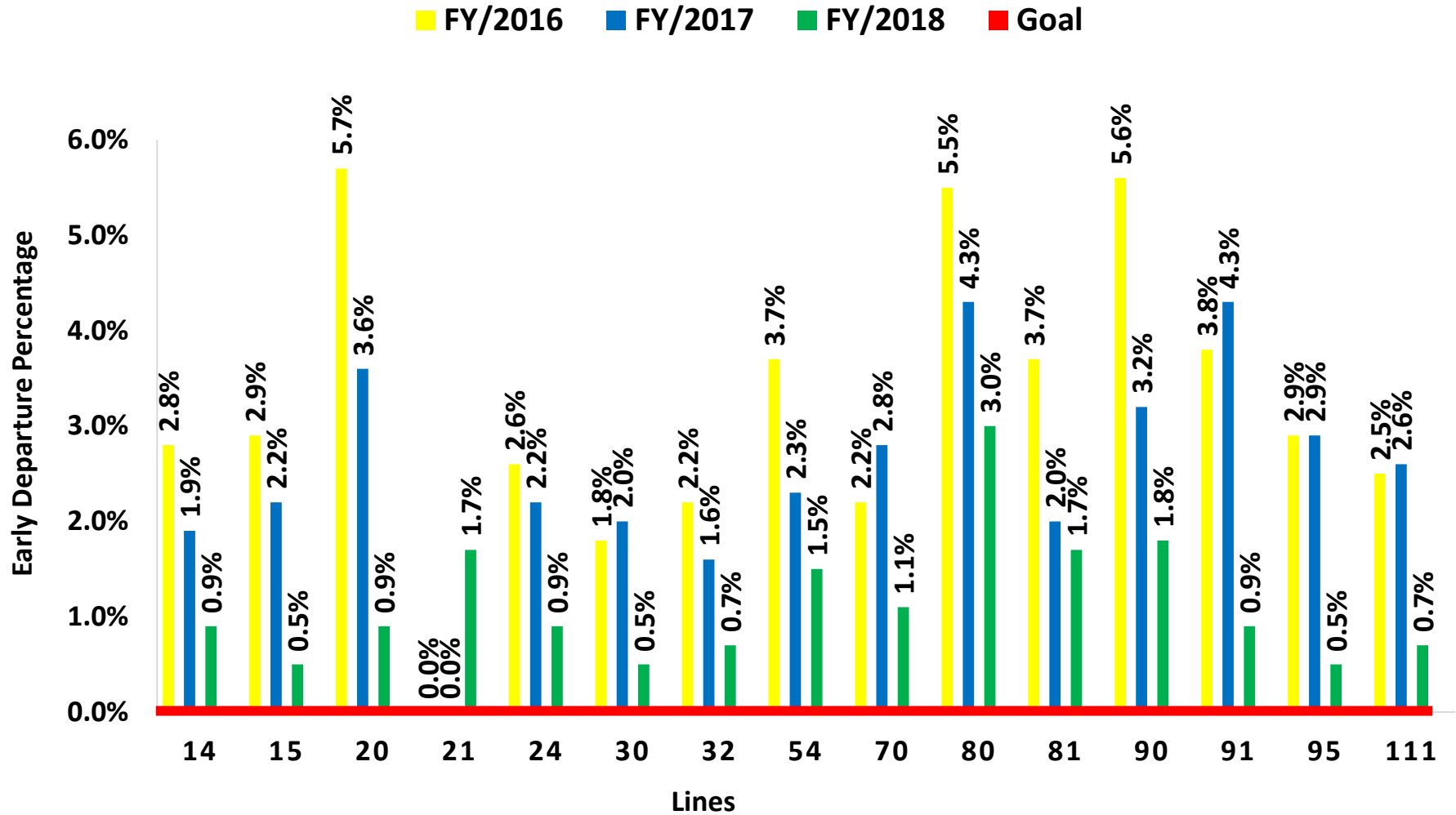


## On Time Performance System Wide



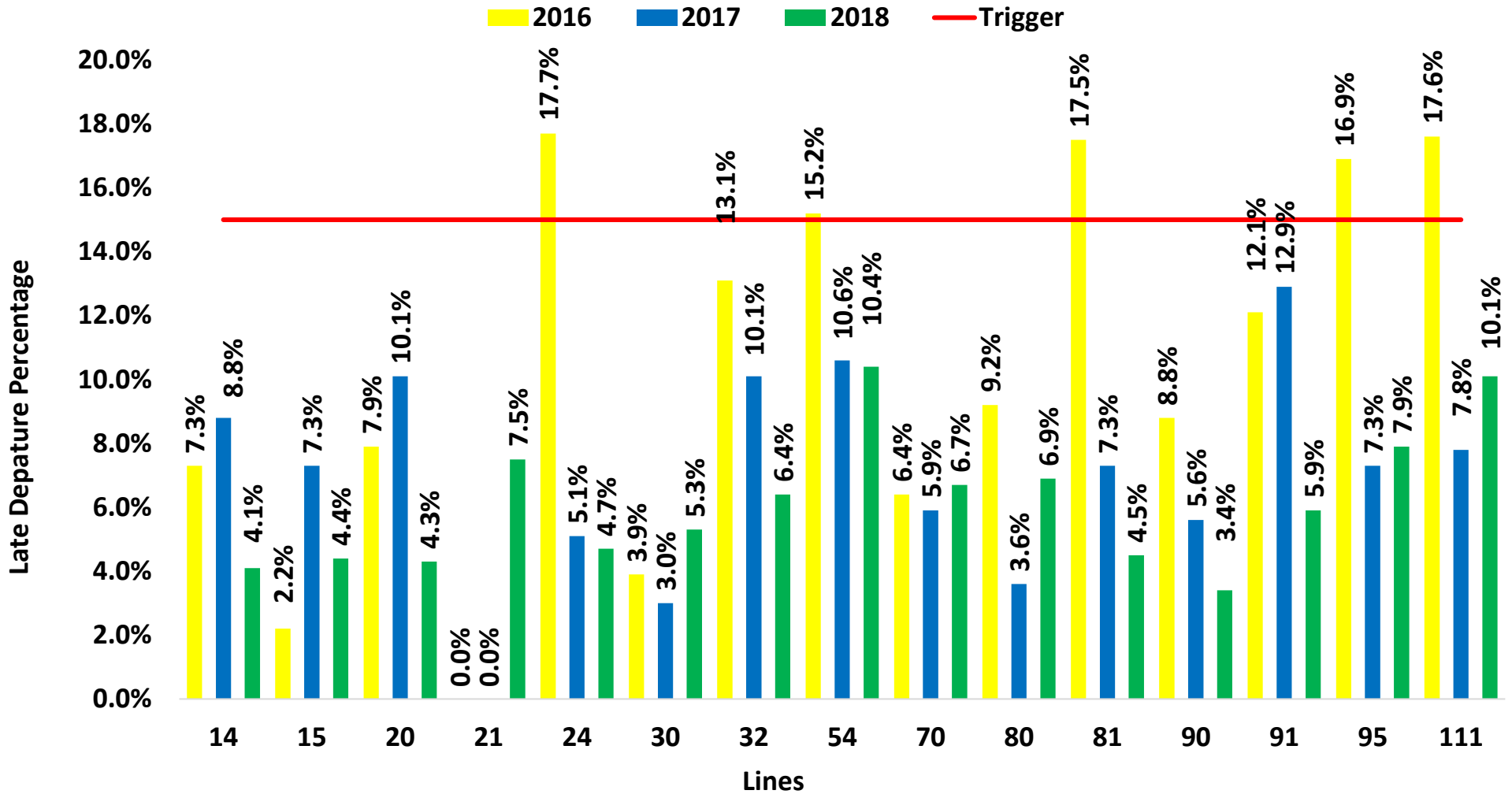
Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.  
 Goal: Minimum target for On Time performance is 85%.  
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

## Early Departures by Line YTD



Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each line.

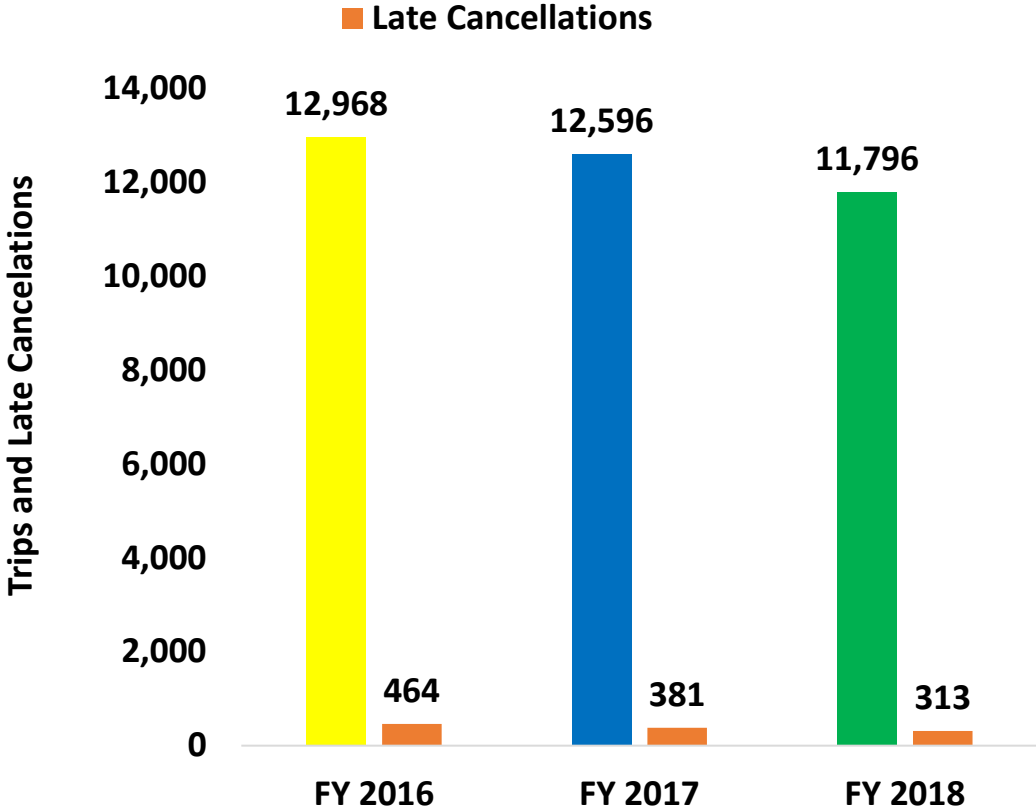
# Late Departure Percent by Line June



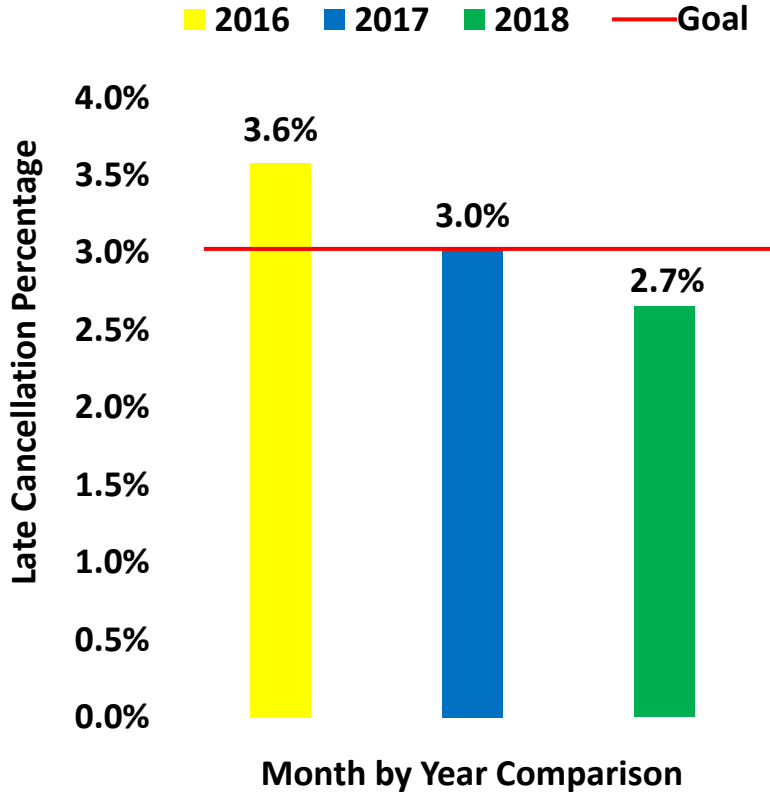
Late Definition: When a bus leaves a time point, after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%



# Total Trips vs. Late Cancellations June

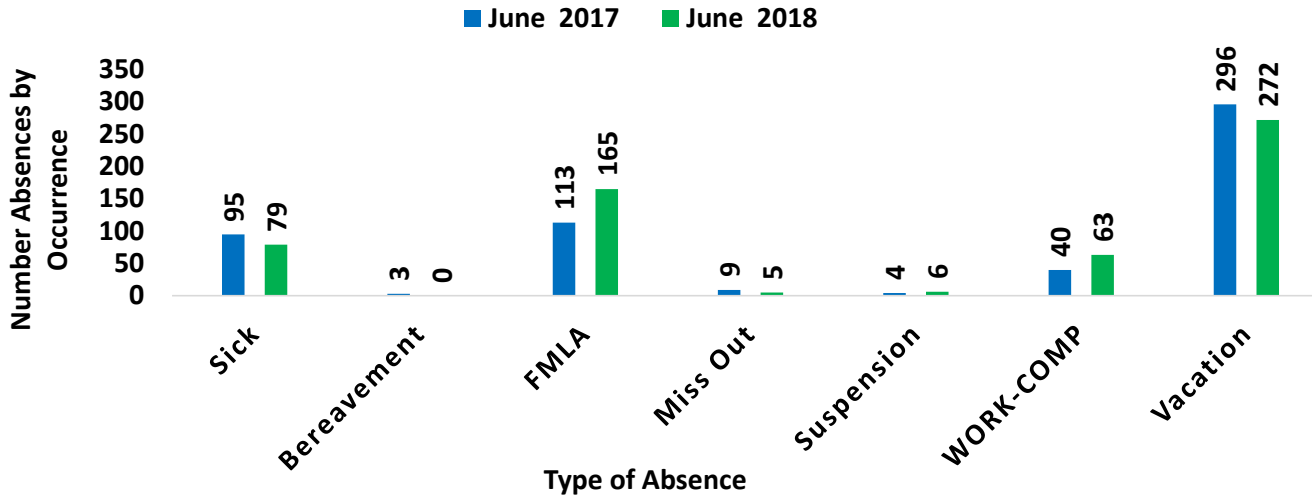


# Late Cancellation Percentage June

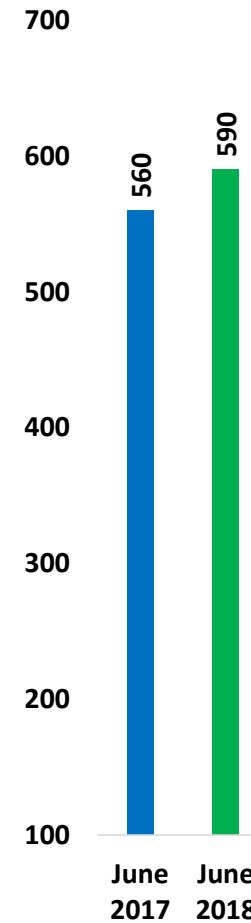


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.  
**Late Cancellation:** A trip for which an ADA client does not cancel 2 hours or more before the scheduled pick up time.  
**Goal for Late Cancellations:** 3% or below.

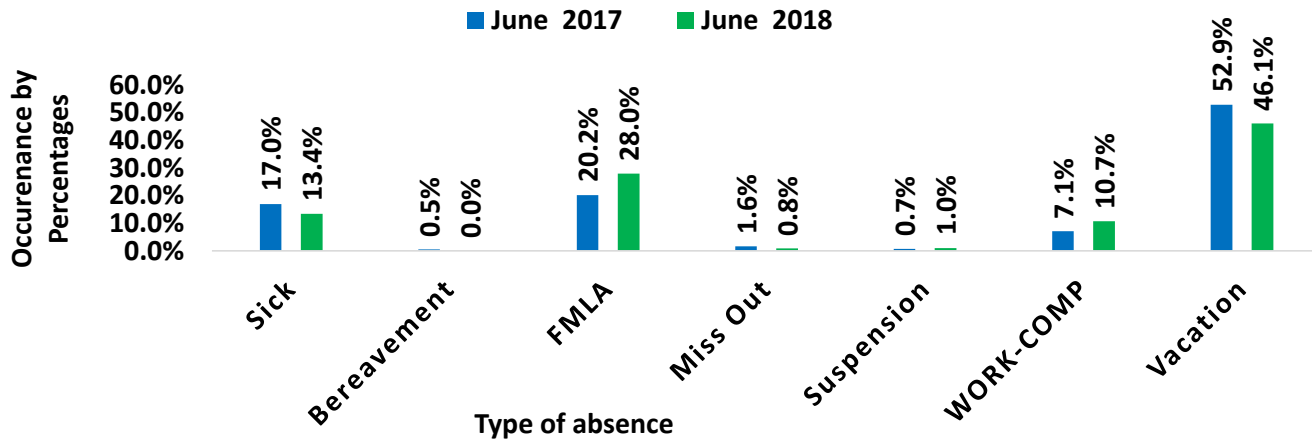
## Driver Absence Occurrences



## Total Absence Occurrences



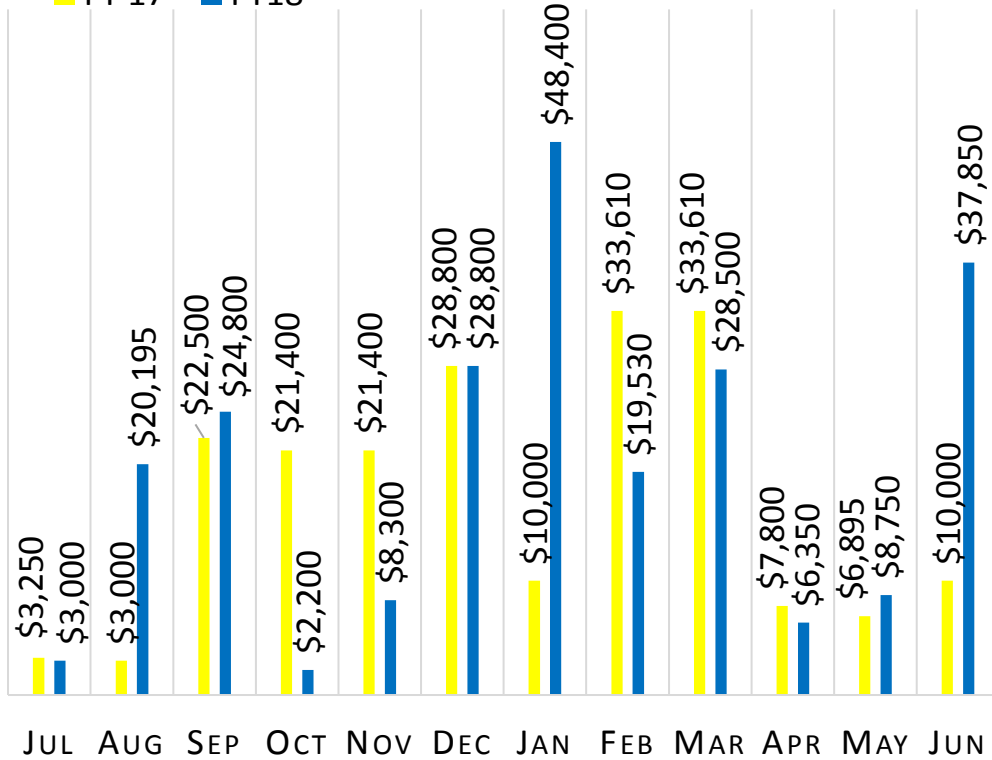
## Driver Absence Occurrences by Percentages



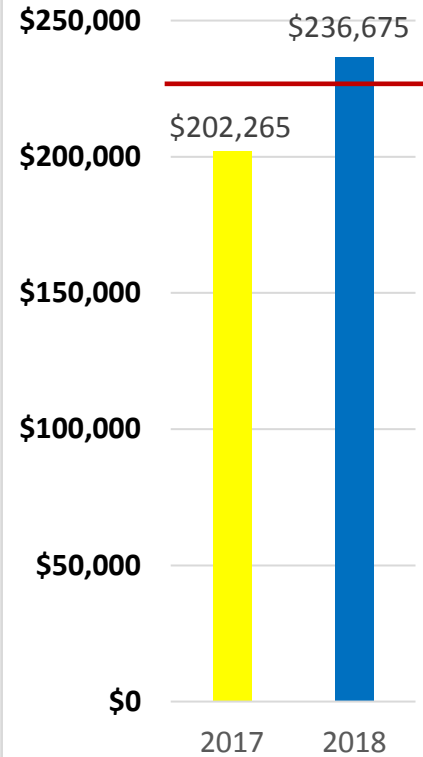
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

### Contracted Advertising - June - YTD FY18

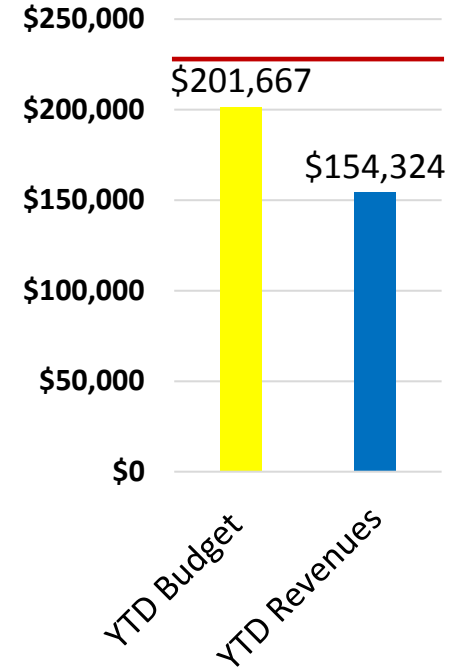
FY 17 FY18



### Contracted - YTD

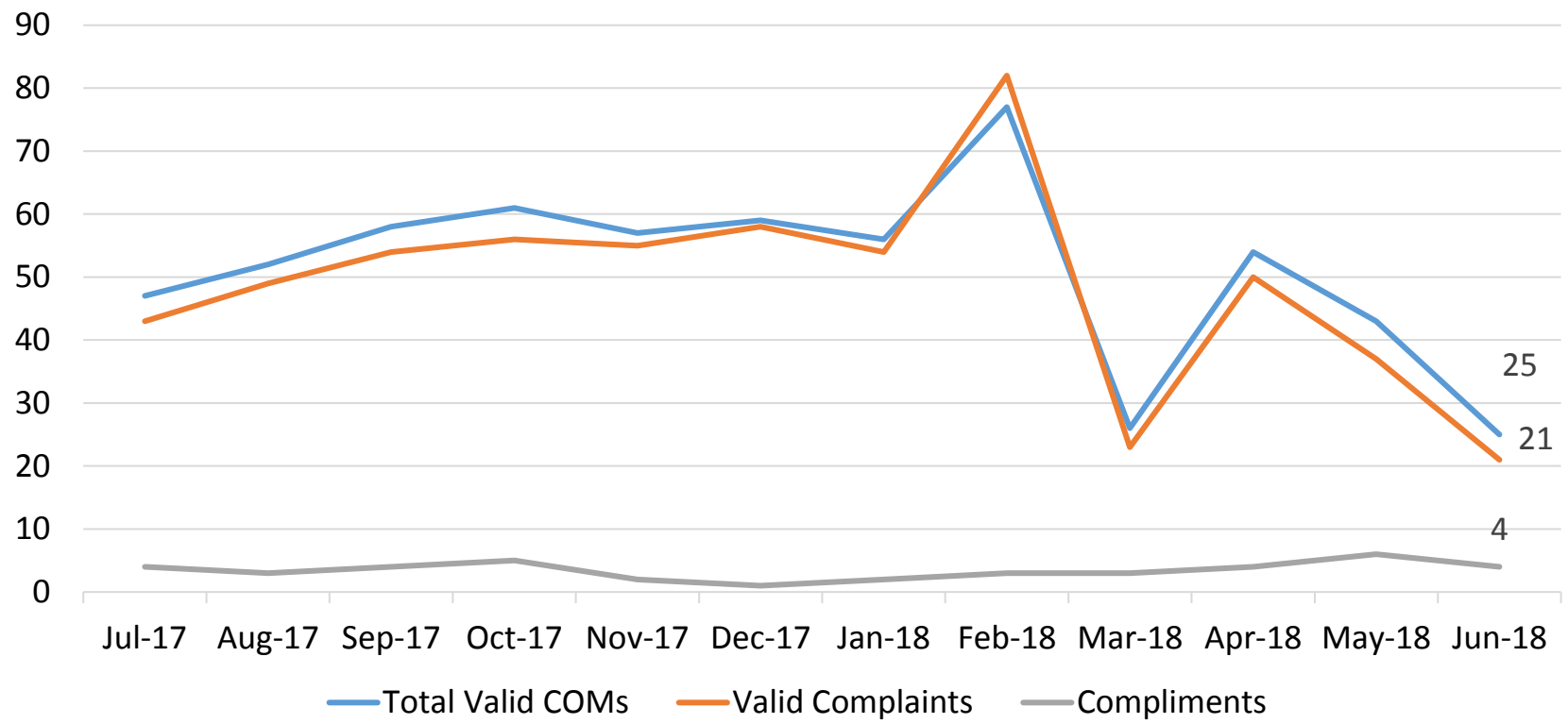


### YTD Budget vs YTD Agency Revenue May YTD

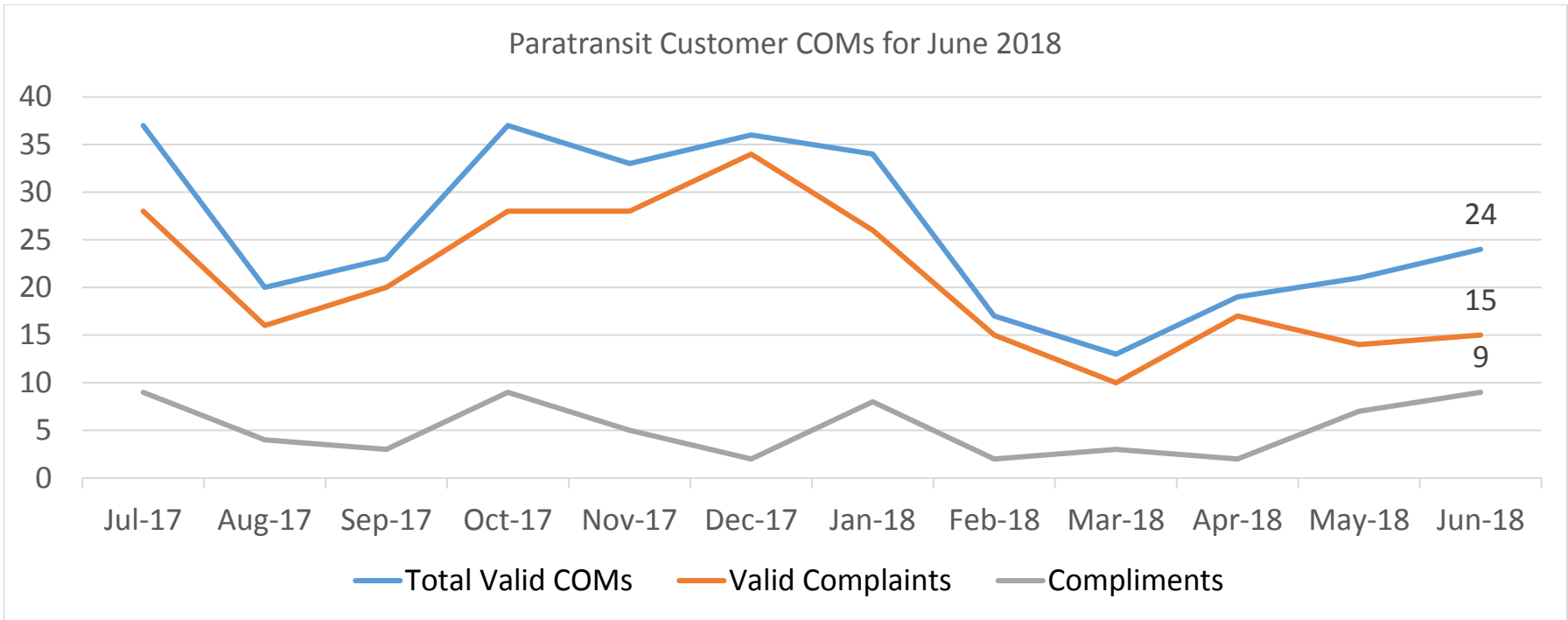


Contracted Advertising tracks dollar amount of signed contracts for bus shelter and exterior bus advertising. This section of the chart compares the FY18 YTD against FY17 YTD total. Does not include "Barter Contracts". The YTD Budget vs YTD Agency Revenue section tracks YTD revenue accrued vs the YTD budgeted amount projected by Finance. The Finance budgeted amount is \$220,00.

### Fixed Route Customer COMs for June 2018

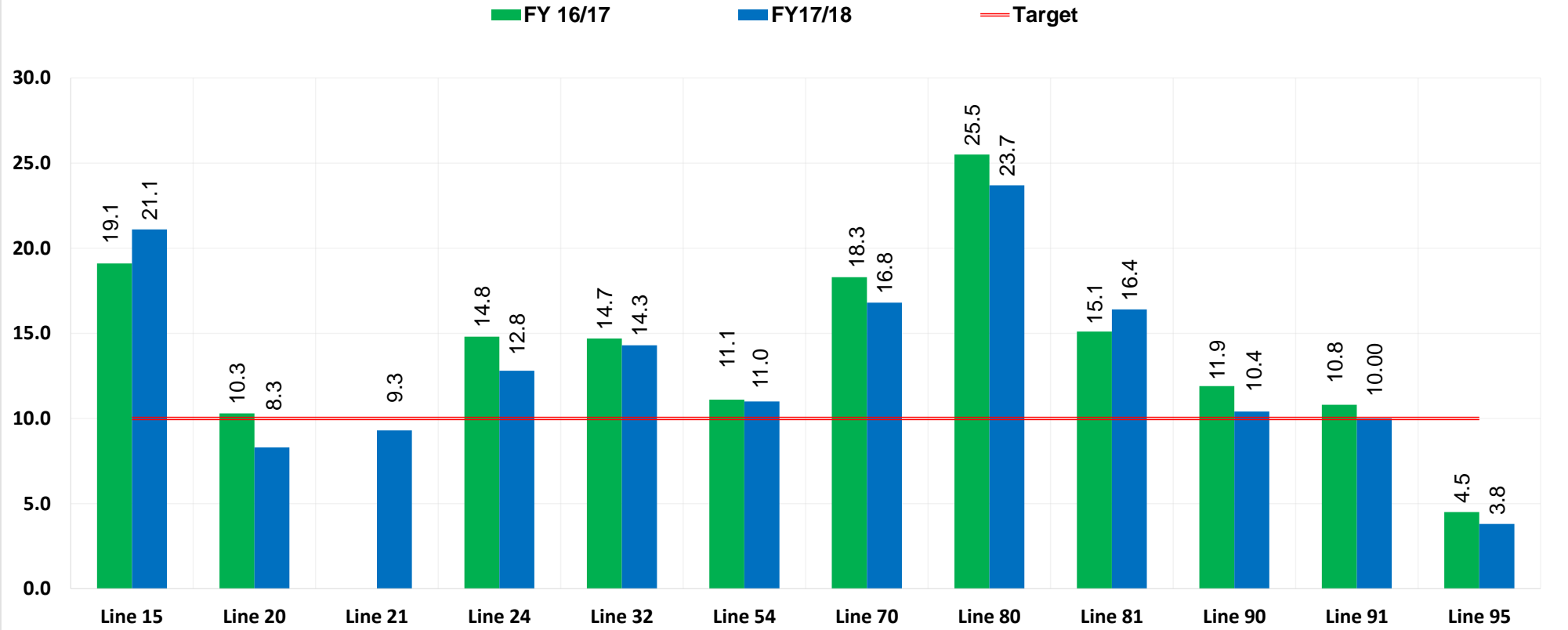


Valid Fixed Route COMs comprised of compliments and complaints for June 2018



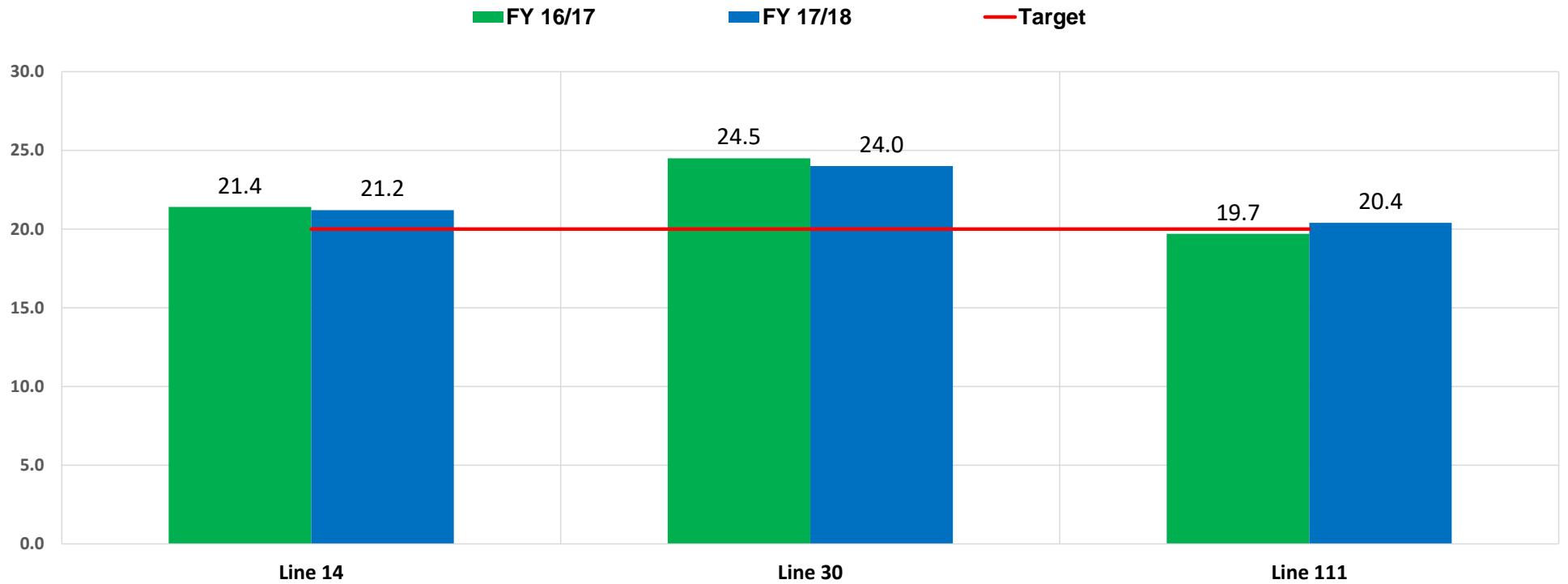
Valid Paratransit COMs comprised of compliments and complaints for June 2018

## System Performance (Local Routes) June 2018



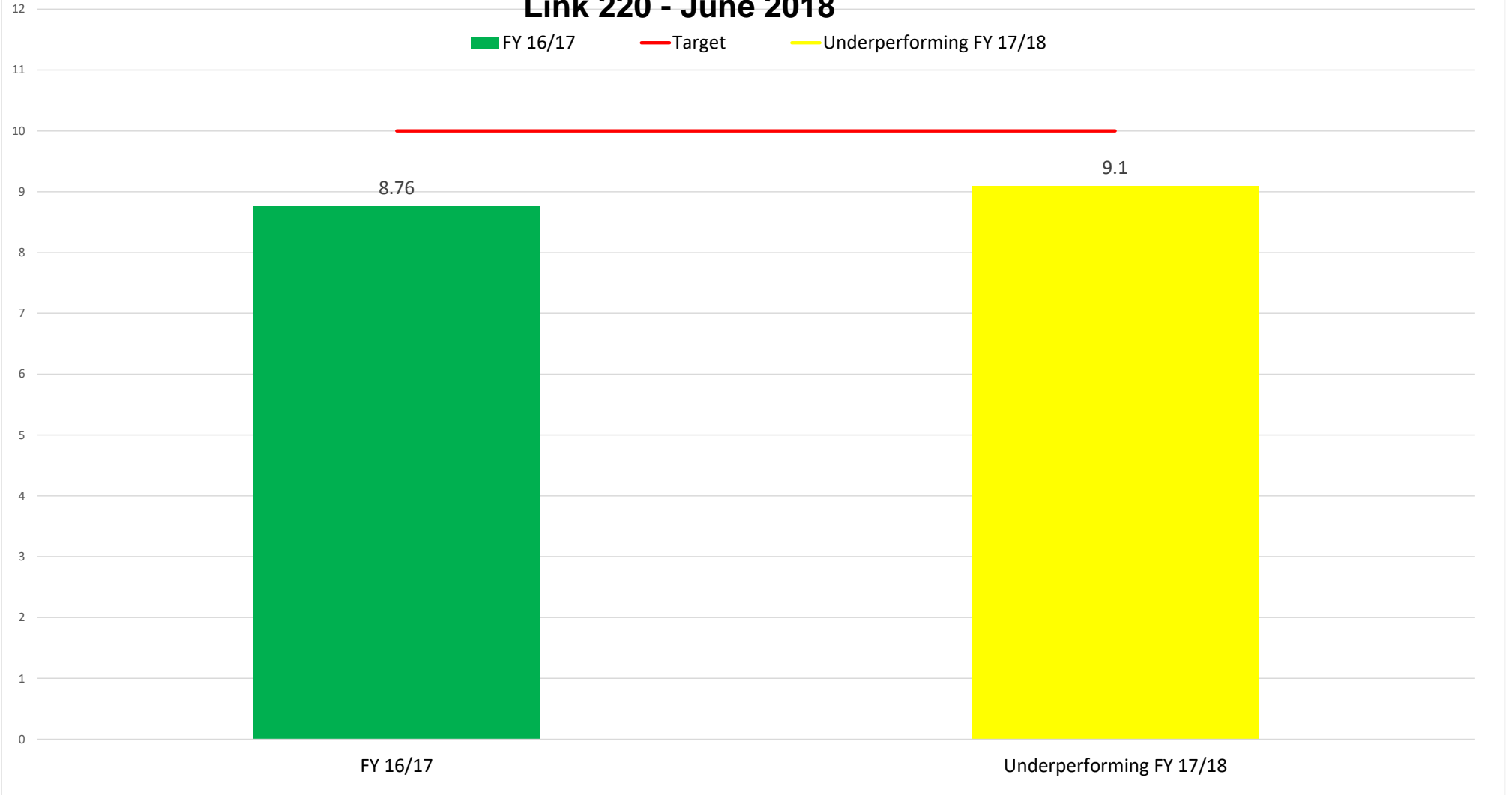
The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 17/18 goal is based on board approved service standards policy.

## System Performance (Trunk Routes) June 2018



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

## System Performance (Market-Based Service) Link 220 - June 2018



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



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for June 2018

Summary:

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

Recommendation:

Receive and file.

FY 17/18	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X			X	X	X	X	X	X	10	9
Palm Desert	X		X	X		X	X	X	X	X	X	X	10	10
Palm Springs			X	X		X		X	X	X	X	X	10	8
Cathedral City	X		X	X		X	X	X	X	X	X	X	10	10
Rancho Mirage	X		X	X		X		X		X	X	X	10	8
Indian Wells	X		X	X		X		X	X	X	X	X	10	9
La Quinta	X		X	X		X	X	X	X	X	X	X	10	10
Indio	X		X	X		X	X	X	X	X	X	X	10	10
Coachella	X		X	X				X					10	4
County of Riverside	X		X	X		X	X	X	X	X	X	X	10	10

**X - ATTENDED (Primary/Alternate)**

**DARK –**

## SunLine Transit Agency

<b>DATE:</b>	<b>July 25, 2018</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Eric Mester, Haul Pass Project Manager</b>	
<b>RE:</b>	<b>Authorization to Negotiate and Execute Memorandum of Understandings (MOUs) with Local Colleges and Universities for the Haul Pass Program</b>	

---

### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute Memorandum of Understandings (MOUs) between SunLine Transit Agency and local colleges and universities for the Haul Pass program.

### **Background**

SunLine Transit Agency is working with local higher education institutions on a Haul Pass program. This is a three-year project that will subsidize bus passes for local college students. This is with the anticipation that, starting year two (2), participating schools will underwrite the cost or have their respective student bodies vote to adopt the Haul Pass program as a fee based inclusion during school registration.

SunLine has acquired a Low Carbon Transit Operations Program (LCTOP) grant for this three-year project. The SunLine Board of Directors approved the LCTOP grant application for the Haul Pass project on March 28, 2018.

### **Financial Impact**

Funding for this program and subsequent MOUs is planned for through use of the LCTOP grant in the amount of \$696,048.

Year one (1) costing for College of the Desert (COD) is \$178,000; California State University, San Bernardino (CSUSB) costing is in development and will be brought forth at a future Board meeting.

## SunLine Transit Agency

<b>DATE:</b>	July 25, 2018	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Tommy Edwards, Chief Performance Officer	
<b>RE:</b>	CNG Fueling Station Project	

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### **Recommendation**

Recommend that the Board of Directors:

- a) approve additional funding on the CNG Fueling Station and related structures in the amount of \$2,500,000; and
- b) delegate authority to the CEO/General Manager to negotiate and execute an agreement with GP Strategies in an amount not to exceed \$6,557,332 for design and build of the Division 1 CNG fueling station and service related structures.

### **Background**

The CNG fueling station in Thousand Palms has surpassed its 20 years of useful life. The Board of Directors has approved the design/build method for the replacement of the station. The final design will not only replace and expand the Agency's CNG fueling infrastructure but will also include a new fare collection system at all three fueling lanes. The new facility will house the fare revenue count room, farebox repair workroom, and SunFuels office and workroom, thereby eliminating two trailers and two containers that have reached their useful life. This facility will improve the efficiency and safety of the nightly bus processes by consolidating all bus servicing elements in one location. It also will provide updated work space for employees by eliminating two outdated trailers and two containers which are currently used as office/work space.

The original project, without the related facilities, was budgeted at \$5,200,000. In January 2017, the Board of Directors approved additional funding in the amount of \$300,778. The revised budget for this project was set at \$5,500,778. This amount was based on the estimate from the engineering firm hired by SunLine to develop the preliminary engineering. This project utilized the design/build delivery method approved by the SunLine Board of Directors and identified in Public Contract Code § 20209.5.

Staff attempted to make an award that separated the civil work from the equipment to achieve project savings. After several attempts to obtain responses to solicitations that separated the equipment from the civil work, staff reverted to the conventional method of combining both civil work and equipment in its latest solicitation and [received five bids](#).

These bids came in substantially higher than the independent estimate. Based on the lowest three (3) bids, which were within \$200,000 of each other or three (3) percent of the recommended bid, staff believes that this [price is fair and reasonable](#) based on adequate price competition.

### **Financial Impact**

The additional \$2.5 million in funding will come from rebates earned by SunLine for its alternative fuels program. As an alternative, SunLine may choose to fund this project shortfall from LTF reserves. Funding for this project will be included in the FY 20 capital budget.



**PRICE ANALYSIS**

	GP Strategies	FASTECH	EFS West	Trillium	TruStar
Total Base Bid	\$ 6,557,332.08	\$ 6,501,967.00	\$ 6,796,743.00	\$ 6,943,831.00	\$ 9,668,198.00
Total Base Bid Plus Alternative	\$ 6,921,550.52	\$ 6,938,975.00	\$ 7,159,448.00	\$ 7,359,027.00	\$ 10,062,198.00

	Difference	Delta
Difference between GP Strategies and FASTECH Total Base Bid Plus Alternative	\$ (17,424.48)	0.25%
Difference between GP Strategies and EFS West Total Base Bid Plus Alternative	\$ (237,897.48)	3.32%

There was adequate price competition since at least five (5) bidders independently contended for the contract that is to be awarded. Award is based on Total Base Bid Plus Alternatives.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, GP Strategies is .25% lower than the second bidder, FASTECH and 3.32% lower than EFS West.

Based on the results, it is determined that the price submitted by GP Strategies is considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

## Short List of Qualified Bidders

### **EFS West**

28472 Constellation Road  
Santa Clarita, CA 91355

Art Babcock

[Art.babcock@efswest.com](mailto:Art.babcock@efswest.com)

661-705-8273

[info@efswest.com](mailto:info@efswest.com)

[jay.persaud@efswest.net](mailto:jay.persaud@efswest.net)

### **FASTECH**

7050 Village Drive, Suite D  
Buena Park, CA 90621

714-686-7374

[tcaldwell@fastechus.com](mailto:tcaldwell@fastechus.com)

### **GP Strategies**

2835 Progress Place  
Escondido, CA 92029

Mike Mackey

[Mmackey@gpstrategies.com](mailto:Mmackey@gpstrategies.com)

760-705-3446

[qbarfknecht@gpstrategies.com](mailto:qbarfknecht@gpstrategies.com)

### **Trillium**

2929 Allen Pkwy. Ste., 4100  
Houston, TX 77019

Ryan Forrest

[bids@trilliumcng.com](mailto:bids@trilliumcng.com)

713-332-5726

### **TruStar**

10225 Philadelphia Ct,  
Rancho Cucamonga, CA 91730

Rob Strange

[rstrange@trustarenergy.com](mailto:rstrange@trustarenergy.com)

909-793-3700

## SunLine Transit Agency

<b>DATE:</b>	July 25, 2018	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Rudy Le Flore, Chief Project Consultant	
<b>RE:</b>	Solar Carports	

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Planet Solar Inc., in an amount not to exceed \$499,968 for design and construction of solar carports at SunLine's Division 1.

### **Background**

SunLine came in under budget on the Administration Building Project, and subsequently SunLine staff received approval from the Board of Directors to utilize the residual funds from the project on solar carports at Division 1. On May 8, 2017, SunLine signed an agreement with Solteris to design the solar canopies and provide support during construction. Request for Qualifications were issued on November 17, 2017 and [three \(3\) firms were qualified](#) under the process identified in Public Contract Code 22160. Those companies prequalified were Sunworks Incorporated, Renova Energy Corporation, and Planet Solar Incorporated.

A single bid was received on June 28, 2018 from Planet Solar Incorporated in the amount of \$499,968. Planet Solar has an office located in Palm Desert, CA.

The two firms that did not submit a bid were asked to give a reason for not bidding. One firm stated they had insufficient bonding capacity. The other firm stated that they would be going after more significant projects with their limited bandwidth and therefore declined to bid.

### **Financial Impact**

The [financial impact of \\$499,968](#) was budgeted in the FY 2011/12 SRTP utilizing funds from California Proposition 1B.





**PRICE ANALYSIS**

	Planet Solar	SunLine's Estimate
Total	\$ 499,968.00	\$ 573,681.00

	Difference	Delta
Difference between Planet Solar and SunLine's Estimate	\$ (73,713.00)	12.85%

Since Planet Solar was the only vendor to submit a bid, SunLine compared Planet Solar's bid to SunLine's internal project estimate. Planet Solar's estimate is 12.85% lower than SunLine's estimate. Based on the results, it is reasonable to assume that Planet Solar understood the Scope of Work and/or level of effort to complete the required services. Therefore, it is determined that the prices submitted by Planet Solar are considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

## Qualified Bidders List

### **Planet Solar**

73820 Dinah Shore Drive  
Palm Desert, CA 92211  
(760) 590-3325  
[jill@planetsolar.com](mailto:jill@planetsolar.com)  
[kirk@planetsolar.com](mailto:kirk@planetsolar.com)

### **Renova Energy Corporation**

75-181 Mediterranean Ave.  
Palm Desert, CA 92211  
(760) 641-7431  
[nlewis@renovaenergy.com](mailto:nlewis@renovaenergy.com)

### **Sunworks Inc.**

9293 E. 9<sup>th</sup> St.  
Rancho Cucamonga, CA 97130  
[cmoser@sunworksusa.com](mailto:cmoser@sunworksusa.com)  
[respinosa@sunworksusa.com](mailto:respinosa@sunworksusa.com)  
[mcasey@sunworksusa.com](mailto:mcasey@sunworksusa.com)  
(714) 412-1434

**SunLine Transit Agency**

**DATE:** July 25, 2018 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Vanessa Mora, Compliance Officer/Special Assistant to the Chief  
Safety Officer

**RE:** Contract for Paratransit Vehicle Video System

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**Recommendation**

Staff recommends that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Apollo Video Technology for the purchase and installation of a six (6) camera video surveillance system on all SunLine Transit Agency paratransit vehicles and up to five (5) trolley vehicles, not to exceed \$325,000, upon approval by legal counsel.

**Background**

SunLine Transit Agency has been using Apollo Video Technology video surveillance systems on all fixed route vehicles since September 2013. This single source contract will enable SunLine to have the entire thirty-nine (39) paratransit vehicle fleet, and up to five (5) trolleys, utilize the same Apollo platform and software as fixed route buses. The purchase will streamline the video retrieval and archiving process and provide additional security for SunLine customers, employees and the general public.

**Financial Impact**

The financial impact of \$325,000 will utilize Prop 1B (Safety and Security Funds) programmed in the 2016/2017 and 2017/2018 SRTP for transit enhancements.