



SunLine Transit Agency  
March 27, 2019  
10:15 a.m. – 10:55 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE

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

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

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

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

#### ITEM

#### RECOMMENDATION

1. CALL TO ORDER

2. ROLL CALL

3. 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.

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

**ITEM**

**RECOMMENDATION**

**8. 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.

- |  |                                |
|--|--------------------------------|
| 8a) Checks \$1,000 and Over Report for January 2019  | (PAGE 3-7)                     |
| 8b) Credit Card Statement for January 2019   | (PAGE 8-12)                    |
| 8c) Monthly Budget Variance Report for January 2019  | (PAGE 13-19)                   |
| 8d) Contracts Signed in Excess of \$25,000 February 2019   | (PAGE 20-21)                   |
| 8e) Union & Non-Union Pension Investment Asset<br>Summary January 2019   | (PAGE 22-25)                   |
| 8f) Ridership Report for February 2019   | (PAGE 26-27)                   |
| 8g) SunDial Operational Notes for February 2019  | (PAGE 28-31)                   |
| 8h) Metrics for February 2019  | (PAGE 32-43)                   |
| 8i) Board Member Attendance for February 2019  | (PAGE 44-45)                   |
| <br>   |                                |
| <b>9. RESOLUTION NO. 0772 TO OBTAIN LOW CARBON<br/>TRANSIT OPERATIONS PROGRAM FUNDING</b><br>(Staff: Eric Taylor, Deputy Chief Financial Services)               | <b>APPROVE</b><br>(PAGE 46-49) |
| <br>   |                                |
| <b>10. CONTRACT FOR ADVERTISING, INSTALLATION<br/>AND MAINTENANCE RELATED TO BUS SHELTERS</b><br>(Staff: Eric Taylor, Deputy Chief Financial Services)           | <b>APPROVE</b><br>(PAGE 50)    |
| <br>   |                                |
| <b>11. SUBCONTRACT AGREEMENT FOR TWO (2)<br/>H2RIDE HYDROGEN SHUTTLE BUSES<br/>DEMONSTRATION PROJECT</b><br>(Staff: Tommy D. Edwards, Chief Performance Officer) | <b>APPROVE</b><br>(PAGE 51-52) |
| <br>   |                                |
| <b>12. OPERATING AGREEMENT FOR NEW FLYER/<br/>HYDROGENICS FUEL CELL BUS</b><br>(Staff: Tommy D. Edwards, Chief Performance Officer)                              | <b>APPROVE</b><br>(PAGE 53)    |
| <br>   |                                |
| <b>13. ADJOURN</b>   |                                |

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

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for January 2019

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 January, the largest payment issued was to Proton for payment of the Hydrogen Electric Hybrid fuel cell bus and station.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of January 2019**

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 Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>PROTON ENERGY SYSTEMS, INC.</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>677933</b>	<b>01/23/2019</b>	<b>3,200,216.00</b>
<b>NEW FLYER OF AMERICA INC.</b>	<b>Five Hydrogen Fuel Cell buses-AQIP</b>	<b>677842</b>	<b>01/11/2019</b>	<b>1,711,912.80</b>
<b>BYD COACH &amp; BUS LLC</b>	<b>WIP -Tircp 4 Electric Buses</b>	<b>677932</b>	<b>01/23/2019</b>	<b>1,457,869.58</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>677732</u>	<u>01/04/2019</u>	<u>347,884.36</u>
<b>MV TRANSPORTATION</b>	<b>WIP-Buzz Service Trolley Purchase</b>	<b>677796</b>	<b>01/07/2019</b>	<b>300,000.00</b>
<b>WINNER CHEVROLET, INC</b>	<b>WIP-Replacement &amp; Expansion of Support Vehicles</b>	<b>677934</b>	<b>01/23/2019</b>	<b>294,202.94</b>
PERMA - INSURANCE	Gen Liability/WC Prem	677853	01/11/2019	146,181.42
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>677924</u>	<u>01/18/2019</u>	<u>101,962.63</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>677994</u>	<u>01/25/2019</u>	<u>100,994.49</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	677817	01/11/2019	97,464.40
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP-Utility Infrastructure Upgrades</b>	<b>677826</b>	<b>01/11/2019</b>	<b>42,835.50</b>
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Fuel Tax Return 2018-Vendor	678002	01/28/2019	42,275.00
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP-Utility Infrastructure Upgrades</b>	<b>677827</b>	<b>01/11/2019</b>	<b>38,927.67</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	677871	01/18/2019	34,624.97
<b>APOLLO VIDEO TECHNOLOGY</b>	<b>WIP-Paratransit Security Camera</b>	<b>677943</b>	<b>01/25/2019</b>	<b>29,426.11</b>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	677756	01/04/2019	26,795.37
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	678003	01/28/2019	26,023.00
<b>ELDORADO NATIONAL (CALIFORNIA), INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>677740</b>	<b>01/04/2019</b>	<b>25,503.00</b>
SO CAL GAS CO.	Utilities	677858	01/11/2019	23,209.82
IMPERIAL IRRIGATION DIST	Utilities	677834	01/11/2019	22,257.21
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	677730	01/04/2019	22,215.25
TYLER TECHNOLOGIES, INC.	Computer/Network Software Agmt	677993	01/25/2019	17,018.00
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>677930</b>	<b>01/18/2019</b>	<b>16,356.78</b>
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Fuel Tax Return 2018-Operator	678001	01/28/2019	14,261.00
JEFFRY L. JOHNSON	Temporary Help	677901	01/18/2019	13,481.25
<b>BATTERY RUSH</b>	<b>WIP- Bus Shelter Lighting</b>	<b>677945</b>	<b>01/25/2019</b>	<b>13,335.00</b>
VERIZON WIRELESS	Wireless Telephone Service	677999	01/25/2019	11,829.33
THE LEFLORE GROUP LLC	Consulting Services	677857	01/11/2019	11,230.61
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	677919	01/18/2019	11,098.81
FIESTA FORD, INC.	Inventory Repair Parts	677963	01/25/2019	10,765.84
NFI PARTS	Inventory Repair Parts	677782	01/04/2019	10,474.98
ANTHONY CARTER	Consultant Services	677727	01/04/2019	10,360.00
PROPER SOLUTIONS	Temporary Help	677911	01/18/2019	9,585.02
COMPLETE COACH WORKS	Inventory Repair Parts	677951	01/25/2019	9,428.14
<b>EV CHARGE SOLUTIONS</b>	<b>WIP- Replacement &amp; Expansion of Support Vehicles</b>	<b>677978</b>	<b>01/25/2019</b>	<b>9,390.30</b>
<b>MILE-X EQUIPMENT</b>	<b>WIP- Fixed Assets-Maintenance Equipment</b>	<b>677976</b>	<b>01/25/2019</b>	<b>8,505.84</b>
VERIZON WIRELESS	Wireless Telephone Service	677791	01/04/2019	8,270.75
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	677798	01/11/2019	8,056.68
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	677774	01/04/2019	7,757.82

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of January 2019**

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>
ADVANCED WEB OFFSET, INC.	Printing Expense	677937	01/25/2019	7,575.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	677781	01/04/2019	7,369.76
PE FACILITY SOLUTIONS, LLC	Janitorial Services	677909	01/18/2019	7,240.00
ANTHONY CARTER	Consultant Services	677869	01/18/2019	7,210.00
PROPER SOLUTIONS	Temporary Help	677984	01/25/2019	6,805.88
BRIGHT MOMENTS	HR Consulting	677890	01/18/2019	6,772.50
COMPLETE COACH WORKS	Inventory Repair Parts	677810	01/11/2019	6,348.48
NAPA AUTO PARTS	Inventory Repair Parts	677904	01/18/2019	6,344.37
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>677931</b>	<b>01/18/2019</b>	<b>6,253.60</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>677940</b>	<b>01/25/2019</b>	<b>6,251.58</b>
SOCALGAS	Utilities	677859	01/11/2019	6,229.54
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>677868</b>	<b>01/18/2019</b>	<b>6,141.42</b>
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	677942	01/25/2019	6,100.00
NAPA AUTO PARTS	Inventory Repair Parts	677760	01/04/2019	5,820.43
HOME DEPOT CREDIT SERVICES	Facility Maintenance	677896	01/18/2019	5,287.64
DESERT CITY CAB	Taxi Voucher Program	677885	01/18/2019	4,914.30
IMPERIAL IRRIGATION DIST	Utilities	677969	01/25/2019	4,910.02
TPX COMMUNICATIONS	Telephone Service	677922	01/18/2019	4,829.20
JESSE FRESCAS JR.	Consultant Services	677972	01/25/2019	4,720.00
<b>CDW GOVERNMENT, INC</b>	<b>WIP-Information Technology Projects</b>	<b>677879</b>	<b>01/18/2019</b>	<b>4,471.79</b>
HD INDUSTRIES	Inventory Repair Parts	677750	01/04/2019	4,326.02
PRUDENTIAL OVERALL SUPPLY	Uniforms	677985	01/25/2019	4,296.86
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Fuel Tax Return 2018-User	678000	01/28/2019	4,274.00
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	677852	01/11/2019	4,160.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	677850	01/11/2019	4,125.43
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>677771</u>	<u>01/04/2019</u>	<u>4,107.36</u>
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	677927	01/18/2019	4,099.06
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	677876	01/18/2019	4,000.76
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	677731	01/04/2019	3,946.67
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>677866</b>	<b>01/11/2019</b>	<b>3,822.50</b>
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	677821	01/11/2019	3,806.25
SARDO BUS & COACH UPHOLSTERY	Repair Parts Fixed Route	677775	01/04/2019	3,751.80
PROPER SOLUTIONS	Temporary Help	677855	01/11/2019	3,672.00
<b>1000BULBS.COM</b>	<b>WIP-Electric &amp; Lighting Facility Improvement</b>	<b>677936</b>	<b>01/25/2019</b>	<b>3,597.30</b>
<b>TRAPEZE SOFTWARE GROUP INC.</b>	<b>WIP-ERP Project</b>	<b>677923</b>	<b>01/18/2019</b>	<b>3,562.50</b>
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	677983	01/25/2019	3,520.00
TIME WARNER CABLE	Utilities	677786	01/04/2019	3,461.50
<b>GRAINGER</b>	<b>WIP- Fixed Assets-Maintenance Equipment</b>	<b>677825</b>	<b>01/11/2019</b>	<b>3,345.45</b>
ATWORK FRANCHISE, INC.	Temporary Help	677893	01/18/2019	3,007.69

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of January 2019**

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>
PERMA - INSURANCE	Insurance Losses	677910	01/18/2019	2,773.25
HOME DEPOT CREDIT SERVICES	Facility Maintenance	677831	01/11/2019	2,732.35
SOCO GROUP INC, THE	Lubricants-Oils	677860	01/11/2019	2,692.60
ALEXANDER COHN, ESQ	Legal Services	677939	01/25/2019	2,600.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>677875</b>	<b>01/18/2019</b>	<b>2,588.57</b>
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>677938</b>	<b>01/25/2019</b>	<b>2,478.72</b>
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>677957</b>	<b>01/25/2019</b>	<b>2,465.84</b>
ASPEN REFRIGERANTS, INC.	Freon & Coolant	677803	01/11/2019	2,451.98
CREATIVE BUS SALES, INC,	Inventory Repair Parts	677953	01/25/2019	2,369.97
AUGER CONSULTING GROUP LLC	Consulting Service	677837	01/11/2019	2,365.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>677947</b>	<b>01/25/2019</b>	<b>2,348.37</b>
OPW FUELING COMPONENTS	Inventory Repair Parts- SunFuels	677764	01/04/2019	2,331.48
HD INDUSTRIES	Inventory Repair Parts	677829	01/11/2019	2,168.05
PAUL ASSOCIATES	Printing Expense	677767	01/04/2019	2,167.91
FLEET-NET CORPORATION	Computer Network Software Agreement	677746	01/04/2019	2,130.00
SMARTDRIVE SYSTEMS, INC.	General Services	677988	01/25/2019	2,080.00
<b>TOPS N BARRICADES, INC.</b>	<b>WIP-Buzz Service Trolley Purchase</b>	<b>677863</b>	<b>01/11/2019</b>	<b>2,060.00</b>
AMERICAN SEATING COMPANY	Inventory Repair Parts	677941	01/25/2019	2,014.66
CREATIVE BUS SALES, INC,	Inventory Repair Parts	677812	01/11/2019	1,979.83
ALEXANDER COHN, ESQ	Legal Services	677725	01/04/2019	1,950.00
CALSTART, INC.	Membership & Subscriptions	678004	01/28/2019	1,950.00
360 BUSINESS CONSULTING	Web Site Maintenance	677867	01/18/2019	1,950.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	677977	01/25/2019	1,929.62
PARTS AUTHORITY METRO LLC	Inventory Repair Parts	677908	01/18/2019	1,904.78
<b>PSOMAS</b>	<b>WIP-CNG Station</b>	<b>677856</b>	<b>01/11/2019</b>	<b>1,842.14</b>
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	677884	01/18/2019	1,793.75
YRC FREIGHT	Contract Service-Freight	677795	01/04/2019	1,687.88
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	677757	01/04/2019	1,680.05
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	677835	01/11/2019	1,630.00
VERIZON WIRELESS	Wireless Telephone Service	677928	01/18/2019	1,610.26
CUMMINS SALES AND SERVICE	Inventory Repair Parts	677738	01/04/2019	1,586.13
PDC MACHINES, INC	Inventory Repair Parts- SunFuels	677768	01/04/2019	1,552.95
THE JANEK CORPORATION	Inventory Repair Parts	677785	01/04/2019	1,508.50
NFI PARTS	Inventory Repair Parts	677991	01/25/2019	1,453.73
NFI PARTS	Inventory Repair Parts	677861	01/11/2019	1,423.70
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	677765	01/04/2019	1,422.11
SWRCB ACCOUNTING OFFICE	Permit & Licenses	677780	01/04/2019	1,400.00
SWRCB ACCOUNTING OFFICE	Permit & Licenses	677990	01/25/2019	1,400.00
TOTALFUNDS	Postage Supplies	677921	01/18/2019	1,322.16

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of January 2019**

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>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	677955	01/25/2019	1,320.77
<b>WALTERS WHOLESALE ELECTRIC CO.</b>	<b>WIP-Indio Temporary Lounge</b>	<b>677864</b>	<b>01/11/2019</b>	<b>1,319.94</b>
AIRWAVE COMMUNICATIONS	Radio Maintenance	677799	01/11/2019	1,284.04
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	677913	01/18/2019	1,260.55
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	677872	01/18/2019	1,259.45
CASSEL & ASSOCIATES	Inventory Repair Parts- SunFuels	677809	01/11/2019	1,258.73
LUMINATOR MASS TRANSIT, LLC	Inventory Repair Parts	677753	01/04/2019	1,214.48
MCMASTER CARR SUPPLY CO.	Bus Stop Supplies	677755	01/04/2019	1,187.31
<b>CDW GOVERNMENT, INC</b>	<b>WIP-Buzz Service Trolley Purchase</b>	<b>677734</b>	<b>01/04/2019</b>	<b>1,146.56</b>
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	677900	01/18/2019	1,125.00
MURCHISON & CUMMING, LLP	Insurance Losses	677979	01/25/2019	1,100.56
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	677873	01/18/2019	1,078.19
HD INDUSTRIES	Inventory Repair Parts	677894	01/18/2019	1,050.46
OFFICE DEPOT	Office Supplies	677844	01/11/2019	1,037.63
C V WATER DISTRICT	Utilities	677882	01/18/2019	1,017.65
CALACT	Membership & Subscriptions	677807	01/11/2019	1,005.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	677883	01/18/2019	1,001.02
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	677805	01/11/2019	1,000.00
<b>Total Checks Over \$1,000</b>	\$8,586,930.01			
<b>Total Checks Under \$1,000</b>	\$44,096.19			
<b>Total Checks</b>	\$8,631,026.20			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for January 2019

Summary:

The attached report summarizes the Agency's credit card expenses for January 2019 with a statement closing date of February 3, 2019.

Recommendation:

Receive and file.



**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 02/03/19**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	1/3/2019	1/4/2019	Panera Bread	Panera Catering Order; BUZZ Customer Service Training for Operators (Session 1)		\$210.90
2	1/4/2019	1/4/2019	Panera Bread	Panera Catering Order; BUZZ Customer Service Training for Operators (Session 2)		\$163.95
3	1/10/2019	1/10/2019	Hotel Tonight	Lodging for 1 Night (Agua Caliente Casino Resort); HR Related Help - Felicie Bright, HR Consultant		\$119.00
4	1/11/2019	1/11/2019	Expedia	Lodging for 2 Nights; Transit Planning Training - Isaac Rodriguez, Transit Planning Research Data Analyst		\$175.98
5	1/19/2019	1/19/2019	Women Leaders Forum	Registration for 2 Seats; Womens Leader Forum of the Coachella Valley 2019 Luncheon and Scholarship Fundraiser - Lauren Skiver, CEO/General Manager and Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$180.00
6	1/21/2019	1/21/2019	Cathedral City Floral	Floral Display in Honor of Late Board Member Greg Pettis - January Board of Directors Meeting		\$161.32
7	1/23/2019	1/23/2019	Office Express	Guacamoles Catering Order; January Board of Directors Meeting		\$311.52
8	1/25/2019	1/25/2019	El Pollo Loco	El Pollo Loco Catering Order; Track 3B Joint Session with City of La Quinta hosted at SunLine		\$195.73
9	1/25/2019	1/25/2019	APTA	Registration; 2019 APTA Legislative Conference - Lauren Skiver, CEO/General Manager		\$875.00
10	1/25/2019	1/25/2019	APTA	Registration; 2019 APTA Legislative Conference - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$875.00
11	1/29/2019	1/29/2019	Expedia	Lodging for 2 Nights; 2019 Zero Emission Bus Technology Symposium and Showcase -Lauren Skiver, CEO/General Manager and Tommy D. Edwards, Chief Performance Officer		\$1,400.20
12	1/29/2019	1/29/2019	SWA	Flight on Southwest Airlines from ONTO to SMF; 2019 Zero Emission Bus Technology Symposium and Showcase - Tommy Edwards, Chief Performance Officer (Early Bird Check-In)		\$20.00
13	1/29/2019	1/29/2019	Southwest	Flight on Southwest Airlines from ONTO to SMF; 2019 Zero Emission Bus Technology Symposium and Showcase - Tommy Edwards, Chief Performance Officer		\$414.96
14	1/29/2019	1/29/2019	SWA	Flight on Southwest Airlines from ONTO to SMF; 2019 Zero Emission Bus Technology Symposium and Showcase -Lauren Skiver, CEO/General Manager (Early Bird Check-In)		\$20.00
15	1/29/2019	1/29/2019	Southwest	Flight on Southwest Airlines from ONTO to SMF; 2019 Zero Emission Bus Technology Symposium and Showcase -Lauren Skiver, CEO/General Manager		\$414.96

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
16	1/29/2019	1/29/2019	Unique Flowers	Jensen's floral standing spray for Greg Pettis Celebration of Life		\$178.51
17	1/30/2019	1/30/2019	El Pollo Loco	El Pollo Loco Catering Order; Track 3B Joint Session with City of La Quinta hosted at SunLine <i>*Tip refunded due to order issues</i>	\$21.29	
18	1/30/2019	1/30/2019	El Pollo Loco	El Pollo Loco Catering Order; Track 3B Joint Session with City of La Quinta hosted at SunLine <i>*Delivery refunded due to order issues</i>	\$19.99	
19	1/31/2019	1/31/2019	El Pollo Loco	El Pollo Loco Catering Order; Track 3B Joint Session with City of La Quinta hosted at SunLine <i>*Partial refund due to order issues</i>	\$45.61	
<b>Credits and Charges:</b>					\$86.89	\$5,717.03
<b>Total:</b>					<b>\$5,630.14</b>	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	02/03/19
Days in Billing Cycle	31
Next Statement Date	03/03/19
Credit Line	\$40,000
Available Credit	\$34,294

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

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

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

Payment Information

New Balance	\$5,705.14
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	02/28/19

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		\$4,195.46
Credits	-	\$86.89
Payments	-	\$4,195.46
Purchases & Other Charges	+	\$5,792.03
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$5,705.14

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$40.55
Cash Earned this Month		\$56.30
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$96.85
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 03/2019.

See reverse side for important information.



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	\$5,705.14
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	02/28/19

05000005705140044846100042659416

Print address or phone changes:

Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
LUIS GARCIA  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501  
58388  
MSP 304



**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	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$5,705.14 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL \*FINANCE CHARGE\* BILLED IN 2018 \$0.00  
 TOTAL \*FINANCE CHARGE\* PAID IN 2018 \$0.00

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$5,630.14

**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	24484610400XTMJG6	REWARDS ANNUAL MEMBERSHIP FEE		75.00
01/28 01/28	F3268000W00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	4,195.46	
		TOTAL 4484610004265941 \$4,120.46-		

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

01/03 01/04	2423168032DK07VA0	PANERA BREAD #601771 314-984-3495 CA		210.90
01/04 01/04	2423168042DJNHBXY	PANERA BREAD #601771 314-984-3495 CA		163.95
01/10 01/10	24492150ALWGDHQR8	HOTELTONIGHTAGUA CALI 8002082949 CA		119.00
01/11 01/11	24692160B2X6JYKSP	EXPEDIA 7404442287842 EXPEDIA.COM WA		175.98
01/19 01/19	24755420K7VLQJ5YT	WOMEN LEADERS FORUM OF TH760-8377222 CA		180.00
01/21 01/21	24492150NJHJBKRJX	CATHEDRALCITYFLORAL STRIPE.COM CA		161.32
01/23 01/23	24755420R3T9LSRYR	THE OFFICE EXPRESS 800-3675402 CA		311.52
01/25 01/25	24013390S035PV45L	6031 EL POLLO LOCO http://www.el CA		195.73
01/25 01/25	24639230VS66M9A1A	APTA 202-4964800 DC		875.00
01/25 01/25	24639230VS66M9A12	APTA 202-4964800 DC		875.00
01/29 01/29	24692160X2X5EX2AG	EXPEDIA 7408831227744 EXPEDIA.COM WA		1,400.20
01/29 01/29	24692160Y2XMT6XZR	SWA*EARLYBRD5269829033315800-435-9792 TX		20.00
01/29 01/29	24692160Y2XMT6Y0T	SOUTHWES 5262433250934800-435-9792 TX		414.96
	02/05/19	EDWARDS/TOMMY D		
	1 WN I	ONTARIO SACRAMENTO		
	2 WN K	SACRAMENTO ONTARIO		
01/29 01/29	24692160Y2XMT6Y00	SWA*EARLYBRD5269829033314800-435-9792 TX		20.00
01/29 01/29	24692160Y2XMT6Y08	SOUTHWES 5262433250935800-435-9792 TX		414.96
	02/05/19	BELTON/LAURA L CEO		
	1 WN I	ONTARIO SACRAMENTO		
	2 WN K	SACRAMENTO ONTARIO		
01/29 01/29	24717050Y4BZBQFVX	TLF*UNIQUE FLOWERS AND GI760-3256762 CA		178.51
01/30 01/30	74013390Z03TTMZ0Z	6031 EL POLLO LOCO PALM DESERT CA	21.29	
01/30 01/30	74013390Z03TTMZ17	6031 EL POLLO LOCO PALM DESERT CA	19.99	
01/31 01/31	740133910000ZR620	6031 EL POLLO LOCO PALM DESERT CA	45.61	
		TOTAL \$5,630.14		
		LAURA SKIVER / Sub Acct Ending In [REDACTED]		

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

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for January 2019

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 January 31, 2019, the organization's revenues net of subsidies are \$226,996 over budget or 8.3% above the YTD budget. Expenditures are \$3,973,255 under budget or 17.2% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
January 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,643,828	251,058	220,319	30,739	1,666,181	1,542,233	123,948	37.0%
Other Revenue	2,063,241	85,870	171,937	(86,067)	1,306,605	1,203,557	103,048	36.7%
<b>Total Operating Revenue</b>	<b>4,707,069</b>	<b>336,927</b>	<b>392,256</b>	<b>(55,328)</b>	<b>2,972,786</b>	<b>2,745,790</b>	<b>226,996</b>	<b>36.8%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,716,024	781,172	809,669	28,496	5,352,612	5,667,680	315,068	44.9%
Operator & Mechanic Overtime	1,083,067	91,966	90,256	(1,710)	563,069	631,789	68,720	48.0%
Administration Salaries & Wages	6,174,431	418,215	514,536	96,321	2,910,470	3,601,751	691,281	52.9%
Administration Overtime	44,979	1,635	3,748	2,113	13,339	26,238	12,898	70.3%
Fringe Benefits	10,643,118	817,567	886,926	69,359	5,249,183	6,208,485	959,303	50.7%
Communications	208,000	15,860	17,333	1,473	124,995	121,333	(3,662)	39.9%
Legal Services	420,000	36,550	35,000	(1,550)	288,579	245,000	(43,579)	31.3%
Computer/Network Software Agreement	560,745	46,599	46,729	130	242,548	327,101	84,553	56.7%
Uniforms	115,250	19,497	9,604	(9,893)	37,120	67,229	30,109	67.8%
Contracted Services	473,338	34,699	39,445	4,746	241,983	276,114	34,130	48.9%
Equipment Repairs	7,000	151	583	432	196	4,083	3,887	97.2%
Security Services	104,159	9,074	8,680	(394)	59,684	60,759	1,075	42.7%
Fuel - CNG	1,533,122	124,321	127,760	3,439	822,107	894,321	72,214	46.4%
Fuel - Hydrogen	260,000	18,413	21,667	3,254	206,370	151,667	(54,703)	20.6%
Tires	243,277	20,694	20,273	(420)	144,961	141,912	(3,049)	40.4%
Office Supplies	68,523	7,059	5,710	(1,349)	35,069	39,972	4,903	48.8%
Travel/Training	174,496	6,733	14,541	7,808	77,301	101,789	24,488	55.7%
Repair Parts	1,297,244	131,196	108,104	(23,092)	754,103	756,725	2,623	41.9%
Facility Maintenance	42,750	2,287	3,563	1,276	23,617	24,938	1,321	44.8%
Electricity - CNG & Hydrogen	275,000	10,382	22,917	12,535	83,120	160,417	77,296	69.8%
Natural Gas	1,390,000	106,397	115,833	9,436	722,009	810,833	88,825	48.1%
Water and Gas	7,500	823	625	(198)	3,367	4,375	1,008	55.1%
Insurance Losses	1,276,054	(182,545)	106,338	288,883	182,787	744,365	561,578	85.7%
Insurance Premium - Property	17,136	1,168	1,428	260	8,179	9,996	1,817	52.3%
Repair Claims	154,280	1,898	12,857	10,959	22,023	89,997	67,974	85.7%
Fuel Taxes	188,300	3,424	15,692	12,268	55,429	109,842	54,413	70.6%
Other Expenses	4,776,612	315,429	398,051	82,622	1,855,464	2,786,357	930,893	61.2%
Self Consumed Fuel	(1,600,000)	(142,764)	(133,333)	(9,430)	(921,204)	(933,333)	12,129	42.4%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>2,697,901</b>	<b>3,304,534</b>	<b>606,633</b>	<b>19,158,481</b>	<b>23,131,736</b>	<b>3,973,255</b>	<b>51.7%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,360,973)</b>			<b>\$ (16,185,694)</b>			
<b>Subsidies:</b>								
Local - Measure A	6,000,000	405,348	500,000	94,652	2,778,872	3,000,000	221,128	53.7%
State - LTF, SGR, LCTOP	22,445,242	1,516,356	1,870,437	354,080	10,395,409	11,222,621	827,212	53.7%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	439,269	541,841	102,572	3,011,414	3,251,047	239,633	53.7%
<b>Total Subsidies</b>	<b>34,947,335</b>	<b>2,360,973</b>	<b>2,912,278</b>	<b>551,305</b>	<b>16,185,694</b>	<b>17,473,668</b>	<b>1,287,973</b>	<b>53.7%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
January 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,661,618	2,110,556	2,305,135	194,579	14,088,673	16,135,944	2,047,271	49.1%
Services	3,595,093	284,030	299,591	15,561	1,639,943	2,097,137	457,194	54.4%
Fuels & Lubricants	2,000,177	160,793	166,681	5,889	1,133,917	1,166,770	32,853	43.3%
Tires	243,277	20,694	20,273	(420)	144,961	141,912	(3,049)	40.4%
Materials and Supplies	1,597,243	158,487	133,104	(25,384)	910,158	931,725	21,567	43.0%
Utilities	1,966,500	142,486	163,875	21,389	965,792	1,147,125	181,333	50.9%
Casualty & Liability	2,105,656	(121,846)	175,471	297,318	620,418	1,228,299	607,881	70.5%
Taxes and Fees	188,300	3,424	15,692	12,268	55,429	109,842	54,413	70.6%
Miscellaneous Expenses	1,896,540	82,042	158,045	76,003	520,393	1,106,315	585,922	72.6%
Self Consumed Fuel	(1,600,000)	(142,764)	(133,333)	(9,430)	(921,204)	(933,333)	12,129	42.4%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>2,697,901</b>	<b>3,304,534</b>	<b>606,633</b>	<b>19,158,481</b>	<b>23,131,736</b>	<b>3,973,255</b>	<b>51.7%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	251,058	220,319	30,739	1,666,181	1,542,233	123,948	37.0%
Other Revenue	2,063,241	85,870	171,937	(86,067)	1,306,605	1,203,557	103,048	36.7%
<b>Total Operating Revenue</b>	<b>4,707,069</b>	<b>336,927</b>	<b>392,256</b>	<b>(55,328)</b>	<b>2,972,786</b>	<b>2,745,790</b>	<b>226,996</b>	<b>36.8%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,360,973)</b>			<b>\$ (16,185,694)</b>			
<b>Subsidies:</b>								
Local - Measure A	6,000,000	405,348	500,000	94,652	2,778,872	3,500,000	721,128	53.7%
State - LTF, SGR, LCTOP	22,445,242	1,516,356	1,870,437	354,080	10,395,409	13,093,058	2,697,649	53.7%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	439,269	541,841	102,572	3,011,414	3,792,888	781,474	53.7%
<b>Total Subsidies</b>	<b>34,947,335</b>	<b>2,360,973</b>	<b>2,912,278</b>	<b>551,305</b>	<b>16,185,694</b>	<b>20,385,945</b>	<b>4,200,251</b>	<b>53.7%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Favorable**

- In FY 19 a conservative projection was budgeted for passenger fares due to a historical decline in ridership. The favorable variance YTD in passenger revenue is attributed to a slight increase in ridership in FY 19 compared to FY 18.
- Ridership is currently at 0.6% above FY 18 YTD totals.
- Total system ridership is presently 14,366 trips above FY 18 YTD amounts.

**Ridership**

	FY18-January	FY19-January	Variance	%Δ
Fixed Route	340,121	337,743	(2,378)	-0.7%
Paratransit	2,228	2,094	(134)	-6.0%
SolVan	12,939	13,585	646	5.0%
System Total	355,288	353,422	(1,866)	-0.5%

**Ridership**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,294,785	2,304,856	10,071	0.4%
Paratransit	92,122	91,361	(761)	-0.8%
SolVan	8,650	13,706	5,056	58.5%
System Total	2,395,557	2,409,923	14,366	0.6%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue and Emissions Credit Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.

	YTD-January	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 118,615	\$ 35,128	\$ 83,487	237.7%
Emissions Credit Revenue	\$ 613,752	\$ 437,500	\$ 176,252	40.3%

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

- The favorable balance is primarily attributed to vacant operator positions through FYTD 19.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
- An approved budget amendment for the BUZZ service will also increase expenses when the service begins in January 2019.

**Operator & Mechanic Overtime - Favorable**

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

**January**

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,721	1,873	\$ 61,542
Paratransit	N/A	729	729	\$ 18,901
Mechanics	N/A	347	347	\$ 8,856

**YTD-January**

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,065	9,735	10,799	\$ 354,871
Paratransit	N/A	5,445	5,445	\$ 141,188
Mechanics	N/A	2,325	2,325	\$ 59,390

**Administration Salaries & Wages - Favorable**

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Human Resources Manager, Assistant Project Manager).
- An approved budget amendment for additional FTEs will increase expenses beginning in January 2019.

**Administration Overtime - Favorable**

- In January a budget adjustment was executed to increase the administrative overtime budget to account for possible overtime for employees that transitioned from exempt to non exempt positions.



**Fringe Benefits - Favorable**

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

**Communications - Unfavorable**

- The unfavorable variance in communication expenses is due to a new TPX Bundle plan for landline services. Due to usage, the Agency selected a bundle plan that will lead to savings in the long term.

**Legal Services - Unfavorable**

- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.
- Legal services labor counsel have had higher expenses due to higher arbitration services rendered in FY 19.

**Computer/Network Software Agreement - Favorable**

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

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed. Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

**Security Services - Favorable**

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

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 24,005 GGE's below FY18 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Jan. FY 18	110,221				
Jan. FY 19	110,586	365	4,697	0.33%	4.44%
Dec. FY 19	105,889				
YTD January FY 18	841,841				
YTD January FY 19	817,836	(24,005)		-2.85%	

**Fuel - Hydrogen - Unfavorable**

- The unfavorable variance is primarily attributed to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.

**Tires - Unfavorable**

- The negative variance is mainly attributed to replacement paratransit vehicles that have yet to be delivered. The continued use of current vehicles increased the extension of tire leasing required. The new paratransit vehicles are expected to be delivered in March 2019.

**Office Supplies - Favorable**

- Office supplies are a variable expense; costs vary throughout the year as required.

**Travel/Training - Favorable**

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

**Repair Parts -Favorable**

- In January, fixed route had costs of \$99,149 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In January, paratransit had expenses of \$16,334 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In January, support vehicle repair parts had a cost of \$5,5645 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Favorable**

- In FY 19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer.
- The hydrogen station was down during November for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

**Natural Gas - Favorable**

- In January, there was an increase of 1,400 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 222,458 GGE's below FY18 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

**Outside GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Jan. FY 18	53,824				
Jan. FY 19	9,939	(43,885)	1,400	-81.53%	16.40%
Dec. FY 19	8,539				
YTD January FY 18	360,769				
YTD January FY 19	138,311	(222,458)		-61.66%	

**Water and Gas - Favorable**

- Water and gas utility expenses are within an acceptable range of the budgeted amount.

**Insurance Losses - Favorable**

- Insurance losses can vary widely from month to month. In January there was a \$182,545 credit. Reconciliations vary quarterly.

**Insurance Premium - Property - Favorable**

- Insurance premium expenses are within an acceptable range of the budget.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of January, there have been a total of 52 collisions which is a decrease of three (3) collisions compared to FY18. The average dollar cost per collision is significantly lower than FY 18. In FY 19, the average cost per collision is \$561 compared to \$1,055 in FY 18. 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 - Favorable**

- Outside fuelling sales are currently \$537,125 below FY 18 YTD amounts.
- For January, sales have increased by \$3,757 from the previous month.

The favorable variance in fuel taxes is mainly attributed to a decrease in fuel sales. The FY 19 budget accounted for a decrease in sales related to the construction of a Burrtec CNG station. The station was completed on 8/23/18 Burrtec no longer uses SunLine's CNG station as its primary source for fuel.

**Outside Fueling Revenue**

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Jan. FY 18	\$ 133,853				
Jan. FY 19	\$ 26,696	\$ (107,156)	\$ 3,757	-80.06%	16.38%
Dec. FY 19	\$ 22,939				
YTD January FY 18	\$ 897,342				
YTD January FY 19	\$ 360,217	\$ (537,125)		-59.86%	

**Other Expenses - Favorable**

- Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

**Self Consumed Fuel - Favorable**

- The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.
- There is a decrease of 47,136 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

**Mileage**

	Jan. FY18	Jan. FY19	Variance	%Δ
Fixed Route	321,925	327,412	5,487	1.7%
Paratransit	99,678	102,344	2,666	2.7%
System Total	421,603	429,756	8,153	1.9%

**Mileage YTD-January**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,264,493	2,198,060	(66,433)	-2.9%
Paratransit	692,486	711,783	19,297	2.8%
System Total	2,956,979	2,909,843	(47,136)	-1.6%

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

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed in Excess of \$25,000 February 2019

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of February 2019, there were four (4) contracts executed. They are:

<b>VENDOR</b>	<b>PURPOSE</b>
Plaza Towing	Towing contract for towing all of Agency's vehicles.
United Rentals	Forklift for Division II.
Agreement Dynamics	Services for interest based bargaining between SunLine Transit Agency and Amalgamated Transit Union.
Downtown Ford	Replacement of non-revenue vehicles.

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

February 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Plaza Towing	Towing Services	Towing contract for towing all of Agency's vehicles.	FY 19 and FY20 Operating Budget	\$ 30,000.00	\$ 30,000.00	Executed Agreement
United Rentals	5k Forklift	Forklift for Division II.	SRTP FY2012/2013 SRTP FY2018/2019	\$ 27,000.00	\$ 25,462.01	Executed Purchase Order
Agreement Dynamics	Union Negotiations	Services for interest based bargaining between SunLine Transit Agency and Amalgamated Transit Union.	FY 19 Operating Budget	\$ 35,000.00	\$ 30,000.00	Executed Agreement
Downtown Ford	Pickup Trucks	Replacement of non-revenue vehicles	SRTP FY2012/2013 - SRTP FY2015/2016	\$ 459,394.88	\$ 312,455.89	Executed Agreement Board Approved

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

DATE: March 27, 2019

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Union &amp; Non-Union Pension Investment Asset Summary January 2019

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

## Union

	Actual	Range
Equities	62.13%	35 – 75%
Fixed Income	36.97%	25 – 64%
Cash & Equivalent	0.90%	0 – 10%

## Non-Union

	Actual	Range
Equities	62.20%	35 – 75%
Fixed Income	37.01%	25 – 64%
Cash & Equivalent	0.79%	0 – 10%

- For the month of January, the market value of assets increased by \$1,464,777 and \$1,477,617 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
December 2018	\$25,230,055	\$25,654,063
January 2019	\$26,694,832	\$27,131,680
Increase (Decrease)	\$1,464,777	\$1,477,617

Recommendation:

Receive and file.

00298001  
 20-01-B-61-037-01  
 100-13-02869-01



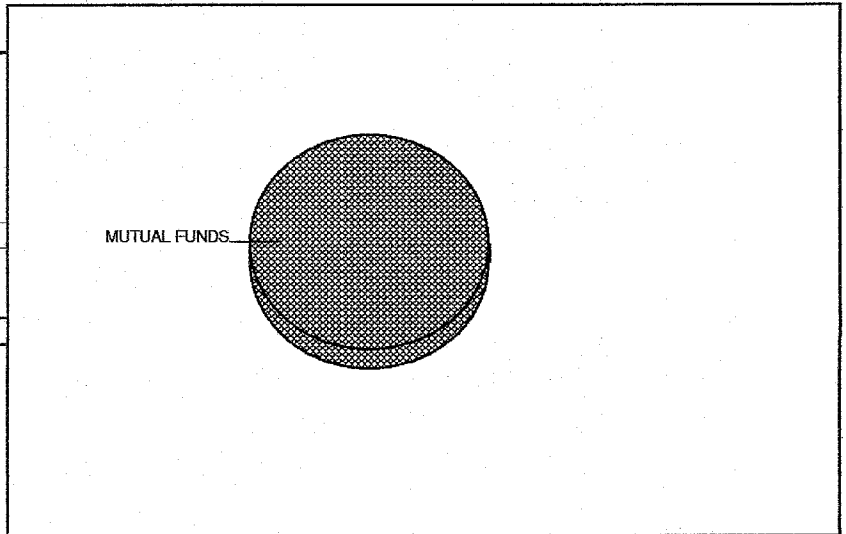
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 22  
 Period from January 1, 2019 to January 31, 2019

**ASSET SUMMARY**

<b>ASSETS</b>	<b>01/31/2019 MARKET</b>	<b>01/31/2019 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	213,364.60	213,364.60	0.79
Mutual Funds-Equity	16,876,998.72	16,095,090.97	62.20
Mutual Funds-Fixed Income	10,040,965.30	10,228,349.99	37.01
<b>Total Assets</b>	<b>27,131,328.62</b>	<b>26,536,805.56</b>	<b>100.00</b>
Accrued Income	351.08	351.08	0.00
<b>Grand Total</b>	<b>27,131,679.70</b>	<b>26,537,156.64</b>	<b>100.00</b>

Estimated Annual Income                      675,997.14





00298001  
 20- -01-B -61 -037-01  
 100 -13-02869-01



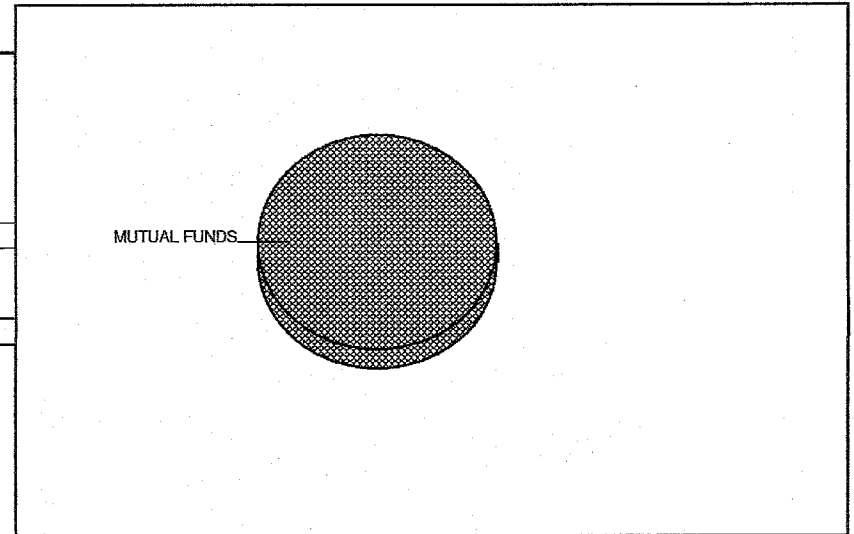
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 23  
 Period from January 1, 2019 to January 31, 2019

**ASSET SUMMARY**

<b>ASSETS</b>	<b>01/31/2019 MARKET</b>	<b>01/31/2019 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	241,068.73	241,068.73	0.90
Mutual Funds-Equity	16,583,745.30	15,815,623.17	62.13
Mutual Funds-Fixed Income	9,869,609.77	10,050,676.64	36.97
<b>Total Assets</b>	<b>26,694,423.80</b>	<b>26,107,368.54</b>	<b>100.00</b>
Accrued Income	407.73	407.73	0.00
<b>Grand Total</b>	<b>26,694,831.53</b>	<b>26,107,776.27</b>	<b>100.00</b>

**Estimated Annual Income**                      **665,102.06**



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

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for February 2019

Summary:

System-wide ridership in February 2019 increased 0.2% versus February 2018.

<b>Monthly Ridership</b>		
	<b>Feb 18</b>	<b>Feb 19</b>
<b>Fixed Route</b>	330,536	331,047
<b>SolVan</b>	1,922	1,940
<b>Sundial</b>	12,086	12,089
<b>System Total</b>	<b>344,544</b>	<b>345,544</b>

Note: Year to date system ridership as of February 2019 has increased 0.5% in comparison to the previous fiscal year.

Recommendation:

Receive and file.



**SunLine Transit Agency  
Monthly Ridership Report  
February 2019**

Route	Fixed Route Description	Feb 2019	Feb 2018	Jan 2019	FY 2018 & 2019		FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	45,196	51,340	48,128	(6,144)	-12.0%	385,520	404,949	(19,429)	-4.8%	1402	12,840	349	3,837
15	DHS	9,728	9,844	10,070	(116)	-1.2%	78,507	76,450	2,057	2.7%	115	1,272	94	677
20	DHS/PD	2,925	2,511	2,340	414	16.5%	20,561	15,610	4,951	31.7%	39	514	3	44
21	PD	1,166	1,168	1,166	(2)	-0.2%	8,380	2,044	6,336	310.0%	9	157	6	52
24	PS	14,356	14,609	14,572	(253)	-1.7%	116,863	107,213	9,650	9.0%	428	4,042	130	925
30	CC/PS	47,916	51,294	49,469	(3,378)	-6.6%	402,868	421,574	(18,706)	-4.4%	1423	13,940	320	3,255
32	PD/RM/TP/CC/PS	20,412	20,796	20,611	(384)	-1.8%	163,330	156,442	6,888	4.4%	730	7,251	168	1,105
40	PS/BUZZ	5,877	-	4,318	5,877	100.0%	10,195	-	10,195	100.0%	-	-	0	4
54	Indio/LQ/IW/PD	7,406	7,292	6,625	114	1.6%	51,996	47,341	4,655	9.8%	213	1,484	23	260
70	LQ/BD	14,392	14,454	14,486	(62)	-0.4%	105,769	106,226	(457)	-0.4%	620	4,984	36	349
80	Indio	17,324	12,391	17,314	4,933	39.8%	133,067	86,087	46,980	54.6%	335	2,661	159	1,465
81	Indio	7,116	7,785	7,255	(669)	-8.6%	59,338	60,166	(828)	-1.4%	71	609	38	407
90	Coachella/Indio	5,751	5,661	5,893	90	1.6%	46,520	67,616	(21,096)	-31.2%	104	828	39	327
91	I/Cch/Th/Mec/Oas	13,415	13,836	13,144	(421)	-3.0%	98,804	121,641	(22,837)	-18.8%	221	1,827	30	230
95	I/Cch/Th/Mec/NS	2,216	1,997	2,278	219	11.0%	18,216	14,724	3,492	23.7%	60	592	7	76
111	PS to Cch	114,744	114,527	118,989	217	0.2%	927,202	905,880	21,322	2.4%	4274	39,350	671	6,978
220	PD to Riverside	1,107	1,031	1,085	76	7.4%	8,767	9,491	(724)	-7.6%	30	225	6	63
<b>Fixed Route Total</b>		<b>331,047</b>	<b>330,536</b>	<b>337,743</b>	<b>511</b>	<b>0.2%</b>	<b>2,635,903</b>	<b>2,625,321</b>	<b>10,582</b>	<b>0.4%</b>	<b>10,074</b>	<b>92,576</b>	<b>2,079</b>	<b>20,054</b>
SolVan		1,940	1,922	2,094	18	0.9%	15,646	10,572	5,074	48.0%				
<b>Demand Response</b>														
SunDial		12,089	12,086	13,585	3	0.0%	103,450	104,208	(758)	-0.7%				
<b>System Total</b>		<b>345,076</b>	<b>344,544</b>	<b>353,422</b>	<b>532</b>	<b>0.2%</b>	<b>2,754,999</b>	<b>2,740,101</b>	<b>14,898</b>	<b>0.5%</b>				
		<b>Feb-19</b>	<b>Feb-18</b>	<b>Jan-19</b>										
	Weekdays:	20	20	23										
	Saturdays:	4	4	4										
	Sundays:	4	4	4										
	<b>Total Days:</b>	<b>28</b>	<b>28</b>	<b>31</b>										

Note: Haul Pass ridership was 21,949 rides from 1,122 unique riders.

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

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for February 2019

Summary:

The attached report summarizes SunDial's operations for February 2019. Most areas of the operation remain in line with the 2018 operational notes. However, there was an increase in late trips which is attributed to the rains that caused several road closures throughout the Coachella Valley.

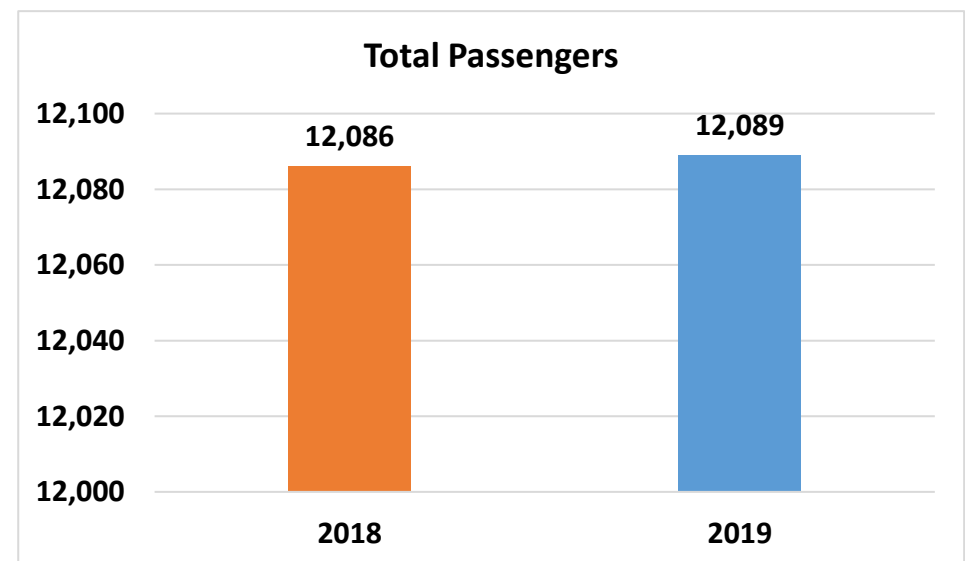
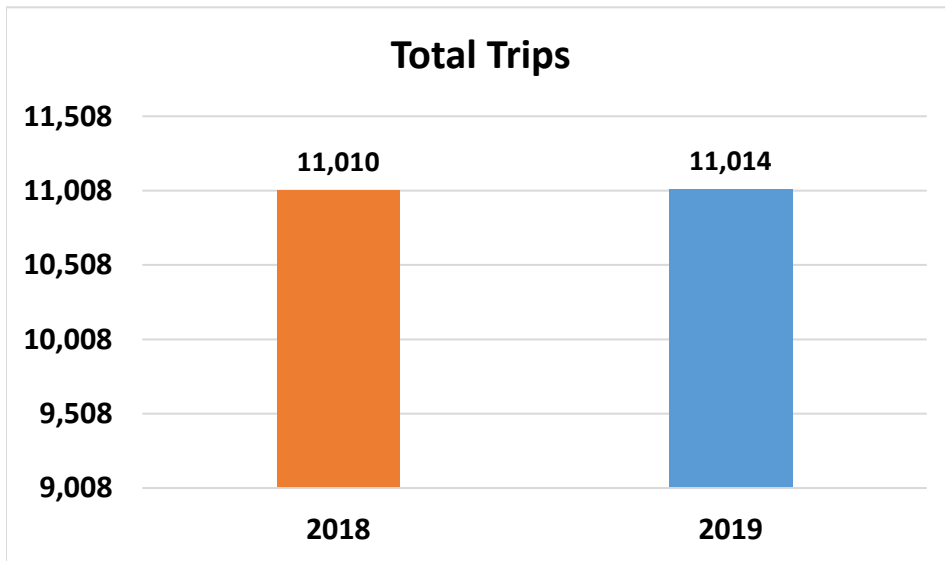
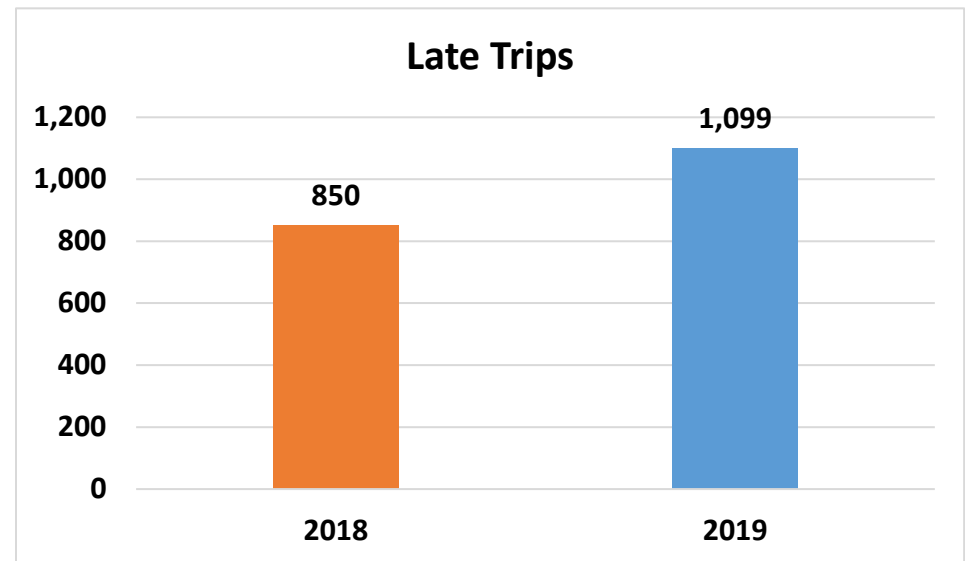
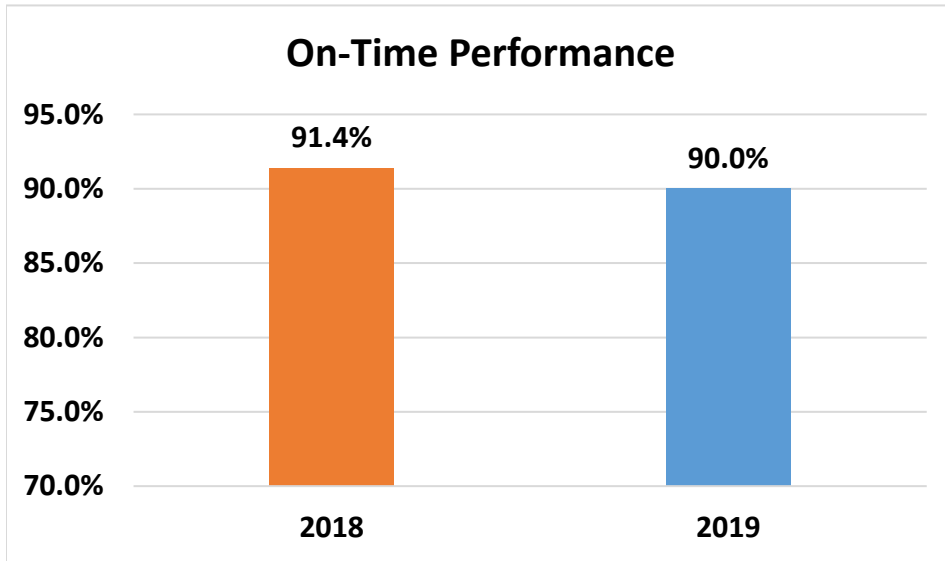
Highlights of this report include a continued increase in ride alongs, onboard inspections and safety evaluations conducted by road supervisors.

Recommendation:

Receive and file.

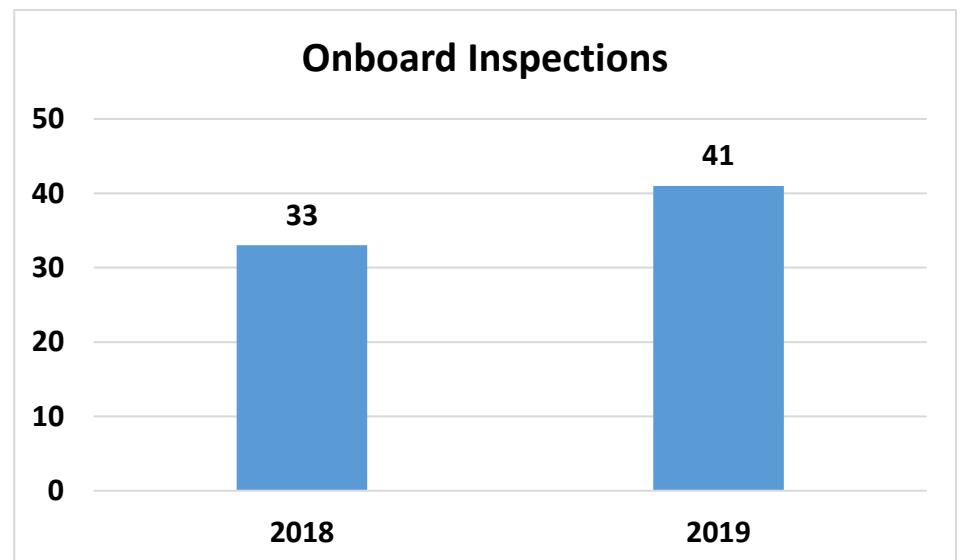
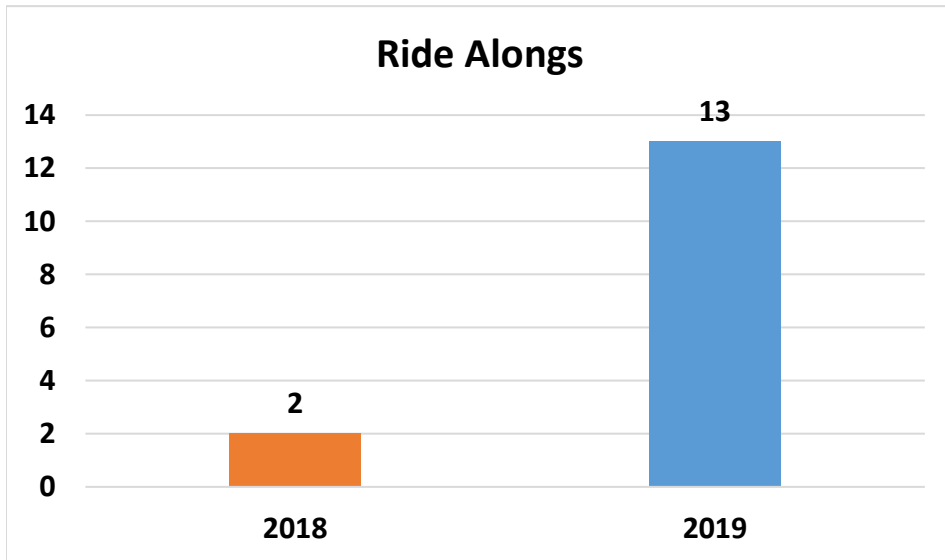
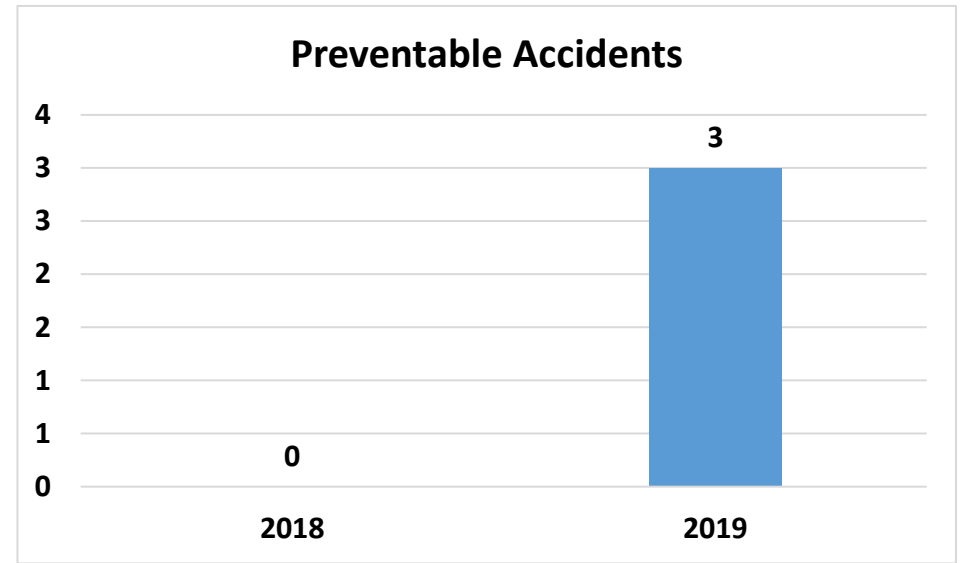
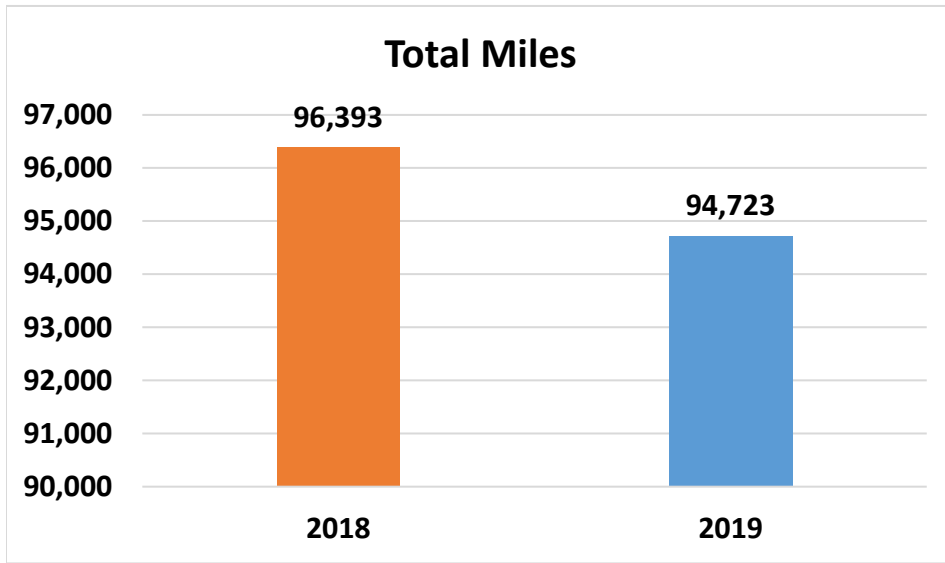
# SunDial Operational Notes

## FEBRUARY 2018/2019



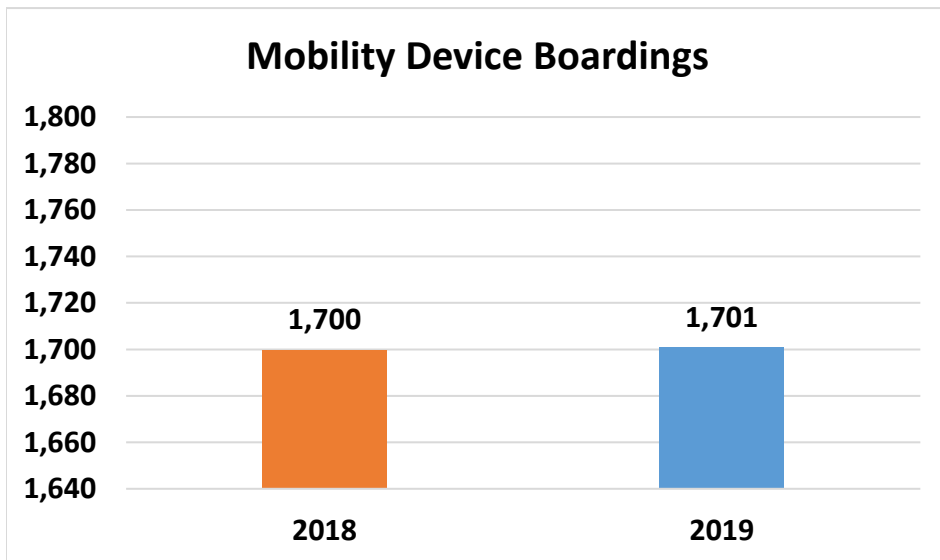
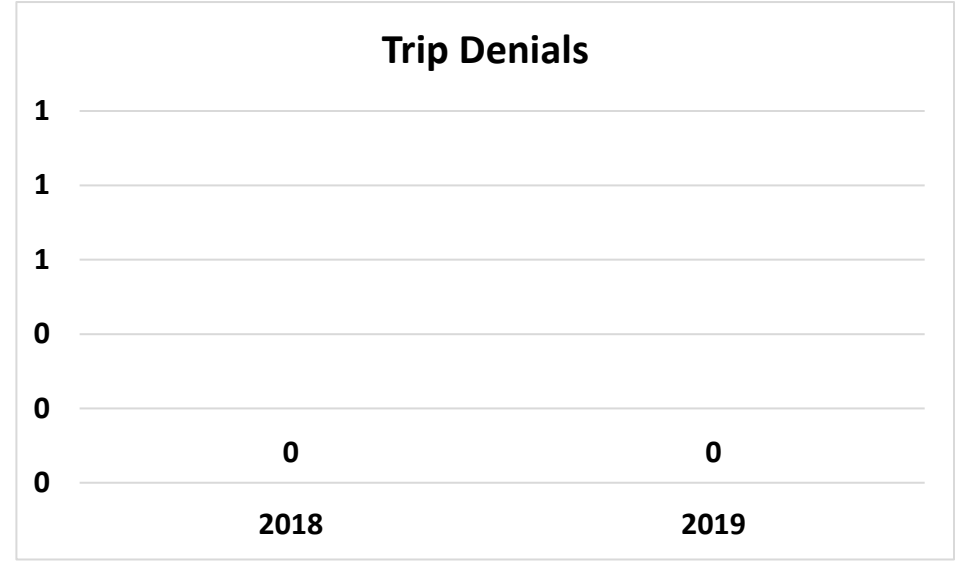
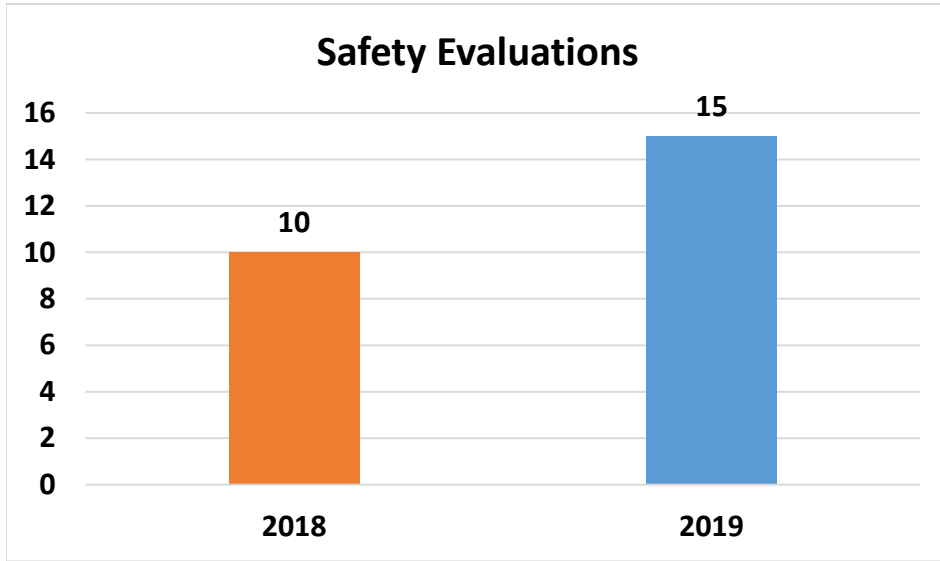
# SunDial Operational Notes

## FEBRUARY 2018/2019



# SunDial Operational Notes

## FEBRUARY 2018/2019



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for February 2019

Summary:

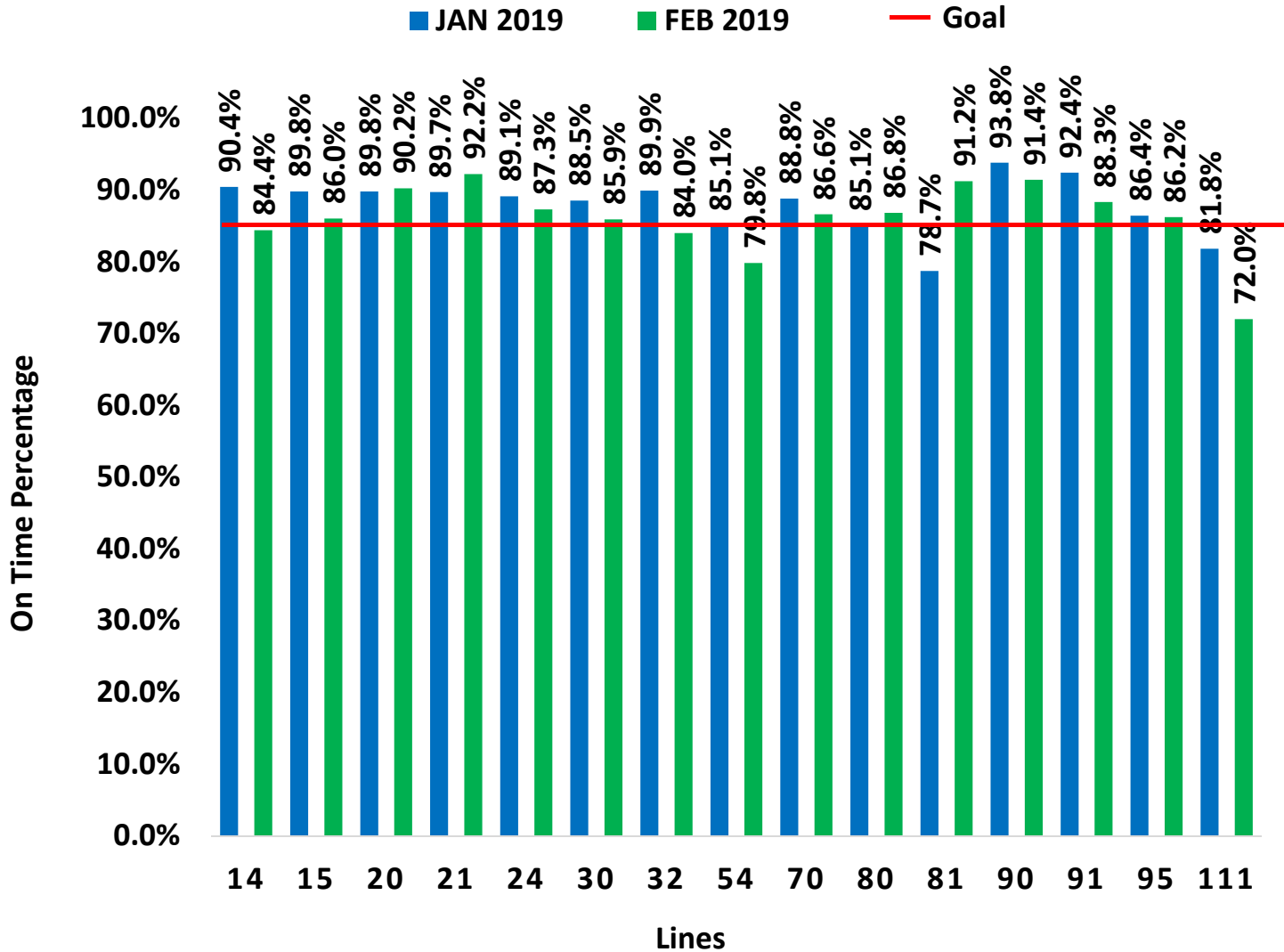
The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer comments, paratransit customer comments, and system performance.

Recommendation:

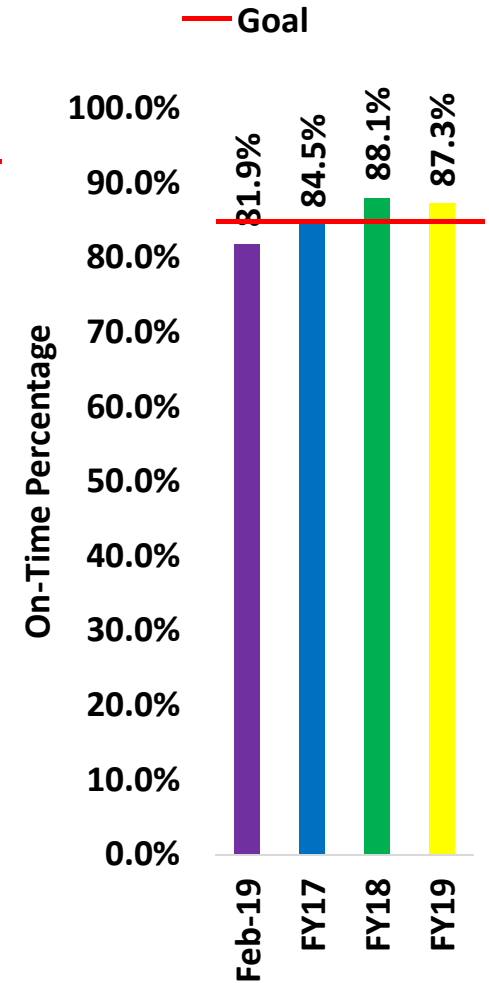
Receive and file.



# On-Time Performance Percent by Line

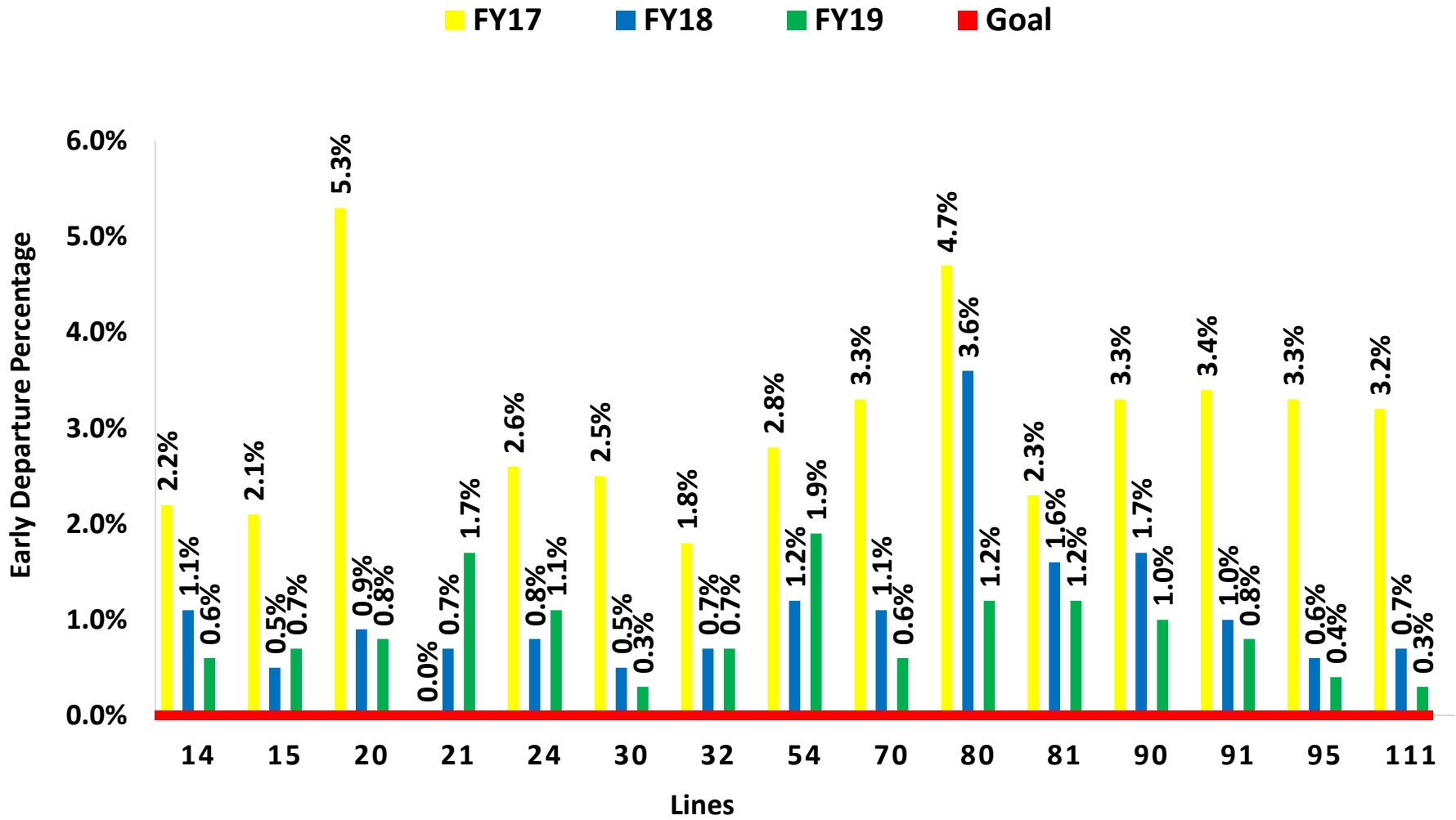


# On Time Performance System Wide



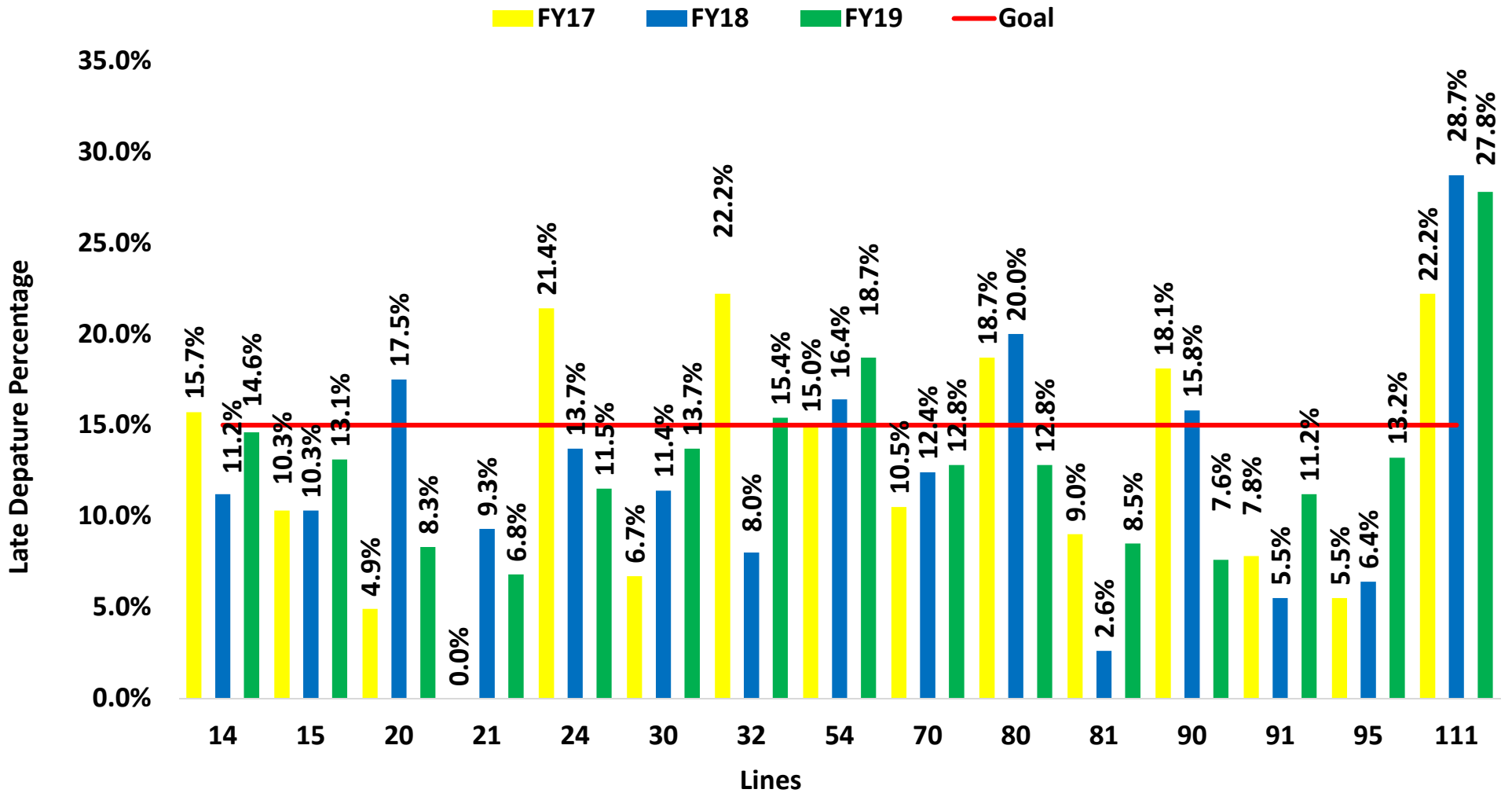
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.  
 Goal: Minimum target for On-Time performance is 85%.  
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

# Early Departures by Line YTD



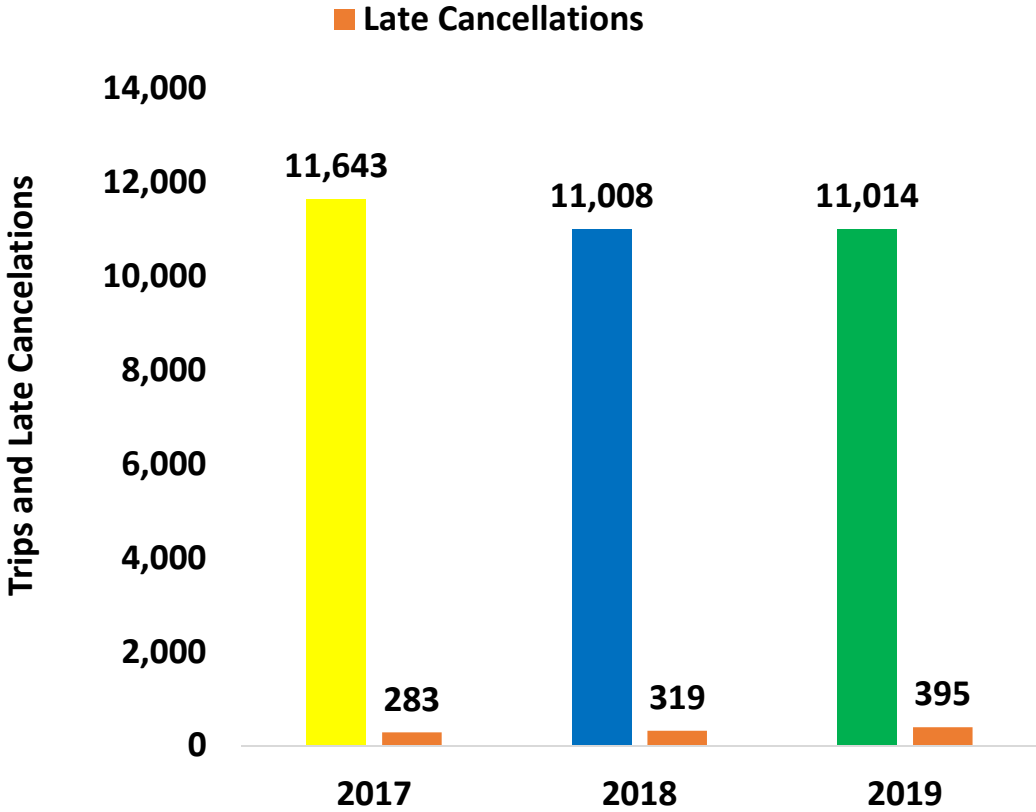
Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each line.

## Late Departure Percent by Line February

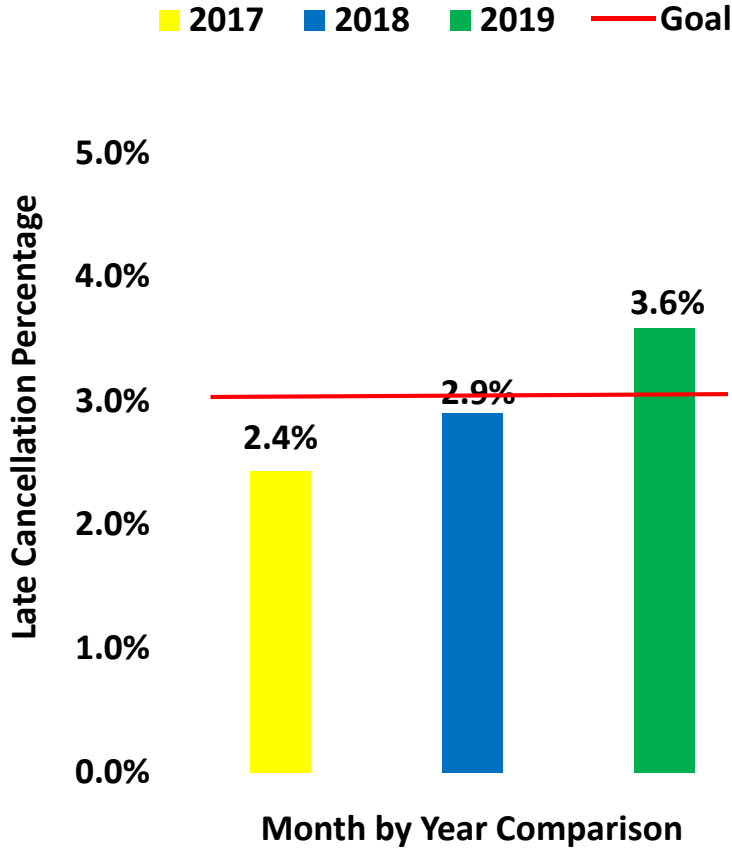


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%

# Total Trips vs. Late Cancellations February



# Late Cancellation Percentage

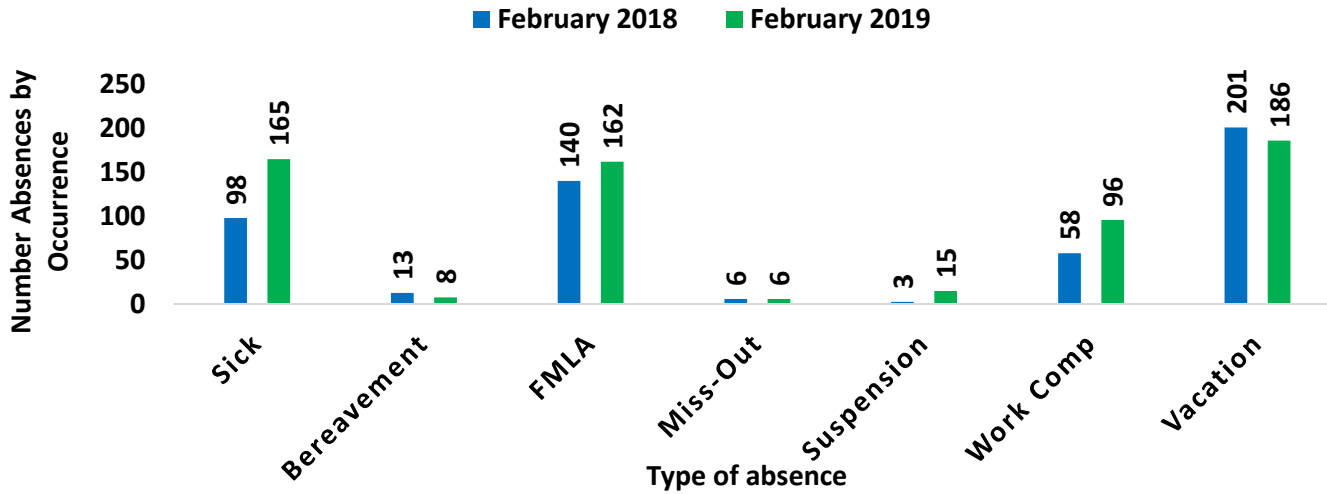


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

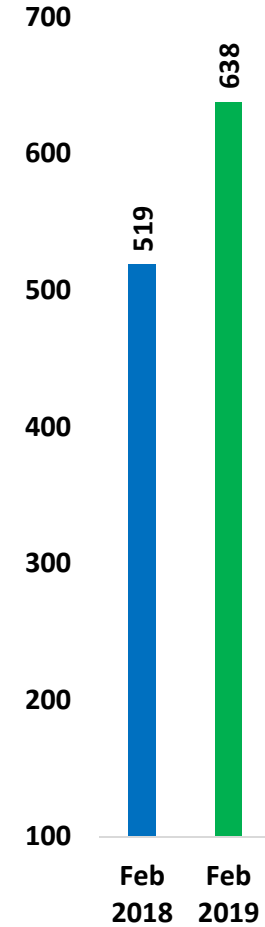
**Late Cancellation:** A trip for which an ADA client does not cancel 2 hours or more before the scheduled pick up time.

**Goal for Late Cancellations:** 3% or below.

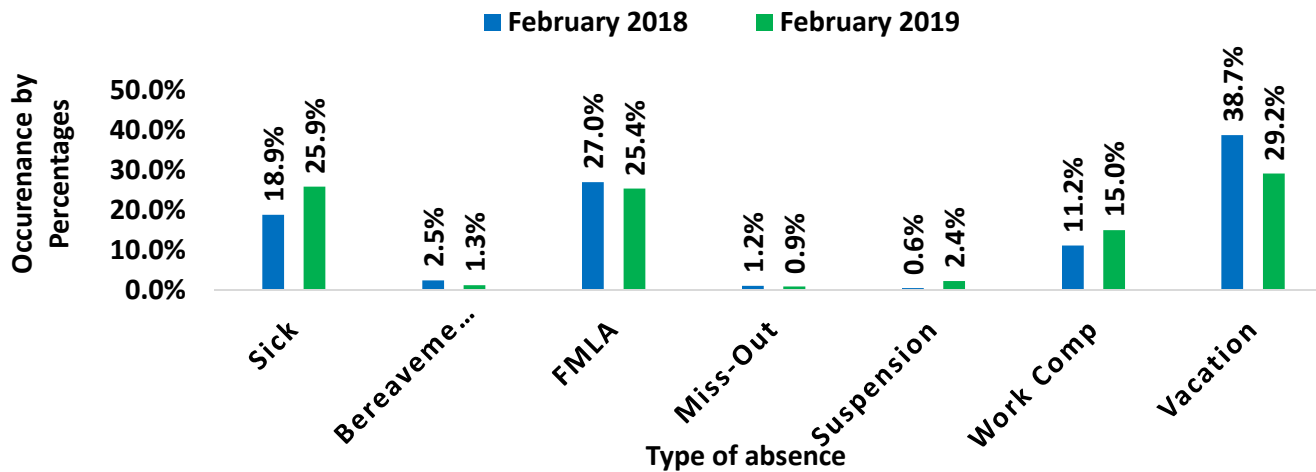
## Driver Absence Occurrences



## Total Absence Occurrences



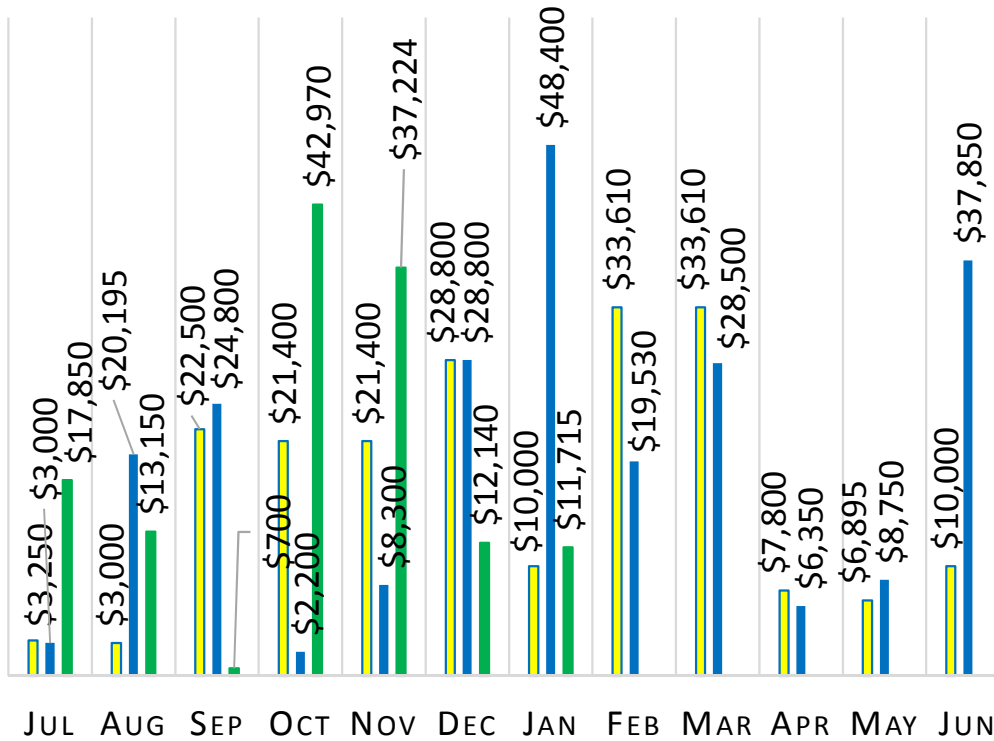
## Driver Absence Occurrences by Percentages



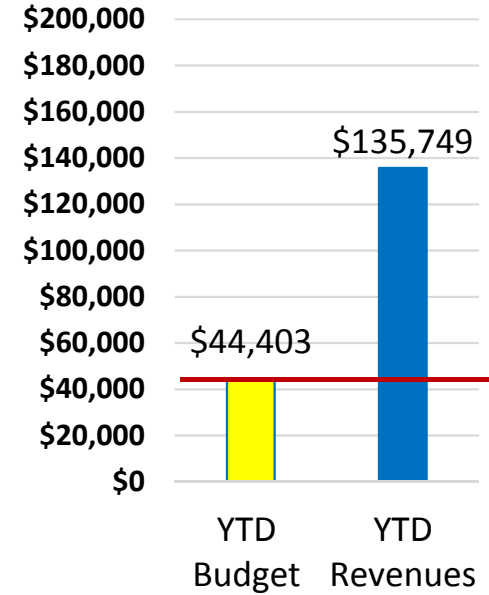
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

### Advertising Revenue - January - YTD FY19

FY 17 FY18 FY19

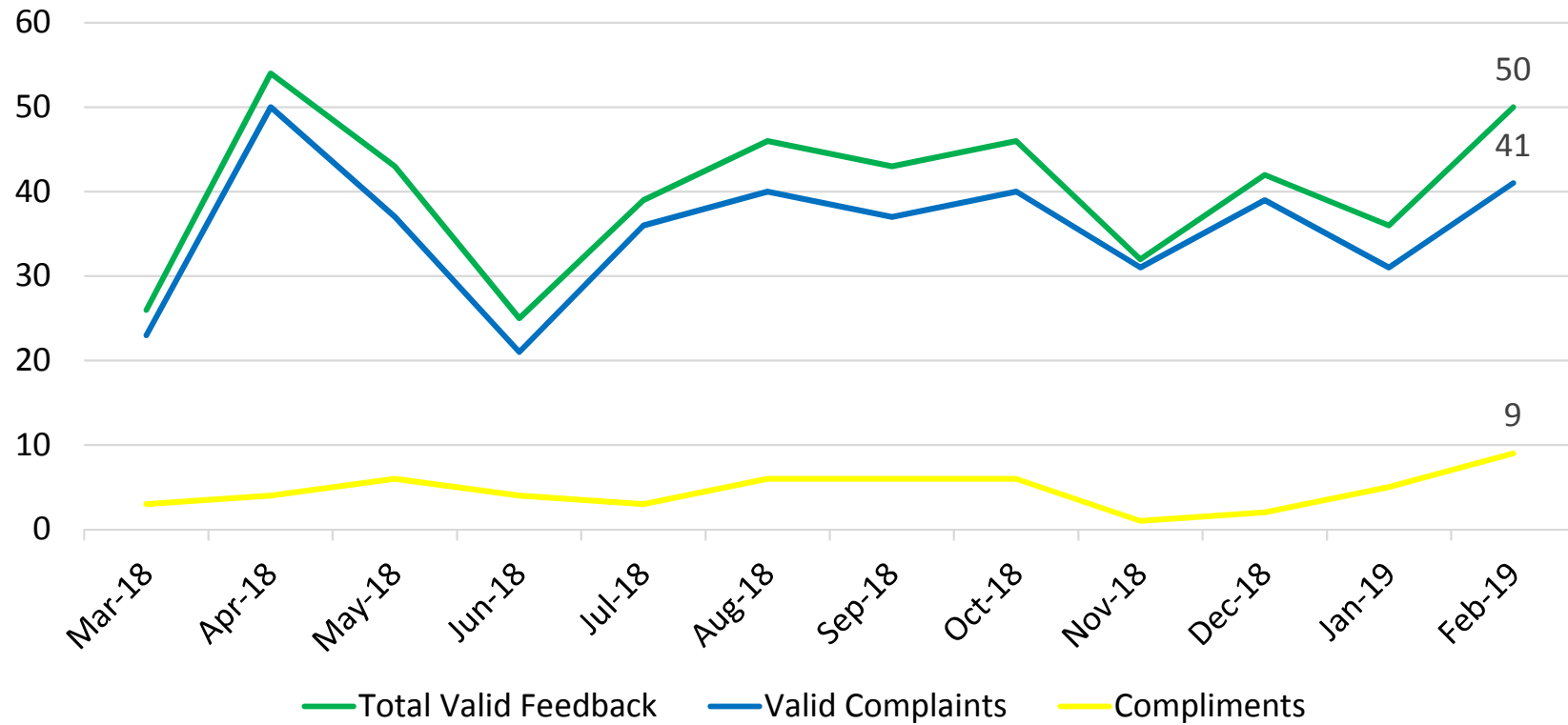


### YTD Budget vs YTD Agency Revenue January YTD



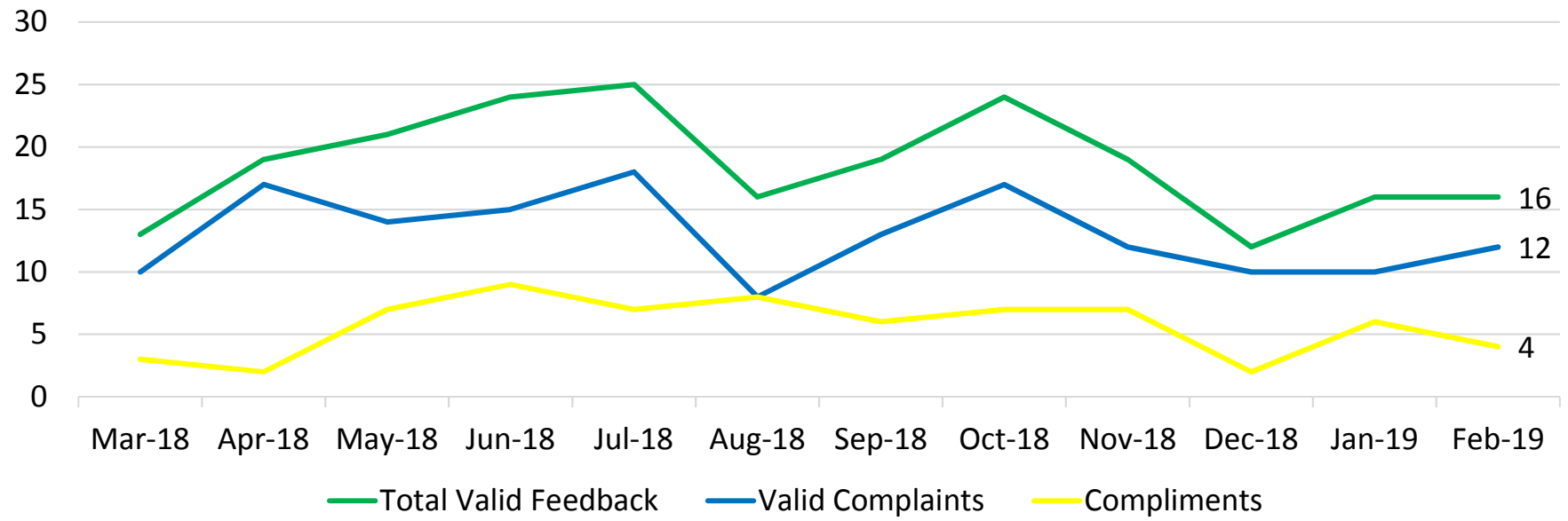
Collected Advertising tracks dollar amount of signed contracts for bus shelter and exterior bus  
 This section of the chart compares the FY19 YTD against FY18 YTD total. Does not include "Barter  
 The YTD Budget vs YTD Agency Revenue section tracks YTD revenue accrued vs the YTD budgeted  
 by Finance. The Finance annual budgeted amount is \$75,949.00

### Fixed Route Customer Feedback for February 2019



Valid Fixed Route Feedback comprised of compliments and complaints for February 2019

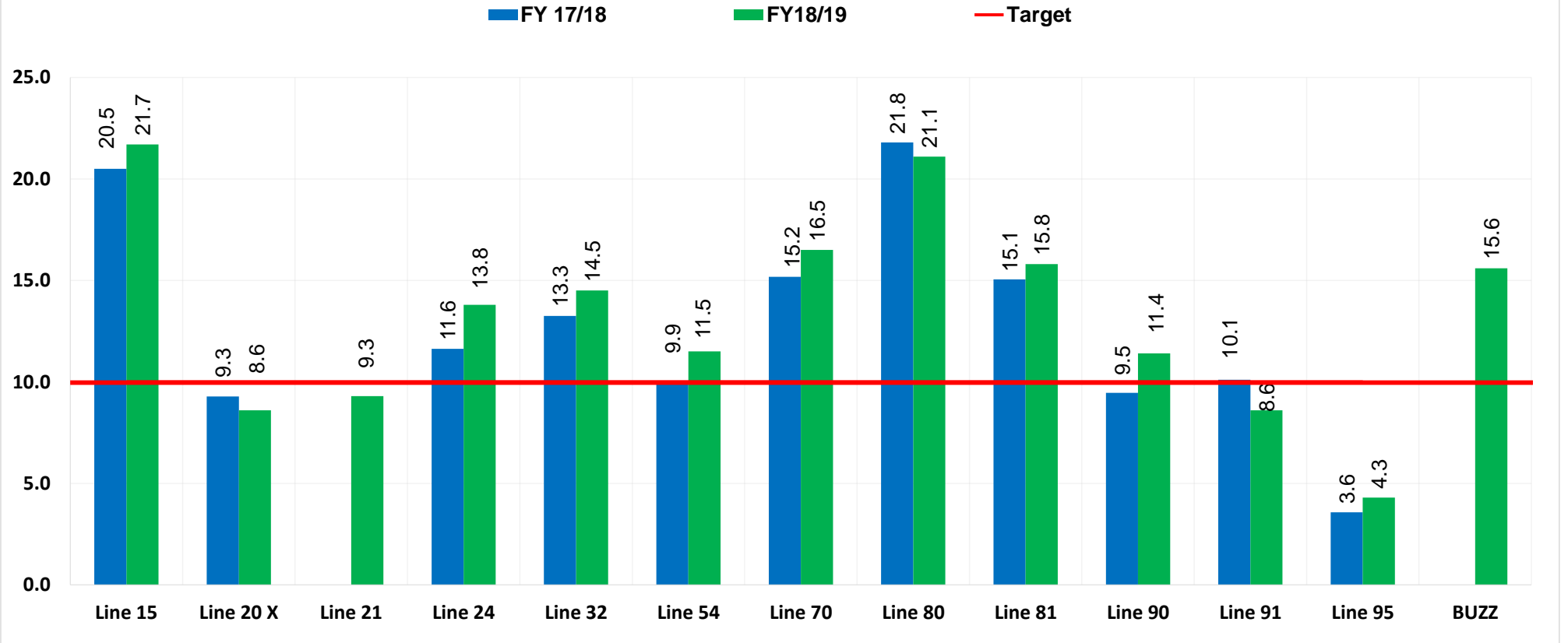
### Paratransit Customer Feedback for February 2019



Valid Paratransit Feedback comprised of compliments and complaints for February 2019



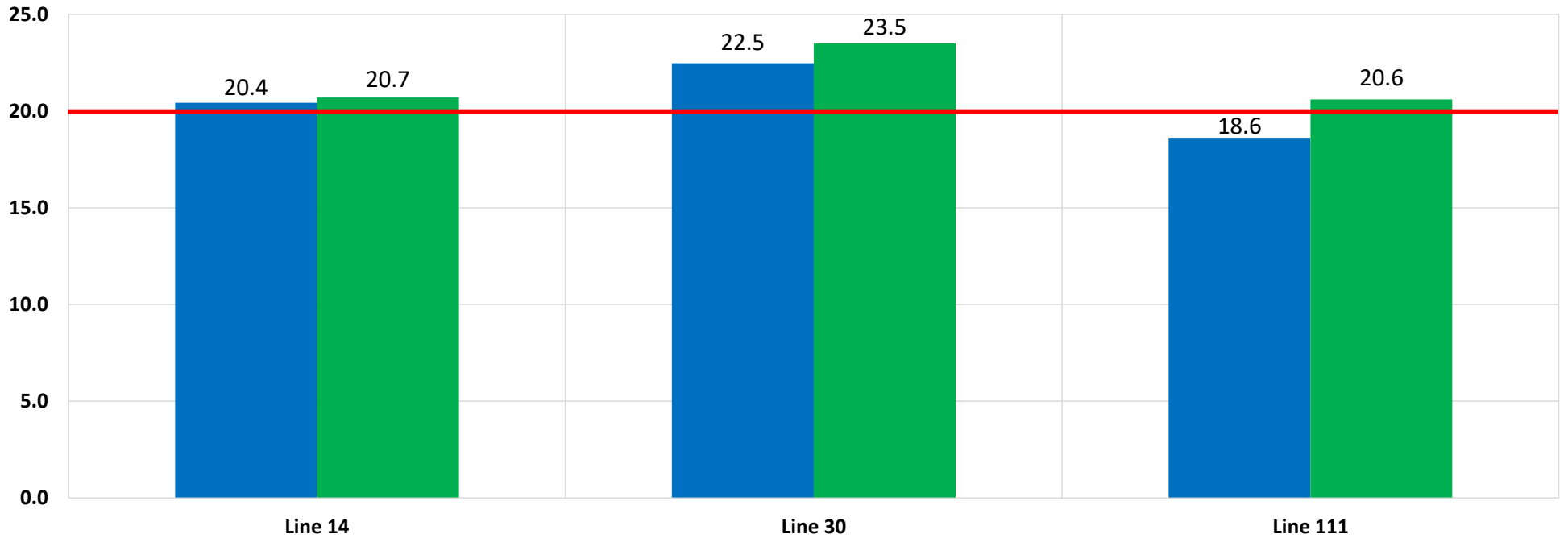
## System Performance - Local Routes February 2019



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 18/19 goal is based on board approved service standards policy.

## System Performance - Trunk Routes February 2019

FY 17/18      FY 18/19      Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 18/19 goal is based on board approved service standards policy.

## System Performance - Market-Based Service Link 220 - February 2019



The chart above represents the system performance target for market-based services on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 18/19 goal is based on board approved service standards policy.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: March 27, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for February 2019

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date February 2019.

Recommendation:

Receive and file.

FY 18/19	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X			X	X	X					10	5	
Palm Desert	X		X	X		X	X	X					10	6	
Palm Springs	X		X	X		X	X	X					10	6	
Cathedral City	X		X										10	2	
Rancho Mirage	X		X	X		X		X					10	5	
Indian Wells	X		X	X		X	X	X					10	6	
La Quinta	X		X	X		X	X	X					10	6	
Indio	X		X	X		X	X	X					10	6	
Coachella	X		X				X	X					10	4	
County of Riverside	X		X	X		X	X	X					10	6	

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

**DARK –**

## SunLine Transit Agency

**DATE:** March 27, 2019 **ACTION**

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

**FROM:** Eric Taylor, Deputy Chief Financial Services

**RE:** Resolution No. 0772 to Obtain Low Carbon Transit Operations Program Funding

---

---

### **Recommendation**

Recommend that the Board of Directors approve Resolution No. 0772, which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the Low Carbon Transit Operations Program (LCTOP) FY 2018-19 funding.

### **Background**

SunLine's various funding agencies require a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds.

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the Low Carbon Transit Operations Program. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$1,022,832, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized towards the expansion of SunLine facilities by acquiring bordering property on Harry Oliver Trail to install a solar farm. This project will provide flexibility for SunLine's future expansion and support the current and future energy needs.

### **Financial Impact**

The financial impact of \$1,022,832 in program funding will be budgeted in the upcoming FY 2019/20 SRTP, with future phases budgeted in subsequent years.

## SUNLINE TRANSIT AGENCY

### RESOLUTION NO. 0772

#### RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM AND REQUIRED DOCUMENTATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE AGENCY EXPANSION/SOLAR FARM PROJECT FOR \$1,022,832

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; 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 (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department 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 these documents and any amendments thereto to the CEO/General Manager; 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 the 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 CEO/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW THEREFORE, BE IT RESOLVED** by the Board Of Directors of the SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2018-19 LCTOP funds:

Project name: SunLine Transit Agency Expansion/Solar Farm  
Amount of LCTOP Funds Requested: \$1,022,832.00  
Short description of project: This multi-phase project will fund the expansion of SunLine property and facilities and allow the installation of a Solar Farm to meet current and future Agency energy needs.

ADOPTED THIS \_\_\_\_ DAY OF March, 2019

ATTEST:

\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

\_\_\_\_\_  
Kathleen Kelly  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel  
Eric Vail



STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

## SunLine Transit Agency

<b>DATE:</b>	<b>March 27, 2019</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Eric Taylor, Deputy Chief Financial Services</b>	
<b>RE:</b>	<b>Contract for Advertising, Installation and Maintenance Related to Bus Shelters</b>	

---

### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute five (5) year contracts for:

- a) Advertising and installation with Coachella, La Quinta and Desert Hot Springs;  
and
- b) maintenance with Palm Desert and Rancho Mirage.

### **Background**

SunLine incurs expenses related to the maintenance of the bus shelters. The Agency sells advertising space to earn revenue and supplement maintenance costs. In the past, SunLine has issued contracts with cities to pay at a rate of \$25 per paid advertising shelter within that city's limits. During the last year, SunLine has negotiated new arrangements with each city which provide free city-generated advertisements in lieu of the \$25 per shelter.

The cities of Palm Desert and Rancho Mirage opted to not display advertising and pay SunLine a monthly fee to offset the maintenance costs. Should any city desire to allow advertisements in the future, the contract can be amended accordingly.

The Board previously approved five (5) year contracts with the other JPA member cities of Cathedral City, Palm Springs and Indio in December of 2017.

### **Financial Impact**

Maintenance contracts will generate an estimated yearly revenue of \$112,000 which is based on the quantity of active and inactive shelters in the respective city.

## SunLine Transit Agency

**DATE:** March 27, 2019 **ACTION**

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

**FROM:** Tommy D. Edwards, Chief Performance Officer

**RE:** Subcontract Agreement for Two (2) H2Ride Hydrogen Shuttle Buses  
Demonstration Project

---

### Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with:

- a) CALSTART Inc. for an in-kind match amount of \$637,879 to own and operate two (2) hydrogen fuel cell powered, 32' shuttle buses subject to review and approval by SunLine's counsel; and
- b) supporting equipment contracts in an amount not to exceed \$69,172, included in the above mentioned contract value with CALSTART, subject to review and approval by SunLine's counsel.

### Background

CALSTART was awarded grant funding from California Energy Commission (CEC) for this program that includes two (2) shuttle buses for SunLine Transit Agency (SunLine) and two (2) shuttle buses for California State University, Los Angeles (CSULA). CALSTART, US Hybrid Corporation, and SunLine are project partners. SunLine will operate two (2) hydrogen fuel cell powered, 32' shuttle buses with a minimum range of 200 miles. SunLine will retain ownership of the buses after the completion of the 18 month demonstration and data collection period.

These smaller, cutaway, shuttle buses will allow transit agencies to utilize zero emission fuel cell technology similar to the larger 40' buses that SunLine currently operates.

The shuttle buses will be manufactured to SunLine's specifications. Additional equipment will be needed to make the shuttle buses available for daily operations. Equipment will include farebox, ITS system, video surveillance system, and destination signs, funded by SunLine's capital investment. SunLine's contribution for the 18 month demonstration period will be the cost to operate the shuttle buses.

The grant program from CEC runs through March 2021. This agreement will allow additional time to collect the match share past the 18 month period, if necessary.

### **Financial Impact**

SunLine's total in-kind match support is \$637,879. Funds will come from existing and future budgeted operating funds. Included in this full amount, SunLine will be responsible for \$69,172 in equipment which will be funded through Section 5309 federal discretionary grant funds.

Under this project, SunLine will receive \$60,000 for project management to offset administrative costs.

**SunLine Transit Agency**

**DATE:** March 27, 2019 **ACTION**

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

**FROM:** Tommy D. Edwards, Chief Performance Officer

**RE:** Operating Agreement for New Flyer/Hydrogenics Fuel Cell Bus

---

**Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with Hydrogenics USA Inc. (Hydrogenics) for a total in-kind match amount of \$290,875 to operate a 40' fuel cell transit bus subject to review and approval by SunLine's counsel.

**Background**

Hydrogenics is the recipient of an awarded grant funded by the California Energy Commission under the Alternative and Renewable Fuel and Vehicle Technology Program.

SunLine will provide bus operating services and data for the New Flyer/Hydrogenics fuel cell bus for a period of 12 months. Daily routine operation of the fuel cell bus is to be managed by SunLine. SunLine's in-kind will consist of operator's wages, fuel, and preventative maintenance costs. Assistance for maintenance services are to be provided by Hydrogenics and New Flyer.

The fuel cell bus has been manufactured to SunLine's specifications with all necessary equipment provided to be available for daily operations.

**Financial Impact**

There are no additional financial impacts to SunLine for this contract. Funds to operate this contract will come from existing and future budgeted operating funds.