



SunLine Transit Agency  
July 24, 2019  
11:30 a.m. – 12:00 p.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.

<u>ITEM</u>	<u>RECOMMENDATION</u>
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
<b>NON AGENDA ITEMS</b>	
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 May 2019 (PAGE 3-7)
  - 8b) Credit Card Statement for May 2019 (PAGE 8-12)
  - 8c) Monthly Budget Variance Report for May 2019 (PAGE 13-19)
  - 8d) Contracts Signed in Excess of \$25,000 June 2019 (PAGE 20-21)
  - 8e) Union & Non-Union Pension Investment Asset Summary May 2019 (PAGE 22-25)
  - 8f) Ridership Report for June 2019 (PAGE 26-28)
  - 8g) SunDial Operational Notes for June 2019 (PAGE 29-32)
  - 8h) Metrics for June 2019 (PAGE 33-41)
  - 8i) Board Member Attendance for June 2019 (PAGE 42-43)
  - 8j) Quarterly Capital Project Update for 2<sup>nd</sup> Quarter 2019 (PAGE 44-46)
- 9. CONTRACTED SUPPORT FOR REDESIGN PUBLIC OUTREACH CAMPAIGN** **APPROVE**  
(Staff: Vicky Castañeda, Interim Chief Administrative Officer) (PAGE 47)
- 10. APPROVAL OF TELEPHONE SERVICES AGREEMENT** **APPROVE**  
(Staff: Peter Gregor, Chief Safety Officer) (PAGE 48)
- 11. ADJOURN**

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

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for May 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 May, the largest payment was issued to Creative Bus Sales, Inc. for the replacement of 14 paratransit vehicles. The payment was made using section 5307 and State Transit Assistance (STA) funds.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of May 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>CREATIVE BUS SALES, INC.</b>	<b>WIP- FY17 Replacement &amp; Expansion of Paratransit Vehicles</b>	<b>679138</b>	<b>05/14/2019</b>	<b>1,671,979.82</b>
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP- Utility Infrastructure</b>	<b>679140</b>	<b>05/14/2019</b>	<b>265,545.15</b>
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP- Yard Repavement</b>	<b>679143</b>	<b>05/15/2019</b>	<b>199,458.91</b>
PERMA - INSURANCE	Gen Liability/WC Prem	679111	05/10/2019	145,767.06
<b>VISION ROOF SERVICES, INC.</b>	<b>WIP- Indio Facility Improvements</b>	<b>679141</b>	<b>05/14/2019</b>	<b>127,321.00</b>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679129</u>	<u>05/10/2019</u>	<u>96,582.52</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679218</u>	<u>05/20/2019</u>	<u>95,635.20</u>
<b>GP STRATEGIES</b>	<b>WIP- CNG Fueling Station</b>	<b>679139</b>	<b>05/14/2019</b>	<b>73,597.36</b>
<b>CLEVER DEVICES LTD.</b>	<b>WIP- BUZZ Service Trolley Purchase</b>	<b>679142</b>	<b>05/15/2019</b>	<b>53,875.00</b>
<b>HDR ENGINEERING, INC.</b>	<b>WIP- Transit Redesign &amp; Network Analysis</b>	<b>679280</b>	<b>05/30/2019</b>	<b>51,467.36</b>
<b>CPAC INC.COM</b>	<b>WIP- Information Technology Projects</b>	<b>679264</b>	<b>05/30/2019</b>	<b>51,261.52</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	679273	05/30/2019	50,599.86
TYLER TECHNOLOGIES, INC.	Computer Network Software Agreement	679025	05/03/2019	49,998.00
SO CAL GAS CO.	Utilities	679251	05/24/2019	38,979.80
<b>AMERICAN SECURITY GROUP</b>	<b>WIP- Surveillance &amp; Security Camera System</b>	<b>679019</b>	<b>05/03/2019</b>	<b>38,137.04</b>
FIBA TECHNOLOGIES, INC.	Contract Svc- General	679230	05/24/2019	29,507.75
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	679179	05/17/2019	28,036.35
<b>WSP USA INC.</b>	<b>Vanpool Program</b>	<b>679207</b>	<b>05/17/2019</b>	<b>26,857.01</b>
VASQUEZ AND COMPANY LLP	Financial Audit Services	679031	05/03/2019	24,196.00
<b>K.C. EQUIPMENT</b>	<b>WIP- South Retention Drainage</b>	<b>679176</b>	<b>05/17/2019</b>	<b>23,885.00</b>
REMIX SOFTWARE, INC.	Computer Network Software Agreement	679007	05/03/2019	23,500.00
PERMA - INSURANCE	Insurance Loss	679001	05/03/2019	19,000.00
IMPERIAL IRRIGATION DIST	Utilities	679173	05/17/2019	17,632.74
THE LEFLORE GROUP LLC	Consulting Services	679295	05/30/2019	15,895.00
<b>CPAC INC.COM</b>	<b>WIP- Information Technology Projects</b>	<b>679059</b>	<b>05/10/2019</b>	<b>15,170.67</b>
TEC OF CALIFORNIA, INC.	Repair Parts-Fixed Route	679123	05/10/2019	13,876.58
ANTHONY CARTER	Consulting Services	679150	05/17/2019	10,850.00
<b>MANTICORE ADVOCACY, LLC</b>	<b>Center of Excellence</b>	<b>678984</b>	<b>05/03/2019</b>	<b>10,314.40</b>
VERIZON WIRELESS	Wireless Telephone Service	679136	05/10/2019	10,252.47
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP- Hydrogen Fueling Station</b>	<b>679313</b>	<b>05/30/2019</b>	<b>10,117.98</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	679154	05/17/2019	10,095.00
<b>HEPTAGON SEVEN CONSULTING, INC.</b>	<b>WIP- Yard Repaving Engineering Service</b>	<b>679168</b>	<b>05/17/2019</b>	<b>8,662.11</b>
<b>APOLLO VIDEO TECHNOLOGY</b>	<b>WIP- Paratransit Security Camera Install</b>	<b>678954</b>	<b>05/03/2019</b>	<b>8,424.00</b>
<b>ND CONSTRUCTION COMPANY, INC.</b>	<b>WIP- Transit Enhancement Phase7 &amp; 8</b>	<b>679182</b>	<b>05/17/2019</b>	<b>8,140.36</b>
DNSFILTER, INC.	Public Wi-Fi DNS filters for fixed route fleet	678967	05/03/2019	8,100.00
ANDREA CARTER & ASSOCIATES	Marketing Services	679040	05/10/2019	7,883.00
NFI PARTS	Inventory Repair Parts	679300	05/30/2019	7,352.29
HENSON CONSULTING GROUP, LLC	Consulting Services	679062	05/10/2019	7,281.25
PE FACILITY SOLUTIONS, LLC	Janitorial Services	679189	05/17/2019	7,240.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of May 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>
TIME WARNER CABLE	Utilities	679127	05/10/2019	6,703.60
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	679146	05/17/2019	6,573.12
NAPA AUTO PARTS	Inventory Repair Parts	679101	05/10/2019	6,431.75
OFFICETEAM	Temporary Help	679108	05/10/2019	6,344.40
PRUDENTIAL OVERALL SUPPLY	Uniforms	679293	05/30/2019	6,210.09
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP- Hydrogen Fueling Station</b>	<b>679034</b>	<b>05/03/2019</b>	<b>6,136.21</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>679039</b>	<b>05/10/2019</b>	<b>6,058.80</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>679208</b>	<b>05/20/2019</b>	<b>6,058.80</b>
HD INDUSTRIES	Repair Parts-Fixed Route	679279	05/30/2019	6,034.65
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	679169	05/17/2019	5,720.45
ASPEN REFRIGERANTS, INC.	Freon & Coolant	679257	05/30/2019	5,647.81
TK SERVICES, INC.	Inventory Repair Parts	679303	05/30/2019	5,455.11
JESSE FRESCAS JR.	Consulting Services	679175	05/17/2019	5,440.00
<b>NS CORPORATION</b>	<b>F/A- Facility Improvements</b>	<b>679106</b>	<b>05/10/2019</b>	<b>5,397.48</b>
SOCO GROUP INC, THE	Lubricants Oil	679120	05/10/2019	5,343.69
<b>MATCO TOOL DISTRIBUTOR</b>	<b>F/A- Maintenance Equipment</b>	<b>678988</b>	<b>05/03/2019</b>	<b>5,332.55</b>
TPX COMMUNICATIONS	Telephone Service	679202	05/17/2019	5,205.88
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679162	05/17/2019	5,146.99
IMPERIAL IRRIGATION DIST	Utilities	679281	05/30/2019	5,085.50
JACKSON LEWIS P.C.	Insurance Loss	679174	05/17/2019	5,010.25
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	679299	05/30/2019	5,003.67
RM BROADCASTING LLC	Advertising	679247	05/24/2019	5,000.00
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678964	05/03/2019	4,678.40
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agreement (APC/RID/SPA)	679252	05/24/2019	4,624.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	679053	05/10/2019	4,622.67
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679061	05/10/2019	4,523.22
NFI PARTS	Inventory Repair Parts	679199	05/17/2019	4,325.31
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits - May 2019</u>	<u>679003</u>	<u>05/03/2019</u>	<u>4,314.21</u>
HD INDUSTRIES	Inventory Repair Parts	678978	05/03/2019	4,174.15
SOCO GROUP INC, THE	Lubricants- Oils	679297	05/30/2019	4,094.38
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	679048	05/10/2019	4,030.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	678957	05/03/2019	3,986.67
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	679081	05/10/2019	3,952.22
COMPROSE INC	Computer Network Software Agreement (Zavanta SOP)	678961	05/03/2019	3,940.00
OFFICETEAM	Temporary Help	679242	05/24/2019	3,869.20
SOCALGAS	Utilities	679196	05/17/2019	3,635.16
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	679029	05/03/2019	3,529.91
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	679194	05/17/2019	3,510.07

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PDC MACHINES, INC	Inventory Repair Parts	679110	05/10/2019	3,380.00
THE JANEK CORPORATION	Inventory Repair Parts	679126	05/10/2019	3,374.75
PLAZA TOWING, INC.	Towing Service	679292	05/30/2019	3,325.00
IMPERIAL IRRIGATION DIST	Utilities	679089	05/10/2019	2,965.76
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	679187	05/17/2019	2,960.00
<b>SOUTH COAST AIR QUALITY MANAGEMENT</b>	<b>WIP- CNG Station Permit fees</b>	<b>679144</b>	<b>05/15/2019</b>	<b>2,846.14</b>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679266	05/30/2019	2,841.96
MURCHISON & CUMMING, LLP	Consulting Service	679100	05/10/2019	2,817.50
MURCHISON & CUMMING, LLP	Insurance Loss	678996	05/03/2019	2,815.22
<b>GERVEL SAMPSON PHOTOGRAPHY</b>	<b>Center of Excellence</b>	<b>678974</b>	<b>05/03/2019</b>	<b>2,800.00</b>
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	679204	05/17/2019	2,772.78
<b>PSOMAS</b>	<b>WIP- CNG Station Construction Mgt</b>	<b>679004</b>	<b>05/03/2019</b>	<b>2,631.62</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	679060	05/10/2019	2,617.83
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	679233	05/24/2019	2,590.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	679010	05/03/2019	2,586.00
BAY CITY ELECTRIC WORKS	Contracted Service	679045	05/10/2019	2,496.92
<b>SUPER BRIGHT LED'S, INC.</b>	<b>WIP- Electrical &amp; Lighting Improvements (Exterior Lighting)</b>	<b>679017</b>	<b>05/03/2019</b>	<b>2,483.63</b>
FINISHMASTER INC	Body Shop Supplies	679077	05/10/2019	2,481.39
ASPEN REFRIGERANTS, INC.	Freon & Coolant	679043	05/10/2019	2,451.98
NFI PARTS	Inventory Repair Parts	679125	05/10/2019	2,389.43
TRANSIT RESOURCES, INC.	Inventory Repair Parts	679203	05/17/2019	2,357.66
OFFICE DEPOT	Office Supplies	679183	05/17/2019	2,338.69
NFI PARTS	Inventory Repair Parts	679018	05/03/2019	2,309.96
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>679267</b>	<b>05/30/2019</b>	<b>2,279.28</b>
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	678970	05/03/2019	2,189.39
4IMPRINT, INC.	Safety Incentive Giveaways	679036	05/10/2019	2,189.31
KAMAN INDUSTRIAL TECHNOLOGIES	Repair Parts CNG (Indio)	679090	05/10/2019	2,172.45
<b>UNITED RENTALS, INC.</b>	<b>F/A- Facility Improvements</b>	<b>679131</b>	<b>05/10/2019</b>	<b>2,169.40</b>
PCMG, INC.	Computer Network Software Agreement	679000	05/03/2019	2,116.00
HD INDUSTRIES	Inventory Repair Parts	679087	05/10/2019	2,109.58
SHRED-IT USA	Document Shredding Services (Archives)	679118	05/10/2019	1,963.65
AVAIL TECHNOLOGIES	Computer Network Software Agreement	679044	05/10/2019	1,960.00
SOUTHWEST TOYOTALIFT	Outside Repairs Support Vehicles	679121	05/10/2019	1,932.00
NORTON MEDICAL INDUSTRIES	Medical Exams	679239	05/24/2019	1,923.90
SAFNA ENGINEERING & CONSULTING	Engineering & Consulting Service	678979	05/03/2019	1,912.50
360 BUSINESS CONSULTING	Webhosting & Maintenance Services	679035	05/10/2019	1,900.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>678966</b>	<b>05/03/2019</b>	<b>1,869.68</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679209</b>	<b>05/20/2019</b>	<b>1,862.71</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679051</b>	<b>05/10/2019</b>	<b>1,850.36</b>

**SunLine Transit Agency  
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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>
ROBERT HALF TECHNOLOGY	Temporary Help	679116	05/10/2019	1,848.00
LUMINATOR MASS TRANSIT, LLC	Repair Parts Fixed Route	679285	05/30/2019	1,832.94
LUMINATOR MASS TRANSIT, LLC	Inventory Repair Parts	678992	05/03/2019	1,800.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>679068</b>	<b>05/10/2019</b>	<b>1,785.51</b>
DESERT ALARM, INC.	Indio Fire Alarm Device relocation	679067	05/10/2019	1,685.81
<b>ALLEN FENCE CONSTRUCTION</b>	<b>F/A- Facility Improvements</b>	<b>679256</b>	<b>05/30/2019</b>	<b>1,670.00</b>
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	679050	05/10/2019	1,664.41
PRUDENTIAL OVERALL SUPPLY	Ops Supervisors (Hats & Shirts)	679191	05/17/2019	1,601.21
PAUL ASSOCIATES	Printing Supplies (VCR cards blue) (VCR cards white)	679245	05/24/2019	1,551.24
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP- Replacement &amp; Expansion of Support Vehicles</b>	<b>678952</b>	<b>05/03/2019</b>	<b>1,549.37</b>
VERIZON WIRELESS	Wireless Telephone Service	679205	05/17/2019	1,547.23
PRYOR LEARNING SOLUTIONS, INC.	Staff Development Course CAL/OSHA	679294	05/30/2019	1,498.00
COMPLETE COACH WORKS	Inventory Repair Parts	679058	05/10/2019	1,486.95
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	679049	05/10/2019	1,480.04
BOLLARDCOVERUSA.COM	Safety Material & Supplies	679032	05/03/2019	1,471.00
DOUG WALL CONSTRUCTION	Facility Maintenance	678968	05/03/2019	1,402.50
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	679305	05/30/2019	1,396.88
TRANSIT RESOURCES, INC.	Inventory Repair Parts	679023	05/03/2019	1,389.09
OFFICE DEPOT	Office Supplies	679240	05/24/2019	1,380.55
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	678998	05/03/2019	1,336.63
CAMERON NURSERY, LLC.	Plants for Learning Center landscape	678958	05/03/2019	1,313.09
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	679099	05/10/2019	1,309.65
SMART CHEMISTRY CORPORATION	Hydrogen Sample Test	679014	05/03/2019	1,300.00
AUGER CONSULTING GROUP LLC	Consulting Services	679178	05/17/2019	1,210.00
ERIC TAYLOR	Education Tuition Reimbursement	679072	05/10/2019	1,192.50
DESERT SUN PUBLISHING CO., THE	Advertising	679268	05/30/2019	1,168.20
ATOYAC MARKET	Safety Annual BBQ	679052	05/10/2019	1,065.38
KENNARD POTTS	Consulting Services	679091	05/10/2019	1,050.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	679286	05/30/2019	1,029.78
MURCHISON & CUMMING, LLP	Consulting Service	679287	05/30/2019	1,022.70
<b>Total Checks Over \$1,000</b>	\$3,695,127.65			
<b>Total Checks Under \$1,000</b>	\$59,600.78			
<b>Total Checks</b>	\$3,754,728.43			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for May 2019

Summary:

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

Recommendation:

Receive and file.



**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 06/03/19**

**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	5/8/2019	5/8/2019	Alaska Air	Alaska Airlines flight from ONT to SEA; Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$103.30
2	5/8/2019	5/8/2019	Alaska Air	Alaska Airlines flight from SEA to ONT; Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$499.00
3	5/8/2019	5/8/2019	Expedia	Expedia Booking Fee (Alaska Airlines flight); Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$5.34
4	5/8/2019	5/8/2019	Expedia	Lodging for 2 Nights; Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$479.42
5	5/8/2019	5/8/2019	Expedia	Collision Damage Plan for Car Rental; Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$30.00
6	5/17/2019	5/17/2019	WPY Social Enterprises	Speaker Registration; Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$50.00
7	5/20/2019	5/20/2019	Omni Hotels	Lodging for 1 Night; 2019 APTA Mobility Conference (ZEBRA Meeting) - Jenny Bellinger, Performance Project Assistant		\$249.57
8	5/20/2019	5/20/2019	Omni Hotels	Lodging for 3 Nights; 2019 APTA Mobility Conference - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$748.69
9	5/21/2019	5/21/2019	Panera Bread	Panera Catering Order; Press Confernece with FTA Acting Administrator		\$85.40
10	5/21/2019	5/21/2019	Expedia	Roundtrip Flight on Alaska Airlines and Hotel Lodging; FTA Triennial Review - Tamara Miles, Compliance/Eligibility Officer		\$981.75
11	5/22/2019	5/22/2019	City Wok	City Wok Catering Order; May Board of Directors Meeting		\$322.63
12	5/24/2019	5/24/2019	Ont Airpt Parking Lot 2	Airport Parking for 3 Days (Ontario Airport); Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$54.00
13	5/24/2019	5/24/2019	Thrifty Car Rental	Car Rental for 3 Days; Green Transportation Summit & Expo - Lauren Skiver, CEO/General Manager		\$303.44
14	5/30/2019	5/30/2019	Expedia	Lodging for 1 Night; AT&T Special Districts Summit - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$84.18

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
<b>Credits and Charges:</b>				\$0.00	\$3,996.72
<b>Total:</b>				<b>\$3,996.72</b>	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	06/03/19
Days in Billing Cycle	31
Next Statement Date	07/03/19

Credit Line	\$40,000
Available Credit	\$34,915

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	\$3,707.80
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>06/28/19</b>

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		\$9,101.68
Credits	-	\$288.92
Payments	-	\$9,101.68
Purchases & Other Charges	+	\$3,996.72
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	=	<b>\$3,707.80</b>

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$248.95
Cash Earned this Month		\$39.97
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
<b>Cash Awarded this Period</b>		<b>\$288.92</b>
Year to Date Cash Back Awarded		\$444.89

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	\$3,707.80
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>06/28/19</b>

05000003707800044846100042659415

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  
59562 MSP 333



**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 - \$3,707.80 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$3,996.72

**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
05/28	05/28	F3268004L00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$9,101.68-	9,101.68	
06/03	06/03		WELLS FARGO CASH BACK - CREDIT	288.92	

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

05/08	05/08	2443106419M3DPHBA 05/22/19 1 AS T 11617270	ALASKA AIR 0277320673500 SEATTLE WA SKIVER/LAURA LEE ONTARIO SEATTLE EXPEDIA.COM TRAVEL		103.30
05/08	05/08	2443106419M3DPHR6 05/24/19 1 AS Y 11617270	ALASKA AIR 0277320682371 SEATTLE WA SKIVER/LAURA LEE SEATTLE ONTARIO EXPEDIA.COM TRAVEL		499.00
05/08	05/08	2469216402XFBZHTP	EXPEDIA 7433164804744 EXPEDIA.COM WA		5.34
05/08	05/08	2469216402XFBZZQ4	EXPEDIA 7433168176934 EXPEDIA.COM WA		479.42
05/08	05/08	2469216402XFO97N	EXPEDIA 7433169504109 EXPEDIA.COM WA		30.00
05/17	05/17	249064149247Q7NHH	WPY*Social Enterprises ln855-4693729 CA		50.00
05/20	05/20	24755424D4D0H1AY0	OMNI HOTELS 502-3138664 KY		249.57
05/20	05/20	24755424D4D0H1BM6	OMNI HOTELS 502-3138664 KY		748.69
05/21	05/21	24231684D2DKMY8EE	PANERA BREAD #601771 314-984-3495 CA		85.40
05/21	05/21	24692164D2XMG87MK	EXPEDIA 7436360840330 EXPEDIA.COM WA		981.75
05/22	05/22	24327434FH0BGXYMG	CITY WOK 800-4498012 CA		322.63
05/24	05/24	24323034H05JVVFVZ	ONT AIRPT PRKING LOT 2 ONTARIO CA		54.00
05/24	05/24	24391214GHVEFMTTF	THRIFTY CAR RENTAL SEATTLE WA		303.44
05/30	05/30	24692164N2XW63T1E	EXPEDIA 7439032028198 EXPEDIA.COM WA		84.18
			<b>TOTAL \$3,996.72</b>		
<b>LAURA SKIVER / Sub Acct Ending In 0263</b>					

**Wells Fargo News**

**Revised Agreement for Online Access**

We're updating our Online Access Agreement effective September 30, 2019. To see what is changing, please visit [wellsfargo.com/onlineupdates](http://wellsfargo.com/onlineupdates).

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

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for May 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 May 31, 2019, the organization's revenues net of subsidies are \$801,959 over budget or 19.6% above the YTD budget. Expenditures are \$5,452,722 under budget or 15.0% 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 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	286,217	220,319	65,898	2,665,953	2,423,509	242,444	0.8%
Other Revenue	1,825,574	160,866	152,131	8,735	2,232,958	1,673,443	559,515	22.3%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>447,083</b>	<b>372,450</b>	<b>74,633</b>	<b>4,898,911</b>	<b>4,096,952</b>	<b>801,959</b>	<b>9.6%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,686,024	769,274	807,169	37,895	8,470,687	8,878,855	408,168	12.5%
Operator & Mechanic Overtime	1,083,067	99,455	90,256	(9,199)	925,262	992,812	67,550	14.6%
Administration Salaries & Wages	6,089,831	479,710	507,486	27,776	4,684,773	5,582,345	897,572	23.1%
Administration Overtime	44,979	3,475	3,748	273	25,821	41,231	15,410	42.6%
Fringe Benefits	10,613,118	817,603	884,426	66,823	8,178,222	9,728,691	1,550,470	22.9%
Communications	223,400	21,415	18,617	(2,798)	206,403	204,783	(1,620)	7.6%
Legal Services	527,000	16,463	43,917	27,454	400,897	483,083	82,186	23.9%
Computer/Network Software Agreement	525,745	46,421	43,812	(2,608)	440,557	481,933	41,376	16.2%
Uniforms	113,270	7,635	9,439	1,805	53,997	103,831	49,833	52.3%
Contracted Services	505,738	63,419	42,145	(21,274)	412,542	463,593	51,051	18.4%
Equipment Repairs	7,500	0	625	625	4,402	6,875	2,473	41.3%
Security Services	104,159	6,915	8,680	1,765	89,610	95,479	5,869	14.0%
Fuel - CNG	1,440,122	135,560	120,010	(15,550)	1,293,578	1,320,112	26,534	10.2%
Fuel - Hydrogen	353,000	12,391	29,417	17,025	290,914	323,583	32,669	17.6%
Tires	243,277	22,483	20,273	(2,210)	226,295	223,004	(3,291)	7.0%
Office Supplies	68,523	4,905	5,710	806	56,156	62,813	6,656	18.0%
Travel/Training	191,096	9,811	15,925	6,113	108,967	175,171	66,204	43.0%
Repair Parts	1,344,744	123,935	112,062	(11,873)	1,197,585	1,232,682	35,096	10.9%
Facility Maintenance	42,750	1,309	3,563	2,253	40,989	39,188	(1,801)	4.1%
Electricity - CNG & Hydrogen	250,000	13,130	20,833	7,703	128,437	229,167	100,729	48.6%
Natural Gas	1,415,000	84,931	117,917	32,986	1,078,594	1,297,083	218,490	23.8%
Water and Gas	7,500	303	625	322	5,141	6,875	1,734	31.4%
Insurance Losses	1,276,054	101,685	106,338	4,653	715,654	1,169,716	454,062	43.9%
Insurance Premium - Property	17,136	1,168	1,428	260	15,234	15,708	474	11.1%
Repair Claims	144,280	7,269	12,023	4,755	50,609	132,257	81,648	64.9%
Fuel Taxes	188,300	5,413	15,692	10,279	71,938	172,608	100,670	61.8%
Other Expenses	4,748,792	309,759	395,733	85,973	3,168,206	4,353,059	1,184,854	33.3%
Self Consumed Fuel	(1,600,000)	(147,831)	(133,333)	(14,498)	(1,444,324)	(1,466,667)	22,343	9.7%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>3,018,004</b>	<b>3,304,534</b>	<b>286,529</b>	<b>30,897,148</b>	<b>36,349,870</b>	<b>5,452,722</b>	<b>22.1%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,570,921)</b>			<b>\$ (25,998,237)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	455,778	519,806	64,028	4,609,019	5,717,861	1,108,842	26.1%
State - LTF, SGR, LCTOP	22,445,242	1,640,044	1,870,437	230,393	16,584,814	20,574,805	3,989,991	26.1%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	475,099	541,841	66,742	4,804,404	5,960,252	1,155,848	26.1%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,570,921</b>	<b>2,932,084</b>	<b>361,162</b>	<b>25,998,237</b>	<b>32,252,919</b>	<b>6,254,681</b>	<b>26.1%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
May 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	27,517,018	2,169,516	2,293,085	123,569	22,284,764	25,223,933	2,939,170	19.0%
Services	3,737,756	282,245	311,480	29,234	2,747,424	3,426,276	678,852	26.5%
Fuels & Lubricants	2,000,177	173,947	166,681	(7,266)	1,760,153	1,833,496	73,343	12.0%
Tires	243,277	22,483	20,273	(2,210)	226,295	223,004	(3,291)	7.0%
Materials and Supplies	1,678,430	150,866	139,869	(10,997)	1,471,075	1,538,560	67,486	12.4%
Utilities	1,954,500	118,823	162,875	44,052	1,454,924	1,791,625	336,701	25.6%
Casualty & Liability	2,095,656	167,530	174,638	7,108	1,418,916	1,921,018	502,102	32.3%
Taxes and Fees	188,300	5,413	15,692	10,279	71,938	172,608	100,670	61.8%
Miscellaneous Expenses	1,839,290	75,012	153,274	78,262	905,983	1,686,016	780,034	50.7%
Self Consumed Fuel	(1,600,000)	(147,831)	(133,333)	(14,498)	(1,444,324)	(1,466,667)	22,343	9.7%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>3,018,004</b>	<b>3,304,534</b>	<b>286,529</b>	<b>30,897,148</b>	<b>36,349,870</b>	<b>5,452,722</b>	<b>22.1%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	286,217	220,319	65,898	2,665,953	2,423,509	242,444	0.8%
Other Revenue	1,825,574	160,866	152,131	8,735	2,232,958	1,673,443	559,515	22.3%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>447,083</b>	<b>372,450</b>	<b>74,633</b>	<b>4,898,911</b>	<b>4,096,952</b>	<b>801,959</b>	<b>9.6%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,570,921)</b>			<b>\$ (25,998,237)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	455,778	519,806	64,028	4,609,019	5,717,861	1,108,842	26.1%
State - LTF, SGR, LCTOP	22,445,242	1,640,044	1,870,437	230,393	16,584,814	20,574,805	3,989,991	26.1%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	475,099	541,841	66,742	4,804,404	5,960,252	1,155,848	26.1%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,570,921</b>	<b>2,932,084</b>	<b>361,162</b>	<b>25,998,237</b>	<b>32,252,919</b>	<b>6,254,681</b>	<b>26.1%</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 2.2% above FY 18 YTD totals.
- Total system ridership is presently 84,246 trips above FY 18 YTD amounts.

Ridership				
	FY18-May	FY19-May	Variance	%Δ
Fixed Route	342,872	371,857	28,985	8.5%
Paratransit	13,365	13,402	37	0.3%
SolVan	2,258	1,811	(447)	-19.8%
System Total	358,495	387,070	28,575	8.0%

Ridership				
	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	3,658,170	3,738,889	80,719	2.2%
Paratransit	143,492	142,895	(597)	-0.4%
SolVan	17,134	21,258	4,124	24.1%
System Total	3,818,796	3,903,042	84,246	2.2%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue, Emissions Credit Revenue, and CNG Rebate Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- Outside Fueling Revenue is favorable due to a budget adjustment that was executed to adjust the annual projection. There were lower sales from Burrtec than originally projected for FY 19. As of 08/23/18 Burrtec has completed its own fueling station and no longer uses SunLine as its primary source for fuel. The favorable variance will adjust in the last quarter.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.
- CNG Rebate Revenue recognition of deferred revenue from FY18.

	YTD-May	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 225,118	\$ 69,620	\$ 155,498	223.4%
CNG Rebate Revenue	\$ 123,728	\$ -	\$ 123,728	-
Outside Fueling Revenue	\$ 498,221	\$ 445,825	\$ 52,396	11.8%
Emissions Credit Revenue	\$ 1,066,203	\$ 883,341	\$ 182,862	20.7%

**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 also increased expenses when the service began in January 2019.

**Operator & Mechanic Overtime - Favorable**

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.

May				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,912	2,064	\$ 67,827
Paratransit	N/A	935	935	\$ 24,246
Mechanics	N/A	312	312	\$ 7,977

YTD-May				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,673	16,517	18,190	\$ 597,715
Paratransit	N/A	8,854	8,854	\$ 229,588
Mechanics	N/A	3,378	3,378	\$ 86,273

**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, Public Outreach Specialist).

**Administration Overtime - Favorable**

- Administrative overtime expenditures are within an acceptable range of the budgeted amount.
- 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 an unplanned expenditure for 44 cellular routers for paratransit vehicles and trolleys to support the Apollo video system.

**Legal Services - Favorable**

- 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.
- A budget adjustment was executed to cover expenditures due to ongoing litigation cases.

**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**

- Contracted services are within an acceptable range of the budgeted amount.
- 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 4,790 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
May. FY 18	108,778				
May. FY 19	117,688	8,910	711	8.19%	0.61%
Apr. FY 19	116,977				
YTD May FY 18	1,273,828				
YTD May FY 19	1,269,037	(4,790)		-0.38%	

**Fuel - Hydrogen - Favorable**

- Larger expenses due to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.  
A budget adjustment was executed to cover the additional expenses incurred for the purchase of Hydrogen from an outside source.

**Tires - Unfavorable**

- The negative variance is mainly attributed to replacement paratransit vehicles that were delivered later than originally projected. The continued use of older paratransit vehicles increased the extension of tire leasing required. The new paratransit vehicles were 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**

- 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 \$98,054 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In May, paratransit had expenses of \$10,130 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)  
A budget adjustment was executed to cover additional costs for paratransit parts, due to aging fleet repairs.
- In May, support vehicle repair parts had a cost of \$4,257 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

**Facility Maintenance - Unfavorable**

- Facility maintenance had larger expenses in May due to the purchase of a strip door, lamp recycling kit, and herbicides.

**Electricity - CNG & Hydrogen - Favorable**

- In FY19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer. The installation will now take place in August FY20.
- 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 May, there was an increase of 4,312 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 381,193 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
May. FY 18	51,918				
May. FY 19	17,076	(34,842)	4,312	-67.11%	33.78%
Apr. FY 19	12,764				
YTD May FY 18	570,708				
YTD May FY 19	189,515	(381,193)		-66.79%	

**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 the second quarter there were two (2) credits that contributed to the favorable balance.
- 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.

**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 May there have been a total of 91 collisions which is an increase of 22 collisions compared to FY18.  
The average dollar cost per collision is lower than FY 18. In FY 19, the average cost per collision is \$499 compared to \$817 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 fueling sales are currently \$931,473 below FY 18 YTD amounts.
- For May, sales have increased by \$12,942 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
May. FY 18	\$ 131,516				
May. FY 19	\$ 46,812	\$ (84,704)	\$ 12,942	-64.41%	38.21%
Apr. FY 19	\$ 33,870				
YTD May FY 18	\$ 1,429,694				
YTD May FY 19	\$ 498,221	\$ (931,473)		-65.15%	

**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 28,186 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

**Mileage**

	May. FY18	May. FY19	Variance	%Δ
Fixed Route	321,860	333,272	11,413	3.5%
Paratransit	104,150	101,811	(2,339)	-2.2%
System Total	426,010	435,083	9,074	2.1%

**Mileage YTD-May**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	3,502,186	3,471,859	(30,327)	-0.9%
Paratransit	1,084,476	1,086,617	2,141	0.2%
System Total	4,586,662	4,558,476	(28,186)	-0.6%

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

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of June 2019, there were two (2) contracts executed, and one (1) purchase order executed:

<b>VENDOR</b>	<b>PURPOSE</b>
Henson Consulting Group	Culture of Excellence
Michelin North America	Tire & Tire Services
Solarwinds North America	Network Operations Console & Security Portal

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

June 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Henson Consulting Group	Culture of Excellence	Provide group facilitation, training on management knowledge, skills and abilities	FY20 Operating Budget	\$90,000.00	\$38,850.00	Executed Agreement
Michelin North America	Tires & Tire Services	Tires for Agency vehicles.	FY20, FY21, FY22, FY23, FY24 Operating Budget	\$228,800.00	\$228,800.00	Executed Agreement
Solarwinds North America, Inc.	Network Operations Console & Security Portal	Recommended proactive system management and SIEM tool.	FY19 Operating Budget	\$560,745.00	\$32,649.50	Executed Purchase Order

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

DATE: July 24, 2019

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

RE: Union &amp; Non-Union Pension Investment Asset Summary May 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 May, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

## Union

	Actual	Range
Equities	59.02%	35 – 75%
Fixed Income	40.30%	25 – 64%
Cash & Equivalent	0.68%	0 – 10%

## Non-Union

	Actual	Range
Equities	59.09%	35 – 75%
Fixed Income	40.26%	25 – 64%
Cash & Equivalent	0.65%	0 – 10%

- For the month of May, the market value of assets decreased by \$889,795 and \$917,758 for the union and non-union plans, respectively. Overall market performance during May 2019 decreased compared to the gains in the first

portion of the calendar year. Overall the year to date plan assets are still at an estimated positive gain of \$711,160 and \$700,901 for the non-union and union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
April 2019	\$28,326,000	\$28,762,333
May 2019	\$27,436,205	\$27,844,575
Increase (Decrease)	(\$889,795)	(\$917,758)

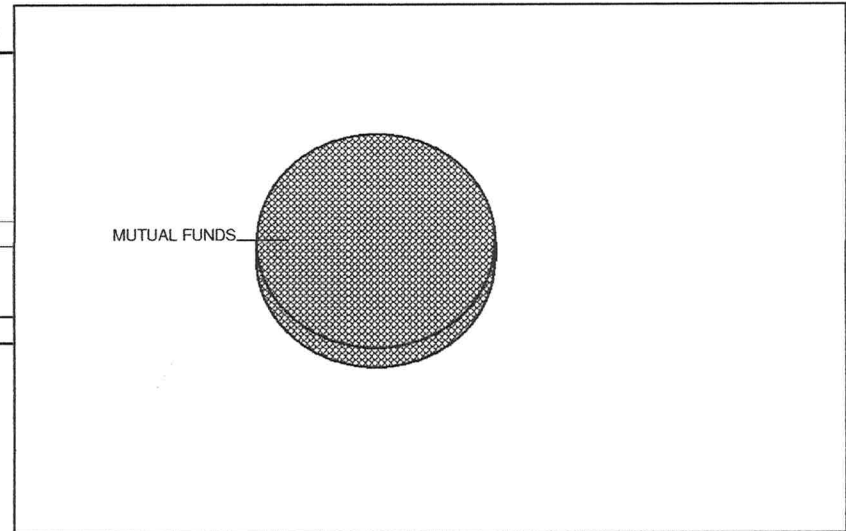
Recommendation:

Receive and file.

**ASSET SUMMARY**

<b>ASSETS</b>	<b>05/31/2019 MARKET</b>	<b>05/31/2019 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	186,784.47	186,784.47	0.68
Mutual Funds-Equity	16,193,385.66	15,518,220.08	59.02
Mutual Funds-Fixed Income	11,055,775.50	10,959,581.61	40.30
<b>Total Assets</b>	<b>27,435,945.63</b>	<b>26,664,586.16</b>	<b>100.00</b>
Accrued Income	259.93	259.93	0.00
<b>Grand Total</b>	<b>27,436,205.56</b>	<b>26,664,846.09</b>	<b>100.00</b>

**Estimated Annual Income**                      **700,900.65**



**ASSET SUMMARY MESSAGES**

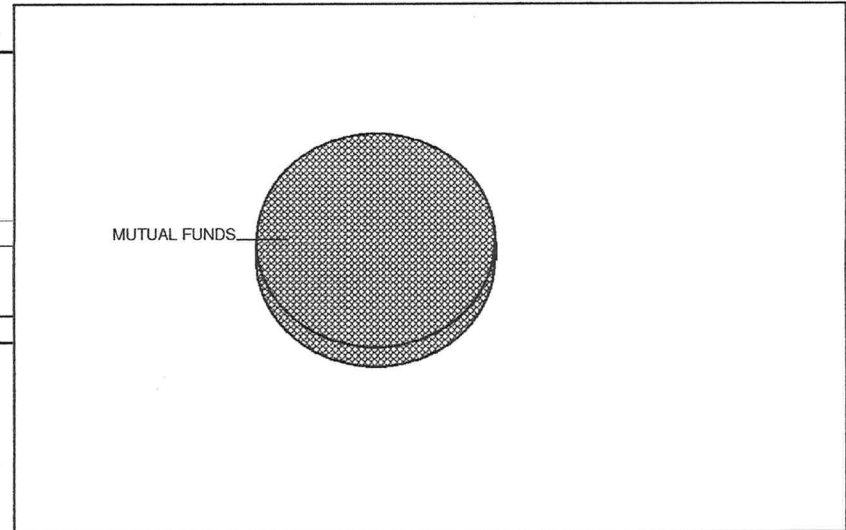
Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



**ASSET SUMMARY**

<b>ASSETS</b>	<b>05/31/2019 MARKET</b>	<b>05/31/2019 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	181,887.35	181,887.35	0.65
Mutual Funds-Equity	16,452,583.21	15,767,810.89	59.09
Mutual Funds-Fixed Income	11,209,856.79	11,116,015.01	40.26
<b>Total Assets</b>	<b>27,844,327.35</b>	<b>27,065,713.25</b>	<b>100.00</b>
Accrued Income	247.88	247.88	0.00
<b>Grand Total</b>	<b>27,844,575.23</b>	<b>27,065,961.13</b>	<b>100.00</b>

**Estimated Annual Income**                      **711,160.45**



**ASSET SUMMARY MESSAGES**

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

## SunLine Transit Agency

### CONSENT CALENDAR

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for June 2019

Summary:

System-wide ridership in June 2019 increased 3.6% versus June 2018.

<b>Monthly Ridership</b>		
	<b>June 2018</b>	<b>June 2019</b>
Fixed Route	288,853	300,562
SolVan	2,090	1,767
Sundial	12,800	12,437
<b>System Total</b>	<b>303,743</b>	<b>314,766</b>

FY19 ridership increased 2.3% in comparison to the previous fiscal year.

<b>YTD Ridership</b>	
	<b>April</b>
Fiscal Year 2018	4,122,539
Fiscal Year 2019	4,217,808
<b>Ridership Increase</b>	<b>95,269</b>

Recommendation:

Receive and file.



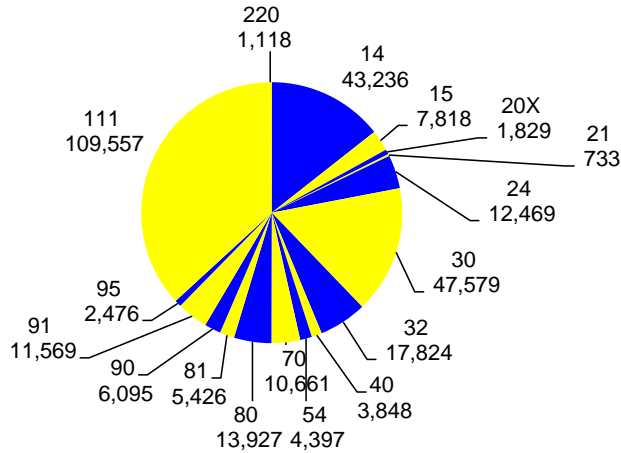
**SunLine Transit Agency  
Monthly Ridership Report  
June 2019**

Route	Fixed Route Description	Jun 2019	Jun 2018	May 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	43,236	43,980	51,941	(744)	-1.7%	580,984	602,574	(21,590)	-3.6%	1473	18,798	332	5,323
15	DHS	7,818	7,793	10,489	25	0.3%	117,180	113,705	3,475	3.1%	209	2,011	97	1,048
20X	DHS/PD	1,829	1,667	2,868	162	9.7%	31,587	24,342	7,245	29.8%	45	736	7	63
21	PD	733	594	1,400	139	23.4%	13,068	6,039	7,029	116.4%	34	284	12	80
24	PS	12,469	12,463	16,101	6	0.0%	176,322	165,664	10,658	6.4%	430	5,868	136	1,428
30	CC/PS	47,579	47,217	56,854	362	0.8%	616,319	631,376	(15,057)	-2.4%	1728	20,864	390	4,792
32	PD/RM/TP/CC/PS	17,824	17,586	23,372	238	1.4%	250,298	236,728	13,570	5.7%	826	11,081	168	1,808
40	PS/BUZZ	3,848	-	6,445	3,848	100.0%	33,475	-	33,475	100.0%	-	-	1	8
54	Indio/LQ/IW/PD	4,397	4,242	7,206	155	3.7%	79,315	73,310	6,005	8.2%	151	2,331	51	455
70	LQ/BD	10,661	10,597	15,362	64	0.6%	163,252	162,309	943	0.6%	523	7,550	23	507
80	Indio	13,927	12,720	19,887	1,207	9.5%	203,664	141,217	62,447	44.2%	358	4,028	189	1,819
81	Indio	5,426	6,245	8,348	(819)	-13.1%	88,736	91,450	(2,714)	-3.0%	87	974	37	603
90	Coachella/Indio	6,095	6,048	6,773	47	0.8%	72,872	92,273	(19,401)	-21.0%	114	1,339	85	624
91	I/Cch/Th/Mec/Oas	11,569	10,383	16,511	1,186	11.4%	157,058	175,369	(18,311)	-10.4%	173	2,618	57	384
95	I/Cch/Th/Mec/NS	2,476	2,272	2,779	204	9.0%	28,840	24,035	4,805	20.0%	42	788	8	130
111	PS to Cch	109,557	104,011	124,318	5,546	5.3%	1,412,920	1,370,912	42,008	3.1%	4,396	58,828	1081	10,739
220	PD to Riverside	1,118	1,035	1,203	83	8.0%	13,561	13,853	(292)	-2.1%	38	348	7	96
<b>Fixed Route Total</b>		<b>300,562</b>	<b>288,853</b>	<b>371,857</b>	<b>11,709</b>	<b>4.1%</b>	<b>4,039,451</b>	<b>3,947,023</b>	<b>92,428</b>	<b>2.3%</b>	<b>10,627</b>	<b>138,446</b>	<b>2,681</b>	<b>29,907</b>
<b>SolVan</b>		1,767	2,090	1,811	(323)	-15.5%	23,025	19,224	3,801	19.8%				
<b>Demand Response</b>														
<b>SunDial</b>		12,437	12,800	13,402	(363)	-2.8%	155,332	156,292	(960)	-0.6%				
<b>System Total</b>		<b>314,766</b>	<b>303,743</b>	<b>387,070</b>	<b>11,023</b>	<b>3.6%</b>	<b>4,217,808</b>	<b>4,122,539</b>	<b>95,269</b>	<b>2.3%</b>				
		<b>Jun-19</b>	<b>Jun-18</b>	<b>May-19</b>										
Weekdays:		20	21	22										
Saturdays:		5	4	4										
Sundays:		5	5	*										
Total Days:		30	30	31										

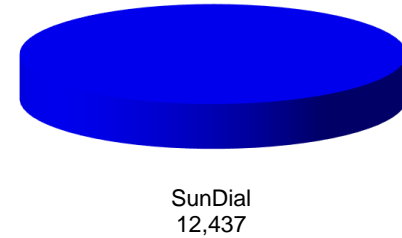
Note: Haul Pass ridership was 10,614 rides from 741 unique riders.

### SunLine Transit Agency Monthly Ridership Report June - 2019

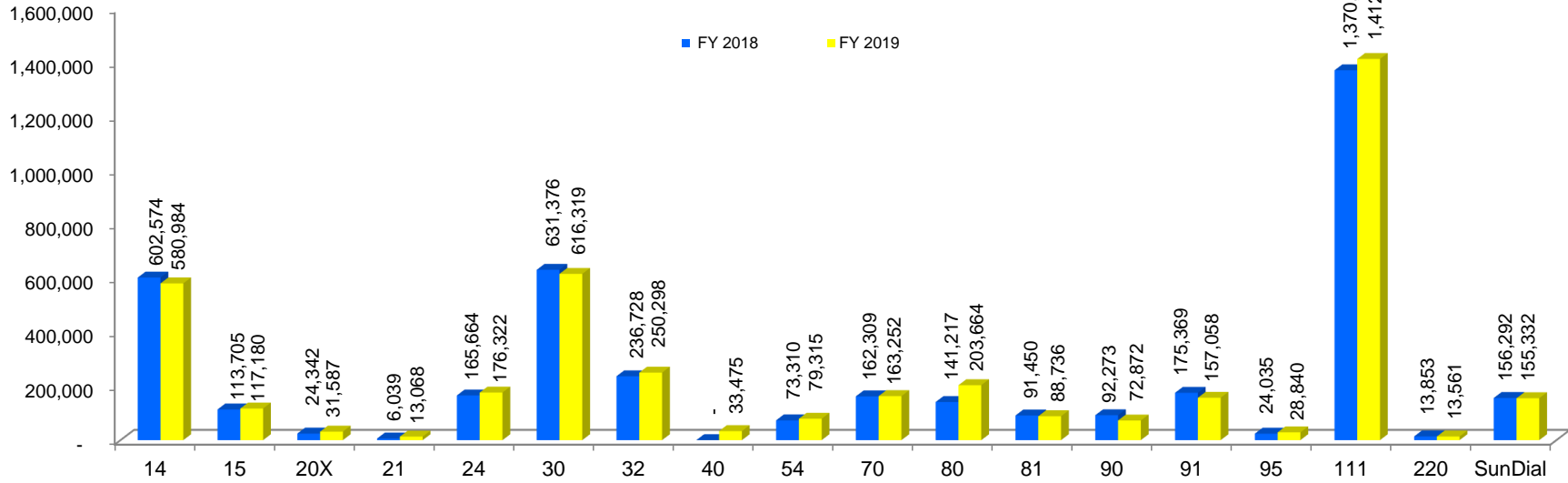
#### Fixed Route Ridership



#### Demand Response Ridership



#### Year-to-Date System Ridership



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

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for June 2019

Summary:

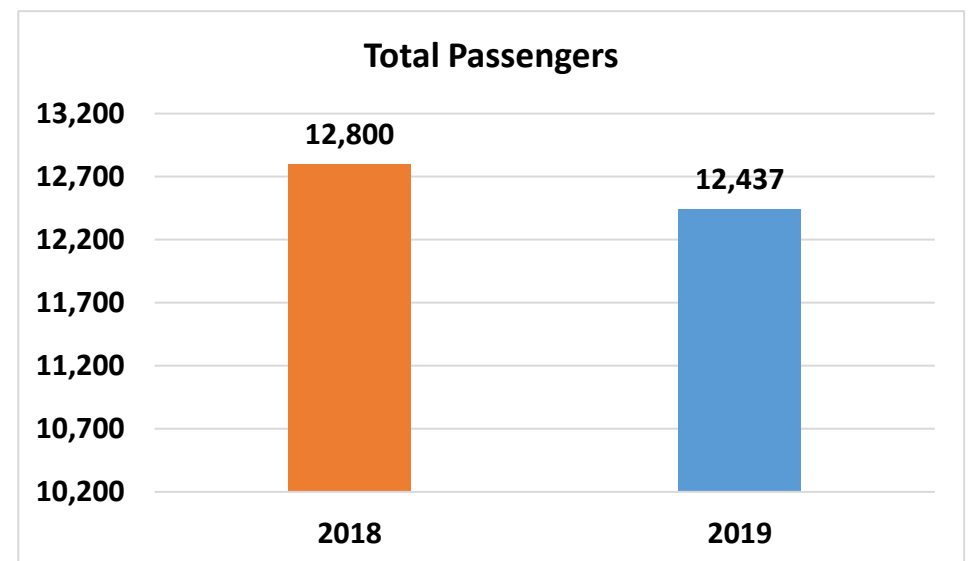
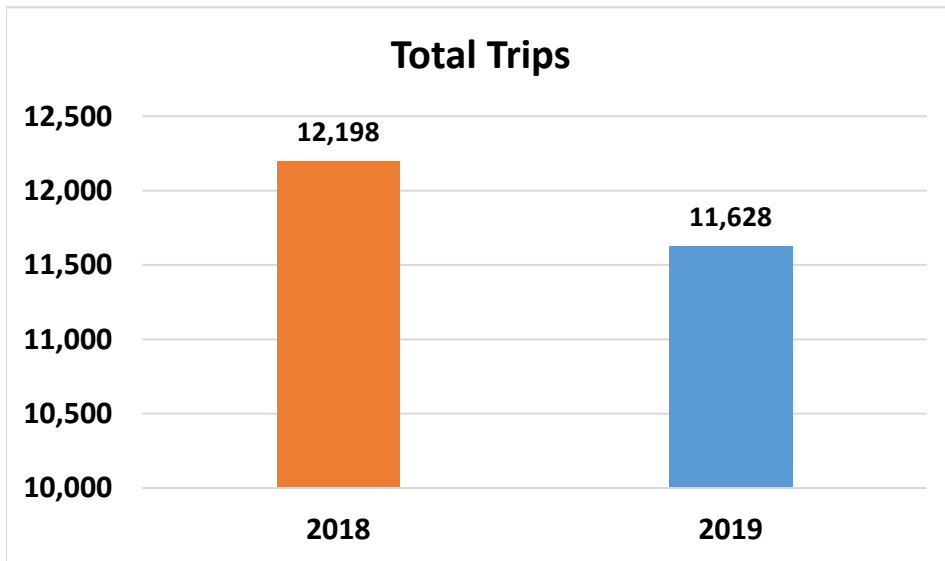
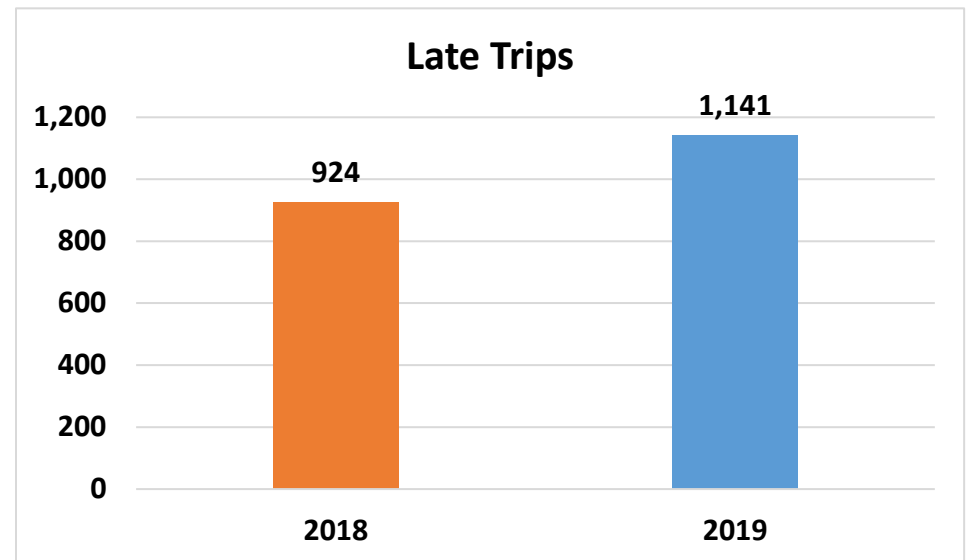
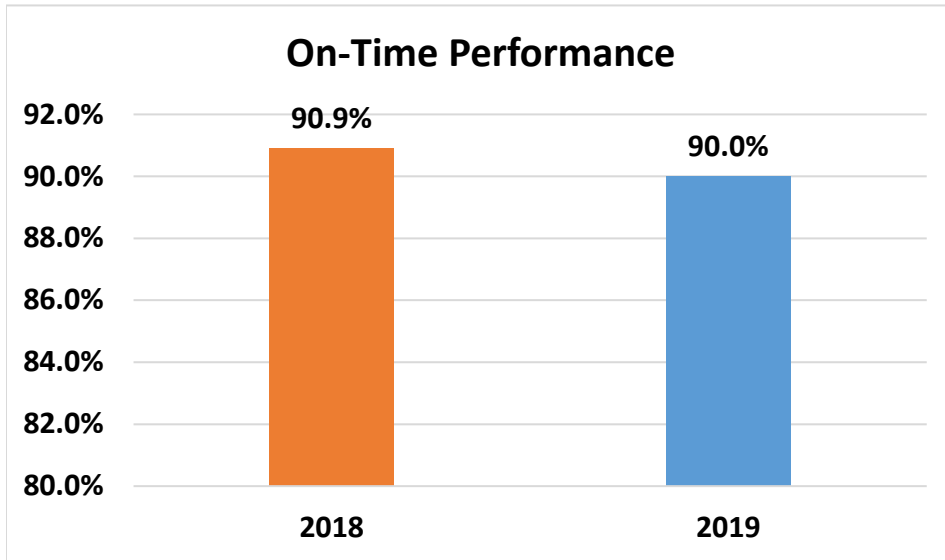
The attached report summarizes SunDial's operation for June 2019. Highlights of this report include a 4.6% decrease in total trips, and a 2.8% decrease in ridership. Road Supervisors are continuing to focus on ride along evaluations, onboard inspections and safety evaluations.

Recommendation:

Receive and file.

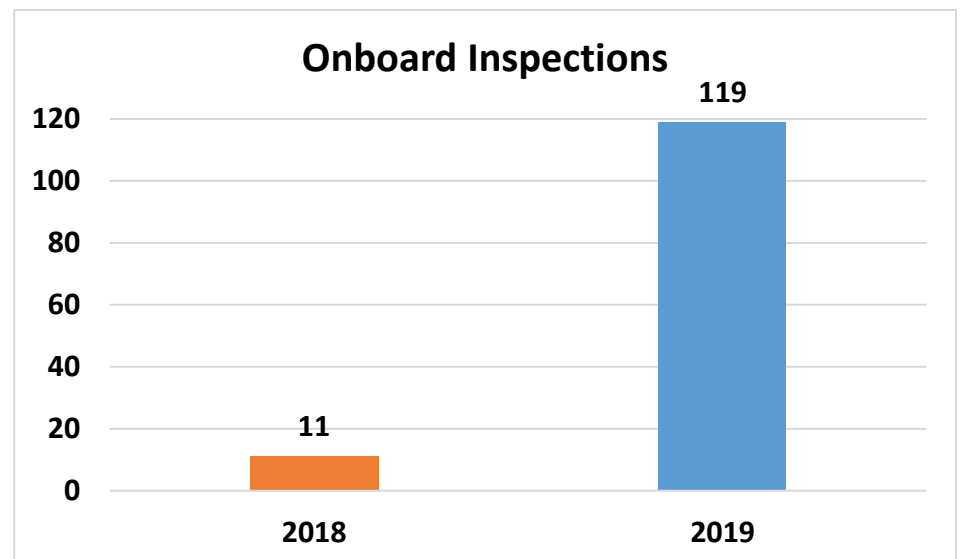
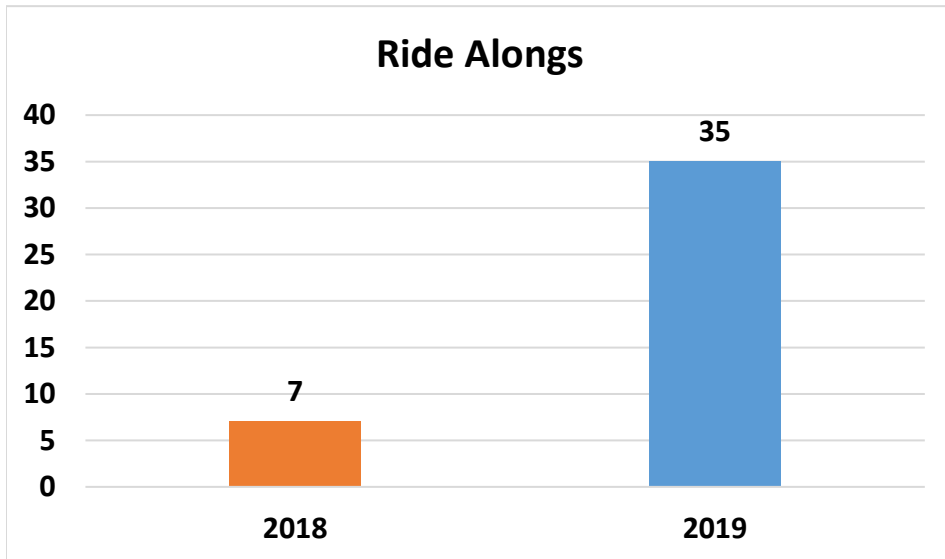
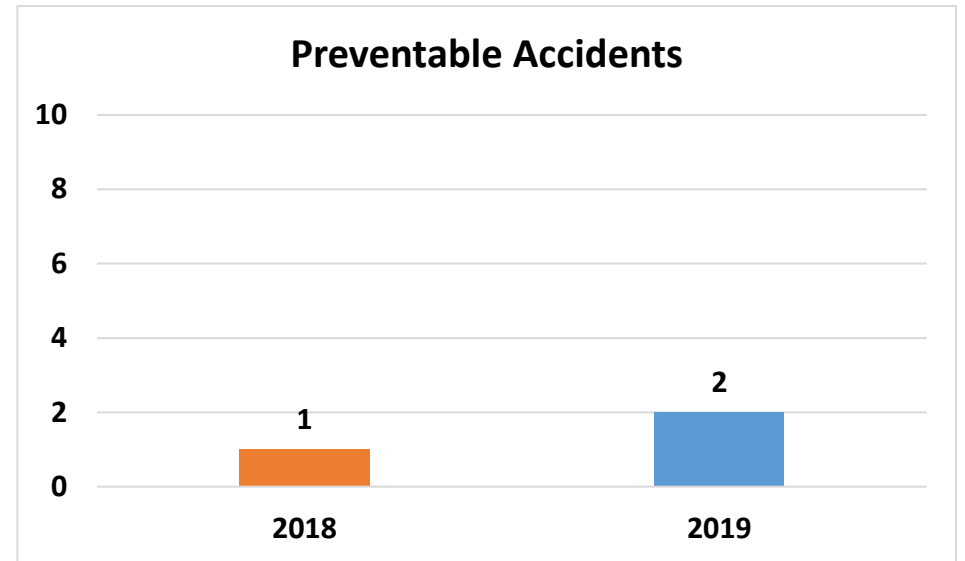
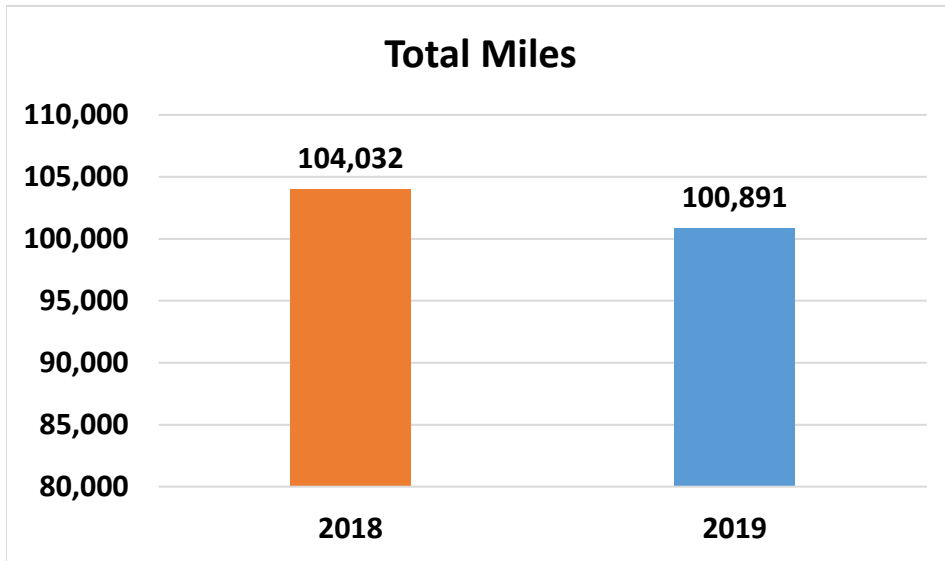
# SunDial Operational Notes

## JUNE 2018/2019



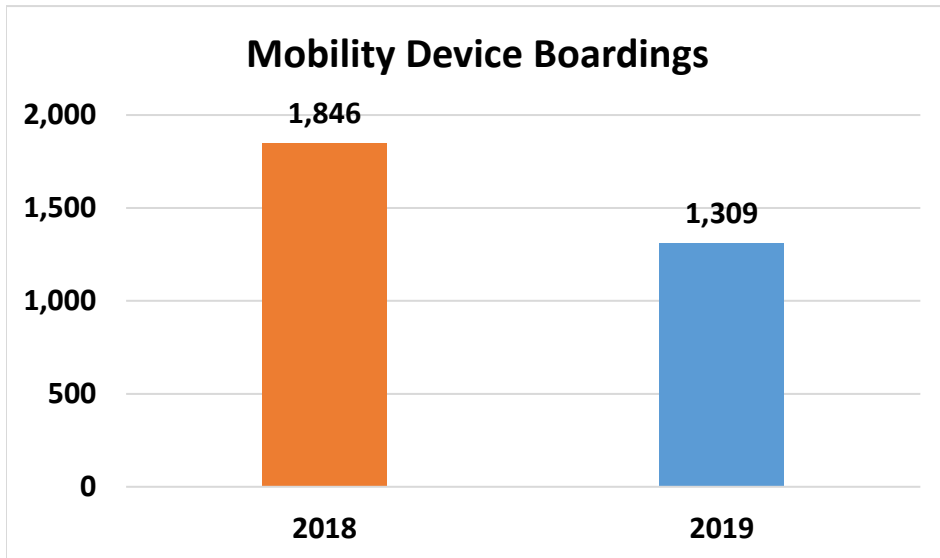
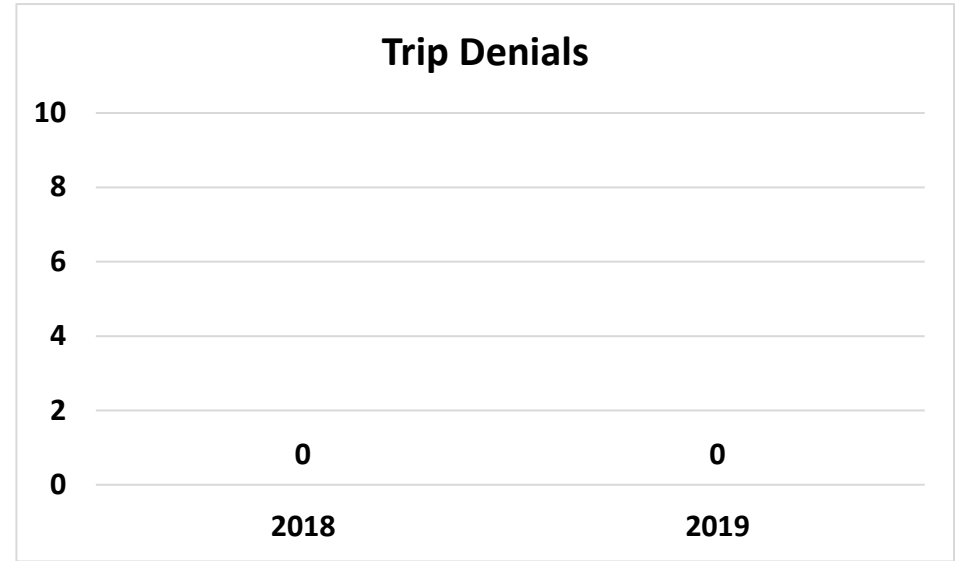
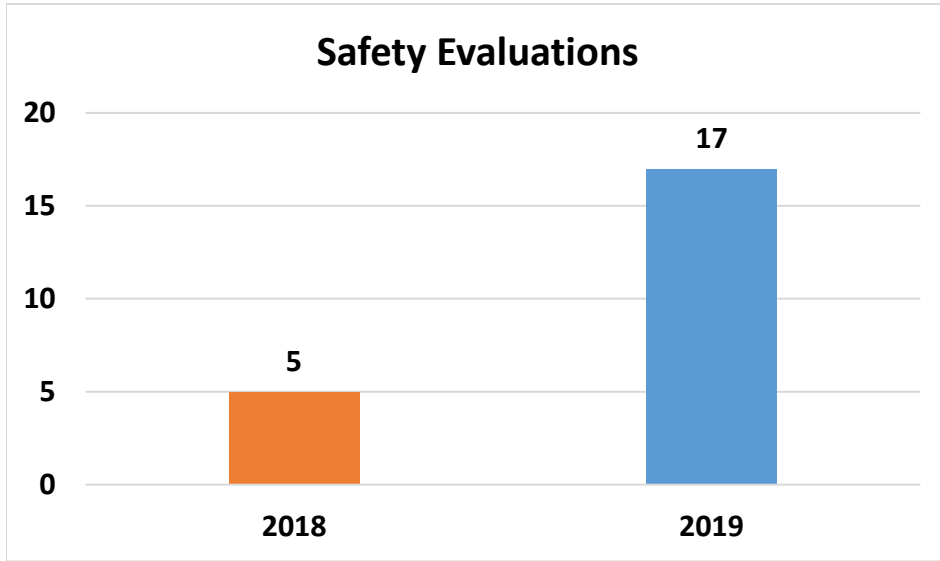
# SunDial Operational Notes

## JUNE 2018/2019



# SunDial Operational Notes

## JUNE 2018/2019





**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for June 2019

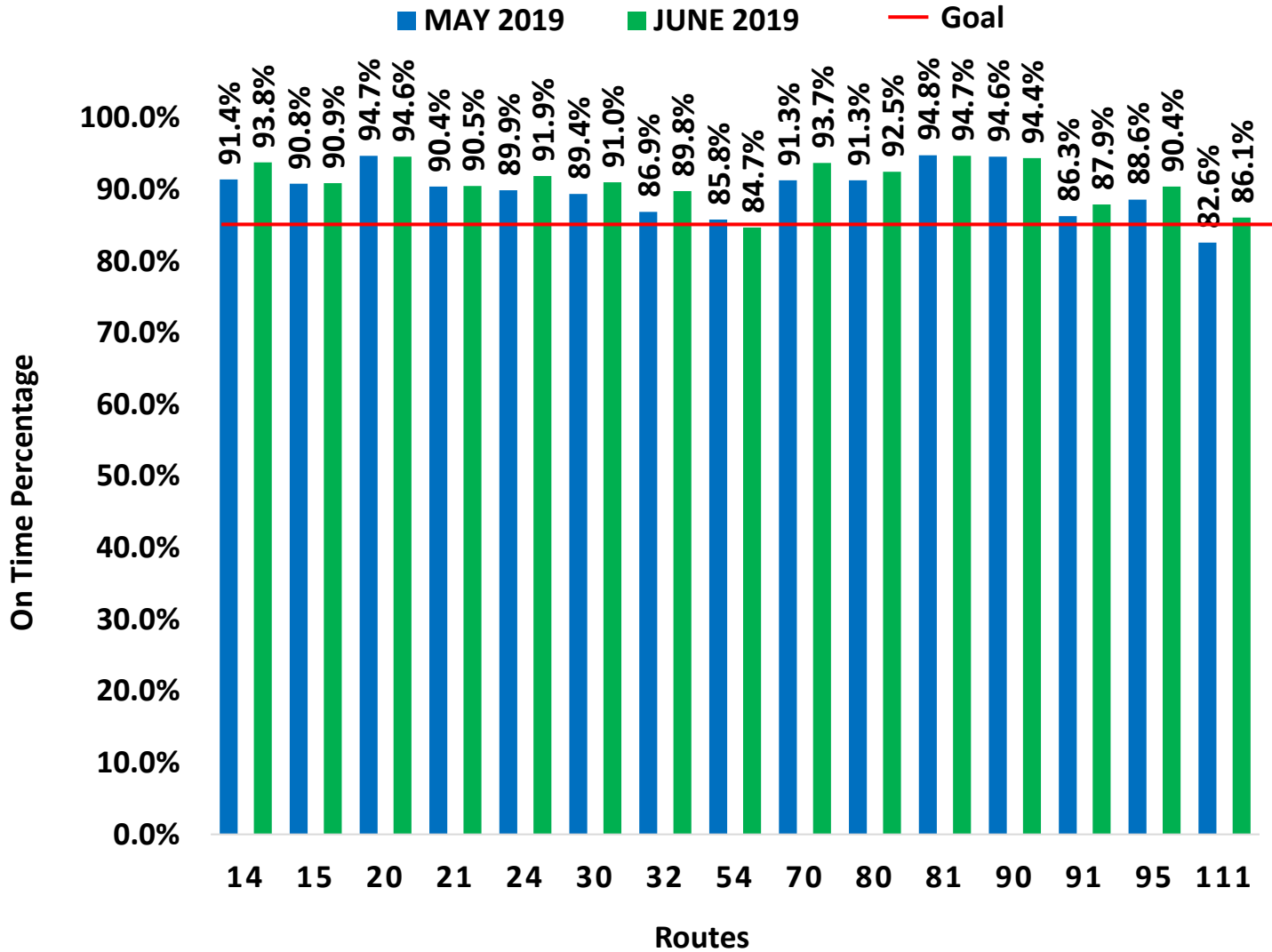
Summary:

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.

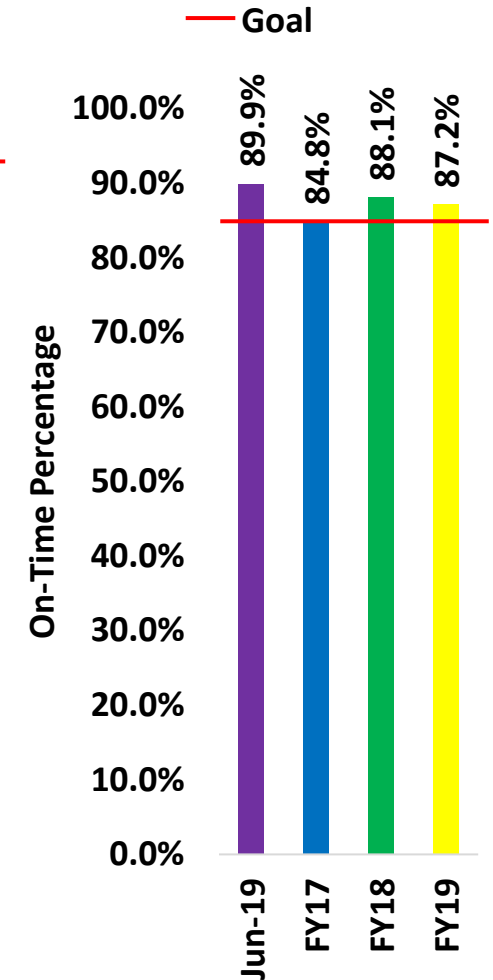
Recommendation:

Receive and file.

## On-Time Performance Percent by Route

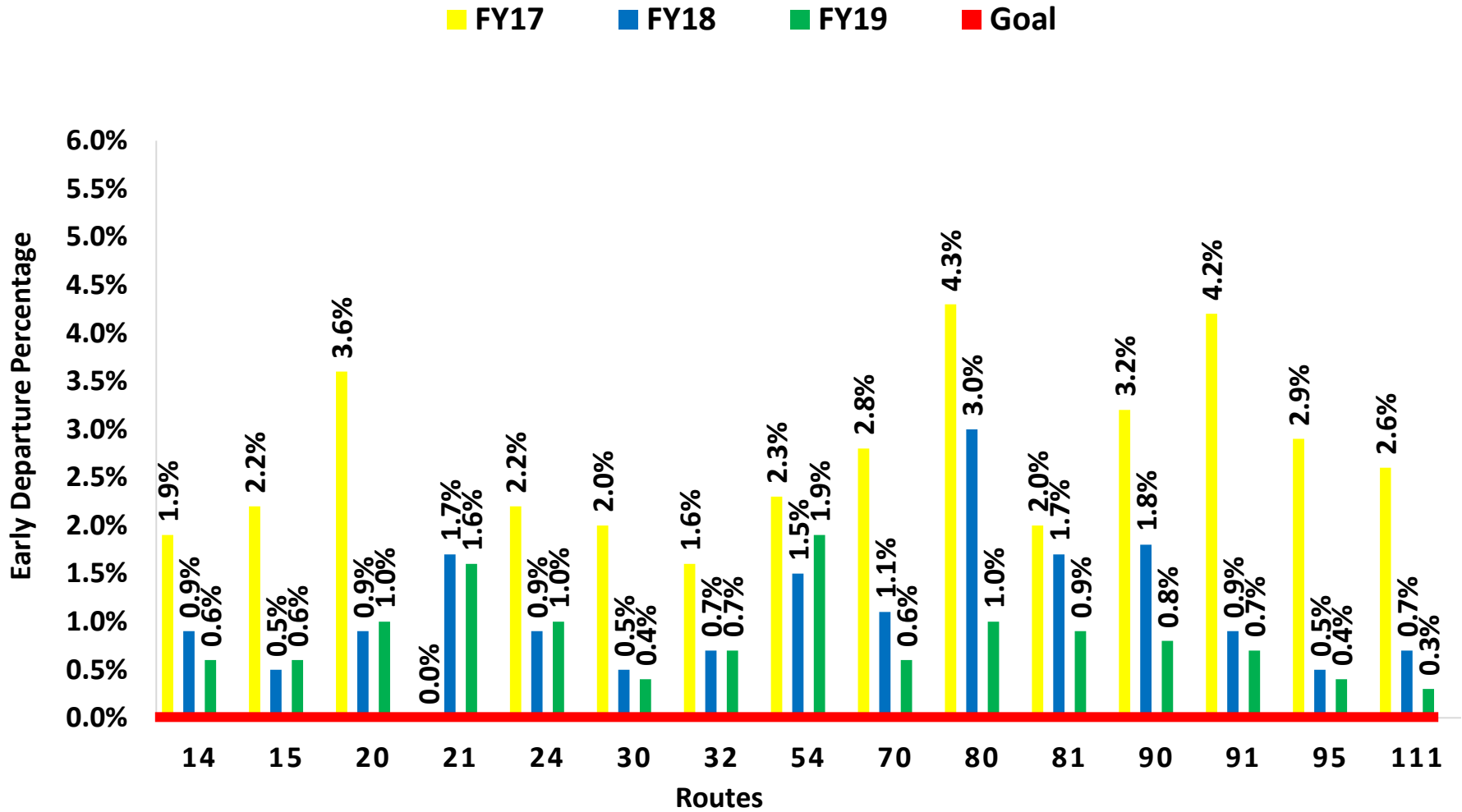


## On Time Performance System Wide



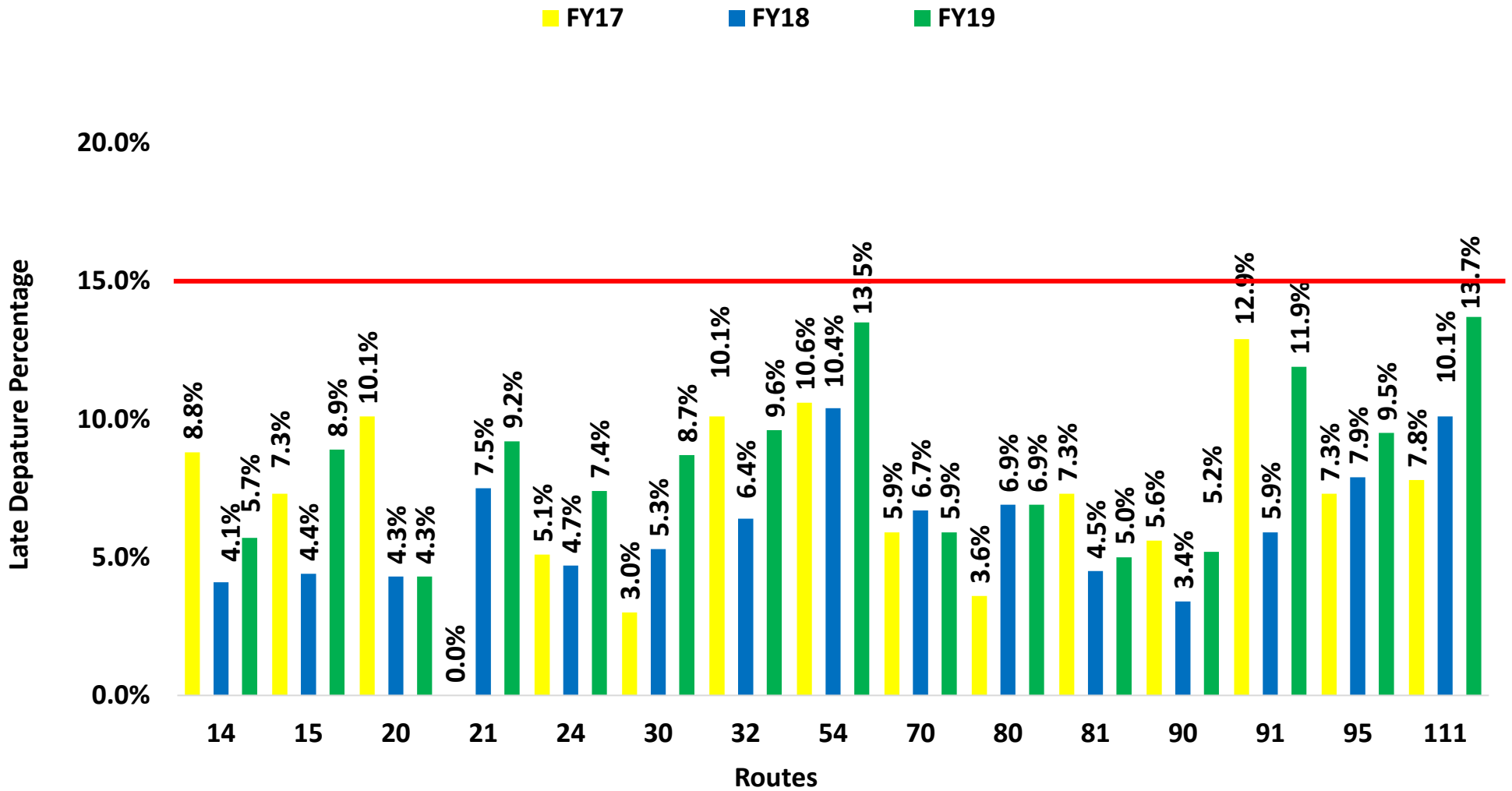
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.  
 Goal: Minimum target for On-Time performance is 85%.  
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

# Early Departures by Route YTD



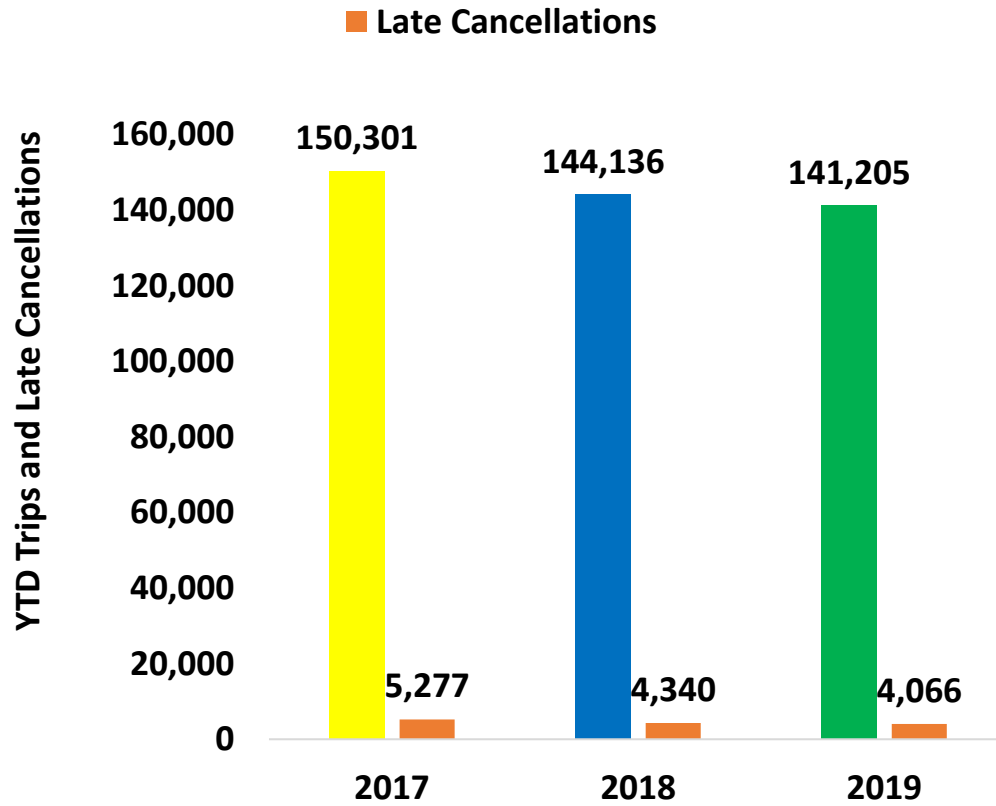
Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each route.

# Late Departure Percent by Route June

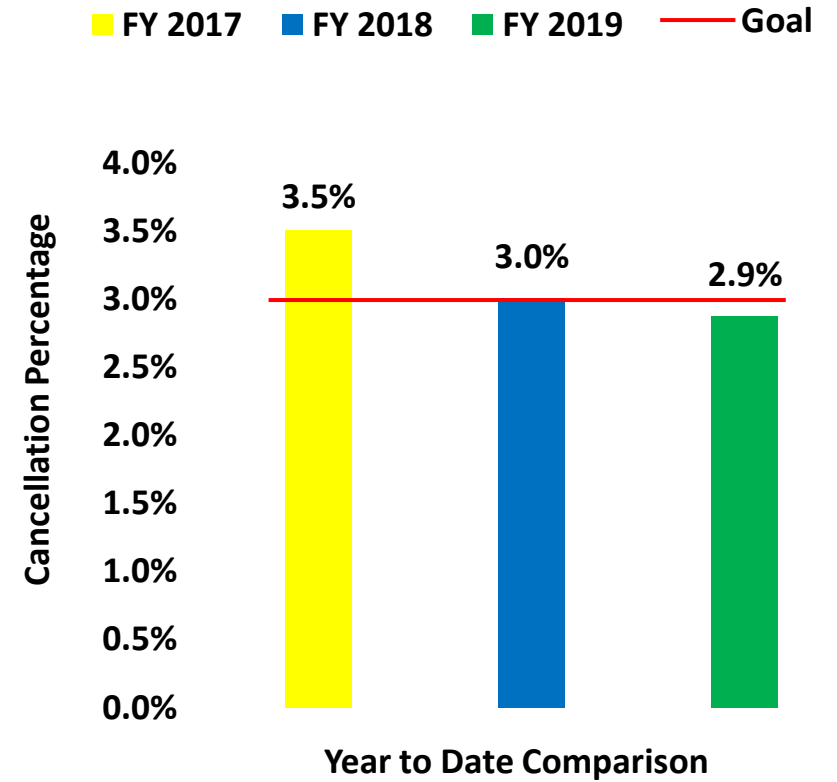


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

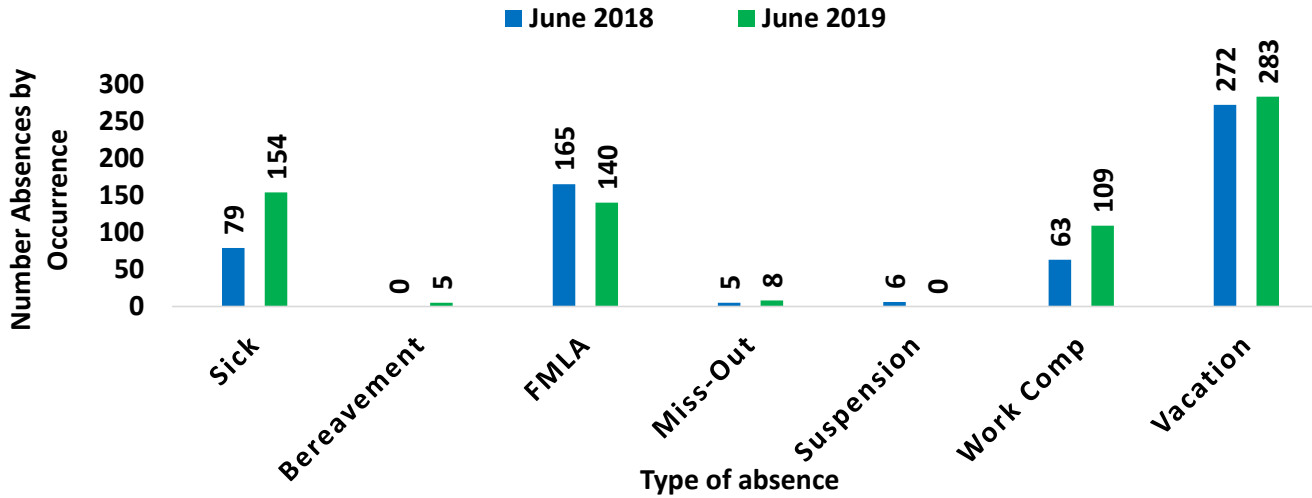


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

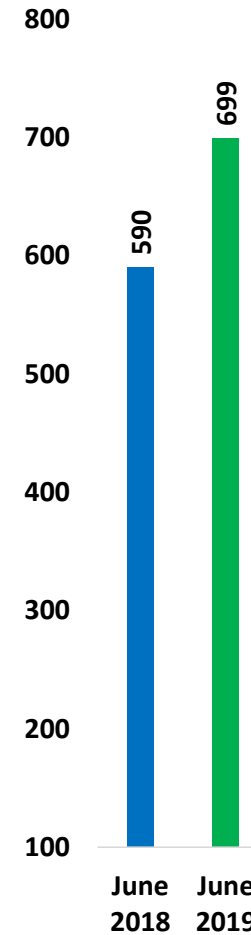
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

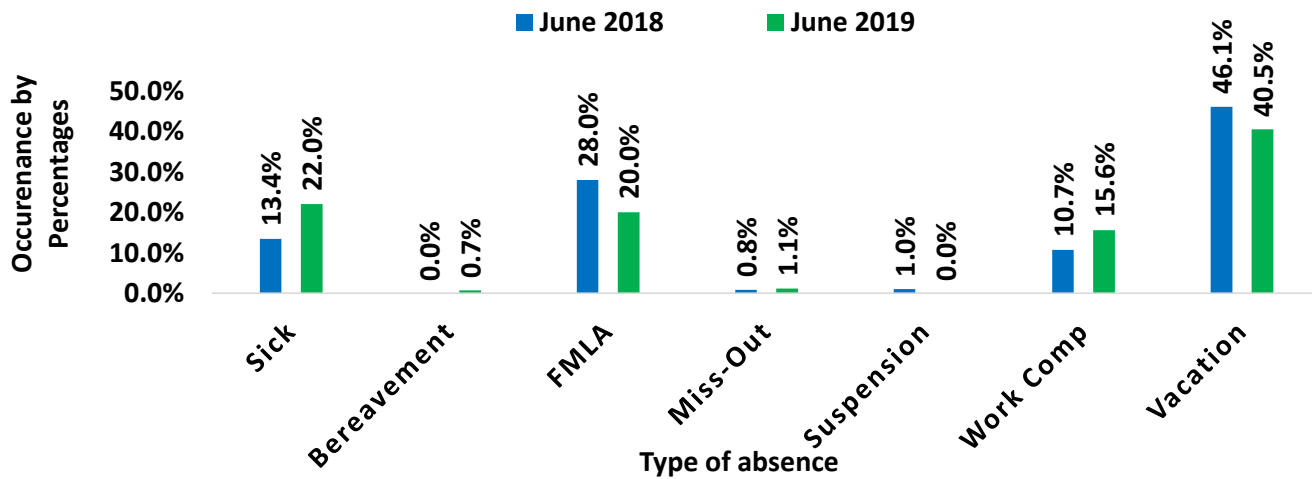
## Driver Absence Occurrences



## Total Absence Occurrences

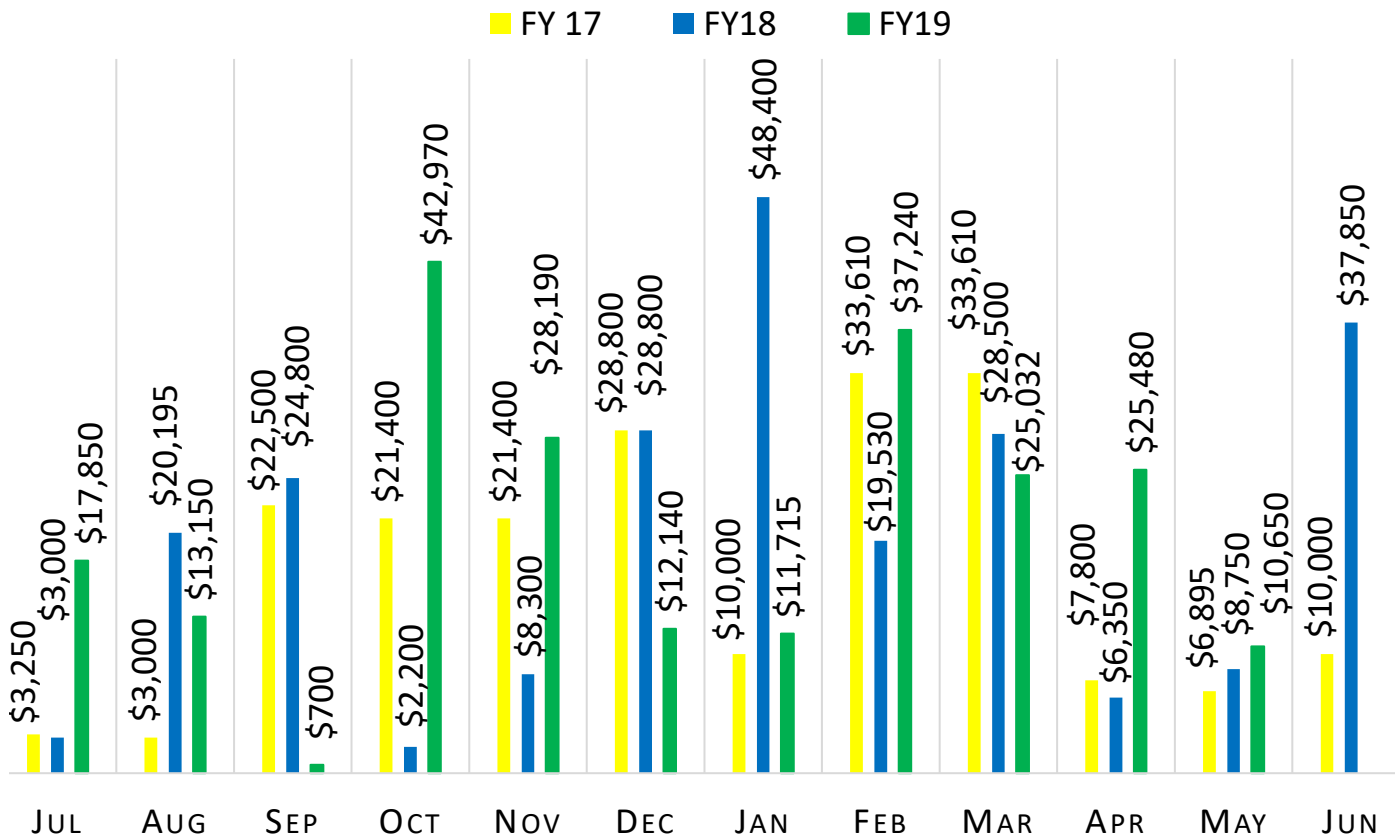


## Driver Absence Occurrences by Percentages

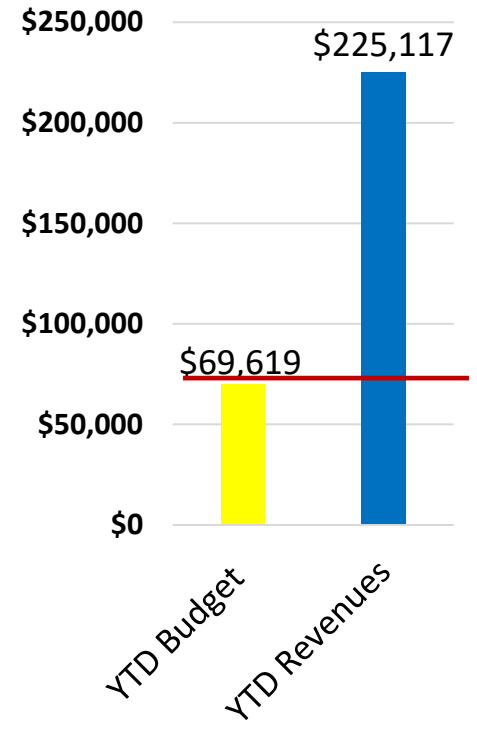


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

# Advertising Revenue - May 2019 - YTD FY19

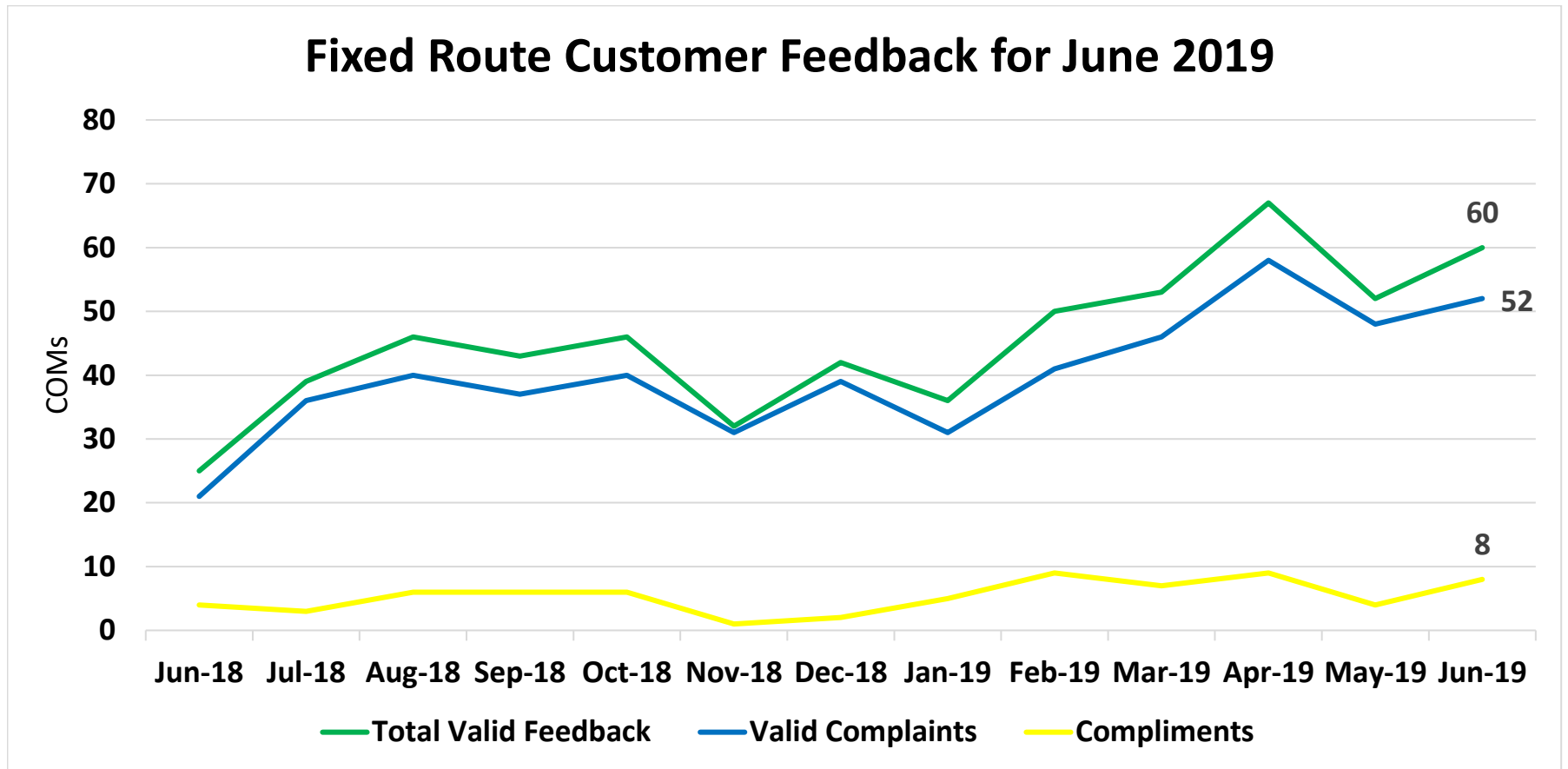


## YTD Budget vs YTD Agency Revenue May FY19



Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FY19 YTD against FY18 YTD total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount is \$75,949.

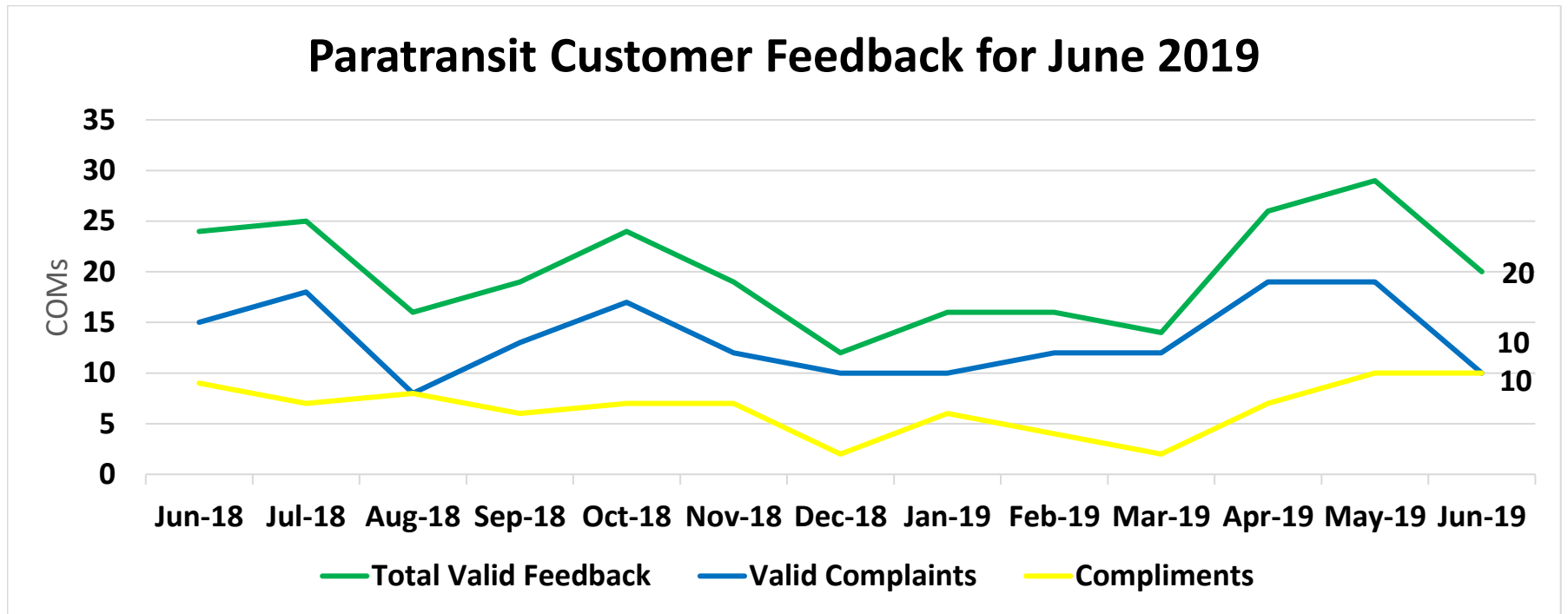
## Fixed Route Customer Feedback for June 2019



Valid fixed route feedback comprised of compliments and complaints for June 2019



## Paratransit Customer Feedback for June 2019



Valid paratransit feedback comprised of compliments and complaints for June 2019

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for June 2019

Summary:

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

Recommendation:

Receive and file.

FY 18/19	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	X	X	10	10
Cathedral City	X		X						X	X	X	X	10	6
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	10	9
Indio	X		X	X		X	X	X	X	X	X	X	10	10
Coachella	X		X				X	X	X		X		10	6
County of Riverside	X		X	X		X	X	X	X	X	X	X	10	10

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

**DARK –**

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Project Update for 2<sup>nd</sup> Quarter 2019

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are in progress. For the second quarter of 2019, there are 15 large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER 2019

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at the Thousand Palms facility and will replace the existing station that has exceeded its useful life.	Fueling station design drawings have been submitted to county for approval. Temporary fueling dispensers have been installed.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative building parking lot at Division I.	Solar carport installation and commissioning is in progress.	\$657,192
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete demolition, removal of the existing Operations buildings in Division I.	Currently in negotiations with the Design Build firm.	\$8,100,000
5 Hydrogen Buses & Onsite Hydrogen Fueling Station	This project will deploy five (5) new 40' fuel cell electric buses and include upgrading SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine and are in service. Construction of the hydrogen station is in progress.	\$15,571,561
4 Zero Emission Electric Buses	Purchase four (4) zero emission buses (3 for replacement, 1 for expanded service) for clean air and more frequent service on SunLine's routes serving disadvantaged communities, accelerating SunLine's efforts to transition to an all zero emission fleet.	All four (4) electric buses have been delivered to SunLine and are in service.	\$3,223,799
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, and 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.	Negotiations to extend the term of the contract for additional years have begun.	\$1,990,000
Yard Repaving Division II	Project to repave the existing bus yard and staff parking area along with CNG public fueling station in Division II along with building improvements and demo.	Demo work and repaving has been completed.	\$795,079

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER 2019

Transit Redesign & Network Analysis	Project to conduct study to provide comprehensive analysis to SunLine's fixed route bus and paratransit bus system to accomplish reliability and passenger convenience of its services.	Contract terms for the contractor have been extended to December 31, 2019.	\$450,000
Transit Enhancements	The enhancement of the bus stop system to enhance 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's customers.	Shelter installations, relocation and enhancements have been completed.	\$770,175
Purchase Support Vehicles	Project is to purchase 12 relief and supervisor vehicles (Chevy Bolt electric cars) and eight (8) CNG pickup trucks.	All 12 Chevy Bolts have been received. Purchase order has been issued for procuring eight (8) CNG pickup trucks.	\$917,997
Replacement of 14 Paratransit Vehicles	Replacement for paratransit vehicles that have met their useful life.	All 14 paratransit vans have been delivered and are in service.	\$2,115,000
Utility Infrastructure Upgrades	Project to upgrade on-site, off-site electric power at Division I.	On-site, off-site work to provide additional power to the Agency is in progress.	\$1,265,230
Facility Improvements Division II	Project will provide much needed improvements at Division II such as: roof repair, relocating operators and dispatch area along with other improvements as needed.	Roof repairs have been completed. Contract with the A&E contractor has been signed to design operators/dispatch office area.	\$1,000,000
Center of Excellence Facility	Project will provide a facility that will serve as a maintenance bay for the zero emission vehicles.	In negotiations with a potential design firm.	\$2,418,458
Purchase of Replacement Fixed Route Buses	Project to procure six (6) New Flyer CNG buses and two (2) MCI CNG over the road coaches.	Contract for bus purchase has been approved by the Board.	\$5,708,624

**SunLine Transit Agency**

**DATE:** July 24, 2019 **ACTION**

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

**FROM:** Vicky Castañeda, Interim Chief Administrative Officer

**RE:** Contracted Support for Redesign Public Outreach Campaign

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**Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement with HDR, Inc. in an amount not to exceed \$465,000 for a two (2) year period, subject to approval as to form by legal counsel.

**Background**

For the past two (2) years, SunLine has been rethinking transit. SunLine's Planning team along with HDR has been working on the redesign of the service. SunLine will have HDR assist with the work that is needed to build awareness of the changes being made to the service system. In partnering with HDR, SunLine is looking to have an interactive public education and engagement campaign. The campaign and outreach will promote the importance of an effective transit network, the benefits to the community, the transit service changes that are being proposed and assess public comments and considerations.

**Financial Impact**

The amount of \$465,000 will be expensed from operating budget funds from FY20 that was approved by the Board on June 26, 2019.

**SunLine Transit Agency**

**DATE:** July 24, 2019 **ACTION**

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

**FROM:** Peter Gregor, Chief Safety Officer

**RE:** Approval of Telephone Service Agreement

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**Recommendation**

Recommend the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 36-month service agreement with TPx Communications (previously TelePacific Communications), to provide telephone line service with a not to exceed amount of \$99,500 of monthly recurring charges for the 36-month term of the agreement.

**Background**

This item is being brought to the Board to correct a previously approved service agreement with TPx Communications (TPx). At the September 2017 SunLine Transit Agency Board meeting, a 60-month service agreement with TPx was presented and approved. Design and technical difficulties prevented the service agreement from being implemented. The service agreement was ultimately terminated by TPx.

TPx has recently proposed a new system design that fits SunLine's telephone needs. The new proposal is for a term of 36 months. The new service agreement will provide SunLine with an integrated SD-WAN telephone system and reduced monthly recurring costs. SunLine will also receive stipulated requirements for implementation, termination of previous service agreements and cost increase restrictions.

**Financial Impact**

The financial impact of the services was budgeted in the FY20 operating budget and will be included in future years' operating budgets.