



SunLine Transit Agency
December 5, 2018
12:00 p.m.

AGENDA

**Regular Board of Directors Meeting
Board 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.

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. **PRESENTATIONS**
 - a. **Learning Center Video**
(Staff: Tommy Edwards, Chief Performance Officer)
 - b. **Transit Network Redesign**
(Staff: Planning and Finance Departments)

4. **FINALIZATION OF AGENDA**

5. **APPROVAL OF MINUTES –
OCTOBER 24, 2018 BOARD MEETING**

APPROVE
(PAGE 4-7)

6. **PUBLIC COMMENTS
NON AGENDA ITEMS**

RECEIVE COMMENTS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; 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. Each person's presentation is limited to a maximum of three (3) minutes.

<u>ITEM</u>	<u>RECOMMENDATION</u>
7. BOARD MEMBER COMMENTS	RECEIVE COMMENTS
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 September 2018 | (PAGE 8-12) |
| 8b) Credit Card Statement for September & October 2018 | (PAGE 13-19) |
| 8c) Monthly Budget Variance Report for September 2018 | (PAGE 20-26) |
| 8d) Contracts Signed in Excess of \$25,000 October 2018 | (PAGE 27-28) |
| 8e) Union & Non-Union Pension Investment Asset
Summary September & October 2018 | (PAGE 29-34) |
| 8f) Ridership Report for October 2018 | (PAGE 35-37) |
| 8g) SunDial Operational Notes for October 2018 | (PAGE 38-41) |
| 8h) Metrics for October 2018 | (PAGE 42-53) |
| 8i) Board Member Attendance for October 2018 | (PAGE 54-55) |
| 8j) Quarterly Performance Summary for Q3 of
Calendar Year 2018 & Update on
Investments in Gun Manufacturers | (PAGE 56-60) |
| 9. AWARD OF CONTRACT FOR ACTUARIAL SERVICES
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Deputy Chief Financial Officer) | APPROVE
(PAGE 61-63) |
| 10. APPROVAL OF CONTRACT FOR TOWING SERVICES
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Demetrius Genera, Deputy Chief Operating Officer
- Maintenance) | APPROVE
(PAGE 64-67) |
| 11. TECHNICAL SUPPORT AGREEMENTS
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore, Chief Project Consultant) | APPROVE
(PAGE 68-69) |
| 12. CHANGE ORDER FOR DIVISION II YARD REPAVING
PROJECT
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Dean Holm, Facility Engineer) | APPROVE
(PAGE 70) |
| 13. PARTS WASHER SERVICE AND HAZARDOUS
WASTE DISPOSAL
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Dean Holm, Facility Engineer) | APPROVE
(PAGE 71-73) |

<u>ITEM</u>	<u>RECOMMENDATION</u>
14. AWARD OF CONTRACT RENEWAL WITH MICROSOFT FOR ENTERPRISE AGREEMENT (Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Mester, Assistant IT Administrator)	APPROVE (PAGE 74-77)
15. CONTRACT AMENDMENT WITH HENNINGSON DURHAM RICHARDSON (HDR) ENGINEERING INC. (Greg Pettis, Chair of Finance/Audit Committee; Staff: Stephanie Buriel, Chief Administrative Officer)	APPROVE (PAGE 78)
16. FIRST READING OF REVISED CONFLICT OF INTEREST CODE ORDINANCE (Greg Pettis, Chair of Board Operations Committee; Staff: Tamara Miles, Compliance/Eligibility Officer)	APPROVE (PAGE 79-83)
17. APPROVAL OF NEW ACCESS ADVISORY COMMITTEE MEMBER (Staff: Tamara Miles, Compliance/Eligibility Officer)	APPROVE (PAGE 84)
18. FY 17/18 ANNUAL SERVICE STANDARDS PERFORMANCE REPORT (Staff: Victor A. Duran, Transit Planning Manager)	INFORMATION (PAGE 85-99)
19. CEO/GENERAL MANAGER'S REPORT	
20. CLOSED SESSION	
a) <u>Conference with Legal Counsel – Existing Litigation</u> Pursuant to Government Code Section 54956.9(d)(1) Jack Morgan v. SunLine Transit Agency Superior Court, County of Riverside Case No. PSC1602745	
b) <u>Conference with Legal Counsel – Anticipated Litigation</u> Exposure to litigation pursuant to Government Code Section 54956.9(b)(1), one potential case	
21. NEXT MEETING DATE January 23, 2019 12 p.m. – Board Room 32-505 Harry Oliver Trail Thousand Palms, CA 92276	

MINUTES

SunLine Transit Agency Board of Directors Meeting October 24, 2018

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:22 p.m. on Wednesday, October 24, 2018 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:22 p.m. by Chairperson Troy Strange.

2. ROLL CALL

Members Present:

Troy Strange, Chair, SunLine Agency Board Member, City of Indio
 Kathleen Kelly, Vice-Chair, SunLine Agency Board Member, City of Palm Desert
 Robert Radi, SunLine Agency Board Member, City of La Quinta
 V. Manuel Perez, SunLine Agency Board Member, County of Riverside
 Ty Peabody, SunLine Agency Board Member, City of Indian Wells
 Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
 G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

Members Absent

Greg Pettis, SunLine Agency Board Member, City of Cathedral City
 Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
 Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

3. PRESENTATIONS

Eric Mester, Assistant IT Administrator, provided a brief presentation to the Board regarding Haul Pass ridership to-date from August to October.

4. FINALIZATION OF AGENDA

At the start of the meeting, Item 13 was updated and distributed to the Board to reflect the correct staff report and table attachment that was approved by the Strategic Planning & Operational Committee at their October 17, 2018 meeting.

5. APPROVAL OF MINUTES – SEPTEMBER 26, 2018 BOARD MEETING

SunLine Transit Agency Board Member Radi moved to approve the minutes of the September 26, 2018 Board meeting. The motion was seconded by SunLine Transit Agency Board Member Middleton. The motion was approved by a vote of 7 yes; 0 no; 0 abstain

6. PUBLIC COMMENTS

Public comments were made by:

Amy Stuart

7. BOARD MEMBER COMMENTS

None.

8. FISCAL YEAR 2018 AUDIT REPORTS

Finance/Audit Committee Vice-Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Radi moved to receive and file the Fiscal Year 2018 Audit Reports. The motion was seconded by SunLine Agency Vice-Chair Kelly. The motion was approved by a unanimous vote of 7 yes; 0 no; 0 abstain

9. CONSENT CALENDAR

- a) Checks \$1,000 and Over Report for August 2018
- b) Credit Card Statement for August 2018
- c) Monthly Budget Variance Report for August 2018
- d) Contracts Signed in Excess of \$25,000 September 2018
- e) Union & Non-Union Pension Investment Asset Summary September 2018
- f) Quarterly Capital Project Update for 3rd Quarter 2018
- g) Ridership Report for September 2018
- h) SunDial Operational Notes for September 2018
- i) Metrics for September 2018
- j) Board Member Attendance for September 2018

SunLine Agency Board Vice-Chair Kelly moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Radi. The consent calendar was approved by a unanimous vote of 7 yes; 0 no; 0 abstain

10. FY 19 BUDGET AMENDMENT

Finance/Audit Committee Vice-Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve the FY 19 Budget Amendment. The motion was seconded by SunLine Transit Agency Board Vice-Chair Kelly. The motion was approved by a vote of 7 yes; 0 no; 0 abstain

11. APPROVAL OF PENSION AUDIT SERVICES

Finance/Audit Committee Vice-Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve the Pension Audit Services. The motion was seconded by SunLine Transit Agency Board Vice-Chair Kelly. The motion was approved by a vote of 7 yes; 0 no; 0 abstain

12. AWARD CONSTRUCTION CONTRACT FOR BUS SHELTERS

Finance/Audit Committee Vice-Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve and award the Construction Contract for Bus Shelters. The motion was seconded by SunLine Transit Agency Board Member Vice-Chair Kelly. The motion was approved by a vote of 7 yes; 0 no; 0 abstain

13. FY 2019 SHORT RANGE TRANSIT PLAN (SRTP) AMENDMENT

Strategic Planning & Operational Committee Vice-Chair Strange reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Chair Strange moved to approve the FY 2019 Short Range Transit Plan (SRTP) Amendment. The motion was seconded by SunLine Transit Agency Board Member Radi. The motion was approved by a vote of 7 yes; 0 no; 0 abstain

Note: Corrected staff report and attachment referenced in Item 4 “Finalization of Agenda”

14. APPROVAL OF BOARD MEETING DATES FOR CALENDAR YEAR 2019

SunLine Transit Agency Board Member Radi moved to approve the Board Meeting Dates for Calendar Year 2019. The motion was seconded by SunLine Transit Agency Board Chair Strange. The motion was approved by a vote of 7 yes; 0 no; 0 abstain

15. HISTORIC TENNIS CLUB NEIGHBORHOOD MEETING

A brief report was provided by Victor A. Duran regarding a meeting between SunLine and the Historic Tennis Club Neighborhood. This was an information only item and no action was taken.

16. BOARD MEETING PUBLIC COMMENT – V.A. ACCESS USING SUNLINE FIXED ROUTE SERVICE

A brief report was provided by Victor A. Duran as a follow-up to public comment received at the September meeting. This was an information only item and no action was taken.

17. CEO/General Manager's Report

A report was provided to the Board by CEO/General Manager, Lauren Skiver.

18. NEXT REGULAR BOARD MEETING DATE

Wednesday, December 5, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. MEETING ADJOURNMENT

The meeting was adjourned at 12:48 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of September, the largest payment issued was payment for FC15 (1 of 5) hydrogen electric fuel cell bus which is funded primarily through AQIP.

Recommendation:

Receive and file.

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEW FLYER OF AMERICA INC.	Five Hydrogen Fuel Cell buses-AQIP	676811	09/21/2018	335,923.01
ELDORADO NATIONAL (CALIFORNIA), INC.	WIP-Hydrogen FCB Lo-No	676641	09/07/2018	270,021.60
PERMA - INSURANCE	Gen Liability/WC Prem	676837	09/24/2018	145,932.19
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	676797	09/21/2018	102,478.67
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>676672</u>	<u>09/11/2018</u>	<u>101,551.19</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>676841</u>	<u>09/24/2018</u>	<u>100,557.65</u>
BAE SYSTEMS CONTROLS, INC.	WIP-Fuel Cell Bus Parts	676630	09/04/2018	92,692.00
GENFARE	WIP-Hydrogen FCB Lo-No	676644	09/07/2018	72,029.53
MICHELIN NORTH AMERICA, INC.	Tire Leasing	676741	09/14/2018	55,615.26
PERMA - INSURANCE	Insurance Losses	676817	09/21/2018	48,565.44
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	676783	09/21/2018	36,846.19
SO CAL GAS CO.	Utilities	676760	09/14/2018	33,183.67
BAE SYSTEMS CONTROLS, INC.	WIP- Battery Dominant FCB	676707	09/14/2018	31,563.00
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>676654</u>	<u>09/07/2018</u>	<u>30,580.10</u>
PRAXAIR, INC.	Hydrogen	676895	09/27/2018	24,315.53
IMPERIAL IRRIGATION DIST	Utilities	676733	09/14/2018	22,937.05
DIVERSIFIED INDUSTRIES CONSULTING & STANTEC ARCHITECTURE, INC.	Center of Excellence Project Annual Subscription	676721	09/14/2018	22,200.00
HDR ENGINEERING, INC.	WIP- Operations Facility	676821	09/21/2018	21,340.92
HDR ENGINEERING, INC.	WIP-Transit Redesign & Network Analysis	676877	09/27/2018	16,756.95
THE LE FLORE GROUP LLC	Consulting Services	676758	09/14/2018	16,170.00
WSP USA INC.	TDM & Vanpool Program	676909	09/27/2018	15,121.07
VASQUEZ AND COMPANY LLP	Financial Auditing Services	676776	09/14/2018	14,419.00
NEGOV	Recruiting Employees	676803	09/21/2018	13,464.75
BALLARD POWER SYSTEMS	WIP-Fuel Cell Bus Parts	676631	09/04/2018	11,489.18
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	676826	09/21/2018	10,852.77
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	676747	09/14/2018	10,788.95
CUMMINS PACIFIC, LLC	Inventory Repair Parts	676792	09/21/2018	10,291.68
DECALS BY DESIGN, INC.	Advertising	676866	09/27/2018	9,999.99
NEW FLYER PARTS	Inventory Repair Parts	676847	09/27/2018	9,760.20
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	676698	09/14/2018	8,667.30
VERIZON WIRELESS	Wireless Telephone Service	676777	09/14/2018	8,549.01
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	676794	09/21/2018	8,518.75
VASQUEZ AND COMPANY LLP	Financial Auditing Services	676825	09/21/2018	8,461.00
IMPERIAL IRRIGATION DIST	Utilities	676805	09/21/2018	8,379.32
OFFICETEAM	Temporary Help	676815	09/21/2018	8,064.14
PE FACILITY SOLUTIONS, LLC	Janitorial Service	676752	09/14/2018	7,240.00
GENFARE	Purchase of Passes	676873	09/27/2018	7,234.14
BRIGHT MOMENTS	HR Consulting	676724	09/14/2018	7,200.00
HD INDUSTRIES	Inventory Repair Parts	676731	09/14/2018	6,995.15

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ADVANCED WEB OFFSET, INC.	Rider's Guides	676846	09/27/2018	6,775.00
AMALGAMATED TRANSIT UNION	Union Dues	676657	09/11/2018	6,576.98
AMALGAMATED TRANSIT UNION	Union Dues	676827	09/24/2018	6,549.44
CUMMINS PACIFIC, LLC	Repair Parts Fixed Rte	676637	09/07/2018	6,312.51
HOME DEPOT CREDIT SERVICES	Facility Maintenance	676878	09/27/2018	6,271.22
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	676781	09/21/2018	6,250.00
CLARIANT CORPORATION	WIP-Refurbished Hydrogen Fueling Station	676910	09/27/2018	5,760.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	676902	09/27/2018	5,521.53
WSP USA INC.	TDM & Vanpool Program	676779	09/14/2018	5,501.02
SOCO GROUP INC, THE	Lubricants-Oils	676762	09/14/2018	5,460.43
ASPEN REFRIGERANTS, INC.	Freon	676705	09/14/2018	4,903.95
NAPA AUTO PARTS	Inventory Repair Parts	676886	09/27/2018	4,878.45
NEW FLYER PARTS	Inventory Repair Parts	676780	09/21/2018	4,788.14
AUGER CONSULTING GROUP LLC	Consulting Service	676808	09/21/2018	4,785.00
HD INDUSTRIES	Inventory Repair Parts	676876	09/27/2018	4,637.41
TPX COMMUNICATIONS	Telephone Service	676823	09/21/2018	4,410.34
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	676858	09/27/2018	4,256.67
DESERT PARADISE CONSTRUCTION, LLC	Consulting Service	676640	09/07/2018	4,200.00
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	676653	09/07/2018	4,080.00
GLOBAL EQUIPMENT CO. INC.	WIP- Learning Center Upgrade	676645	09/07/2018	4,020.67
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	676786	09/21/2018	4,019.97
JACKSON LEWIS P.C.	Insurance Losses	676736	09/14/2018	3,982.60
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	676757	09/14/2018	3,931.80
PDC MACHINES, INC	SunFuels Inventory Repair Parts	676751	09/14/2018	3,690.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	676897	09/27/2018	3,674.15
FIESTA FORD, INC.	Inventory Repair Parts	676869	09/27/2018	3,606.86
JESSE FRESCAS JR.	WIP- Utility Infrastructure Upgrade	676737	09/14/2018	3,600.00
CUMMINS PACIFIC, LLC	Inventory Repair Parts	676864	09/27/2018	3,475.52
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>676818</u>	<u>09/21/2018</u>	<u>3,463.90</u>
TK SERVICES, INC.	Inventory Repair Parts	676904	09/27/2018	3,456.77
VALLEY SANITARY DISTRICT	Annual Sewer Charge	676775	09/14/2018	3,443.00
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	676893	09/27/2018	3,440.00
360 BUSINESS CONSULTING	Web Site Maintenance	676697	09/14/2018	3,300.00
ATWORK FRANCHISE, INC.	Temporary Help	676802	09/21/2018	3,267.26
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	676801	09/21/2018	3,235.17
PRUDENTIAL OVERALL SUPPLY	Uniforms	676819	09/21/2018	3,204.18
EYE MED	Vision Insurance	676642	09/07/2018	3,128.88
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	676835	09/24/2018	3,115.00
TIME WARNER CABLE	Utilities	676765	09/14/2018	3,050.91

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

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
FPS SPECIALISTS IN FIRE SYSTEMS	WIP-IT Clean Agent Fire Suppression	676806	09/21/2018	2,999.20
SOCALGAS	Utilities	676761	09/14/2018	2,807.93
IMHOF AND ASSOCIATES, INC	Legal Service	676647	09/07/2018	2,610.30
CREATIVE BUS SALES, INC,	Repair Parts Fixed Rte	676863	09/27/2018	2,582.49
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	676773	09/14/2018	2,571.82
HD INDUSTRIES	Lubricants-Oils	676804	09/21/2018	2,521.77
NEW FLYER PARTS	Inventory Repair Parts	676699	09/14/2018	2,509.05
PACKET FUSION, INC.	Communications	676746	09/14/2018	2,261.35
FLEET-NET CORPORATION	Computer Network Software Agreement	676727	09/14/2018	2,130.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	676658	09/11/2018	2,091.54
CUMMINS PACIFIC, LLC	Inventory Repair Parts	676717	09/14/2018	2,073.64
SOCO GROUP INC, THE	Lubricants-Oils	676900	09/27/2018	2,031.50
GRAINGER	Freon	676730	09/14/2018	2,031.45
DESERT AIR CONDITIONING, INC.	A/C Service	676795	09/21/2018	1,990.73
TK SERVICES, INC.	Inventory Repair Parts	676766	09/14/2018	1,817.20
CREATIVE BUS SALES, INC,	Inventory Repair Parts	676716	09/14/2018	1,632.62
ATWORK FRANCHISE, INC.	Temporary Help	676872	09/27/2018	1,631.29
BURRTEC WASTE & RECYCLING SERVICES	Utilities	676709	09/14/2018	1,534.02
SMARTDRIVE SYSTEMS, INC.	General Services	676759	09/14/2018	1,520.00
CALIFORNIA HYDROGEN BUSINESS COUNCIL	Fuel Cell Bus Workshop	676787	09/21/2018	1,500.00
COMPLETE COACH WORKS	Inventory Repair Parts	676714	09/14/2018	1,486.95
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	676828	09/24/2018	1,466.16
C V WATER DISTRICT	Utilities	676790	09/21/2018	1,395.41
JOCELYN ARMADA	Mileage Reimbursement Expense	676807	09/21/2018	1,390.47
AVAIL TECHNOLOGIES	Inventory Repair Parts	676706	09/14/2018	1,387.01
DESERT HOSE & SUPPLY CORP.	Outside Repair Fixed Rte	676639	09/07/2018	1,378.68
BUREAU VERITAS NORTH AMERICA/ANALYSTS	Inventory Repair Parts	676734	09/14/2018	1,307.27
UNICARS HONDA, INC.	Repair Parts Support Vehicles	676906	09/27/2018	1,294.27
NORTON MEDICAL INDUSTRIES	Medical Exams	676744	09/14/2018	1,284.10
BURRTEC WASTE & RECYCLING SERVICES	Utilities	676784	09/21/2018	1,280.10
APOLLO VIDEO TECHNOLOGY	Inventory Repair Parts	676854	09/27/2018	1,239.56
ALLIED REFRIGERATION, INC	Freon	676634	09/07/2018	1,141.88
ERIC TAYLOR	Tuition Reimbursement	676867	09/27/2018	1,125.00
FAST UNDERCAR PALM DESERT	Inventory Repair Parts	676799	09/21/2018	1,107.67
LAUREN SKIVER	Reimbursement Expense	676739	09/14/2018	1,102.32
AVAIL TECHNOLOGIES	Outside Repair Fixed Rte	676855	09/27/2018	1,100.00
GRAINGER	Facility Maintenance	676874	09/27/2018	1,099.62
FRANCHISE TAX BOARD	Garnishments	676668	09/11/2018	1,011.65
SCR TTC	Membership & Subscriptions	676839	09/24/2018	1,000.00

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
360 BUSINESS CONSULTING	Web Site Maintenance	676845	09/27/2018	1,000.00
TOTALFUNDS	Postage Supplies	676767	09/14/2018	1,000.00
Total Checks Over \$1,000	\$2,007,227.10			
Total Checks Under \$1,000	\$39,291.59			
Total Checks	\$2,046,518.69			

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 5, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for September & October 2018

Summary:

The attached report summarizes the Agency's credit card expenses for September 2018 and October 2018 with respective statement closing dates of October 3, 2018 and November 2, 2018.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/03/18

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1	9/4/2018	9/4/2018	APTA	Registration; 2018 Transit Board Seminar - Brittney B. Sowell, Clerk of the Board		\$525.00	40-5090200000
2	9/4/2018	9/4/2018	Dropbox	Dropbox Annual Membership Renewal; Performance Department		\$1,176.00	44-5090100000: \$1,000 44-5049900000: \$176
3	9/6/2018	9/6/2018	Juan Pollo	Juan Pollo Catering; T-NOW Meeting - Planning Department		\$177.79	49-5090200001
4	9/12/2018	9/12/2018	Expedia	Lodging & Car Rental for 6 Nights; Executive Team Service Visioning Session - Ken Potts		\$908.34	49-5090200001
5	9/14/2018	9/14/2018	Expedia	Lodging for 1 Night; Hydrogen + Fuel Cells North America SPI 2018 - Operations Department		\$230.18	11-5090200000: \$115.09 21-5090200000: \$115.09
6	9/17/2018	9/17/2018	Panera	Panera Catering; Ad Hoc Committee Meeting - Board of Directors		\$46.50	40-5090200002
7	9/19/2018	9/19/2018	Grub Hub	Firehouse Subs Catering Order; Mini Visioning Session with Executive Team, Planning Department and HDR		\$172.66	40-5090200004
8	9/24/2018	9/24/2018	Dropbox	Dropbox; Addition of 2 Licenses for HR for the Year		\$317.59	32-5090100000
9	9/26/2018	9/26/2018	City Wok	City Wok Catering Order; September Board Meeting - Board of Directors		\$387.26	40-5090200002
10	9/27/2018	9/27/2018	Omni Nashville	AV Services & Catering Fee; ZEBRA In Person Meeting (direct reimbursement from ZEBRA)		\$4,280.52	NO GL - Direct Reimbursement
11	10/1/2018	10/1/2018	American Airlines	Flight on American Airlines; 2018 Smart Transit Conference - Lauren Skiver, CEO/General Manager		\$566.48	40-5090200001
12	10/2/2018	10/2/2018	Palm Springs Airport	Parking fees; Palm Springs Airport Authority Meeting		\$4.00	40-5090200001
Credits and Charges:					\$0.00	\$8,792.32	
Total:						\$8,792.32	

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	10/03/18
Days in Billing Cycle	30
Next Statement Date	11/02/18

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

Credit Line	\$40,000
Available Credit	\$31,207

Payment Information

New Balance	\$8,792.32
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	10/28/18

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		\$9,653.99
Credits	-	\$0.00
Payments	-	\$9,653.99
Purchases & Other Charges	+	\$8,792.32
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$8,792.32

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$87.92
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$87.92
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$884.22

Cash Back Notice

Your next cash back reward is scheduled for 12/2018.

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	\$8,792.32
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	10/28/18

05000008792320044846100042659413

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
59210 MSP 321



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	13.240%	.03627%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.990%	.07120%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$8,792.32 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 10/28/18. 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	\$8,792.32

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
09/28	09/28	F326800LZ00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$9,653.99-	9,653.99	

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

09/04	09/04	2463923L9S66KMSZ	APTA 202-4964800 DC		525.00
09/04	09/04	2490641L71PWFTXA1	Dropbox*D5W22KTYFN2V 888-4468396 CA		1,176.00
09/06	09/06	2475542LA4E0ZY17D	JUAN POLLO BEAUMONT 951-7698570 CA		177.79
09/12	09/12	2469216LF2XBD8GB3	EXPEDIA 7379601395718 EXPEDIA.COM WA		908.34
09/14	09/14	2469216LH2XE3A8K8	EXPEDIA 7379983800502 EXPEDIA.COM WA		230.18
09/17	09/17	2423168LL2DJMK06P	PANERA BREAD #601771 314-984-3495 CA		46.50
09/19	09/19	2449215LNLXR3D58B	GRUBHUBFIREHOUSESUBS GRUBHUB.COM IL		172.66
09/24	09/24	2469216LV2XD5REEX	DROPBOX*YSM66KJ8MSW9 DROPBOX.COM CA		317.59
09/26	09/26	2432743LY2FH5L9JT	CITY WOK 800-4498012 CA		387.26
09/27	09/27	2475542LZ50VDLTQB	OMNI NASHVILLE 615-7825300 TN		4,280.52
10/01	10/01	2443106M3WESNBA1S	AMERICAN AIR0012313885468 FORT WORTH TX		538.60
		10/24/18	SKIVER/LAURA		
		1 AA O	PALM SPRINGS CHICAGO		
		2 AA O	CHICAGO PHILADELPHIA		
		3 AA S	PHILADELPHIA PHOENIX		
		4 AA S	PHOENIX PALM SPRINGS		
10/01	10/01	2443106M3WESPHWLS	AMERICAN AIR0010633479889 FORT WORTH TX		27.88
		10/01/18	SKIVER/LAURA		
		1 AA Y	RVU FEE		
10/02	10/02	2443106M3BMQG81Q6	PALM SPRINGS AIRPORT PALM SPRINGS CA		4.00
			TOTAL \$8,792.32		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

What can alerts do for your business?*

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking

*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/02/18

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1	10/4/2018	10/4/2018	California Transit Association	Registration; CTA Conference 2018 - Tommy Edwards, Chief Performance Officer		\$475.00	44-5090200000
2	10/4/2018	10/4/2018	CALACT	Registration; CALACT 2018 Fall Conference - Vanessa Mora, Deputy Chief Safety Officer		\$450.00	15-5090200000
3	10/4/2018	10/4/2018	CALACT	Registration; CALACT 2018 Fall Conference - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$450.00	11-5090200000
4	10/4/2018	10/4/2018	CALACT	Registration; CALACT 2018 Fall Conference - Isabel Acosta, Transportation Services Coordinator		\$450.00	11-5090200000
5	10/6/2018	10/6/2018	Westin Long Beach	Lodging for 3 Nights; CTA Conference - Tommy Edwards, Chief Performance Officer		\$1,015.68	44-5090200000
6	10/15/2018	10/15/2018	Expedia	Expedia Booking Fee; Flight to APTA Seminar - Brittney B. Sowell, Clerk of the Board/Special Assistant to the CEO		\$6.67	40-5090200000
7	10/15/2018	10/15/2018	United	Flight on United from PSP to DCA; APTA Transit Board Administrators Seminar - Brittney B. Sowell, Clerk of the Board/Special Assistant to the CEO		\$565.80	40-5090200000
8	10/15/2018	10/15/2018	Delta Air	Flight on Delta Air from DCA to PSP; APTA Transit Board Administrators Seminar - Brittney B. Sowell, Clerk of the Board/Special Assistant to the CEO		\$196.80	40-5090200000
9	10/17/2018	10/17/2018	Panera	Panera Catering Order; Strategic Planning & Operational Committee Meeting - Board of Directors		\$63.16	40-5090200002
10	10/19/2018	10/19/2018	RU Cont Studies	Registration; Transit Trainers' Workshop - Victor M. Duran, Senior Training Supervisor		\$415.00	15-5090200000
11	10/21/2018	10/21/2018	El Pollo Loco	El Pollo Loco Catering Order; Executive Team Building w/ Cindy Henson		\$162.96	40-5090200004
12	10/23/2018	10/23/2018	Mario's Italian Café	Mario's Italian Café Catering Order; October Meeting - Board of Directors		\$267.80	40-5090200002
13	10/26/2018	10/26/2018	Courtyard by Marriott	Lodging for 3 Nights; Planning Training Seminar - Luis Salcido, Transit Planning Technician		\$489.80	49-5090200001
14	10/26/2018	10/26/2018	Hilton Garden Inn	Lodging for 2 Nights; SMART Transit 2018 Speaking Engagement - Lauren Skiver, CEO/General Manager		\$470.43	40-5090200000
15	10/26/2018	10/26/2018	Hilton Garden Inn	Lodging for 2 Nights; SMART Transit 2018 Speaking Engagement - Lauren Skiver, CEO/General Manager	\$51.53		40-5090200000
16	10/28/2018	10/28/2018	Firehouse Subs	Firehouse Subs Catering Order; Healthcare Providers Roundtable - Access and Mobility Partnership Grants		\$154.06	40-5090200004
17	10/29/2018	10/29/2018	El Pollo Loco	El Pollo Loco Catering Order; Executive Strategic Planning Session Day 1 - Cindy Henson and Executive Team		\$184.48	40-5090200004
18	10/31/2018	10/31/2018	Expedia	Loding for 3 Nights; NSC First Aid, CPR & AED Instructor Course - Asael Reyes, Safety Officer		\$531.36	15-5090200000
19	10/31/2018	10/31/2018	Office Express	Luna Grill Catering Order; Executive Strategic Planning Session Day 2 - Cindy Henson and Executive Team		\$168.34	40-5090200004
20	11/1/2018	11/1/2018	Office Express	Firehouse Subs Catering Order; Veterans Roundtable - Access and Mobility Partnership Grants		\$187.01	40-5090200004

Credits and Charges: \$51.53 \$6,704.35

Total: \$6,652.82



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	11/02/18
Days in Billing Cycle	30
Next Statement Date	12/03/18

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

Credit Line	\$40,000
Available Credit	\$30,657

Payment Information

New Balance	\$6,652.82
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	11/28/18

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		\$8,792.32
Credits	-	\$51.53
Payments	-	\$8,792.32
Purchases & Other Charges	+	\$6,704.35
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$6,652.82

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$87.92
Cash Earned this Month		\$66.53
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$154.45
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$884.22

Cash Back Notice

Your next cash back reward is scheduled for 12/2018.

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	\$6,652.82
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	11/28/18

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
121781
MSP 1148



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	13.240%	.03627%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.990%	.07120%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$6,652.82 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/28/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

THE ENCLOSED CUSTOMER AGREEMENT HAS IMPORTANT CHANGES TO SOME OF THE TERMS AND CONDITIONS ASSOCIATED WITH YOUR ACCOUNT. PLEASE KEEP THIS AGREEMENT FOR YOUR RECORDS AS IT REPLACES ALL VERSIONS THAT WERE PREVIOUSLY SENT. THANK YOU FOR CHOOSING WELLS FARGO.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$6,652.82

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
10/28	10/28	F326800MX00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$8,792.32-	8,792.32	

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

10/04	10/04	2412157M600886JWE	CALIFORNIA TRANSIT ASS 916-4464656 CA		475.00
10/04	10/04	2449398M58B0MFLZB	CALACT 800-422-5228 CA		450.00
10/04	10/04	2449398M58B0MFLZK	CALACT 800-422-5228 CA		450.00
10/04	10/04	2449398M58B0MFLZ3	CALACT 800-422-5228 CA		450.00
10/06	10/06	2476197M711H1RXVG	WESTIN LONG BEACH HOTEL LONG BEACH CA		1,015.68
10/15	10/15	2469216MG2XQY2EH7	EXPEDIA 7386141467801 EXPEDIA.COM WA		6.67
10/15	10/15	2469216MH2XT932NV	UNITED 0167216131323800-932-2732 TX		565.80
		11/26/18	SOWELL/BRITTNEY BAIR		
		1 UA V	PALM SPRINGS HOUSTON		
		2 UA Q	HOUSTON WASHINGTON		
		11617270	EXPEDIA.COM TRAVEL		
10/15	10/15	2471705MHTQY8FSM4	DELTA AIR 0067216131324 BELLEVUE WA		196.80
		11/29/18	SOWELL/BRITTNEY		
		1 DL E	WASHINGTON SALT LAKE CITY		
		2 DL E	SALT LAKE CITY PALM SPRINGS		
		11617270	EXPEDIA.COM TRA		
10/17	10/17	2423168MJ2DYY38ZZ	PANERA BREAD #601771 314-984-3495 CA		63.16
10/19	10/19	2476725ML000168S4	RU CONT STUDIES 732-9324700 NJ		415.00
10/21	10/21	2401339MP049XW4X8	6031 EL POLLO LOCO http://www.el CA		162.96
10/23	10/23	2469216MT2X5RE7JG	MARIO'S ITALIAN CAFE PALM DESERT CA		267.80
10/26	10/26	2469216MV2XQTZS2W	COURTYARD BY MARRIOTT- LAS VEGAS NV		489.80
10/26	10/26	2475542MW4PTV8M1B	HILTON GARDEN INN 215-9230100 PA		470.43
10/26	10/26	7475542MZ4PTV8M1M	HILTON GARDEN INN PHILADELPHIA PA	51.53	
10/28	10/28	2422443MY2Y2W1G66	FIREHOUSE SUBS #12 PALM DESERT CA		154.06
10/29	10/29	2401339MZ05W0ZRB	6031 EL POLLO LOCO http://www.el CA		184.48
10/31	10/31	2469216N02XVBAYVK	EXPEDIA 7388900202311 EXPEDIA.COM WA		531.36
10/31	10/31	2475542N13VXQRXYR	THE OFFICE EXPRESS 800-3675402 CA		168.34
11/01	11/01	2475542N24EHS4LWG	THE OFFICE EXPRESS 800-3675402 CA		187.01
			TOTAL \$6,652.82		

LAURA SKIVER / Sub Acct Ending In [REDACTED]

SunLine Transit Agency**CONSENT CALENDAR**

DATE: December 5, 2018

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for September 2018

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th 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 September 30, 2018, the organization's revenues net of subsidies are \$272,720 over budget or 23.18% above the YTD budget. Expenditures are \$1,604,229 under budget or 16.18% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
September 2018

Description	FY 19 Total Budget	Current Month			Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	
Operating Revenues:								
Passenger Revenue	2,643,828	233,529	220,319	13,210	661,778	660,957	821	75.0%
Other Revenue	2,063,241	251,266	171,937	79,329	787,709	515,810	271,899	61.8%
Total Operating Revenue	4,707,069	484,794	392,256	92,539	1,449,487	1,176,767	272,720	69.2%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,716,024	746,090	809,669	63,579	2,254,207	2,429,006	174,799	76.8%
Operator & Mechanic Overtime	1,083,067	72,497	90,256	17,759	262,926	270,767	7,841	75.7%
Administration Salaries & Wages	6,262,652	395,161	521,888	126,726	1,240,021	1,565,663	325,642	80.2%
Administration Overtime	25,358	3,337	2,113	(1,224)	6,832	6,340	(493)	73.1%
Fringe Benefits	10,643,118	681,333	886,926	205,593	2,157,576	2,660,779	503,203	79.7%
Communications	208,000	17,749	17,333	(416)	53,729	52,000	(1,729)	74.2%
Legal Services	420,000	23,297	35,000	11,703	121,955	105,000	(16,955)	71.0%
Computer/Network Software Agreement	560,745	28,582	46,729	18,147	104,917	140,186	35,269	81.3%
Uniforms	115,650	2,397	9,638	7,240	7,614	28,913	21,299	93.4%
Contracted Services	438,338	36,257	36,528	272	101,960	109,585	7,625	76.7%
Equipment Repairs	7,000	0	583	583	45	1,750	1,705	99.4%
Security Services	104,159	8,148	8,680	532	25,507	26,040	533	75.5%
Fuel - CNG	1,533,122	129,983	127,760	(2,223)	376,927	383,281	6,354	75.4%
Fuel - Hydrogen	260,000	60,193	21,667	(38,526)	89,825	65,000	(24,825)	65.5%
Tires	243,277	20,096	20,273	177	61,703	60,819	(883)	74.6%
Office Supplies	68,523	5,664	5,710	46	13,812	17,131	3,319	79.8%
Travel/Training	173,996	15,932	14,500	(1,433)	46,585	43,499	(3,086)	73.2%
Repair Parts	1,285,244	97,476	107,104	9,628	303,011	321,311	18,300	76.4%
Facility Maintenance	42,750	453	3,563	3,110	9,089	10,688	1,598	78.7%
Electricity - CNG & Hydrogen	287,000	11,808	23,917	12,109	42,083	71,750	29,667	85.3%
Natural Gas	1,390,000	104,782	115,833	11,051	351,549	347,500	(4,049)	74.7%
Gas & Water	7,500	518	625	107	1,310	1,875	565	82.5%
Insurance Losses	1,276,054	85,976	106,338	20,362	250,597	319,014	68,416	80.4%
Insurance Premium - Property	17,136	1,168	1,428	260	3,505	4,284	779	79.5%
Repair Claims	154,280	11,237	12,857	1,620	11,237	38,570	27,333	92.7%
Fuel Taxes	188,300	9,720	15,692	5,972	40,246	47,075	6,829	78.6%
Other Expenses	4,743,112	283,976	395,259	111,284	790,766	1,185,778	395,012	83.3%
Self Consumed Fuel	(1,600,000)	(143,535)	(133,333)	(10,201)	(420,162)	(400,000)	(20,162)	73.7%
Total Operating Expenses (Before Depreciation)	39,654,404	2,710,295	3,304,534	594,239	8,309,372	9,913,601	1,604,229	79.0%
Operating Expenses in Excess of Operating Revenue		\$ (2,225,500)			\$ (6,859,885)			
Subsidies:								
Local - Measure A	6,000,000	382,089	500,000	117,911	1,177,752	1,500,000	322,248	80.4%
State - LTF, SGR, LCTOP	22,445,242	1,429,348	1,870,437	441,089	4,405,823	5,611,311	1,205,488	80.4%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	414,063	541,841	127,778	1,276,309	1,625,523	349,214	80.4%
Total Subsidies	34,947,335	2,225,500	2,912,278	686,778	6,859,885	8,736,834	1,876,949	80.4%
Net Operating Gain (Loss) After Subsidies	\$ (0)	\$ -	21		\$ -			

SunLine Transit Agency
Budget Variance Report
September 2018

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,730,218	1,898,419	2,310,852	412,433	5,921,562	6,932,555	1,010,993	78.6%
Services	3,560,093	235,710	296,674	60,965	688,619	890,023	201,404	80.7%
Fuels & Lubricants	2,000,177	197,557	166,681	(30,875)	517,907	500,044	(17,863)	74.1%
Tires	243,277	20,096	20,273	177	61,703	60,819	(883)	74.6%
Materials and Supplies	1,597,243	123,221	133,104	9,882	373,154	399,311	26,156	76.6%
Utilities	1,966,500	138,226	163,875	25,649	462,668	491,625	28,957	76.5%
Casualty & Liability	2,105,656	156,182	175,471	19,290	441,975	526,414	84,439	79.0%
Taxes and Fees	188,300	9,720	15,692	5,972	40,246	47,075	6,829	78.6%
Miscellaneous Expenses	1,862,940	74,700	155,245	80,545	221,701	465,735	244,034	88.1%
Self Consumed Fuel	(1,600,000)	(143,535)	(133,333)	(10,201)	(420,162)	(400,000)	(20,162)	73.7%
Total Operating Expenses (Before Depreciation)	39,654,404	2,710,295	3,304,534	594,239	8,309,372	9,913,601	1,604,229	79.0%
Revenues:								
Passenger Revenue	2,643,828	233,529	220,319	13,210	661,778	660,957	821	75.0%
Other Revenue	2,063,241	251,266	171,937	79,329	787,709	515,810	271,899	61.8%
Total Operating Revenue	4,707,069	484,794	392,256	92,539	1,449,487	1,176,767	272,720	69.2%
Net Operating Gain (Loss)		\$ (2,225,500)			\$ (6,859,885)			
Subsidies:								
Local - Measure A	6,000,000	382,089	500,000	117,911	1,177,752	1,500,000	322,248	80.4%
State - LTF, SGR, LCTOP	22,445,242	1,429,348	1,870,437	441,089	4,405,823	5,611,311	1,205,488	80.4%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	6,502,093	414,063	541,841	127,778	1,276,309	1,625,523	349,214	80.4%
Total Subsidies	34,947,335	2,225,500	2,912,278	686,778	6,859,885	8,736,834	1,876,949	80.4%
Net Operating Gain (Loss) After Subsidies	\$ (0)	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- Total system ridership is presently 5,656 trips below FY 18 YTD amounts.
- Ridership is currently at 0.59% below FY 18 YTD totals.

Passenger Revenue

	FY18-September	FY19-September	Variance	%Δ
Fixed Route	\$ 218,238	\$ 208,075	\$ (10,163)	-4.7%
Paratransit	\$ 27,837	\$ 25,453	\$ (2,384)	-8.6%
System Total	\$ 246,076	\$ 233,529	\$ (12,547)	-5.1%

Ridership

	FY18-September	FY19-September	Variance	%Δ
Fixed Route	333,098	337,164	4,066	1.2%
Paratransit	13,359	12,530	(829)	-6.2%
SolVan	1,222	1,872	650	53.2%
System Total	347,679	351,566	3,887	1.1%

Passenger Revenue

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	\$ 589,614	\$ 584,949	\$ (4,665)	-0.8%
Paratransit	\$ 80,062	\$ 76,828	\$ (3,233)	-4.0%
System Total	\$ 669,676	\$ 661,778	\$ (7,898)	-1.2%

Ridership

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	919,823	911,482	(8,341)	-0.9%
Paratransit	39,480	38,631	(849)	-2.2%
SolVan	2,312	5,846	3,534	152.9%
System Total	961,615	955,959	(5,656)	-0.6%

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue, Outside Fueling Revenue, and Emissions Credit Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- The favorable variance in fueling revenue is mainly attributed to high sales from Burrtec through August 2018. 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 and the resulting reduction in future sales will reduce the favorable variance.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.

	YTD-September	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 27,100	\$ 15,055	\$ 12,045	80.0%
Outside Fueling Revenue	\$ 257,473	\$ 175,000	\$ 82,473	47.1%
Emissions Credit Revenue	\$ 401,895	\$ 187,500	\$ 214,395	114.3%

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions through FYTD 19.
Department 14 Operations - Paratransit had one (1) vacant operator position in September.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
Department 12 Operations - Fixed Route has nine (9) operators on long-term disability.
Department 22 Fleet Maintenance has one (1) mechanic out on workers compensation leave.

Operator & Mechanic Overtime - Favorable

- The unfavorable 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. To cover the actual workload, the active employees have to work extended hours.

September

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,220	1,372	\$ 45,098
Paratransit	N/A	643	643	\$ 16,678
Mechanics	N/A	336	336	\$ 8,580

YTD-September

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	304	4,840	5,144	\$ 169,324
Paratransit	N/A	2,171	2,171	\$ 55,907
Mechanics	N/A	1,203	1,203	\$ 33,794

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Farebox Assistant Technician, Human Resources Manager).

Administration Overtime - Unfavorable

- Administrative overtime expenses are within an acceptable range of the budget.

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 August.

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 10,563 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
Sept. FY 18	126,545				
Sept. FY 19	126,473	(72)	2,751	-0.06%	2.22%
Aug. FY 19	123,722				
YTD September FY 18	387,231				
YTD September FY 19	376,668	(10,563)		-2.73%	

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

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

Office Supplies - Favorable

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

Travel/Training - Unfavorable

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

Repair Parts -Favorable

- In September, fixed route had costs of \$78,347.19 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In September, paratransit had expenses of \$14,188.02 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In September, support vehicle repair parts had a cost of \$6,116.23 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 the month for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

Natural Gas - Unfavorable

- The unfavorable balance of natural gas costs is primarily attributed to the increase in market price per dekatherm in the first two months of FY 19.
- In September, there was a decrease of 30,559 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 49,790 GGE's below FY18 YTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Sept. FY 18	51,701				
Sept. FY 19	8,574	(43,127)	(30,559)	-83.42%	-78.09%
Aug. FY 19	39,132				
YTD September FY 18	148,590				
YTD September FY 19	98,800	(49,790)		-33.51%	

Gas & Water - Favorable

- Gas and water utility expenses are within an acceptable range of the budgeted amount.
- The maintenance team has emphasized water conservation and made changes to their routines that have helped reduce water consumption.

Insurance Losses - Favorable

- Insurance losses can vary widely from month to month. As of September, expenses related to insurance losses have remained low.

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 September, there have been a total of 22 collisions, that is a decrease of 7 collisions over the fiscal year 2018.
The average dollar cost per collision is significantly lower than FY 18. In FY 19, the average cost per collision is \$290.45 compared to \$1,041 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 \$112,064 below FY 18 YTD amounts.
- For September, sales have decreased by \$82,281 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Sept. FY 18	\$ 128,645				
Sept. FY 19	\$ 22,930	\$ (105,715)	\$ (82,281)	-82.18%	-78.21%
Aug. FY 19	\$ 105,211				
YTD September FY 18	\$ 369,537				
YTD September FY 19	\$ 257,473	\$ (112,064)		-30.33%	

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 - Unfavorable

- The unfavorable variance is due to increased marginal cost of fuel production.
The unfavorable balance is primarily attributed to the increase in market price per dekatherm in the first two months of FY 19.
- There is a decrease of 38,926 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

Mileage

	Sept. FY18	Sept. FY19	Variance	%Δ
Fixed Route	320,243	303,270	(16,973)	-5.3%
Paratransit	99,866	95,939	(3,927)	-3.9%
System Total	420,109	399,209	(20,900)	-5.0%

Mileage YTD-Sept.

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	977,222	936,917	(40,305)	-4.1%
Paratransit	292,548	293,927	1,379	0.5%
System Total	1,269,770	1,230,844	(38,926)	-3.1%

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of October 2018, there were 4 contracts and 1 amendment executed. They are:

VENDOR	PURPOSE
Granite Construction	Off-Site, On-Site Dry Utilities
Valley Office Equipment	MFP for Admin Building
Tolar Manufacturing	Bus Shelters
Amergroup	Security Camera Video Surveillance
EIDorado National	Bus Gliders

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

October 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Granite Construction Company	Off-site, On-site Dry Utilities	The continuing improvements of the Thousand Palms facility requires upgrades to the utility infrastructure, and provides flexibility for future expansion.	SRTP FY2015/2016	\$ 625,000.00	\$ 543,500.00	Executed Agreement Board approved
Valley Office Equipment	MFP for Admin Building	Replacement of aging devices, Multi-Function Printers (MFP).	SRTP FY2017/2018	\$ 40,588.00	\$ 29,576.00	Executed Purchase Order
Tolar Manufacturing	Bus Shelters	Bus stop improvements 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 customers.	SRTP FY2016/2017	\$ 549,898.00	\$ 292,481.99	Executed Agreement Board approved
Amergroup	Security Camera Video Surveillance System	Current surveillance camera system is in excess of 10 years old. Implementation of a new system would increase coverage and overall function and reliability.	SRTP FY2014/2015	\$ 330,116.00	\$ 309,141.00	Executed Agreement Board approved
Eldorado National	Bus Gliders	Include taxes to original agreement	SRTP 2015/2016	\$ 3,392,959.00	\$ 3,392,959.00	Executed Amendment Board approved

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summaries September and October 2018

Summary:

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

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

- For the months of September and October, SunLine's investments fell within the approved range of investment type for the Union and Non-Union assets.

SEPTEMBER

Union

	Actual	Range
Equities	64.06%	35 – 75%
Fixed Income	34.76%	25 – 64%
Cash & Equivalent	1.16%	0 – 10%

Non-Union

	Actual	Range
Equities	64.18%	35 – 75%
Fixed Income	34.74%	25 – 64%
Cash & Equivalent	1.06%	0 – 10%

OCTOBER

Union

	Actual	Range
Equities	62.30%	35 – 75%
Fixed Income	36.37%	25 – 64%
Cash & Equivalent	1.33%	0 – 10%

Non-Union

	Actual	Range
Equities	62.46%	35 – 75%
Fixed Income	36.38%	25 – 64%
Cash & Equivalent	1.16%	0 – 10%

Recommendation:

Receive and file.

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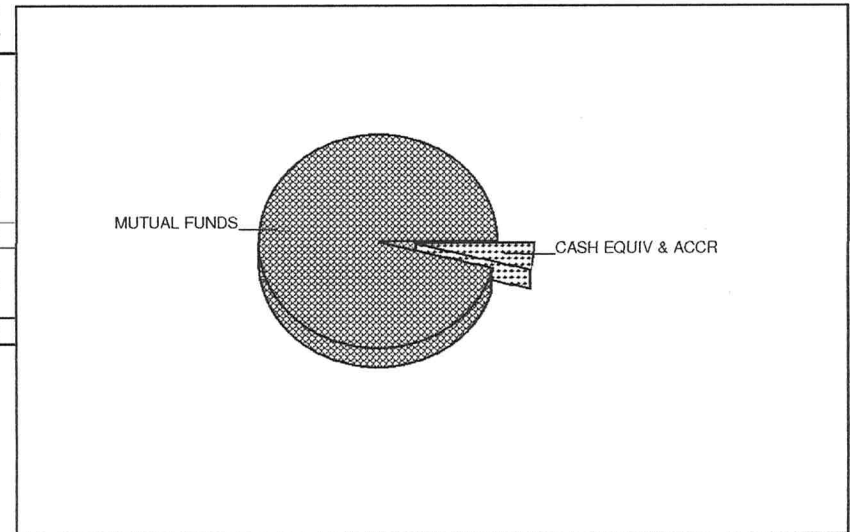
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 22
 Period from September 1, 2018 to September 30, 2018

ASSET SUMMARY

ASSETS	09/30/2018 MARKET	09/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	319,607.16	319,607.16	1.16
Mutual Funds-Equity	17,615,954.89	15,442,259.60	64.06
Mutual Funds-Fixed Income	9,558,606.66	9,943,905.81	34.76
Total Assets	27,494,168.71	25,705,772.57	99.98
Accrued Income	4,717.90	4,717.90	0.02
Grand Total	27,498,886.61	25,710,490.47	100.00

Estimated Annual Income **632,616.86**



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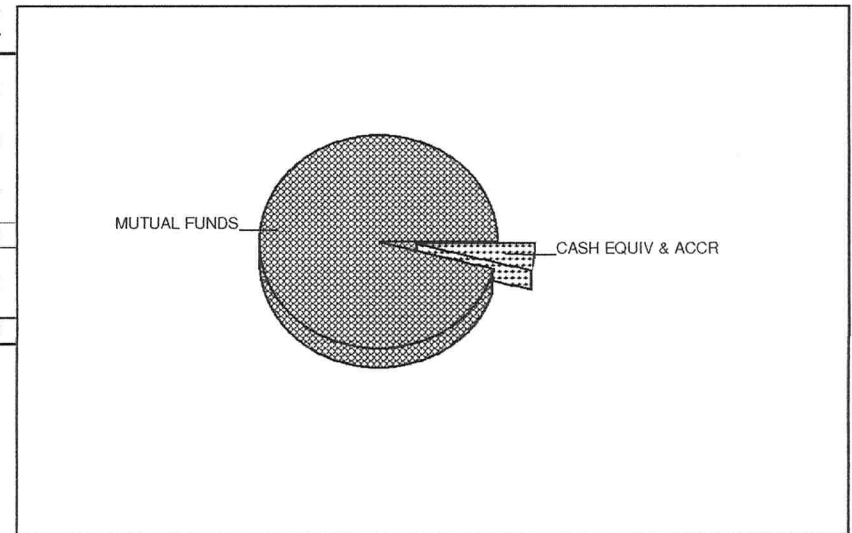
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 22
 Period from September 1, 2018 to September 30, 2018

ASSET SUMMARY

ASSETS	09/30/2018 MARKET	09/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	297,037.23	297,037.23	1.06
Mutual Funds-Equity	17,984,751.80	15,767,459.55	64.18
Mutual Funds-Fixed Income	9,735,069.87	10,131,356.72	34.74
Total Assets	28,016,858.90	26,195,853.50	99.98
Accrued Income	4,774.89	4,774.89	0.02
Grand Total	28,021,633.79	26,200,628.39	100.00

Estimated Annual Income 644,457.43



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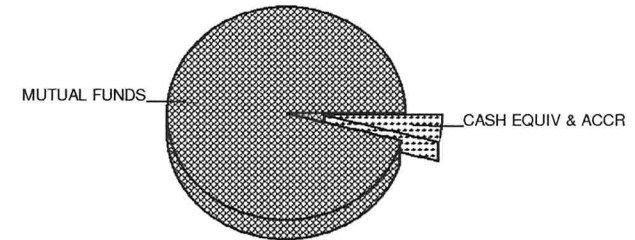


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 23
 Period from October 1, 2018 to October 31, 2018

ASSET SUMMARY

ASSETS	10/31/2018 MARKET	10/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	347,603.72	347,603.72	1.33
Mutual Funds-Equity	16,247,245.00	15,442,259.60	62.30
Mutual Funds-Fixed Income	9,485,291.24	9,973,028.25	36.37
Total Assets	26,080,139.96	25,762,891.57	100.00
Accrued Income	550.11	550.11	0.00
Grand Total	26,080,690.07	25,763,441.68	100.00
Estimated Annual Income	638,172.40		



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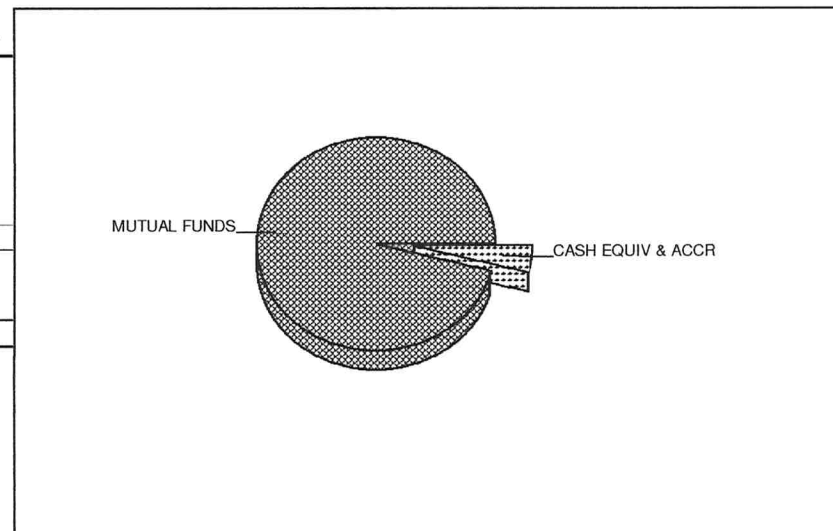
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

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

ASSET SUMMARY

ASSETS	10/31/2018 MARKET	10/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	306,707.77	306,707.77	1.16
Mutual Funds-Equity	16,587,299.42	15,767,459.55	62.46
Mutual Funds-Fixed Income	9,660,424.57	10,161,021.71	36.38
Total Assets	26,554,431.76	26,235,189.03	100.00
Accrued Income	447.63	447.63	0.00
Grand Total	26,554,879.39	26,235,636.66	100.00

Estimated Annual Income **649,695.85**



SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for October 2018

Summary:

System-wide ridership this October increased 0.93% versus October 2017.

Ridership		
	Oct 17	Oct 18
Fixed Route	365,697	382,722
Van Pool	1,217	2,218
Sundial	14,511	14,579
System Total	381,425	399,519

Factors to consider when comparing to a year ago:

- SunLine launched the Haul Pass Program allowing College of the Desert students to ride for free with the use of their student I.D. cards.
- 3 out of 16 fixed route lines and the Commuter Link saw a decrease in ridership in comparison to October 2017.
- Routes 20, 80 and 95 saw an increase in ridership above 25% in comparison to October 2017.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report October 2018

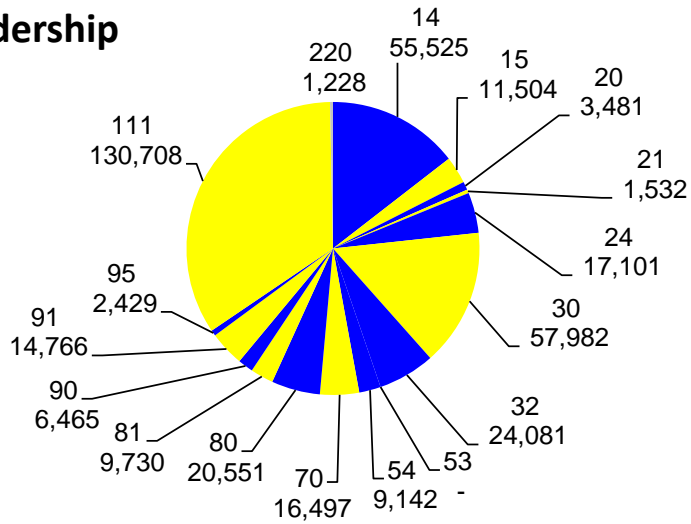
Line	Fixed Route Description	Oct 2018	Oct 2017	Sep 2018	FY 2018 & 2019		FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	55,525	55,387	49,870	138	0.2%	194,425	201,087	(6,662)	-3.3%	1,872	6,619	583	2,105
15	DHS	11,504	10,763	10,567	741	6.9%	39,151	37,807	1,344	3.6%	216	640	63	291
20	DHS/PD	3,481	2,439	2,911	1,042	42.7%	10,122	7,436	2,686	36.1%	34	310	5	30
21	PD	1,532	-	1,129	1,532	100.0%	3,808	-	3,808	100.0%	33	106	4	22
24	PS	17,101	14,698	14,551	2,403	16.3%	58,585	52,180	6,405	12.3%	535	2,177	108	459
30	CC/PS	57,982	57,347	49,787	635	1.1%	203,167	209,850	(6,683)	-3.2%	1,848	7,436	478	1,815
32	PD/RM/TP/CC/PS	24,081	21,724	21,067	2,357	10.8%	80,257	74,852	5,405	7.2%	1,141	3,940	130	537
53	PD/IW	-	4,494	-	(4,494)	-100.0%	-	13,688	(13,688)	-100.0%	-	-	-	-
54	Indio/LQ/IW/PD	9,142	7,789	7,028	1,353	17.4%	23,884	22,155	1,729	7.8%	280	678	33	125
70	LQ/BD	16,497	15,975	14,265	522	3.3%	49,032	49,460	(428)	-0.9%	658	2,519	46	162
80	Indio	20,551	12,403	18,207	8,148	65.7%	64,112	39,878	24,234	60.8%	281	1,405	147	584
81	Indio	9,730	9,466	9,010	264	2.8%	30,019	28,663	1,356	4.7%	79	318	60	199
90	Coachella/Indio	6,465	9,958	6,076	(3,493)	-35.1%	23,645	37,392	(13,747)	-36.8%	116	362	49	178
91	I/Cch/Th/Mec/Oas	14,766	18,088	12,912	(3,322)	-18.4%	46,329	61,513	(15,184)	-24.7%	240	821	25	135
95	I/Cch/Th/Mec/NS	2,429	1,912	2,343	517	27.0%	9,110	7,811	1,299	16.6%	71	365	6	32
111	PS to Cch	130,708	121,816	116,508	8,892	7.3%	454,174	436,748	17,426	4.0%	5,537	20,237	1,071	3,572
220	PD to Riverside	1,228	1,438	933	(210)	-14.6%	4,384	5,000	(616)	-12.3%	29	124	14	30
Fixed Route Total		382,722	365,697	337,164	17,025	4.7%	1,294,204	1,285,520	8,684	0.7%	12,970	48,057	2,822	10,276
SolVan		2,218	1,217	1,872	1,001	82.3%	8,064	3,529	4,535	128.5%				
Demand Response														
SunDial		14,579	14,511	12,530	68	0.5%	53,210	53,991	(781)	-1.4%				
System Total		399,519	381,425	351,566	18,094	4.7%	1,355,478	1,343,040	12,438	0.93%				
		Oct-18	Oct-17	Sep-18										
Weekdays:		23	22	19										
Saturdays:		4	4	5										
Sundays:		4	5	* 6										
Total Days:		31	31	30										

Please note:

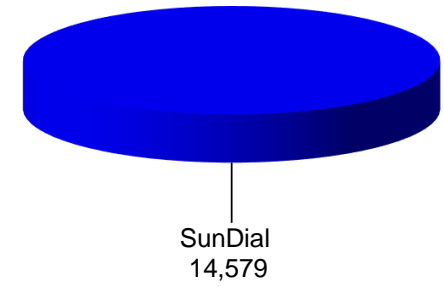
* Sunday service was ran for Labor day on Monday September 3, 2018.

SunLine Transit Agency Monthly Ridership Report October - 2018

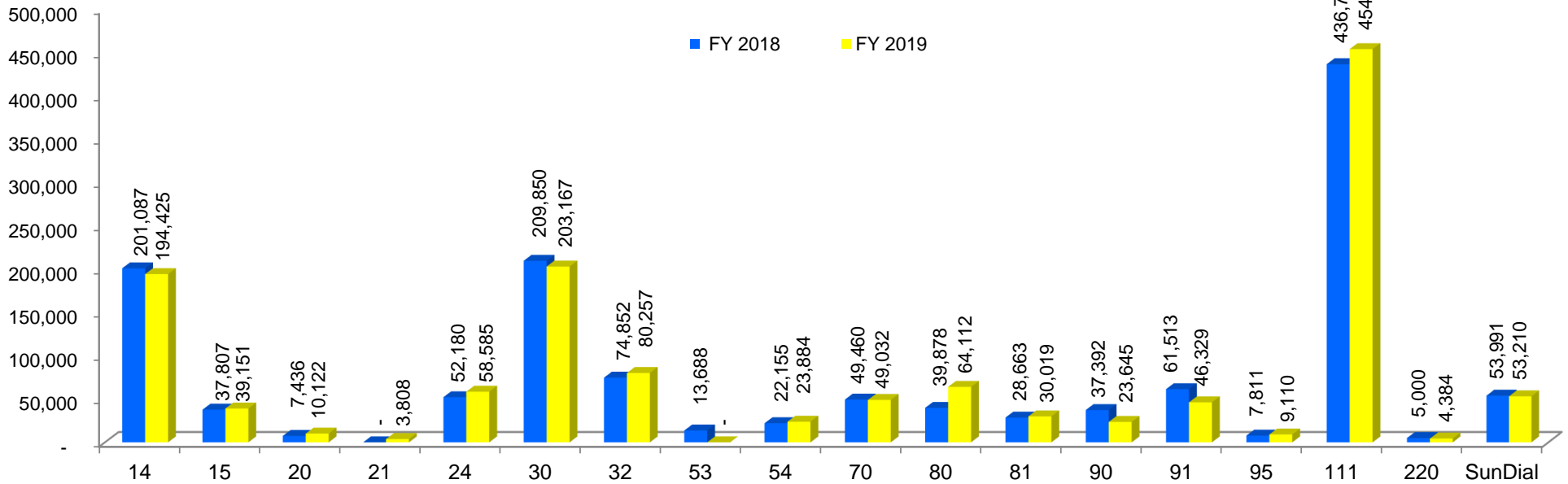
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for October 2018

Summary:

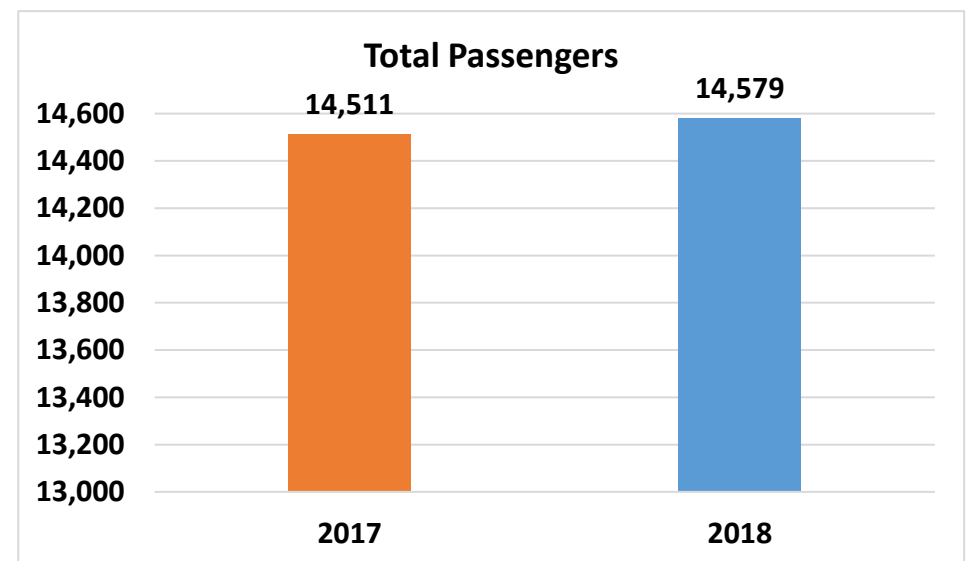
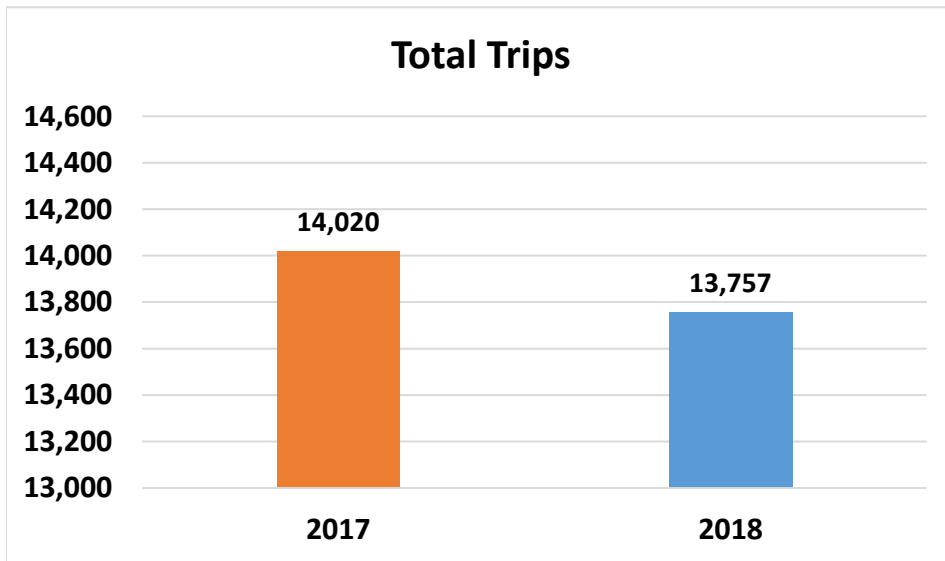
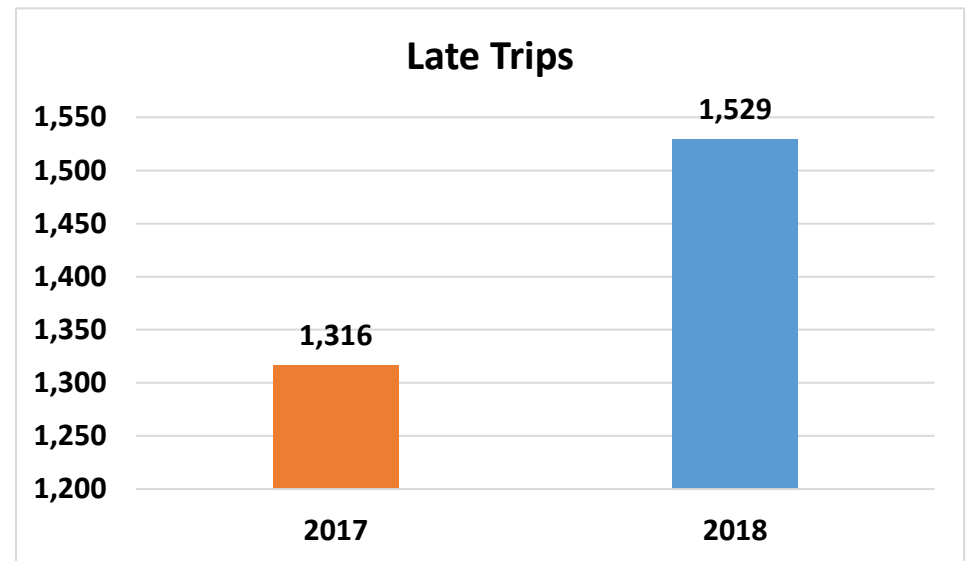
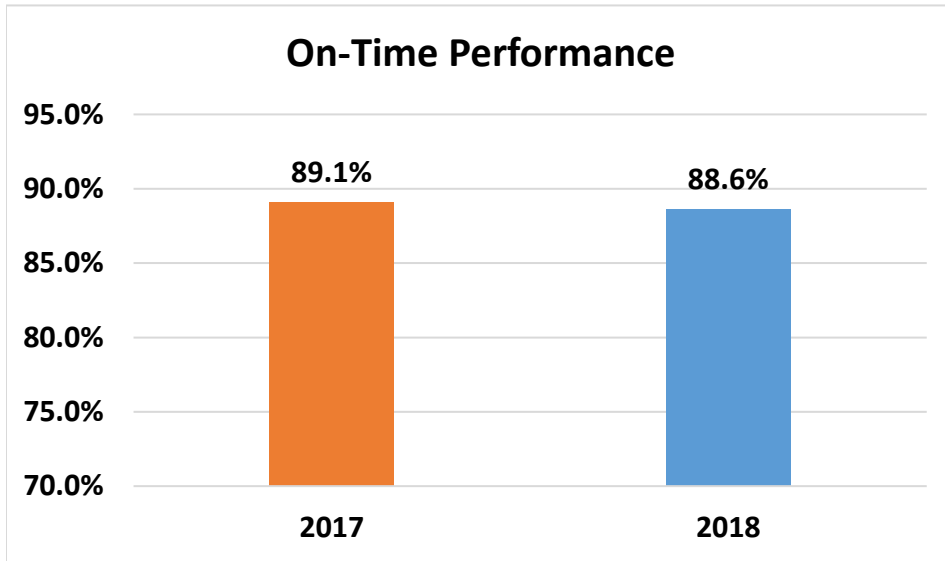
The attached report summarizes SunDial's operation for October 2018. Highlights of this report include an increase in ride alongs, onboard inspections and safety evaluations conducted by road supervisors. In addition, SunDial had zero preventable accidents for the month of October.

Recommendation:

Receive and file.

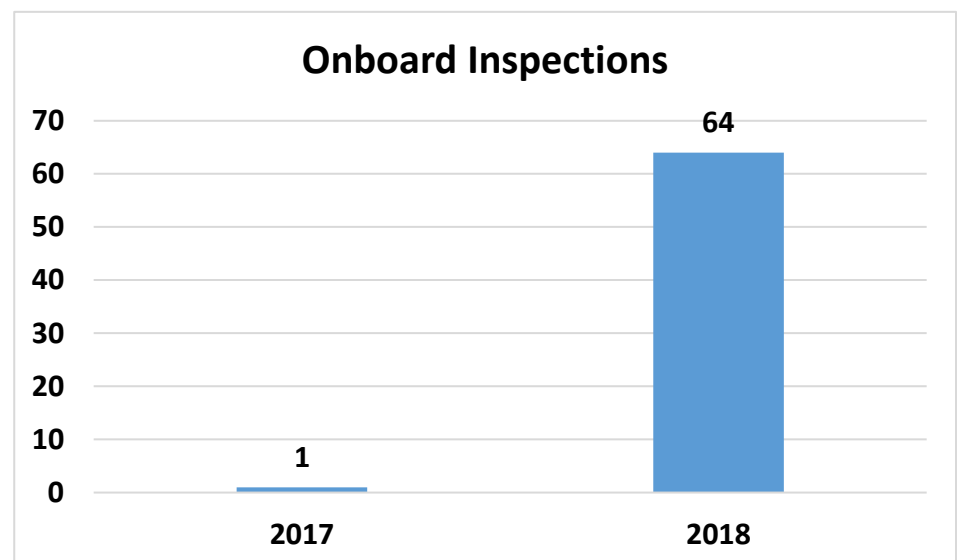
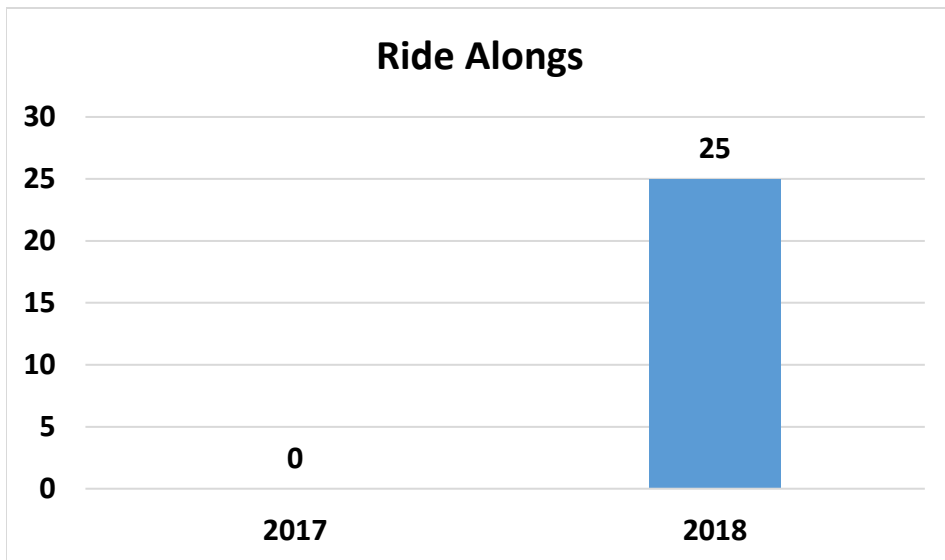
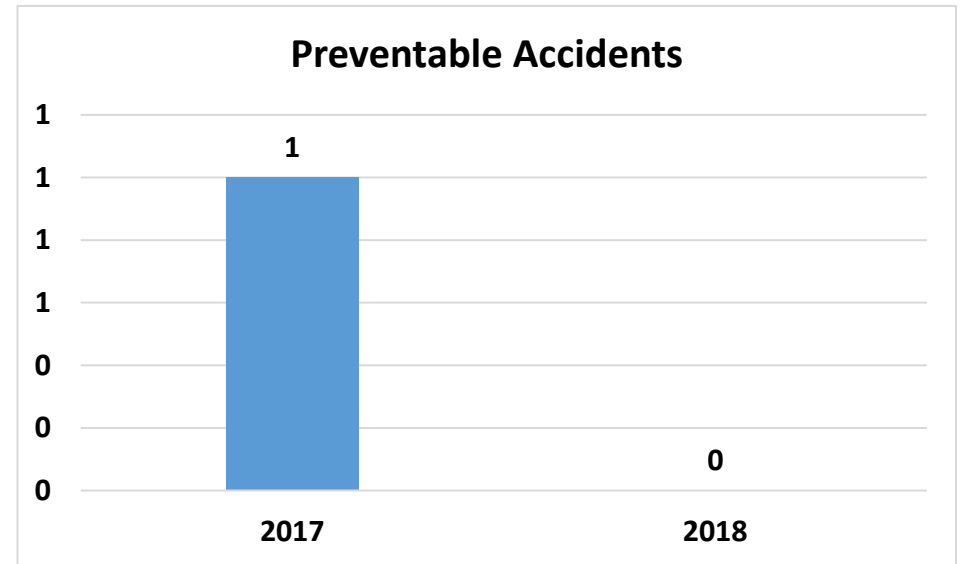
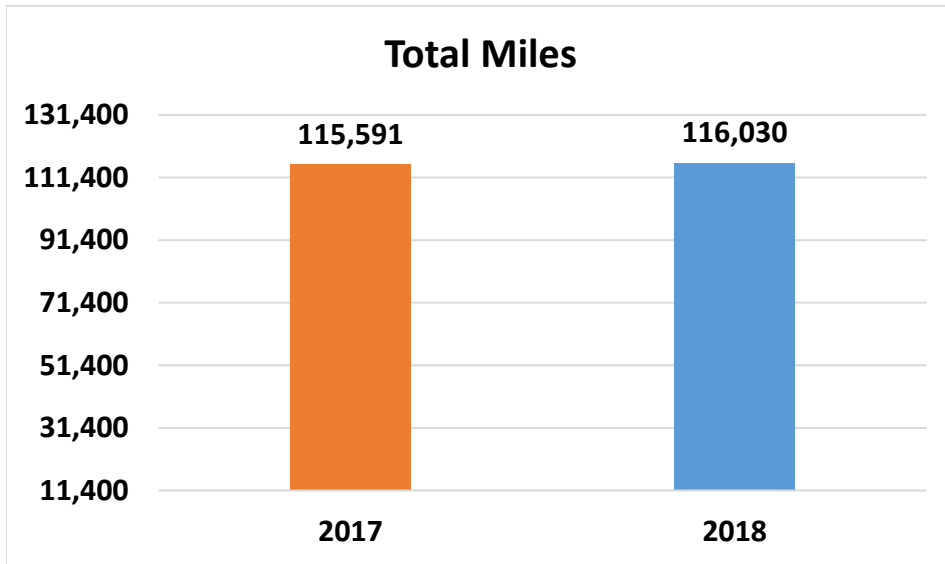
SunDial Operational Notes

OCTOBER 2017/2018



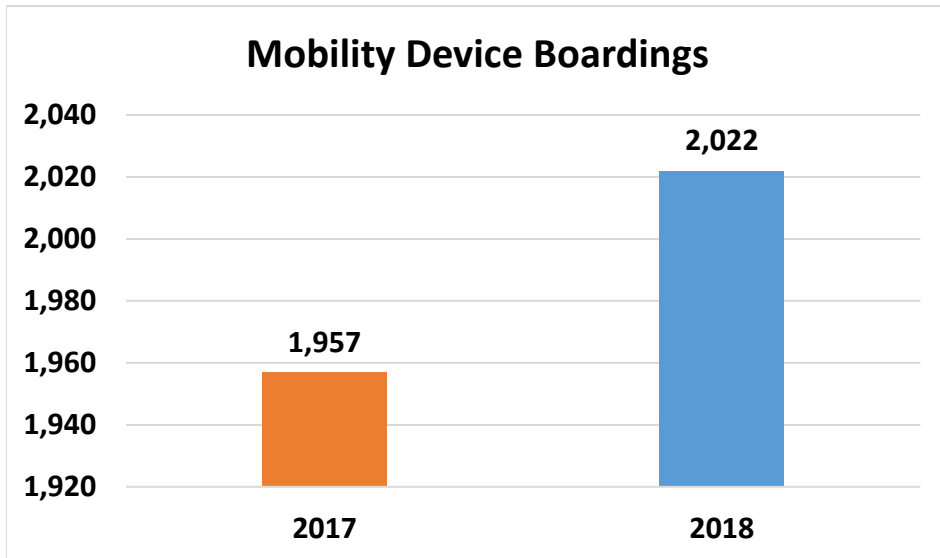
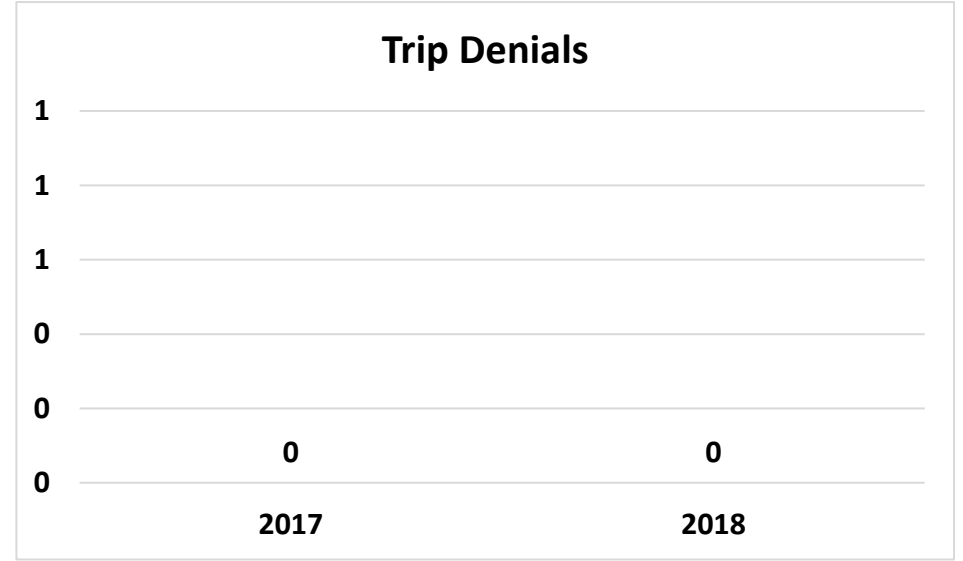
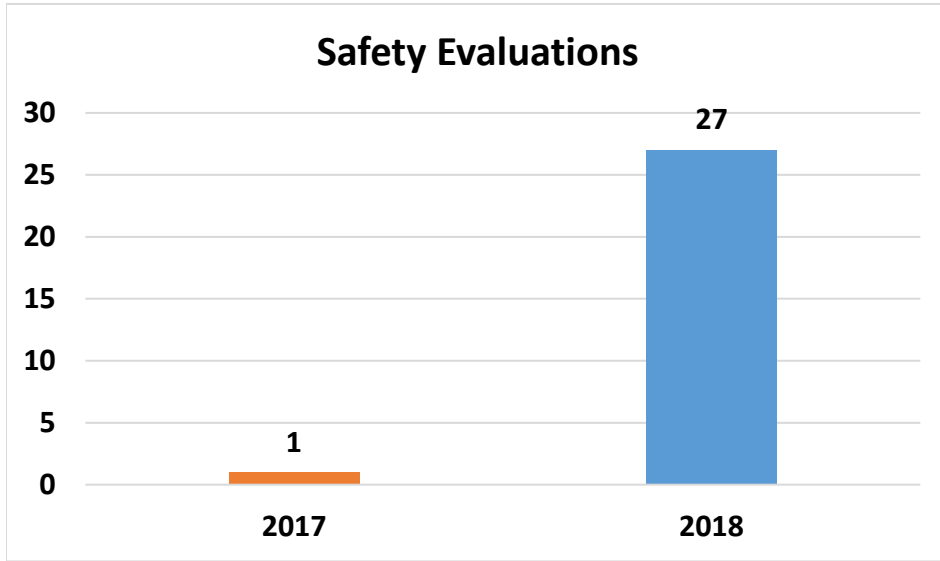
SunDial Operational Notes

OCTOBER 2017/2018



SunDial Operational Notes

OCTOBER 2017/2018



SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018
TO: Finance/Audit Committee
Board of Directors
RE: Metrics for October 2018

RECEIVE & FILE

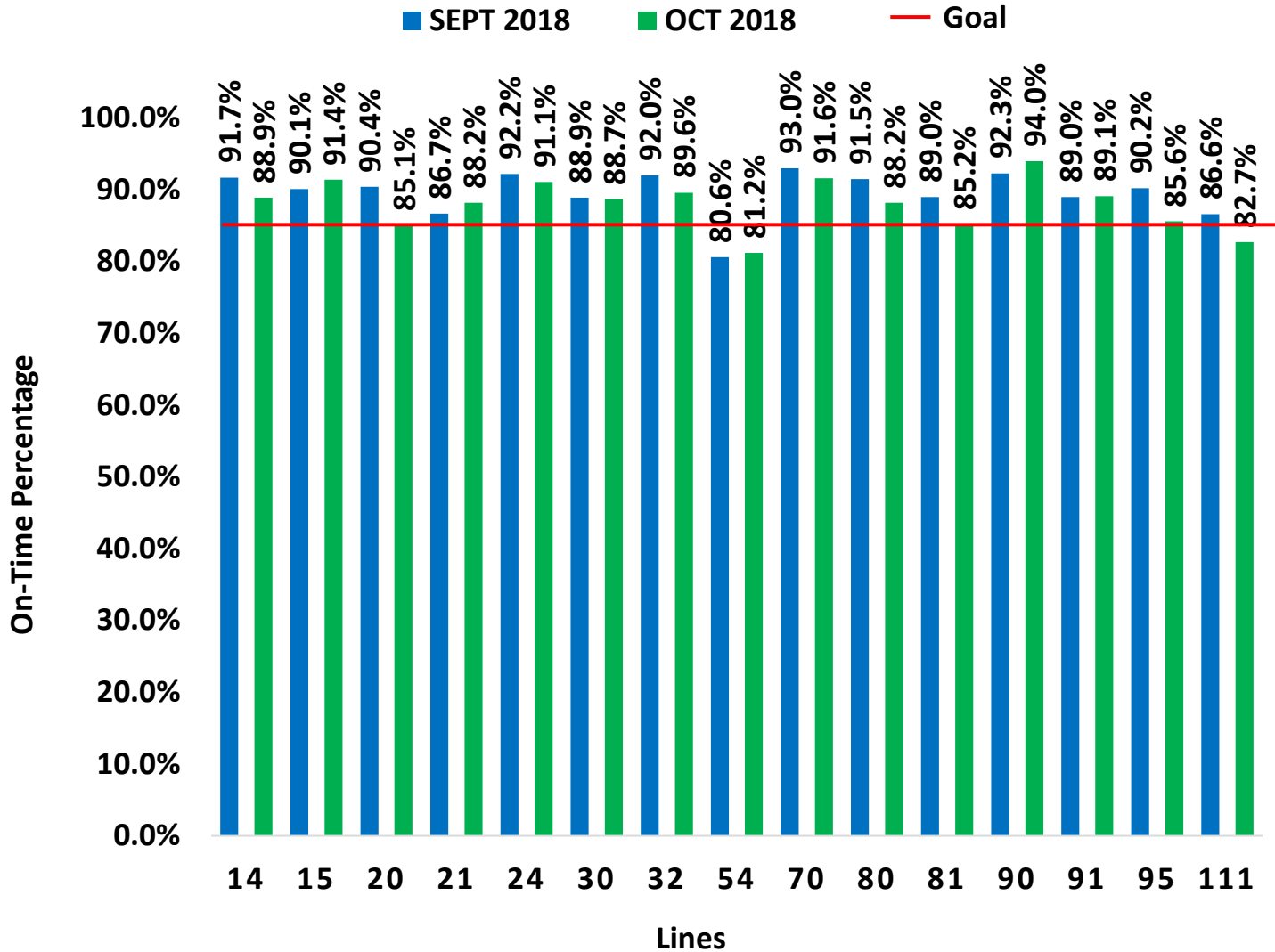
Summary:

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.

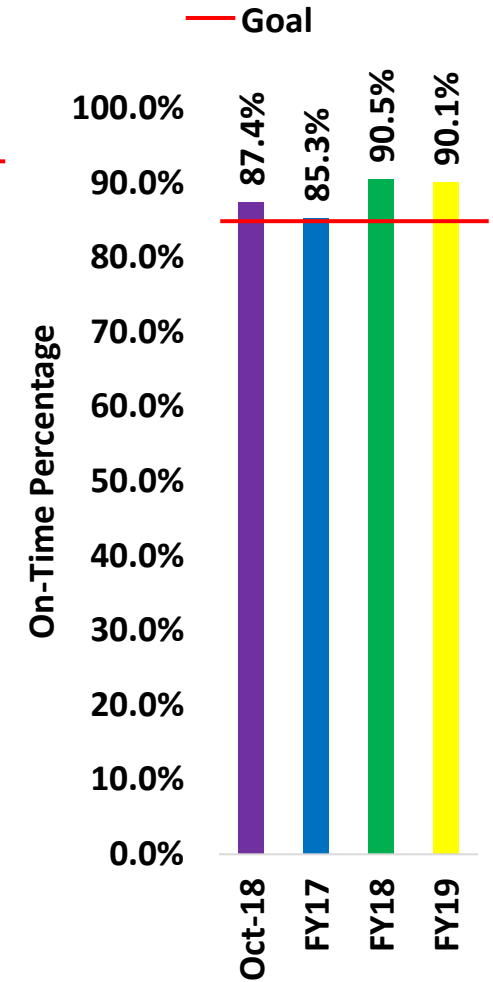
Recommendation:

Receive and file.

On-Time Performance Percent by Line



On Time Performance System Wide

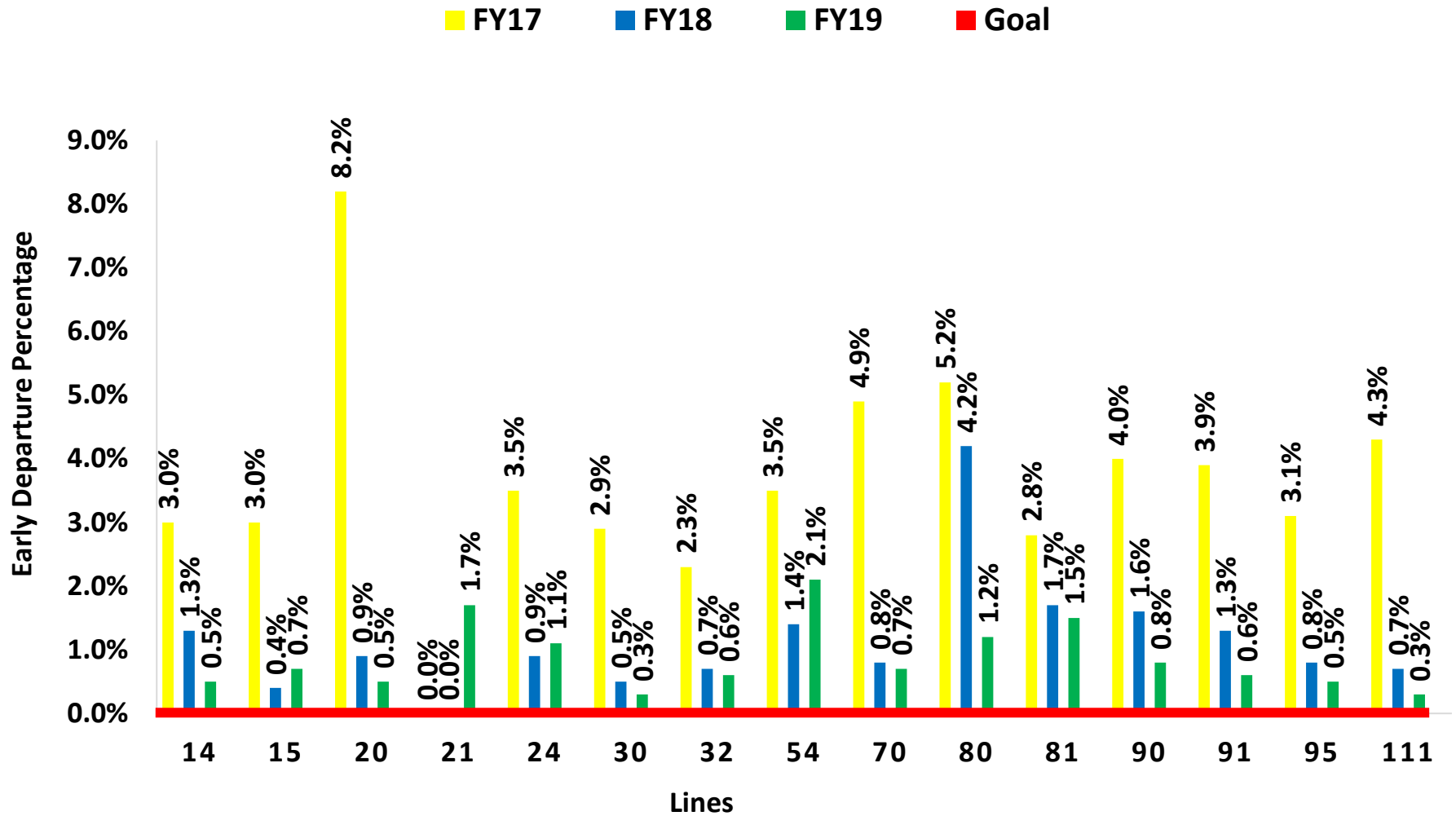


Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.

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

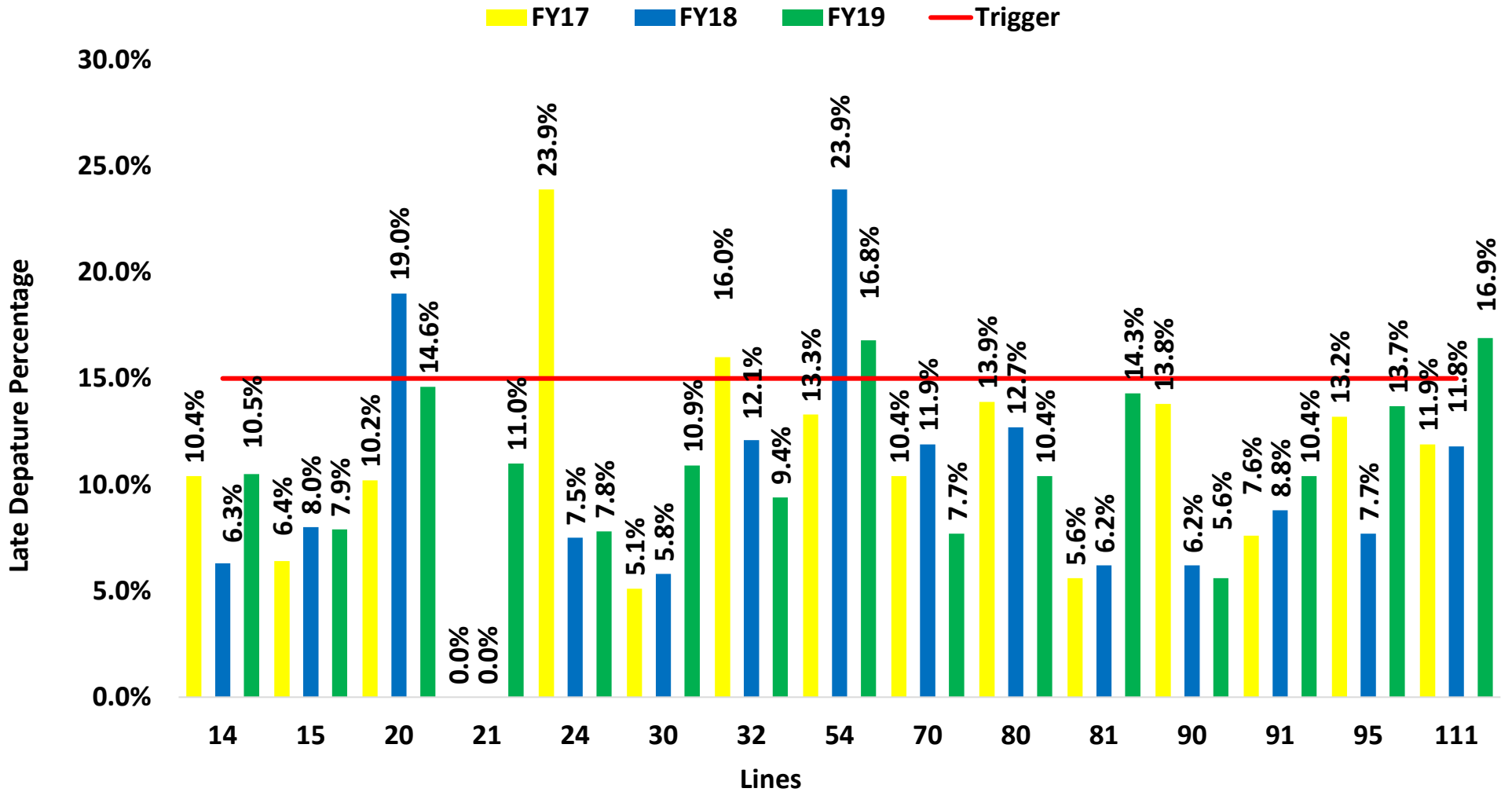
Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

Early Departures by Line YTD



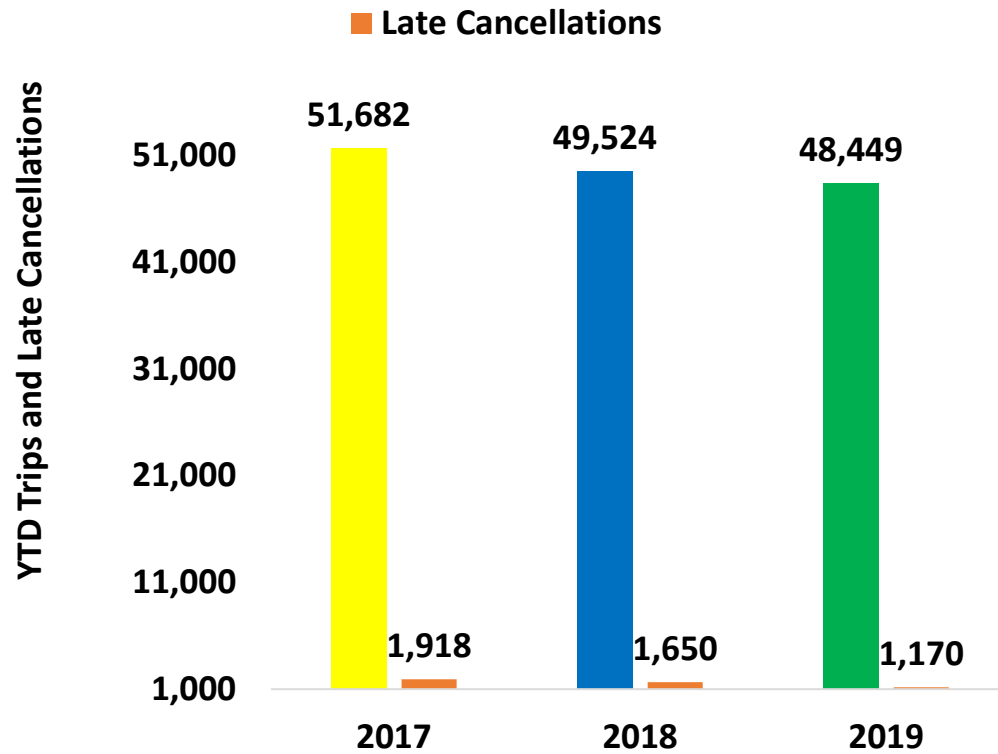
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each line.

Late Departure Percent by Line October

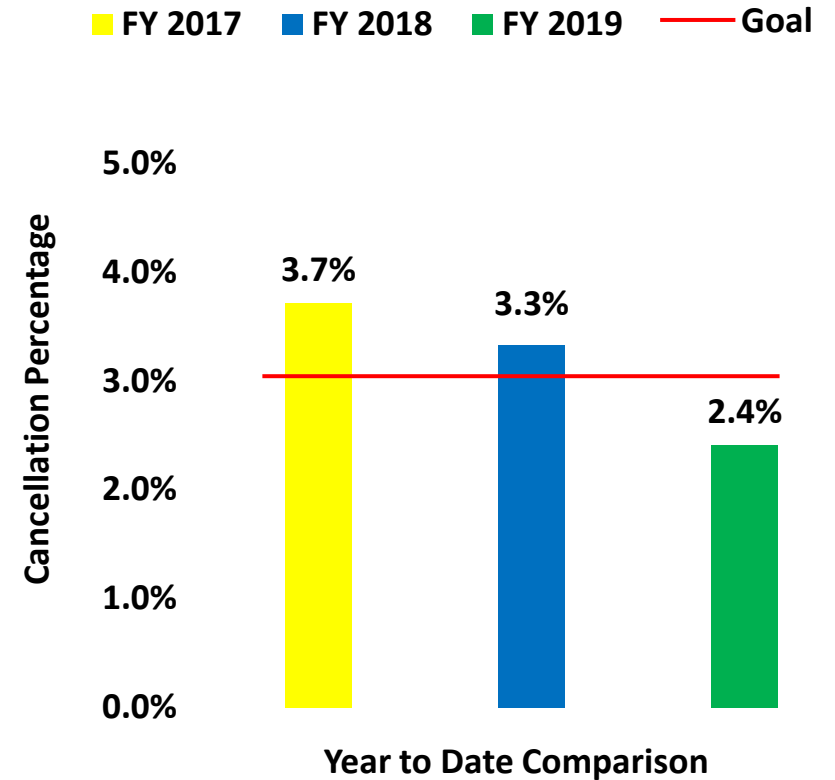


Late Definition: When a bus leaves a time point, after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs. Late Cancellations FYTD



Late Cancellation Percentage FYTD

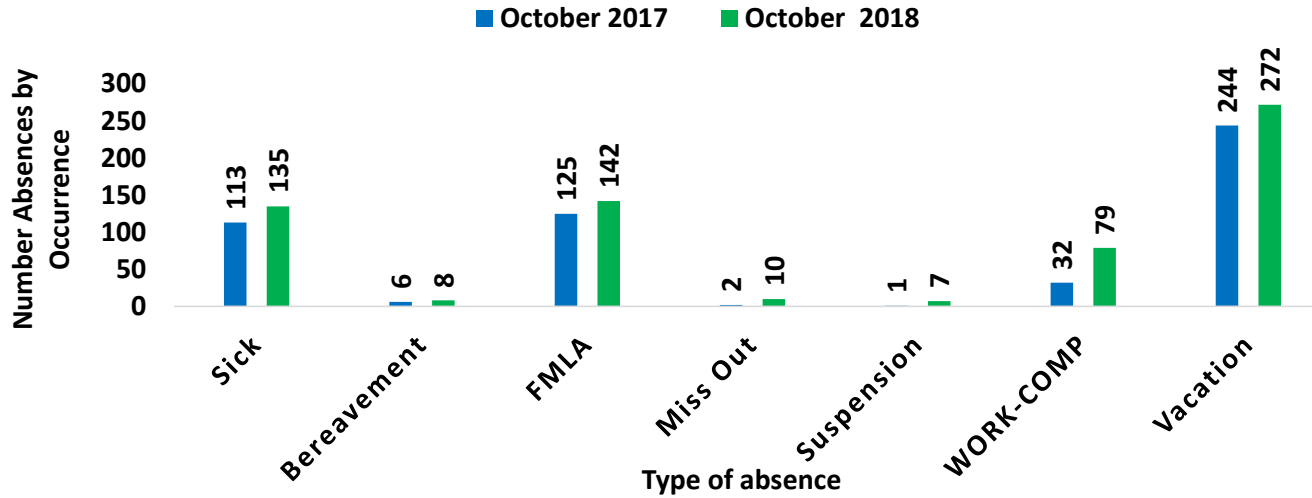


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

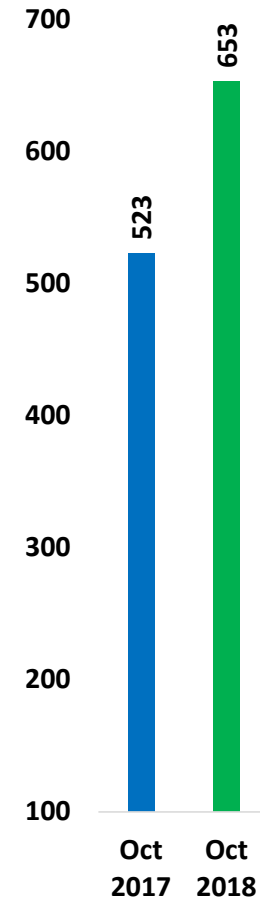
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

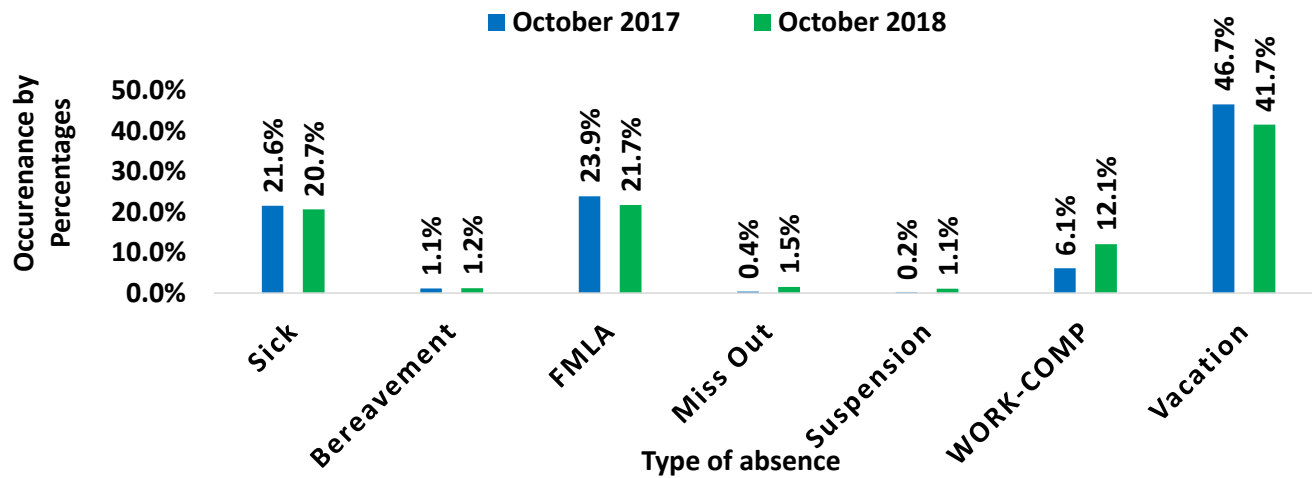
Driver Absence Occurrences



Total Absence Occurrences

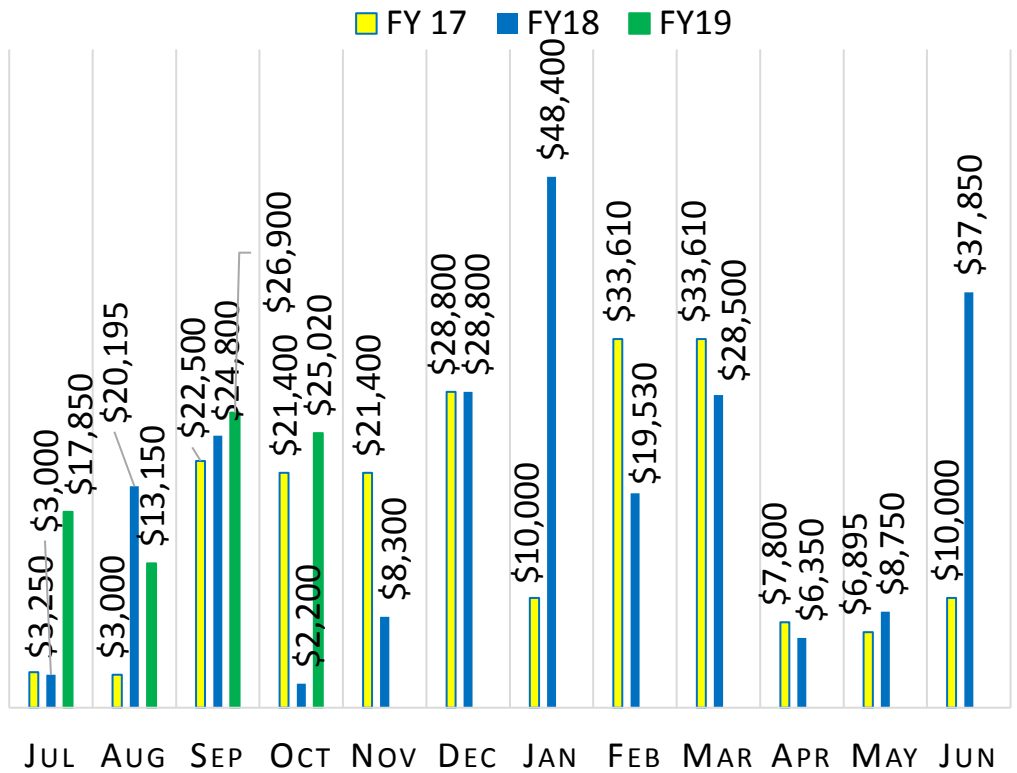


Driver Absence Occurrences by Percentages

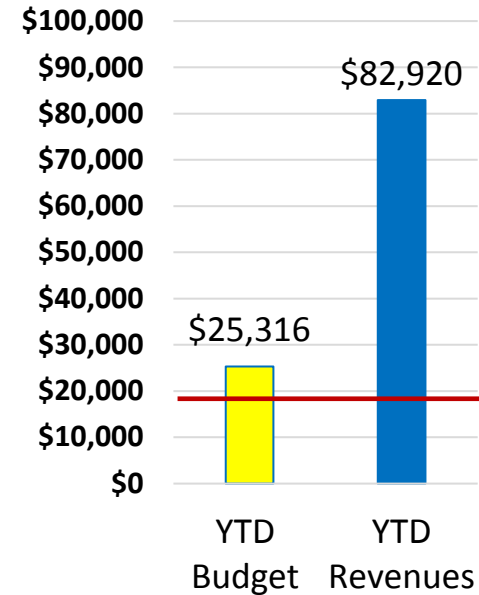


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

Collected Advertising Revenue - October - YTD FY19

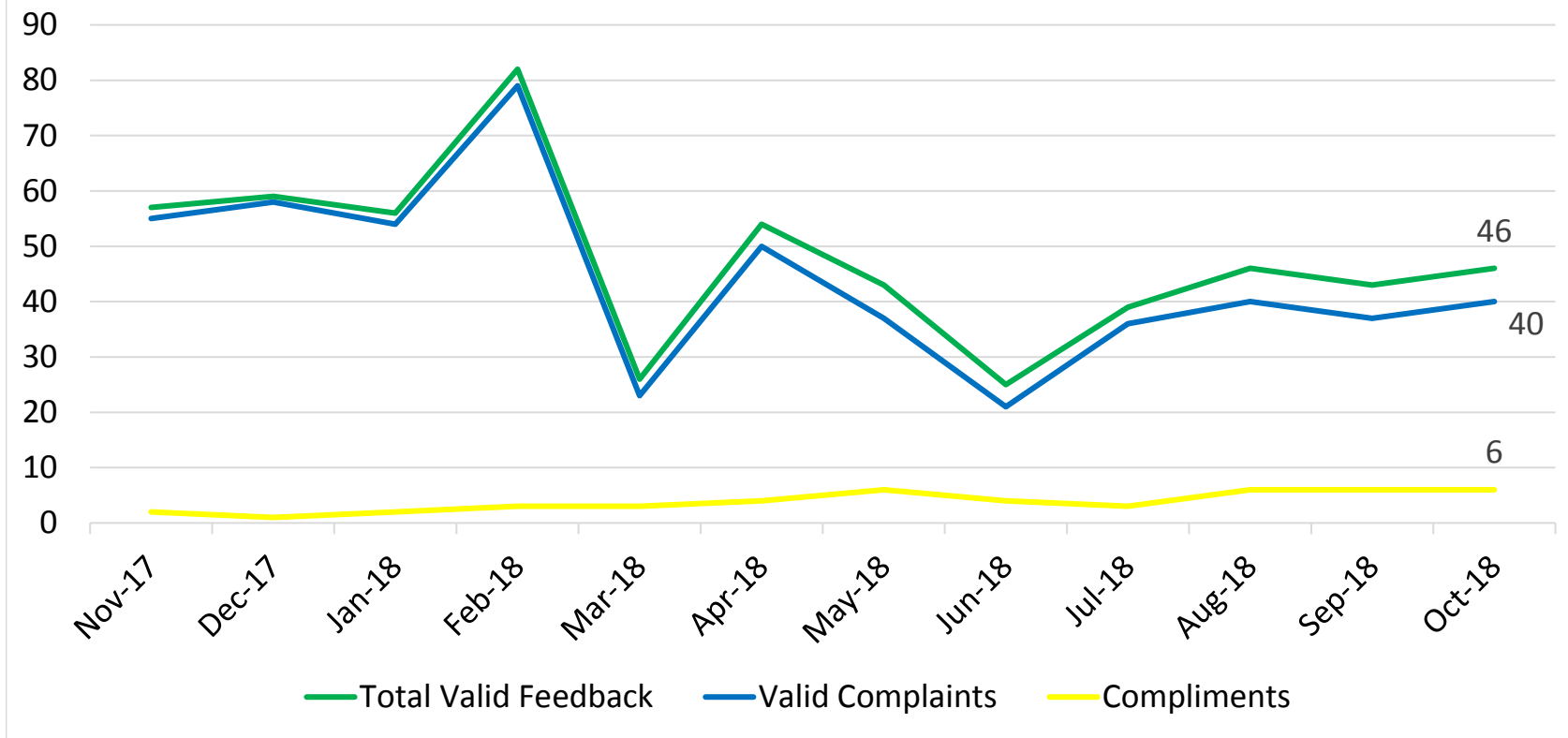


YTD Budget vs YTD Agency Revenue October YTD



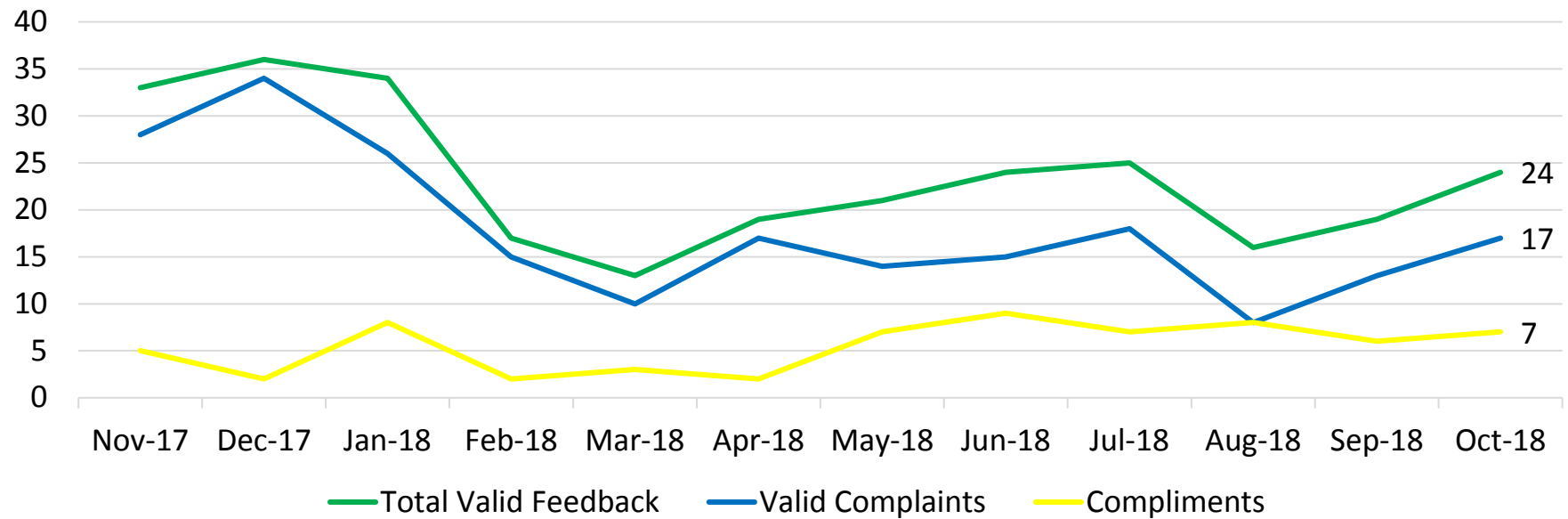
Collected Advertising tracks dollar amount of signed contracts for bus shelter and exterior bus
 This section of the chart compares the FY19 YTD against FY18 YTD total. Does not include "Barter
 The YTD Budget vs YTD Agency Revenue section tracks YTD revenue accrued vs the YTD budgeted
 by Finance. The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

Fixed Route Customer Feedback for October 2018



Valid Fixed Route Feedback comprised of compliments and complaints for October 2018

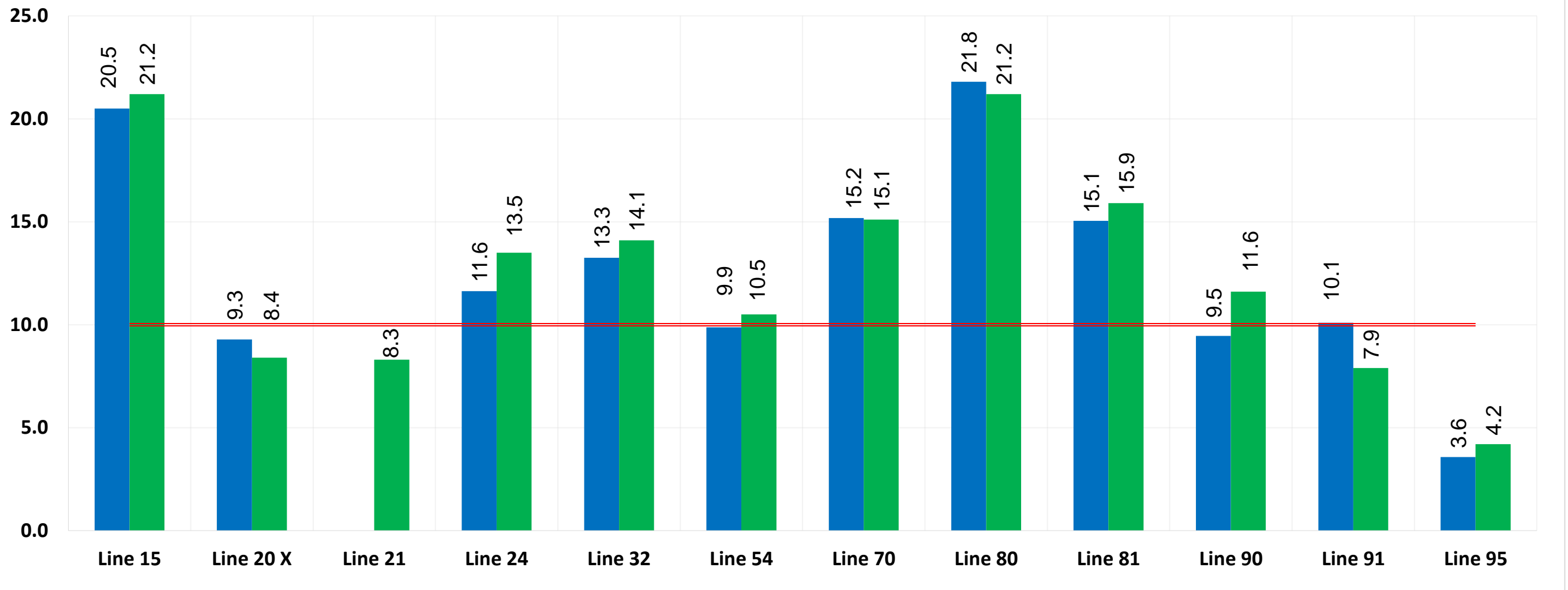
Paratransit Customer Feedback for October 2018



Valid Paratransit Feedback comprised of compliments and complaints for October 2018

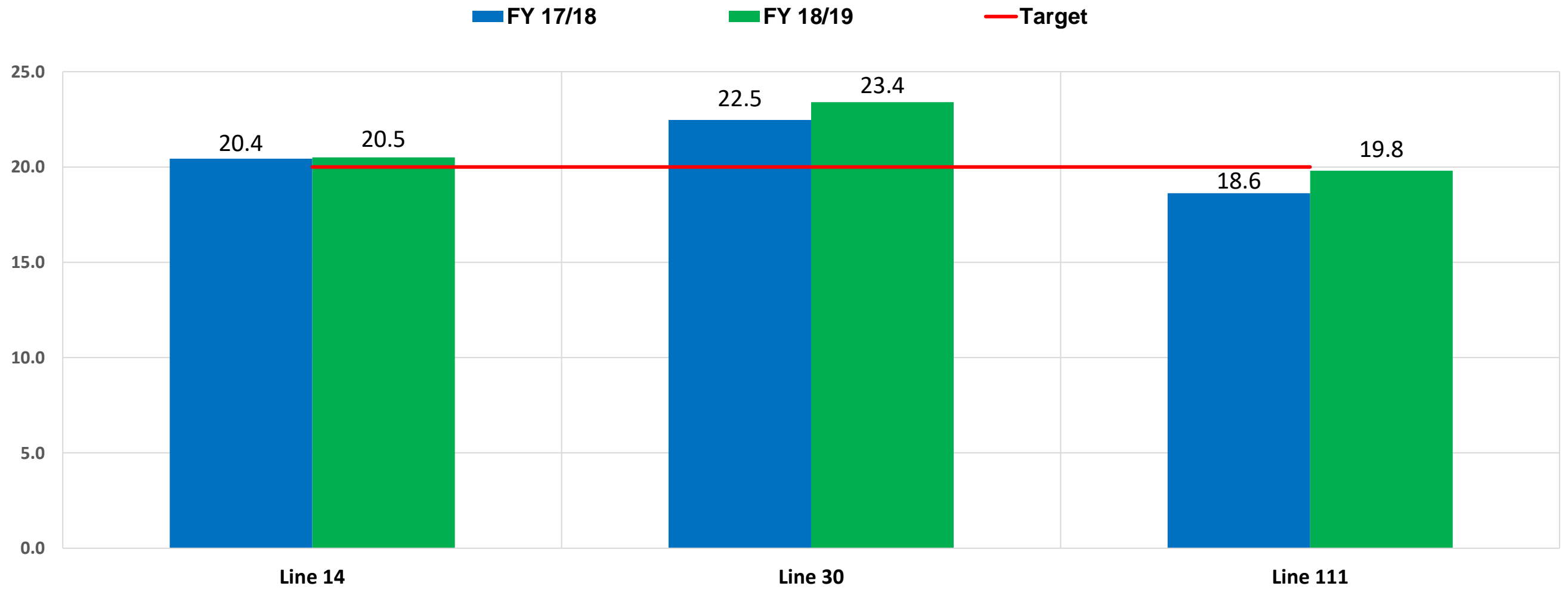
System Performance (Local Routes) October 2018

■ FY 17/18
 ■ FY18/19
 — Target



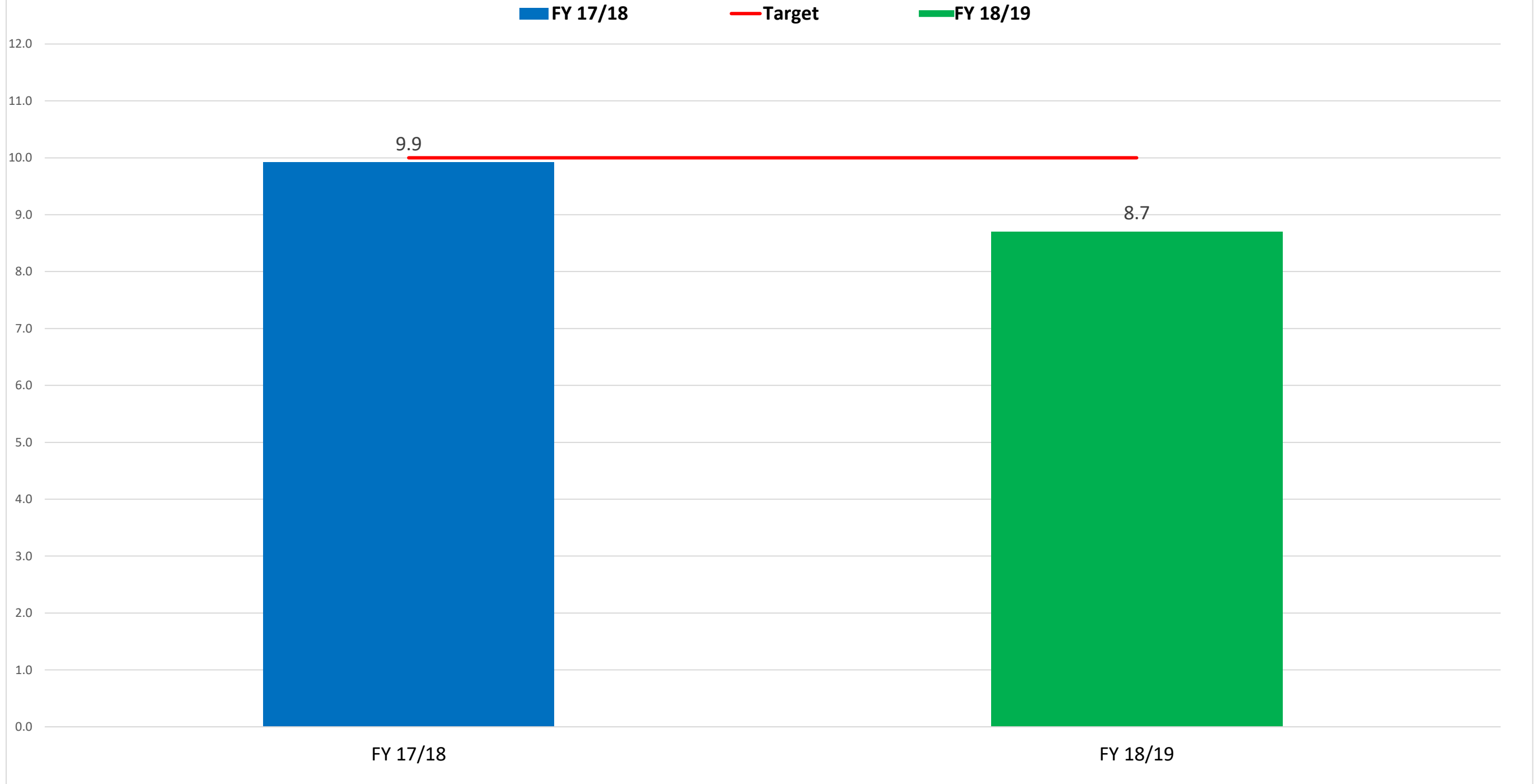
The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 18/19 goal is based on board approved service standards policy.

System Performance (Trunk Routes) October 2018



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

System Performance (Market-Based Service) Link 220 - October 2018



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

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 5, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for October 2018

Summary:

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

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										10	2	
Palm Desert	X		X	X									10	3	
Palm Springs	X		X	X									10	3	
Cathedral City	X		X										10	2	
Rancho Mirage	X		X	X									10	3	
Indian Wells	X		X	X									10	3	
La Quinta	X		X	X									10	3	
Indio	X		X	X									10	3	
Coachella	X		X										10	2	
County of Riverside	X		X	X									10	3	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 5, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q3 of Calendar Year 2018 & Update
on Investments in Gun Manufacturers.

Summary:

- As requested by the Finance Committee, staff is to provide the performance of the assets invested in the Agency's retirement plans. The following quarterly performance summaries demonstrate the performance of the bargaining and non-bargaining pension plans for the third quarter of calendar year 2018. The report shows market value, asset allocation percentage and performance compared to benchmarks.

- The Finance Committee also requested that investment in gun manufacturers be monitored and reported. The investment in gun manufacturers remains at 0.0039% of SunLine's total assets of \$55.5M as of September 30, 2018.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	28,021,025	100.00	3.30	3.88	7.85	N/A	N/A	9.24	07/01/2017
<i>Blended Benchmark</i>			4.25	5.63	9.79	N/A	N/A	10.41	07/01/2017
<i>PFM Blended Benchmark</i>			2.91	2.78	6.55	N/A	N/A	8.06	07/01/2017
Equities	17,984,752	64.18	4.85	6.53	12.68	N/A	N/A	14.44	07/01/2017
<i>Russell 3000 Index</i>			7.12	10.57	17.58	17.07	13.46	17.98	07/01/2017
<i>PFM Blended Equity Benchmark</i>			4.87	5.67	11.88	14.61	10.17	6.33	01/01/2001
Vanguard Total Stock Index	10,827,495	38.64	7.09	10.61	17.62	17.07	13.44	17.98	07/01/2017
<i>Russell 3000 Index</i>			7.12	10.57	17.58	17.07	13.46	17.98	07/01/2017
iShares Edge MSCI USA Quality ETF	587,766	2.10	8.75	10.48	19.18	16.51	14.17	8.75	07/01/2018
<i>S&P 500</i>			7.71	10.56	17.91	17.31	13.95	7.71	07/01/2018
iShares Core S&P Small-Cap ETF	616,263	2.20	4.75	14.60	19.11	19.40	13.30	12.74	05/01/2018
<i>S&P SmallCap 600</i>			4.71	14.54	19.08	19.41	13.32	12.74	05/01/2018
Vanguard Total International Stock	1,871,905	6.68	0.53	-3.12	1.61	9.95	4.47	6.08	07/01/2017
Vanguard International Value	1,231,925	4.40	0.99	-2.86	1.90	10.00	3.93	6.94	07/01/2017
J. O. Hambro International Select	1,527,104	5.45	0.21	4.97	9.22	11.52	8.31	12.21	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			0.71	-3.09	1.76	9.97	4.12	6.38	07/01/2017
Oppenheimer International Small-Mid Company	768,654	2.74	2.80	9.22	16.04	16.61	14.01	18.40	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-1.51	-4.41	1.86	11.24	6.14	7.05	07/01/2017
Hartford Schroders Emerging Markets Equity	553,640	1.98	-1.21	-7.26	-0.78	13.33	N/A	-9.97	03/01/2018
<i>MSCI EM (net)</i>			-1.09	-7.68	-0.81	12.36	3.61	-10.66	03/01/2018

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	9,734,469	34.74	0.59	-1.12	-0.70	N/A	N/A	0.36	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>0.02</i>	<i>-1.60</i>	<i>-1.22</i>	<i>1.31</i>	<i>2.16</i>	<i>-0.30</i>	<i>07/01/2017</i>
Baird Core Plus	3,195,518	11.40	0.34	-1.41	-0.86	2.33	2.96	0.14	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>0.02</i>	<i>-1.60</i>	<i>-1.22</i>	<i>1.31</i>	<i>2.16</i>	<i>-0.30</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,455,472	5.19	0.31	-0.61	-0.15	2.40	3.24	-0.48	09/01/2017
Prudential Total Return Bond Fund	964,509	3.44	-0.08	-1.97	-0.87	2.86	3.47	-1.12	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>0.02</i>	<i>-1.60</i>	<i>-1.22</i>	<i>1.31</i>	<i>2.16</i>	<i>-1.56</i>	<i>09/01/2017</i>
Vanguard Interm-Term Invest. Grade	3,219,875	11.49	0.59	-1.64	-1.48	2.01	2.81	-0.33	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			<i>0.87</i>	<i>-2.02</i>	<i>-1.59</i>	<i>2.69</i>	<i>3.47</i>	<i>-0.17</i>	<i>07/01/2017</i>
Vanguard High Yield Corporate	899,094	3.21	2.67	1.56	1.67	6.42	5.24	2.98	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			<i>2.40</i>	<i>2.57</i>	<i>3.05</i>	<i>8.15</i>	<i>5.54</i>	<i>4.05</i>	<i>07/01/2017</i>
Cash & Equivalent	301,805	1.08	0.45	1.17	1.41	N/A	N/A	1.30	07/01/2017
First American Prime Obligation - Z	301,805	1.08	0.52	1.38	1.69	0.89	0.54	1.58	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	27,498,220	100.00	3.30	3.91	7.86	N/A	N/A	9.25	07/01/2017
<i>Blended Benchmark</i>			4.25	5.63	9.79	N/A	N/A	10.41	07/01/2017
<i>PFM Blended Benchmark</i>			2.91	2.78	6.55	N/A	N/A	8.06	07/01/2017
Equities	17,615,955	64.06	4.85	6.62	12.87	N/A	N/A	14.59	07/01/2017
<i>Russell 3000 Index</i>			7.12	10.57	17.58	17.07	13.46	17.98	07/01/2017
<i>PFM Blended Equity Benchmark</i>			4.87	5.67	11.88	14.61	10.17	13.86	07/01/2017
Vanguard Total Stock Index	10,611,180	38.59	7.09	10.61	17.62	17.07	13.44	17.98	07/01/2017
<i>Russell 3000 Index</i>			7.12	10.57	17.58	17.07	13.46	17.98	07/01/2017
iShares Edge MSCI USA Quality ETF	576,199	2.10	8.75	10.48	19.18	16.51	14.17	8.75	07/01/2018
<i>S&P 500</i>			7.71	10.56	17.91	17.31	13.95	7.71	07/01/2018
iShares Core S&P Small-Cap ETF	603,526	2.19	4.75	14.60	19.11	19.40	13.30	12.74	05/01/2018
<i>S&P SmallCap 600</i>			4.71	14.54	19.08	19.41	13.32	12.74	05/01/2018
Vanguard Total International Stock	1,833,380	6.67	0.53	-3.12	1.61	9.95	4.47	6.08	07/01/2017
Vanguard International Value	1,206,921	4.39	0.99	-2.86	1.90	10.00	3.93	6.94	07/01/2017
J. O. Hambro International Select	1,495,727	5.44	0.21	4.97	9.22	11.52	8.31	12.21	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			0.71	-3.09	1.76	9.97	4.12	6.38	07/01/2017
Oppenheimer International Small-Mid Company	752,974	2.74	2.80	9.22	16.04	16.61	14.01	18.40	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-1.51	-4.41	1.86	11.24	6.14	7.05	07/01/2017
Hartford Schroders Emerging Markets Equity	536,047	1.95	-1.21	-7.26	-0.78	13.33	N/A	-9.97	03/01/2018
<i>MSCI EM (net)</i>			-1.09	-7.68	-0.81	12.36	3.61	-10.66	03/01/2018

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	9,557,947	34.76	0.59	-1.12	-0.69	N/A	N/A	0.35	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>0.02</i>	<i>-1.60</i>	<i>-1.22</i>	<i>1.31</i>	<i>2.16</i>	<i>-0.30</i>	<i>07/01/2017</i>
Baird Core Plus	3,148,071	11.45	0.34	-1.41	-0.86	2.33	2.96	0.14	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>0.02</i>	<i>-1.60</i>	<i>-1.22</i>	<i>1.31</i>	<i>2.16</i>	<i>-0.30</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,426,950	5.19	0.31	-0.61	-0.15	2.40	3.24	-0.48	09/01/2017
Prudential Total Return Bond Fund	945,603	3.44	-0.08	-1.97	-0.87	2.86	3.47	-1.12	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>0.02</i>	<i>-1.60</i>	<i>-1.22</i>	<i>1.31</i>	<i>2.16</i>	<i>-1.56</i>	<i>09/01/2017</i>
Vanguard Interm-Term Invest. Grade	3,154,967	11.47	0.59	-1.64	-1.48	2.01	2.81	-0.33	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			<i>0.87</i>	<i>-2.02</i>	<i>-1.59</i>	<i>2.69</i>	<i>3.47</i>	<i>-0.17</i>	<i>07/01/2017</i>
Vanguard High Yield Corporate	882,357	3.21	2.67	1.56	1.67	6.42	5.24	2.98	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			<i>2.40</i>	<i>2.57</i>	<i>3.05</i>	<i>8.15</i>	<i>5.54</i>	<i>4.05</i>	<i>07/01/2017</i>
Cash Equivalent	324,318	1.18	0.45	1.17	1.42	N/A	N/A	1.31	07/01/2017
First American Prime Obligation - Z	324,318	1.18	0.52	1.38	1.69	0.89	0.54	1.58	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.



SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Deputy Chief Financial Officer

RE: Award of Contract for Actuarial Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with The Howard E. Nyhart Company, Inc. for a period of three (3) years and two (2) option years in an amount not to exceed \$451,900.

Background

SunLine administers two individual defined benefit pension plans for its employees. Currently, the combined assets in the bargaining and non-bargaining plans exceed \$55 million and has over 703 total participants. Actuarial evaluations are required to be completed for each calendar year. These actuarial evaluations dictate the recommended funding rates as well as provide necessary plan details as the basis for the yearly pension audits and state controller reports.

On June 14, 2018, a total of six (6) potential vendors were solicited, in addition to being advertised on SunLine's website and the local newspaper, The Desert Sun. On July 13, 2018, one (1) proposal was received from The Howard E. Nyhart Company, Inc. from their office in San Diego, CA. Nyhart was determined to be both responsive and responsible to the needs of the Agency. A price analysis was completed and it was determined that their prices were fair and reasonable.

Financial Impact

The financial impact of \$451,900 over five (5) years are eligible expenses for the plans and will be paid out of the respective plan's assets every year.

Solicitation List

Aon

Mujtaba Dato
17875 Von Karman Avenue, Suite 300
Irvine, Ca 92614
949/725-4500
Mujtaba.dato@aon.com

Bartel Associates, LLC

Bianca Lin
411 Borel Avenue, Suite 101
San Mateo, CA 94402
650/377-1604
Blin@bartel-associates.com

Kravitz

Ken Guidroz
16030 Ventura Boulevard, Suite 200
Encino, CA 91436
818/379-6165
Kguidroz@kravitzinc.com

Milliman

Arthur Rains-McNally
1301 Fifth Avenue, Suite 3800
Seattle, WA 98101-2605
206/624-7940
Arthur.rains-mcnally@milliman.com

Nyhart

Marilyn Jones
450 B Street, Suite 750
San Diego, Ca 92101-8002
619/239-0831
Marilyn.jones@nyhart.com

October Three

Rick Grossman
1800 Century Park East, Suite 626
Los Angeles, CA 90067
Rgrossman@octoberthree.com

Singer Lewak

Richelle Arsenault
1650 Iowa Avenue, Suite 200
Riverside, CA 92507
951/462-2700
rarsenault@singerlewak.com

Price Analysis

	The Howard E. Nyhart Company Inc. 18-045	The Howard E. Nyhart Company Inc. 15-008	Milliman, Inc.
Consulting Actuary	\$ 360.00	\$ 345.00	\$ 483.91
Actuarial Manager	\$ 260.00	\$ 196.00	\$ 403.95
Actuarial Analyst	\$ 190.00	\$ 133.00	\$ 292.89
Benefits Analyst	\$ 155.00	\$ 90.00	\$ 268.90
Average Hourly Rates	\$ 241.25	\$ 191.00	\$ 362.41

Difference between The Howard E. Nyhart Company Inc. 18-045 and The Howard E. Nyhart Company Inc. 15-008 Average Hourly Rate	\$ 50.25
Delta	20.83%

Difference between The Howard E. Nyhart Company Inc. 18-045 and Milliman Average Hourly Rate	\$ (121.16)
Delta	33.43%

The Howard E. Nyhart Company Inc. was the only company to submit a proposal for the Actuarial Services Request for Proposal. The rates provided by The Howard E. Nyhart Company Inc. (18-045) were compared to the previous agreement SunLine had with The Howard E. Nyhart Company Inc. in 2015 (15-008) and Milliman, Inc. a company found on the General Services Administration (GSA) website.

Based on the findings, the average hourly rate for Year 1 submitted by The Howard E. Nyhart Company Inc., is 20.83% higher than the last year of the previous agreement SunLine had with The Howard E. Nyhart Company Inc. for Actuarial Services, and 33.43% lower than Milliman's average hourly rates.

Based on the results, it is reasonable to assume that The Howard E. Nyhart Company Inc. understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by The Howard E. Nyhart Company Inc. are considered fair and reasonable.



Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Demetrius Genera, Deputy Chief Operating Officer - Maintenance

RE: Approval of Contract for Towing Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a three (3) year towing services contract with Mohica Towing, Inc. for a not to exceed amount of \$90,000.

Background

In December 2016, the Board of Directors approved a two (2) year agreement for towing services which allowed SunLine to obtain the most competitive pricing and reduce the staff work.

On November 13, 2018, SunLine sent a Request for Quotations to five (5) vendors to obtain pricing for a new three (3) year term. On November 16, 2018, two (2) quotations were received from Plaza Towing of Indio, CA and Mohica Towing, Inc. of Cathedral City, CA. Based on a price analysis, Mohica's quote was considered fair and reasonable and the most cost-effective based on the needs of the Agency.

Financial Impact

The first year's expenses have been budgeted in the FY19 operating budget and future years will be budgeted in subsequent years.



PRICE ANALYSIS

	Mohica Towing, Inc.	Plaza Towing
Year 1		
32' and 40' Bus		
Less than 11-mile radius from Division 1 Facility	\$ 250.00	\$ 325.00
11 to 25-mile radius from Division 1 Facility	\$ 450.00	\$ 425.00
Less than 11-mile radius from Division 2 Facility	\$ 350.00	\$ 325.00
11 to 25-mile radius from Division 2 Facility	\$ 550.00	\$ 425.00
Outside the 25-mile radius	\$ 200.00	\$ 150.00
Hourly Stand-By rate	\$ 100.00	\$ 150.00
Paratransit/Cutaway Bus, Car, Light Truck or Van:		
Less than 11-mile radius from Division 1 Facility	\$ 65.00	\$ 175.00
11 to 25-mile radius from Division 1 Facility	\$ 95.00	\$ 230.00
Less than 11-mile radius from Division 2 Facility	\$ 85.00	\$ 125.00
11 to 25-mile radius from Division 2 Facility	\$ 125.00	\$ 230.00
Outside the 25-mile radius	\$ 95.00	\$ 100.00
Hourly Stand-By rate	\$ 80.00	\$ 100.00
Average Rates	\$ 203.75	\$ 230.00

	Mohica Towing, Inc.	Plaza Towing
Year 2		
32' and 40' Bus		
Less than 11-mile radius from Division 1 Facility	\$ 250.00	\$ 350.00
11 to 25-mile radius from Division 1 Facility	\$ 450.00	\$ 450.00
Less than 11-mile radius from Division 2 Facility	\$ 350.00	\$ 350.00
11 to 25-mile radius from Division 2 Facility	\$ 550.00	\$ 450.00
Outside the 25-mile radius	\$ 200.00	\$ 150.00
Hourly Stand-By rate	\$ 100.00	\$ 150.00
Paratransit/Cutaway Bus, Car, Light Truck or Van:		
Less than 11-mile radius from Division 1 Facility	\$ 65.00	\$ 200.00
11 to 25-mile radius from Division 1 Facility	\$ 95.00	\$ 250.00
Less than 11-mile radius from Division 2 Facility	\$ 85.00	\$ 150.00
11 to 25-mile radius from Division 2 Facility	\$ 125.00	\$ 250.00
Outside the 25-mile radius	\$ 95.00	\$ 100.00
Hourly Stand-By rate	\$ 80.00	\$ 100.00
Average Rates	\$ 203.75	\$ 245.83

	Mohica Towing, Inc.	Plaza Towing
Year 3		
32' and 40' Bus		
Less than 11-mile radius from Division 1 Facility	\$ 250.00	\$ 350.00
11 to 25-mile radius from Division 1 Facility	\$ 450.00	\$ 450.00
Less than 11-mile radius from Division 2 Facility	\$ 350.00	\$ 350.00
11 to 25-mile radius from Division 2 Facility	\$ 550.00	\$ 450.00
Outside the 25-mile radius	\$ 200.00	\$ 150.00
Hourly Stand-By rate	\$ 100.00	\$ 150.00
Paratransit/Cutaway Bus, Car, Light Truck or Van:		
Less than 11-mile radius from Division 1 Facility	\$ 65.00	\$ 200.00
11 to 25-mile radius from Division 1 Facility	\$ 95.00	\$ 250.00
Less than 11-mile radius from Division 2 Facility	\$ 85.00	\$ 150.00
11 to 25-mile radius from Division 2 Facility	\$ 125.00	\$ 250.00
Outside the 25-mile radius	\$ 95.00	\$ 100.00
Hourly Stand-By rate	\$ 80.00	\$ 100.00
Average Rates	\$ 203.75	\$ 245.83

Difference between Mohica Towing and Plaza Towing Average Rates Year 1	\$ (26.25)
Delta	11.41%

Difference between Mohica Towing and Plaza Towing Average Rates Year 2	\$ (42.08)
Delta	17.12%

Difference between Mohica Towing and Plaza Towing Average Rates Year 3	\$ (42.08)
Delta	17.12%

There was adequate competition since two (2) bidders independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Mohica Towing Inc's Average Rates for Year 1 are 11.41% lower than Plaza Towing's Average Rates for Year 1, and Mohica Towing Inc's Average Rates for Years 2 and 3 are 17.12% lower than Plaza Towing's Average Rates.

Based on the results, it is determined that the prices submitted by Mohica Towing, Inc. are considered fair and reasonable.

Prepared by:



Maricela Partida, Contracts Assistant

Solicitation List

A2Z Towing

72310 Quarry Trail, Ste B
Thousand Palms Ca, 92276
(760) 343-5120
A2Ztow@aol.com

Mohica Towing

68315 Kieley Road
Cathedral City CA, 92234
Mohicatowing@gmail.com

Plaza Towing

83827 Tamarisk Street
Indio CA, 92201
Plazatow@aol.com

South West Towing

36069 Campbell Street
Cathedral City, CA 92234
(760) 324-1177
swtow@aol.com

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Technical Support Agreements

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute technical support agreements with:

- a) Desert Paradise Construction, LLC in an amount not to exceed \$100,000 for a term of approximately two years, and;
- b) BMI Consulting in an amount not to exceed \$100,000 for a term of approximately two years.

Background

SunLine has embarked on a very robust capital program. This program will revitalize some existing structures while creating additional operational capabilities for the Agency. These programs represent approximately \$70M worth of capital investments. Ideally, these projects would have been planned sequentially, however because of funding requirements, operational needs, and off-site improvements, many of SunLine's public works projects require concurrent implementation. These services will be provided on an as-needed basis.

SunLine is in need of temporary technical support to help manage these projects. These technical support services will be distributed between the two firms to expedite project delivery. Desert Paradise will focus on the camera system project, the new operations facility and the zero emissions maintenance facility. BMI will focus on the Imperial Irrigation District (IID) electrical infrastructure project and the Indio site improvements.

These two firms were selected because of the timing of the need and their familiarity with SunLine's existing site conditions, local utilities, and County of Riverside permitting requirements. Key personnel from both companies have worked with the Agency in a limited capacity on prior projects.

SunLine's policies reflect an acquisition lead time for these types of services of four (4) to six (6) months. The capital program has an immediate need for these services and any delay would negatively impact the capital program.

Financial Impact

The \$200,000 for these contracts will be funded from a combination of Board approved capital and operating funds.

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Dean Holm, Facility Engineer

RE: Change Order for Division II Yard Repaving Project

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order not to exceed \$192,940, with Granite Construction, Inc. for requested demolition work at Division II.

Background

In June 2018, the SunLine Board of Directors approved a contract with Granite Construction for repaving and concrete improvements at SunLine's Division II Bus Yard. SunLine has requested a proposal to include some needed demolition and underground utilities relocation work within the general scope of Granite's contract. Granite submitted a proposal for this work which is the subject of the recommended approval.

This change in work will offer an opportunity to start building improvements prior to completing the paving work. This would provide cost and time savings for the needed improvements with minimal disruptions to the paving project.

Financial Impact

The funding for this effort is in the Board approved capital projects budget.

Change Order Log

Amount of Original Contract = \$495,495.00 (SRTP FY 13)		
Approved Change Orders:		
\$192,940.00	CO #1	Demolition Work (SRTP Amendment FY 18/19)
\$192,940.00	Total Changes	
\$688,435.00	Total Contract	

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Dean Holm, Facility Engineer

RE: Parts Washer Service and Hazardous Waste Disposal

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Safety-Kleen Corporation for the duration of two (2) years, with two (2) option years, in the amount not to exceed \$45,764, for servicing of the parts washers located in the maintenance shop areas, upon approval as to form and legality by legal counsel.

Background

SunLine has utilized a service agreement with Safety-Kleen on a year to year renewal with price increases. The new two (2) year contract with options will be a firm fixed price for parts washer service and for miscellaneous hazardous waste disposal.

On September 13, 2018, a request for quote (RFQ) was sent to six (6) potential vendors. SunLine received quotations from two (2) vendors. The lowest responsive price was provided by Safety-Kleen which has provided these services satisfactorily to SunLine in the past.

Financial Impact

The financial impact of \$45,764 for four (4) years will be budgeted at \$11,441 per year in the Operating Budget.

Solicitation List**Act Enviro**

600 Iowa Street,
Redlands, CA 92373
909-406-4400
info@ACTenviro.com

Amberwick Corporation

2304 W. 16th Street
Long Beach, CA 90813
800-300-9990 ext. 100
mike@amberwick.com

**Clean Harbors Waste Disposal
Services (Safety-Kleen)**

7979 Palm Avenue
Highland, CA 92346
909-862-8300
Bender.travis@safety-kleen.com

Clean Management

877-776-5840
Krichard@cleanmanagement.com

Stericycle – Left message

eddie.chavez@stericycle.com
866-303-7344

Waste Management

1021 Main Street
Houston, TX 77002
800-963-4776
rbol@wm.com



PRICE ANALYSIS

	Safety-Kleen FY19-FY22	Amberwick Corporation	Safety-Kleen FY18
Parts Washer Service			
Provide and service (2) 50 gal. heated parts washer	\$ 461.21	\$ 1,396.00	\$ 431.04
Provide and service (1) 30 gal. parts washer	\$ 198.22	\$ 654.00	\$ 188.49
Service (1) 50 gal parts washer	\$ 325.00	\$ 250.00	\$ 431.04
Indio Parts Washer	\$ 461.21	\$ 710.00	\$ 471.15
Total Cost Per Visit	\$ 1,906.85	\$ 4,406.00	\$ 1,952.76

Additional Services			Difference	Delta
Empty Drum	\$ 76.58	\$ 40.00	\$ 36.58	47.77%
Oily sludge semi solid disposal	\$ 321.66	\$ 170.00	\$ 151.66	47.15%
Empty Drum	\$ 10.00	\$ 40.00	\$ (30.00)	75.00%
Used oil filter disposal	\$ 72.08	\$ 100.00	\$ (27.92)	27.92%

Difference between Safety-Kleen FY19-22 and Amberwick Corporation Total Cost Per Visit	\$ (2,499.15)
Delta	56.72%

Difference between Safety-Kleen FY19-22 and Safety-Kleen FY18 Total Cost Per Visit	\$ (45.91)
Delta	2.35%

There was adequate competition since two (2) bidders independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Safety-Kleen's total price per visit would be 56.72% lower than Amberwick Corporation. SunLine has been using Safety-Kleen for hazardous material disposal and parts washer services. Safety-Kleen's pricing for FY19-22 is 2.35% lower than what SunLine has paid to Safety-Kleen in FY18.

Based on the results, it is determined that the prices submitted by Safety-Kleen are considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE:	December 5, 2018	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Eric Mester, Assistant IT Administrator	
RE:	Award of Contract Renewal for Microsoft for Enterprise Agreement	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with CDW-G for a three (3) year Microsoft Enterprise Agreement (EA). The value of the agreement is not to exceed \$400,000 for the three (3) year period. This includes a three (3) year product assurance contract and an allowance for additional product acquisitions at a fixed price.

Background

The current contract expired on November 30, 2018. The procurement process was not started soon enough to prevent this lapse and is not a risk to the Agency. Going forward, staff will start procurement of this item earlier in the year. By renewing the contract, the Agency ensures continuity of service for the products that it uses. The EA renewal provides for upgrade rights for any purchased product for the term of the contract.

Though the EA agreement is between SunLine Transit Agency and Microsoft, the EA requires that product acquisition be done with an approved Microsoft EA vendor. Microsoft sets the pricing level that the vendor must honor in the EA agreement.

Financial Impact

The financial impact of \$400,000 has been budgeted in the operating and capital budgets for FY 19, and will be budgeted for FY 20 and FY 21.

Solicitation List**CDW-G**

230 North Milwaukee Ave.
Vernon Hills, IL 60061
jordham@cdwg.com

CPAC

4749 E. Wesley Drive
Anahiem, CA 92807
scostido@cpacinc.com

Corbel Solutions

1038 Industy Dr.
Tukwila WA 98188
206-575-2661
Sales@CorbelSolutions.com
jamesc@corbelsolutions.com

OnPoint Hardware

3463 State Street, Suite 471
Santa Barbara, CA 93105
805-947-0632
Alec@onpointhardware.com

OSI Hardware

606 Olive Street
Santa Barbra, Ca 93101
Joey@osihardware.com

PCMG

13755 Sunrise Valley Drive, Suite 750
Hemdon, VA 20171
William.madrid@pcm.com

SHI

290 Davidson Ave.
Somerset, NJ 08873
Colten_Shea@SHI.com

SoftChoice

314 W. Superior Street, Ste 301
Chicago, IL 60654
800-268-7638
Bis.fremichael@softchoice.com

Software One

3420 Bristol Street
Costa Mesa, CA 92626
(800) 444-9890
sales@softwareone.com

Glass Box Technology

2855 Camino Serbal
Carlsbad, CA 92009
310-583-4445
aaron@gboxtech.com

Trinity3 Technology

2550 University Ave. W., Suite 315-S
Saint Paul, MN 55114
855-862-5120
mmeek@trinity3.com

HB Computers, Inc

17131 Beach Blvd, Suite B
Huntington Beach, CA 92647
amir@hbcomputerz.com

OM Office Supply Inc.

5007 Carlisle Pike, Suite 101
Mechanicsburg, PA 17050
717-763-4216
mani@omos.com

Zones, LLC

1102 15th St SW
Auburn, WA 98001
253-288-6318
Asad.ljaz@zones.com

DBE**Apex Computer Systems, Inc.**

13875 Cerritos Corporate Drive Unit A
Cerritos, Ca 90703
562-926-0825
cfoong@acsi2000.com

Aurora Systems Consulting, Inc.

2510 W. 237th Street, Suite 202

Torrance, CA 90505

310-530-8260

AAnsari@Aurorait.com

Kambrian Corporation

2707 E. Valley BLVD. #312

West Covina, CA 91792

626-964-4445

Thomas Anderson

christopher.corral@kambrian.com

PRICE ANALYSIS

Unit Price	CDW Government LLC <i>SunLine</i>	CDW Government LLC <i>Website</i>
CoreCAL ALNG SA MVL Pltfrm UsrCAL W06-01072	\$ 40.73	\$ 51.86
OfficeProPlus ALNG SA MVL Pltfrm 269-12442	\$ 85.85	\$ 86.77
WINENT ALNG SA MVL Pltfrm KV3-00353	\$ 38.09	\$ 49.87
CISSteDCore ALNG SA MVL 2 Liv Core Lic 9GS-00270	\$ 150.18	\$ 163.58
ExchgEntCAL ALNG SA MVL UsrCAL wSrvcs PGI-00135	\$ 21.63	\$ 35.90
ExchgSvrStd ALNG SA MVL 312-02257	\$ 114.28	\$ 125.68
Prjct ALNG SA MVL 076-01912	\$ 105.61	\$ 118.69
PrjctPro ALNG SA MVL w1PrjctSvrCAL H30-00238	\$ 174.11	\$ 198.49
SharePointSvr ALNG SA MVL H04-00268	\$ 1,098.12	\$ 1,803.47
SQLCAL ALNG SA MVL UsrCAL 359-00961	\$ 30.85	\$ 39.89
SQLSvrEntCore ALNG SA MVL 2Lic CoreLic 7JQ-00343	\$ 2,031.13	\$ 2,566.56
SQLSvrStdCore ALNG SA MVL 2 Lic CoreLic 7NQ-00292	\$ 529.68	\$ 710.21
VisioPro ALNG SA MVL D87- 01159	\$ 90.46	\$ 104.73
VSEntwMSDN ALNG SA MVL MX3-00253	\$ 968.69	\$ 1,160.08
WinSvrDCCore ALNG SA MVL 2Lic CoreLic 9EA-00278	\$ 113.73	\$ 168.57
WinSvrStd ALNG SA MVL 2Proc P73-05898	\$ 16.03	\$ 165.58
Average Price Per License	\$ 350.57	\$ 471.87

	Difference	Delta
Difference between CDW Government SunLine and CDW Government Website	\$ (121.30)	25.71%

There was adequate price competition since at least two (2) bidders independently contended for the contract that is to be awarded. PCM-G was unresponsive as they did not submit a sealed bid per the instructions of the Invitation for Bids. CDW Government LLC's bid was compared to CDW Government LLC's internet pricing.

Based on the findings, the prices submitted by CDW Government LLC's average price per license to SunLine is 25.71% lower than CDW Government LLC's average price per license listed on their website.

Based on the results, it is determined that the price submitted by CDW Government LLC is considered fair and reasonable.

Prepared by:



Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Finance/ Audit Committee
Board of Directors

FROM: Stephanie Buriel, Chief Administrative Officer

RE: Contract Amendment with Henningson Durham Richardson (HDR)
Engineering Inc.

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an amendment to the contract with HDR Engineering Inc. in an amount not to exceed \$94,740 for a customer satisfaction survey.

Background

The SunLine Board of Directors approved an agreement with HDR Engineering Inc. at its October 2017 Board meeting. HDR is an international engineering and planning firm with experience in Riverside County utilized by Riverside County Transportation Commission (RCTC). HDR was contracted to assist SunLine staff with their transit redesign and network analysis efforts.

This is the first amendment to SunLine's agreement with HDR. The existing agreement is for \$389,837. This amendment will fund a study of SunLine's customers in an effort to provide context for some of the system changes being recommended by the Agency. Specifically, this amendment will cover the cost of HDR overseeing the customer survey efforts of the Redhill Group. HDR will then ensure that the results of the survey are incorporated into its system redesign recommendations. The Redhill Group conducted a prior onboard survey for SunLine in 2014. The proposed schedule for completion of this effort is June 30, 2019.

Financial Impact

This effort will utilize capital funds included in the approved capital budget for survey and redesign efforts.

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Tamara Miles, Compliance/Eligibility Officer

RE: First Reading of Revised Conflict of Interest Code Ordinance

Recommendation

Recommend that the Board of Directors approve the attached ordinance for the first reading, which updates Appendix A of SunLine Transit Agency's Conflict of Interest Code.

Background

Under the Political Reform Act, local public agencies are required to review their Conflict of Interest Codes every two years. The attached ordinance has been updated to include titles that have been revised due to position reclassification. The list of covered positions has been updated to reflect those changes. There are no changes to any other aspect of the Conflict of Interest Code.

Financial Impact

No financial impact.

ORDINANCE NO. 2018-01

AN ORDINANCE OF SUNLINE TRANSIT AGENCY
AMENDING ORDINANCE NO. 2016-1 ESTABLISHING THE
SUNLINE TRANSIT AGENCY CONFLICT OF INTEREST
CODE

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (“SunLine”) is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

WHEREAS, the Political Reform Act, Government Code sections 81000, et seq., requires local agencies to review their conflict of interest codes in even numbered years and make any amendments that are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

WHEREAS, the provisions of Title 2, section 18730 of the California Code of Regulations require local agencies to prepare a list of designated employees that are required to file a statement of economic interest and the formulation of disclosure categories for such employees; and

WHEREAS, the SunLine Board of Directors adopted the provisions of Title 2, section 18730 of the California Code of Regulations as SunLine’s Conflict of Interest Code through the adoption of Ordinance No. 2016-1, which included a list of designated employees that must file statements of economic interests as Appendix A and disclosure categories in Appendix B; and

WHEREAS, SunLine has reviewed its Conflict of Interest Code and determined that amendments to the list of designated employees are necessary and that no other amendments are necessary.

NOW, THEREFORE, the Board of Directors of SunLine Transit Agency does hereby ordain as follows:

SECTION 1: Ordinance No. 2016-1 is amended to revise Appendix A of the Conflict of Interest Code as stated herein.

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Deputy Chief Financial Services	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief Administrative Officer	I, II, III
Deputy Chief Administrative Officer	I, II, III
Chief Operations Officer	I, II, III
Deputy Chief Operations Officer - Transportation	I, II, III
Deputy Chief Operations Officer - Maintenance	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
Deputy Taxi Administrator	I, II, III
Superintendent of Transportation	I, II, III
Maintenance Superintendent	I, II, III
Facilities Maintenance Superintendent	I, II, III
Clerk of the Board	I, II, III
Compliance/Eligibility Officer	I, II, III
Alternative Fuels Manager	I, II, III
Procurement Manager	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
Contracts Administrator	I, II, III
Contracts Assistant	I, II, III
IT Administrator	I, II, III
Assistant IT Administrator	I, II, III
Fuel Systems Specialist II	I, II, III
Materials & Inventory Manager	I, II, III
Materials Inventory Technician	I, II, III
Project Manager	I, II, III
Project Manager Assistant	I, II, III
Public Outreach Specialist	I, II, III
Consultants ¹	I, II, III
Any other employee at the discretion of the CEO/General Manager	I, II, III

¹ The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

PART 2: SunLine shall certify to the passage and adoption of this ordinance and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine at a regular meeting held on the ____ day of _____, 2018

Date: _____

Chairman of the Board of Directors
SunLine Transit Agency

Date: _____

Lauren Skiver
CEO/General Manager
SunLine Transit Agency

Date: _____

Brittney B. Sowell
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail, General Counsel

SunLine Transit Agency

DATE: December 5, 2018 **ACTION**

TO: Board of Directors

FROM: Tamara Miles, Compliance/Eligibility Officer

RE: Approval of New ACCESS Advisory Committee Member

Recommendation

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

Background

The ACCESS Advisory Committee is comprised of community members who meet bi-monthly to provide input to SunLine on service recommendations that enhance the accessibility of all riders, including seniors and persons with disabilities. At the November 13, 2018 ACCESS Advisory Committee meeting, currently seated members approved one new member as presented to the Committee by the Membership Subcommittee.

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

The Committee is structured to have fifteen (15) seats and there are currently four (4) vacancies.

The recommended new member is:

Robert Babcock-Merritt
SunLine Transit Rider/Advocate

Financial Impact

No financial impact.

SunLine Transit Agency

DATE: December 5, 2018 **INFORMATION**
TO: Board of Directors
FROM: Victor Duran, Transit Planning Manager
RE: FY 17/18 Annual Service Standards Performance Report

Background

The Federal Transit Administration (FTA) requires under U. S. Department of Transportation (DOT) Title VI regulations that all transit providers include in their service standards policy the following:

- Vehicle load for each mode
- Vehicle headway for each mode
- On time performance for each mode
- Service availability for each mode

Per SunLine Transit Agency's Service Standards Policy, the Board of Directors will receive an annual performance report in December.

Attached is the annual summary results for standard design, performance, and quality metrics for SunLine's services for Fiscal Year (FY) 2017/18. The Service Standards Policy and metrics are intended to:

- Promote continuous improvement of transit service
- Provide regular updates on service performance
- Meet Federal requirements for monitoring FTA Title VI
- Avoid uninformed decision making regarding the provisions of service

Overall the metric results remain positive. Some areas for improvement are targeted for changes in FY 20 and will also be considered in developing the budget and Short Range Transit Plan for FY 20.



SERVICE PERFORMANCE REPORT
FISCAL YEAR 2017/18

In September 2017, the Board of Directors approved the revised SunLine Transit Agency (SunLine) Service Standards Policy to provide the agency staff direction in the planning, operation, and management of transit service in the Coachella Valley.

This report is the annual summary of results for service standards design, performance, and quality metrics for service in Fiscal Year (FY) 2017/2018. The service standards policy and metrics are intended to:

- Promote continuous improvement of transit service
- Provide regular updates on service performance
- Meet federal requirements for monitoring Title VI
- Avoid uninformed decision making regarding the provision of service

Some areas for improvement are targeted for changes in FY 2019 and will also be considered in developing the budget and Short-Range Transit Plan (SRTP) for FY 2019/2020.

Service Design

SunLine operated 15 fixed routes in the Coachella Valley during FY 2017/18, as well as one Commuter Link 220 route that operated between Palm Desert and Riverside.

The transit routes and the cities or communities they serve are listed in Table 1 below:

Table 1 - Summary of Fixed Route Transit Services as of June 2018

Route	Cities/Communities Served
14	Desert Hot Springs and Palm Springs
15	Desert Hot Springs and Desert Edge
20	Desert Hot Springs, Rancho Mirage, and Palm Desert
21	Palm Desert
24	Palm Springs
30	Palm Springs and Cathedral City
32	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, and Thousand Palms
54	Palm Desert, Indian Wells, La Quinta, and Indio

70	La Quinta, Palm Desert, Indian Wells, and Bermuda Dunes
80	Indio
81	Indio
90	Indio and Coachella
91	Indio, Coachella, Thermal, Mecca, and Oasis
95	Indio, Coachella, Mecca, and North Shore
111	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio and Coachella
220	Palm Desert, Cabazon/Morongo Casino, Beaumont, Moreno Valley, and Riverside

Service Frequency and Service Span Standards

Service frequency and span of service can be revised where sustainable (i.e. where demand warrants increased frequency, performance measures can still be met, and when funding can sustain the frequency and span of service).

New routes may be implemented based on a weekday only service typically between the hours of 6:00 A.M. – 7:00 P.M. usually when there is a peak demand. During the implementation of new service a trial period is allocated from 12 to 18 months as an opportunity to provide for service adjustments before deciding to either retain, expand, or eliminate service.

Listed below are the minimum service frequencies and spans:

Table 2 - Service Frequency

Service Frequency and Service Span Standards	
Trunk Routes:	<p>Frequency of Service: 20 minutes weekday peak 30 minutes off-peak and weekends</p> <p>Span of Service: 5:00 A.M. - 11:00 P.M. weekdays 5:00 A.M. - 11:00 P.M. weekends</p>
Local Routes:	<p>Frequency of Service: 30/60 minutes weekday peak 60 minutes off-peak and weekends</p> <p>Span of Service: 5:00 A.M. - 7:00 P.M. weekdays 9:00 A.M. - 6:00 P.M. weekends</p>
Market-Based Services:	<p>Frequency of Service: Based on Demand</p> <p>Span of Service: Based on Demand</p>

Current Performance FY 2017/18

Table 3 - Service Frequencies as of June 2018

Route	Weekday Frequency			Weekend Frequency	
	Peak	Midday	Evening	Day	Evening
14	20	20	30	40	40
15	60	60	60	60	60
20	60	-	60	-	-
21	-	60	-	-	-
24	40	40	40	60	60
30	20	20	30	40	40
32	50	50	50	60	60
54	45	45	45	-	-
70	45	45	45	90	90
80	30	30	30	60	60
81	60	60	60	60	60
90	60	60	60	60	60
91	60	60	60	60	60
95	180	180	180	180	180
111	20	20	30	20	30
220	Select Trips	Select Trips	Select Trips	-	-

Table 4 - Service Spans as of June 2018

Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
14	4:53 A.M.	11:20 P.M.	5:48 A.M.	10:41 P.M.
15	4:54 A.M.	8:49 P.M.	6:49 A.M.	7:44 P.M.
20	6:32 A.M.	7:55 P.M.	-	-
21	11:00 A.M.	3:50 P.M.	-	-
24	6:10 A.M.	8:25 P.M.	6:18 A.M.	7:38 P.M.
30	5:40 A.M.	10:44 P.M.	6:15 A.M.	9:41 P.M.
32	5:05 A.M.	10:40 P.M.	7:05 A.M.	10:48 P.M.
54	5:55 A.M.	7:55 P.M.	-	-
70	5:15 A.M.	8:45 P.M.	5:15 A.M.	9:28 P.M.
80	6:00 A.M.	8:45 P.M.	6:00 A.M.	8:45 P.M.
81	5:35 A.M.	8:23 P.M.	5:00 A.M.	8:23 P.M.
90	5:00 A.M.	9:52 P.M.	5:00 A.M.	8:52 P.M.
91	4:48 A.M.	10:21 P.M.	5:30 A.M.	10:42 P.M.
95	4:04 A.M.	10:04 P.M.	4:05 A.M.	10:02 P.M.
111	5:00 A.M.	11:06 P.M.	5:30 A.M.	11:07 P.M.
220	5:45 A.M.	9:31 P.M.	-	-

Frequencies and span of service were provided in connection with the Service Standards Policy. SunLine’s goal is to increase frequencies in future service changes that get customers to their destinations more quickly with more one seat rides, meaning less transfers to buses for the customer. The first phase for changes is expected to be implemented in September 2019.

System Ridership

Ridership system-wide in FY 2017/18 for SunBus, SunDial and SolVan was a total of 4,122,539 boardings, a decrease of 4.49% compared to FY 2016/17:

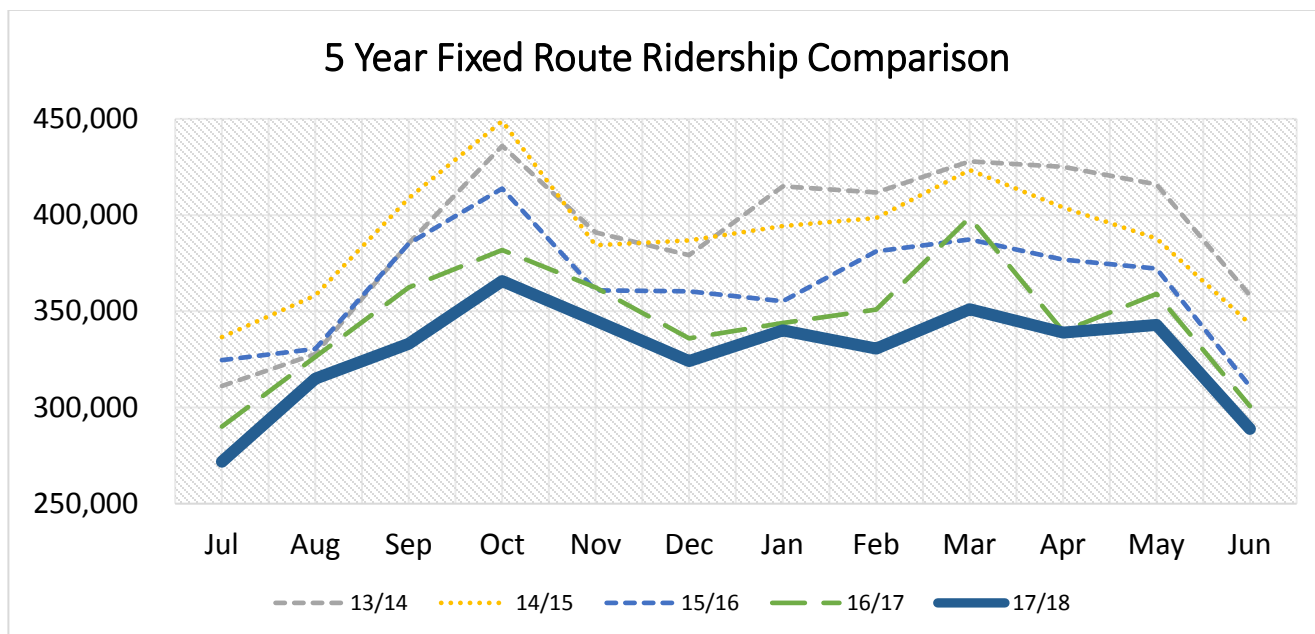
- SunBus ridership totaled 3,947,023 a decrease of 204,444 rides (4.9%), in comparison to FY 2016/17
- SunDial ridership totaled 156,292 a decrease of 8,510 rides (5.2%), in comparison to FY 2016/17
- SolVan ridership totaled 19,244 rides and does not have comparison data for the previous year as the program began in August 2017.

A look at fixed route ridership, which makes up the bulk of total ridership, over five years indicates a steady decline (Figure 1).

SunLine has taken action to address the decline in ridership. The Haul Pass program was implemented in August 2018, which offers free rides to College of the Desert (COD) students and is subsidized by COD.

Additionally, SunLine is currently working with Inland Empire Health Plan (IEHP) to implement a Health Pass for its clients. The Health Pass is expected to be deployed in January 2019 and subsidized by IEHP. Programs such as these along with service changes that include increased frequencies and one seat rides, will diminish the decline in ridership.

Figure 1 - 5 Year Ridership Comparison



Service Productivity and Effectiveness

This section reviews service productivity and effectiveness of routes through Key Performance Indicators (KPI's) established in the Service Standards Policy.

Passengers Per Revenue Hour (PPRH) and **Passengers Per Revenue Trip** are KPI's that measure service effectiveness, or productivity, based on ridership (passenger boardings) generated for each hour of revenue service for local and trunk routes and boardings per trip for market based services operated. Minimum performance benchmarks are based on route performance and standards set by peer agencies.

Table 4 - Passenger Per Revenue Hour/Trip Standards (PPRH/PPRT)

Service Tiers	Routes in Service Type	PPRH Standard
Trunk Routes	Routes 14, 30 and 111	20
Local Routes	Routes 15, 20, 21, 24, 32, 54, 70, 80, 81, 90, 91, and 95	10

Service Tiers	Routes in Service Type	PPRT Standard
Market-Based Services	Commuter Link 220	10

Current Performance FY 2017/18

Figure 2 - Local Routes Average PPRH

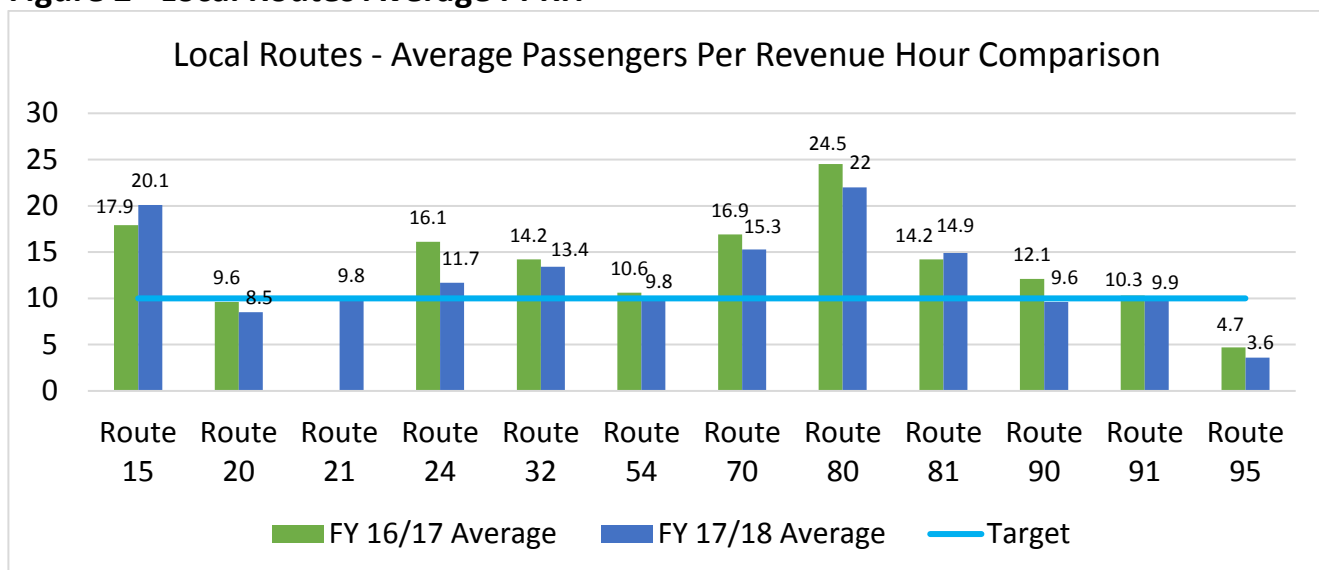


Figure 2 indicates that 7 out of 12 local routes are meeting their performance standards:

- Route 20 as of June 2018 has an average PPRH of 8.5. In recent months the PPRH is reflective of an increase that is trending positively.
- Route 54, 90, 91 and 95 as of June 2018, fail to meet the target of 10 PPRH.

Action will be taken and will be reflected in the FY 2019/20 SRTP to reduce the span of service for these lines, realign service, as well as improve the service frequencies to increase ridership.

Figure 3 - Trunk Routes Average PPRH

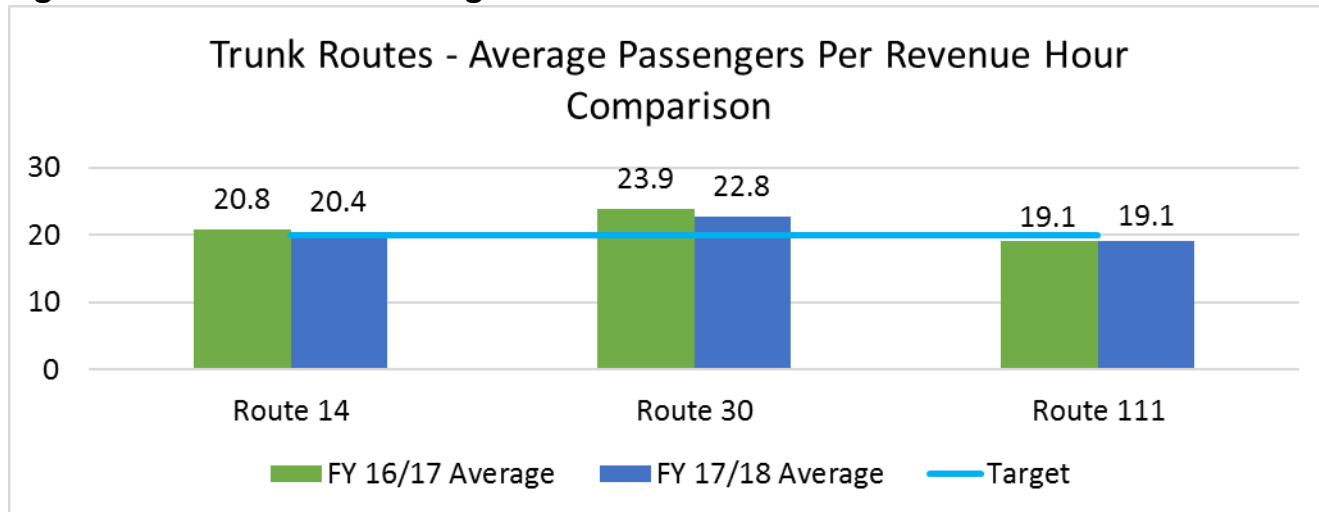
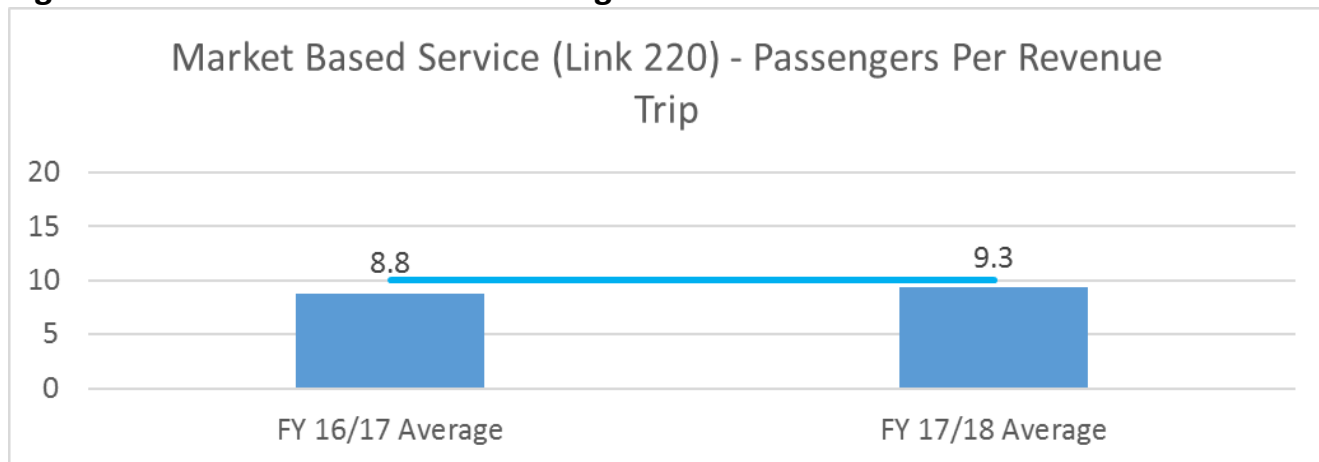


Figure 3 indicates that 2 out of 3 trunk routes are meeting their performance standards:

- Route 111 as of June 2018 has an average PPRH of 19.1. In recent months the PPRH is reflective of an increase that is trending above the PPRH standard.

Action will be taken and will be reflected in the FY 2019/20 SRTP to realign service, as well as improve the service frequencies to increase ridership for trunk routes.

Figure 4 - Market Based Service Average PPRT



While Link 220, a market based service, has increased its passenger per revenue trips, it fails to meet the target of 10 PPRT as indicated in Figure 4.

Action will be taken and will be reflected in the FY 2019/20 SRTP to reallocate resources to fixed route service.

Service Quality Standards

Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- Service Scheduled Speed (service quality)
- On-Time Performance (service reliability)
- Percent Service Completed (service reliability)
- Miles Between Service Interruption (service reliability)
- Load Standards (service comfort)
- Average Fleet Age (service comfort)
- Bus Deployment Standards
- Warrants Standards

Each suggested metric is discussed in more detail below.

Service Scheduled Speed: Measures routes scheduled service speed. The measure is calculated by dividing revenue hours by revenue miles for each route. This KPI monitors services needed to maintain reasonable speed to retain and grow ridership.

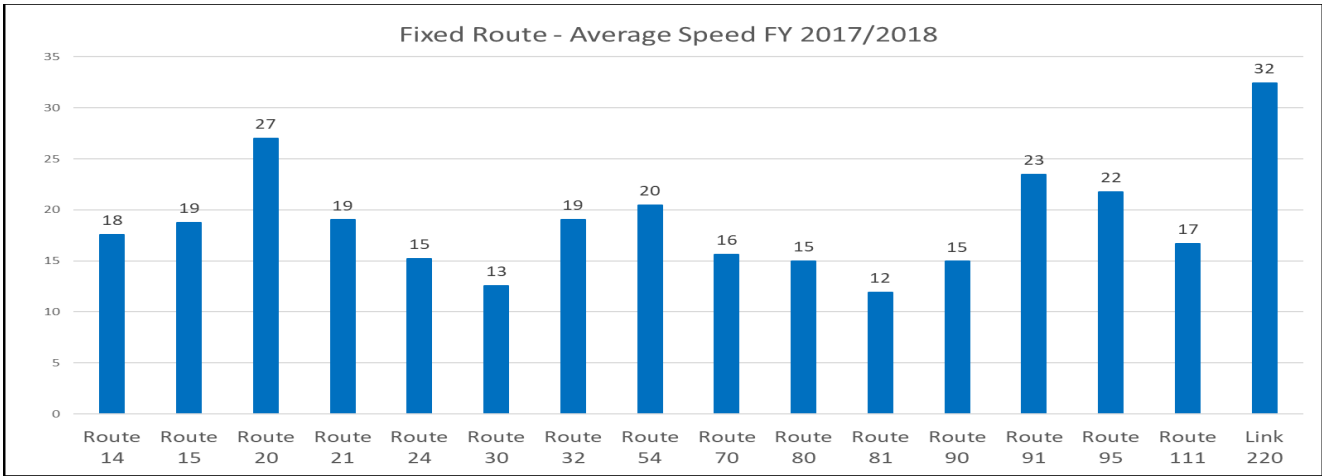
The target performance scheduled speed is 12.5 MPH for SunLine’s transit system as shown below.

Table 5 - Service Scheduled Speed Standard FY 2017/18

Service Mode	Service Speed - Weekdays	Service Speed - Weekends
Fixed Route Bus	12.5 MPH	12.5 MPH

The system is currently operating at an average of 18.8 MPH, above the target, for scheduled speed.

Figure 4 - Fixed Route Averaged Speed FY 2017/18



On-Time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to five minutes late. In order for SunLine to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance.

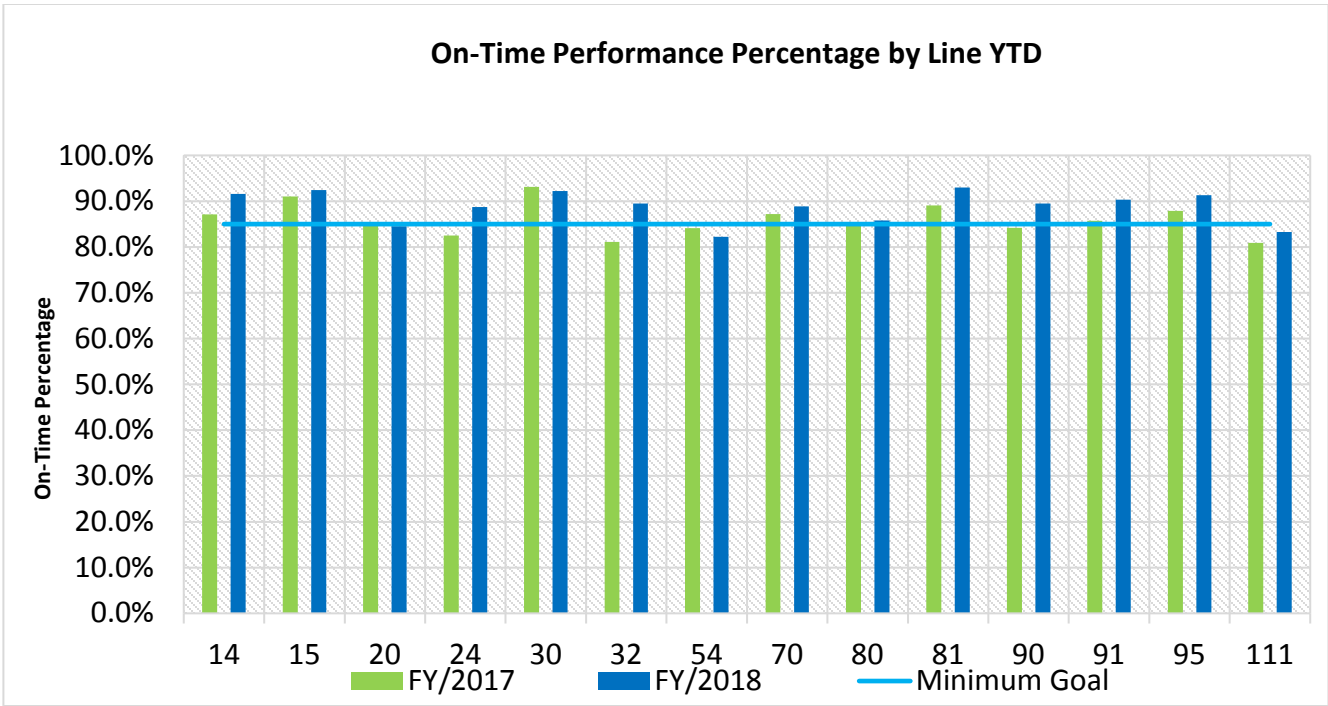
On-time performance standards for fixed routes are at a target of 85%.

Table 6 - On-Time Performance Standard FY 2017/18

Service Mode	On-Time Performance Standards
Fixed Route Bus	85% (Excepting Major Detours)

SunLine’s system-wide on-time performance is at 88.8% which exceeds the goal for FY 2017/18. Routes 20, 54, and 111 operated below minimum on-time performance standards captured in Figure 5 below. The on-time performance impacts are attributed to road construction and repair projects.

Figure 5 - On-Time Performance By Line FY 2017/18



Percent Service Completed: This KPI measures service reliability as defined by the percentage of trips completed daily. There are three components necessary to measure completed trips:

- Daily availability of operators and fleet vehicles to meet service demands
- Miles between service interruptions
- Timely response to service interruptions (less than half an hour)

The set standard for service completed is 99% by service mode seen in Table 7.

Table 7 - Service Completed Standard FY 2017/18

Percentage of Service Completed Service Mode	Service Completed Minimum Standard
Fixed Route Bus	99%

Percentage of service completed is a new metric established as of September 2017. Future reporting for this KPI will be presented in the FY 2018/19 annual report.

Miles between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. To meet this target, both avoidance of service interruptions through early identification (e.g. planning for detours, proper fleet maintenance) and timely response to service interruptions that do occur with trips filled promptly, are necessary. The set minimum target between service interruptions (road calls) is 5,000 miles as seen below.

Table 8 - Miles Between Service Interruptions Standard FY 2017/18

Miles between Service Interruptions Service Mode	Target Minimum Miles between Service Interruptions (Road Calls)
Fixed Route Bus	5,000

The standard of 5,000 miles was exceeded throughout the review period. Miles between Service Interruptions for FY 2017/18 are noted in Table 9 below.

Table 9 - Miles Between Service Interruptions Standard FY 2017/18

FY 2017/18	Fixed Route Miles between Service Interruptions
July	5,593
August	8,176
September	7,794
October	7,621
November	8,095
December	10,839
January	8,290
February	11,860
March	7,385
April	6,401
May	7,324
June	6,419

Load Standards: This service quality KPI establishes load standards for various vehicle types, and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (e.g. under 2 miles or 10 minutes) during peak periods, it is accepted that seating should be available for all riders during normal off-peak conditions.

Table 10 - Load Standards FY 2017/18

Load Standards Service Period	Maximum Consistent Load Factor
Peak	Average over 133% of seated load = 50 passengers
Off Peak	Average over 100% of seated load = 38 passengers

Load Standards is a new metric established as of September 2017. Future reporting for this KPI will be presented in the FY 2018/19 annual report.

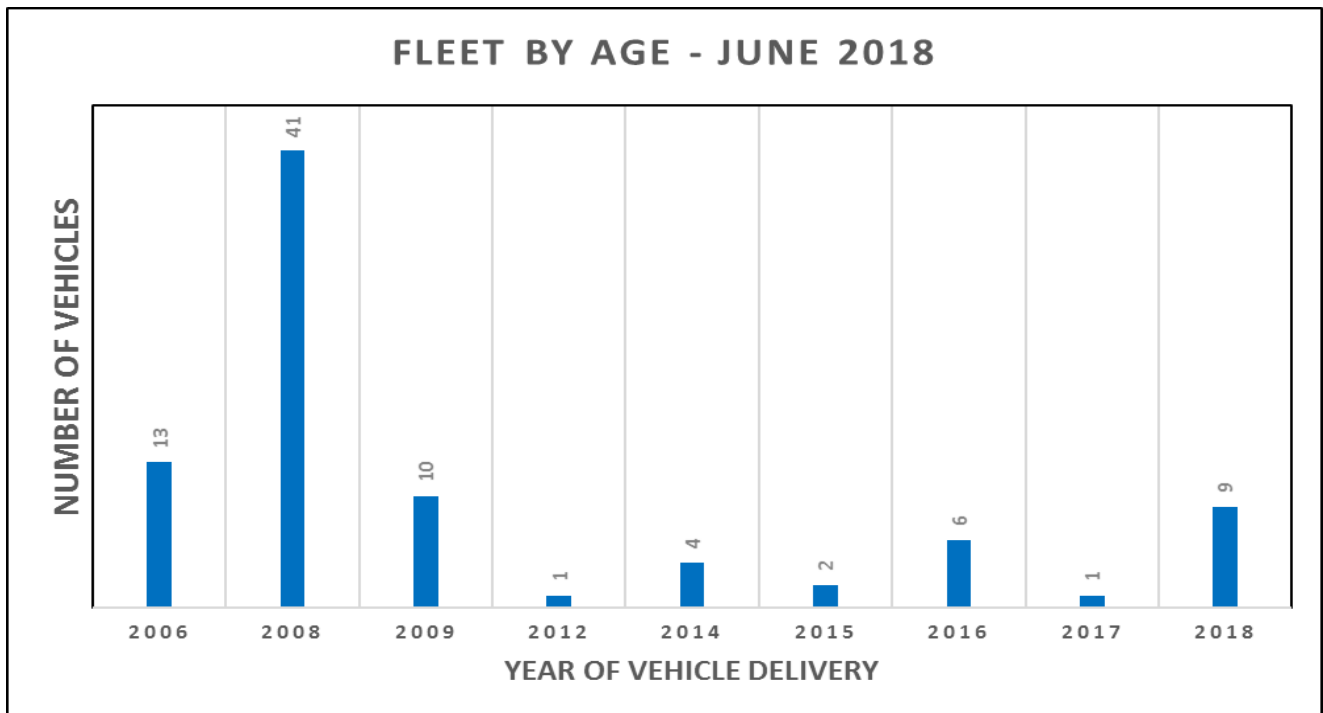
Average Fleet Age: The age of the vehicle fleet affects performance and reliability of transit services and attraction of customers. Adhering to the average fleet age requirement will ensure a consistently safe, reliable, and comfortable passenger experience.

Table 11 - Average Fleet Age Standard FY 2017/18

Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years

The system-wide average fleet age is 9.6 years. SunLine continues to replace buses in the fleet that have met their useful life. Figure 6 below shows the fleet age as of June 2018.

Figure 6 - Fleet Age as of June 2018



Bus Deployment Policy: Bus deployment specifies the kind of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads.

Table 12 - Bus Deployment Standard FY 2017/18

Bus Deployment	Vehicle Type
Trunk Bus Routes	40' Buses
Local Bus Routes	32' or 40' Buses depending on ridership demand
Market-Based Services	40' Buses

SunLine will review the Bus Deployment Policy every two years beginning in 2018, and make necessary adjustments as the fleet is updated to ensure compliance with the Title VI requirements. At which time, future reporting for this KPI will be presented in the FY 2018/19 annual report.

Warrants Standards

The Warrants Standards provide guidelines for the introduction of new services. It is a tool for judging when new service or service extensions are appropriate. A new fixed route or route extension could be introduced when ridership forecasts based on population, school enrollment, or job density are sufficient to achieve minimum passengers per revenue hour standards by service type. Future reporting for this KPI will be presented in the FY 2018/19 annual report.

Paratransit Service Standards (SunDial)

The Federal Transit Administration provides guidelines to assist agencies in maintaining a high standard of complementary paratransit service for ADA passengers. Key metrics include:

- Eligibility
 - Any person with a disability who is unable to board, ride, or disembark from an accessible vehicle without the assistance of another person
 - Any person with a disability who has a specific impairment related condition that prevents the person from traveling to or from a boarding/disembarking location
 - Certification based on individuals functional ability to ride the fixed route system
 - Visitors qualified elsewhere in the USA may use SunDial ADA for up to 21 days per year and must then qualify locally
 - Maximum 21-day response to application and an appeals process exists

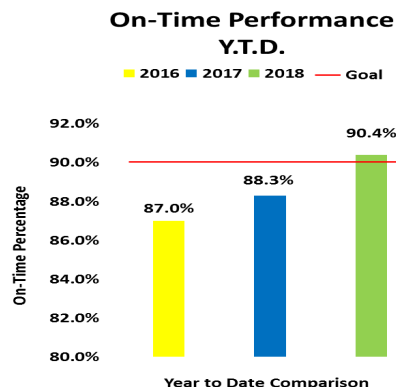
- There is no limit to the number of trips a person can make. Reservations can be made up to 7 days in advance
- A no show policy exists for passengers who do not appear for their rides, with possible exclusion from SunDial service for a period of time in extreme cases

SunLine’s Customer Service Department processed 100% of the completed applications within the 21-day target.

- Access
 - The agency must serve any origin and destination request that are both within 0.75 miles of a fixed route corridor (excluding Commuter bus service) at the times and days of service when the fixed route is operating. Next day service via reservation during regular business hours must be provided
 - The reservations call center accepts client reservations seven days per week between 8:00 a.m. and 5:00 p.m. for next day services
- Travel Time
 - Trip pick up time must be scheduled within ±one hour of the requested departure time. Trip length should be not more than twice the time it would take to make the same trip by fixed-route (maximum 120 min)
- On-time performance
 - Trip pick up should consistently occur within 30 minute window from the scheduled pick up time
 - Target minimum on-time performance is 90%

Paratransit continues to improve in its on-time performance metric. Figure 7 below indicates that the target minimum was exceeded at 90.4% for FY 2017/18, an increase of 2.1% from FY 2016/17.

Figure 7 – SunDial On-Time Performance as of June 2018



- Capacity
 - No more than 50% of the number of trips can be subscription. Going above this level causes a problem for non-subscription riders.

Staff ensures subscription trips are balanced with non-subscription trips to ensure adequate levels of service are provided on a daily basis.

- Fares
 - Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip
 - No fare is to be charged to personal care attendants where they are required
 - Companions pay the same ADA fare

SunDial fares are based on the distance the individual travels. Travel within one city is \$1.50 per trip; travel within multiple cities is \$2.00 per trip.