



SunLine Transit Agency  
September 26, 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](http://www.sunline.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. CALL TO ORDER	
2. FLAG SALUTE	
3. ROLL CALL	
4. PRESENTATIONS	
5. FINALIZATION OF AGENDA	
6. APPROVAL OF MINUTES –JULY 25, 2018 BOARD MEETING	APPROVE (PAGE 4-7)
7. PUBLIC COMMENTS	RECEIVE COMMENTS

### NON AGENDA ITEMS

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>
<b>8. BOARD MEMBER COMMENTS</b>	<b>RECEIVE COMMENTS</b>
<b>9. CONSENT CALENDAR</b>	<b>RECEIVE &amp; FILE</b>
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.	
9a) Checks \$1,000 and Over Report for June & July 2018	(PAGE 8-16)
9b) Credit Card Statement for June & July 2018	(PAGE 17-28)
9c) Monthly Budget Variance Report for June & July 2018	(PAGE 29-43)
9d) Contracts Signed in Excess of \$25,000 July & August 2018	(PAGE 44-46)
9e) Union & Non-Union Pension Investment Asset Summary June & July 2018	(PAGE 47-52)
9f) Quarterly Performance Summary for Q1 & Q2 of Calendar Year 2018	(PAGE 53-61)
9g) Ridership Report for July & August 2018	(PAGE 62-67)
9h) SunDial Operational Notes for July & August 2018	(PAGE 68-74)
9i) Metrics for July & August 2018	(PAGE 75-96)
9j) Board Member Attendance for July 2018	(PAGE 97-98)
<b>10. ON/OFF SITE POWER FOR THOUSAND PALMS FACILITY</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Tommy Edwards, Chief Performance Officer)	<b>APPROVE</b> (PAGE 99-102)
<b>11. CONTRACT FOR INSTALLATION OF VIDEO SURVEILLANCE SYSTEM</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Pete Gregor, Chief Safety Officer/Taxi Administrator)	<b>APPROVE</b> (PAGE 103-109)
<b>12. CONTRACT FOR THE PURCHASE OF BUS SHELTERS</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Victor A. Duran, Planning Manager)	<b>APPROVE</b> (PAGE 110-114)
<b>13. CONTRACT AMENDMENT FOR ELDORADO NATIONAL CALIFORNIA</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Taylor, Deputy Chief Financial Services)	<b>APPROVE</b> (PAGE 115)
<b>14. RESOLUTION NO. 0770 TO APPROVE PROJECT LIST FOR STATE OF GOOD REPAIR PROGRAM FUNDING</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Taylor, Deputy Chief Financial Services)	<b>APPROVE</b> (PAGE 116-119)

<b><u>ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>15. MEMORANDUM OF UNDERSTANDING WITH CITY OF PALM SPRINGS</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Taylor, Deputy Chief Financial Services)	<b>APPROVE</b> (PAGE 120-125)
<b>16. CONTRACT FOR PURCHASE OF FIVE (5) TROLLEYS</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer - Maintenance)	<b>APPROVE</b> (PAGE 126)
<b>17. AWARD OF CONTRACT FOR RELIEF AND SUPERVISOR VEHICLES</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer - Maintenance)	<b>APPROVE</b> (PAGE 127-128)
<b>18. NON-BARGAINING PENSION PLAN AMENDMENT</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Luis Garcia, Deputy Chief Financial Officer)	<b>APPROVE</b> (PAGE 129)
<b>19. FY 2019 SHORT RANGE TRANSIT PLAN (SRTP) AMENDMENT</b> (Chair of Strategic Planning & Operational Committee; Staff: Stephanie Buriel, Chief Administrative Officer)	<b>APPROVE</b> (PAGE 130-134)
<b>20. CALENDAR YEAR 2017 PENSION AUDIT RESULTS</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Luis Garcia, Deputy Chief Financial Officer)	<b>INFORMATION</b> (PAGE 135-175)
<b>21. PERIMETER FENCING PHASE TWO</b> (Staff: Dean Holm, Superintendent of Facility Maintenance)	<b>INFORMATION</b> (PAGE 176)
<b>22. CEO/GENERAL MANAGER'S REPORT</b>	
<b>23. NEXT MEETING DATE</b> October 24, 2018 12 p.m. – Board Room 32-505 Harry Oliver Trail Thousand Palms, CA 92276	
<b>24. ADJOURN</b>	

## MINUTES

### SunLine Transit Agency Board of Directors Meeting July 25, 2018

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:05 p.m. on Wednesday, July 25, 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 12:05 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  
 Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City  
 Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
 John Peña, SunLine Agency Board Member (Alternate), City of La Quinta  
 Pat Cooper, SunLine Agency Board Member (Alternate), 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  
 Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

#### 3. PRESENTATIONS

SunLine Transit Agency Board of Directors and staff members recognized past Chairman Russell Betts for his service from January 2017 to June 2018.

#### 4. FINALIZATION OF AGENDA

No changes to the agenda.

#### 5. APPROVAL OF MINUTES – JUNE 20, 2018 BOARD MEETING

SunLine Transit Agency Board Member Kaplan (Alternate) moved to approve the minutes of the June 20, 2018 Board meeting. The motion was seconded by SunLine Agency Board Member Cooper (Alternate). The motion was approved by a vote of 9 yes; 0 no; 1 abstain



**6. PUBLIC COMMENTS**

Public Comments were made by:

Amy Stuart

**7. BOARD MEMBER COMMENTS**

None.

**8. CONSENT CALENDAR**

- 8a) Checks \$1,000 and Over Report for May 2018
- 8b) Credit Card Statement for May 2018
- 8c) Monthly Budget Variance Report for May 2018
- 8d) Contracts Signed in Excess of \$25,000 June 2018
- 8e) Union & Non-Union Pension Investment Asset  
Summary May 2018
- 8f) Quarterly Capital Project Update for 2<sup>nd</sup> Quarter 2018
- 8g) Ridership Report for June 2018
- 8h) SunDial Operational Notes for June 2018
- 8i) Metrics for June 2018
- 8j) Board Member Attendance for June 2018

SunLine Agency Board Member Kaplan (Alternate) moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Peabody. The consent calendar was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**9. APPROVAL OF NEW ACCESS ADVISORY COMMITTEE MEMBER**

SunLine Agency Board Member Cooper (Alternate) motioned to approve the New Access Advisory Committee Member and the motion was seconded by Board Member Peña (Alternate). The motion carried by a unanimous vote of 10 yes; 0 no; 0 abstain

**10. AUTHORIZATION TO EXECUTE MEMORANDUM OF UNDERSTANDING (MOU) WITH LOCAL COLLEGES AND UNIVERSITIES FOR THE HAUL PASS PROGRAM**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Authorization to Executive Memorandum of Understandings with Local Colleges and Universities for the Haul Pass Program and the motion was seconded by SunLine Vice-Chair Kelly. The motion carried by a unanimous vote of 10 yes; 0 no; 0 abstain

**11. CNG FUELING STATION PROJECT**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the CNG Fueling Station Project and the motion was seconded by Board Member Middleton. The motion carried by a unanimous vote of 10 yes; 0 no; 0 abstain

**12. SOLAR CARPORTS**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Solar Carports and the motion was seconded by Board Vice-Chair Kelly. The motion carried by a unanimous vote of 10 yes; 0 no; 0 abstain

**13. CONTRACT FOR PARATRANSIT VEHICLE VIDEO SYSTEM**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Contract for Paratransit Vehicle Video System and the motion was seconded by Board Member Martinez. The motion carried by a unanimous vote of 10 yes; 0 no; 0 abstain

**14. REVISED SYSTEM SAFETY PLAN**

Board Operations Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Revised System Safety Plan and the motion was seconded by Board Member Peabody. The motion carried by a unanimous vote of 10 yes; 0 no; 0 abstain

**15. APPROVE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION GOAL**

Board Operations Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Disadvantaged Business Enterprise Participation Goal and the motion was seconded by Board Member Peabody. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

**16. PALM SPRINGS BUZZ SERVICE PROPOSAL**

Victor A. Duran, SunLine's Transit Planning Research Data Analyst, presented an informational item to the Board about the Palm Springs BUZZ Service Proposal.

**SUNLINE TRANSIT AGENCY  
BOARD OF DIRECTORS MEETING  
MINUTES – JULY 25, 2018**

ITEM 6

**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, September 26, 2018 at 12:00 p.m.  
SunLine Transit Agency Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**18. MEETING ADJOURNMENT**

The meeting was adjourned at 12:43 p.m.

Respectfully Submitted,

Brittney B. Sowell  
Clerk of the Board

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

DATE: September 26, 2018

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

RE: Checks \$1,000 and Over Report for June &amp; July 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 June, the largest payment issued was for delivery on Proton Milestone 15.4 & 15.5 Hydrogen Fueling Station Replacement project which is funded primarily through the Federal Transit Administration's 5307 Grant Program.
- For the month of July, the largest payment issued was for delivery on Proton Milestone 3.1 Hydrogen Fueling Station Replacement project which is funded primarily through the Federal Transit Administration's 5307 Grant Program.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of June 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
<b>PROTON ENERGY SYSTEMS, INC.</b>	<b>WIP-Hydrogen Fueling Station Replacement</b>	<b>675881</b>	<b>06/20/2018</b>	<b>690,331.00</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>675663</u>	<u>06/01/2018</u>	<u>344,837.41</u>
PERMA - INSURANCE	Gen Liability/WC Prem	675706	06/01/2018	135,210.75
<b>ELDORADO NATIONAL (CALIFORNIA), INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>675939</b>	<b>06/25/2018</b>	<b>133,448.18</b>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>676003</u>	<u>06/29/2018</u>	<u>98,392.41</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>675872</u>	<u>06/15/2018</u>	<u>97,312.15</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>675724</u>	<u>06/01/2018</u>	<u>97,285.45</u>
<b>ELDORADO NATIONAL (CALIFORNIA), INC.</b>	<b>WIP- Battery Dominant FCB</b>	<b>675940</b>	<b>06/25/2018</b>	<b>79,701.99</b>
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign &amp; Network Analysis</b>	<b>675963</b>	<b>06/29/2018</b>	<b>53,594.60</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	675956	06/29/2018	52,125.47
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>675711</u>	<u>06/01/2018</u>	<u>39,776.01</u>
SO CAL GAS CO.	Utilities	675865	06/15/2018	32,543.73
MICHELIN NORTH AMERICA, INC.	Tire Leasing	675914	06/25/2018	26,608.45
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign and Network Analysis</b>	<b>675762</b>	<b>06/08/2018</b>	<b>24,767.16</b>
<b>FPS SPECIALISTS IN FIRE SYSTEMS</b>	<b>WIP-IT Clean Agent Fire Suppression</b>	<b>675837</b>	<b>06/15/2018</b>	<b>22,807.80</b>
IMPERIAL IRRIGATION DIST	Utilities	675835	06/15/2018	18,725.70
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>675879</b>	<b>06/15/2018</b>	<b>17,608.85</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	675806	06/15/2018	16,487.52
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP- Operations Facility</b>	<b>675931</b>	<b>06/25/2018</b>	<b>15,082.73</b>
BURKE, WILLIAMS & SORENSEN, LLP	Employment Training Service	675947	06/29/2018	13,440.00
NEW FLYER PARTS	Inventory Repair Parts	675649	06/01/2018	13,439.88
<b>COMPROSE INC</b>	<b>WIP-SOP Project</b>	<b>675744</b>	<b>06/08/2018</b>	<b>10,910.00</b>
<b>ENGINEERING PROCUREMENT</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>675678</b>	<b>06/01/2018</b>	<b>10,746.42</b>
<b>ENGINEERING PROCUREMENT</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>675897</b>	<b>06/25/2018</b>	<b>10,547.16</b>
RIDE RIGHT, LLC	ADA Paratransit Certification & Eligibility	675784	06/08/2018	9,925.74
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675669	06/01/2018	9,198.49
GEYSER EQUIPMENT, LLC	Bus Stop Supplies	675758	06/08/2018	9,077.44
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	675721	06/01/2018	8,894.50
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>675938</b>	<b>06/25/2018</b>	<b>8,806.08</b>
VERIZON WIRELESS	Wireless Telephone Service	675795	06/08/2018	8,503.24
AUGER CONSULTING GROUP LLC	Consulting Service	675912	06/25/2018	8,406.75
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	675943	06/29/2018	8,291.75
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	675836	06/15/2018	8,145.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	675648	06/01/2018	8,087.14
PE FACILITY SOLUTIONS, LLC	Janitorial Service	675858	06/15/2018	7,240.00
<b>HEPTAGON SEVEN CONSULTING, INC.</b>	<b>WIP-Fencing Project</b>	<b>675904</b>	<b>06/25/2018</b>	<b>7,142.36</b>
<b>ACCOUNTEMP</b>	<b>WIP-ERP Project</b>	<b>675731</b>	<b>06/08/2018</b>	<b>6,781.56</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>675653</b>	<b>06/01/2018</b>	<b>6,411.18</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>675804</b>	<b>06/15/2018</b>	<b>6,398.68</b>

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

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
IMPERIAL IRRIGATION DIST	Utilities	675964	06/29/2018	6,266.01
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675815	06/15/2018	5,944.98
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	675884	06/25/2018	5,150.00
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	675816	06/15/2018	4,987.50
NEW FLYER PARTS	Inventory Repair Parts	675801	06/15/2018	4,915.41
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>675992</b>	<b>06/29/2018</b>	<b>4,830.03</b>
HOME DEPOT CREDIT SERVICES	Facility Maintenance	675905	06/25/2018	4,770.12
NAPA AUTO PARTS	Inventory Repair Parts	675915	06/25/2018	4,727.53
DEPT ENVIRO HEALTH	FY County Permits Division 1 & 2	675741	06/08/2018	4,550.00
<b>ACCOUNTEMPS</b>	<b>WIP-ERP Project</b>	<b>675800</b>	<b>06/15/2018</b>	<b>4,393.28</b>
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>675798</b>	<b>06/08/2018</b>	<b>4,285.50</b>
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>675936</b>	<b>06/25/2018</b>	<b>4,283.40</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675713	06/01/2018	4,273.25
NEW FLYER PARTS	Inventory Repair Parts	675732	06/08/2018	4,191.49
PROPER SOLUTIONS	Temporary Help	675709	06/01/2018	4,150.14
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675747	06/08/2018	4,147.98
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	675661	06/01/2018	4,026.67
TPX COMMUNICATIONS	Telephone Service	675934	06/25/2018	3,905.02
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	675932	06/25/2018	3,901.22
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	675854	06/15/2018	3,726.95
HD INDUSTRIES	Inventory Repair Parts	675686	06/01/2018	3,695.53
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>675945</b>	<b>06/29/2018</b>	<b>3,544.25</b>
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>675735</b>	<b>06/08/2018</b>	<b>3,436.92</b>
ATWORK FRANCHISE, INC.	Temporary Help	675683	06/01/2018	3,430.63
OFFICE DEPOT	Office Supplies	675850	06/15/2018	3,391.53
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>675974</u>	<u>06/29/2018</u>	<u>3,335.51</u>
PRUDENTIAL OVERALL SUPPLY	Uniforms	675975	06/29/2018	3,258.35
SOCO GROUP INC, THE	Lubricants-Oils	675719	06/01/2018	3,221.86
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>675708</u>	<u>06/01/2018</u>	<u>3,198.67</u>
EYE MED	Vision Insurance	675753	06/08/2018	3,171.84
360 BUSINESS CONSULTING	Web Site Maintenance	675730	06/08/2018	3,112.50
TIME WARNER CABLE	Utilities	675792	06/08/2018	3,050.93
NAPA AUTO PARTS	Inventory Repair Parts	675699	06/01/2018	3,000.56
LUIS GARCIA	Tuition Reimbursement	675843	06/15/2018	2,988.94
SOCALGAS	Utilities	675866	06/15/2018	2,986.14
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675978	06/29/2018	2,875.44
OFFICE DEPOT	Office Supplies	675772	06/08/2018	2,810.48
NRM & ASSOCIATES	Consulting-General	675849	06/15/2018	2,755.84
BURRTEC WASTE & RECYCLING SERVICES	Utilities	675807	06/15/2018	2,610.81

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

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CV PLASTICS, INC.	Bus Stop Supplies	675892	06/25/2018	2,596.99
KPLM-FM, KJZ-FM, KMRJ-FM, KRHQ-FM	Advertising	675976	06/29/2018	2,500.00
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Project</b>	<b>675966</b>	<b>06/29/2018</b>	<b>2,480.94</b>
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	675705	06/01/2018	2,480.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>675808</b>	<b>06/15/2018</b>	<b>2,462.14</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>675994</b>	<b>06/29/2018</b>	<b>2,462.14</b>
SOCO GROUP INC, THE	Lubricants-Oils	675790	06/08/2018	2,363.96
<b>ACCOUNTEMPS</b>	<b>WIP-ERP Project</b>	<b>675942</b>	<b>06/29/2018</b>	<b>2,358.80</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675814	06/15/2018	2,332.54
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	675972	06/29/2018	2,320.00
GRAINGER	Inventory Repair Parts	675760	06/08/2018	2,314.92
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	675887	06/25/2018	2,257.09
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>675662</b>	<b>06/01/2018</b>	<b>2,187.90</b>
TRAPEZE SOFTWARE GROUP INC.	Software Support	675794	06/08/2018	2,187.50
FLEET-NET CORPORATION	Computer Network Software Agreement	675755	06/08/2018	2,130.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	675902	06/25/2018	2,089.30
IMPERIAL IRRIGATION DIST	Utilities	675908	06/25/2018	2,088.55
ATWORK FRANCHISE, INC.	Temporary Help	675903	06/25/2018	2,086.59
ALLIED REFRIGERATION, INC	Inventory Repair Parts	675734	06/08/2018	2,071.04
HD INDUSTRIES	Inventory Repair Parts	675761	06/08/2018	2,045.92
PROPER SOLUTIONS	Temporary Help	675781	06/08/2018	2,040.00
KORD FIRE PROTECTION	Inventory Repair Parts	675768	06/08/2018	2,000.00
CPAC INC.COM	Computer Network Software Agreement	675745	06/08/2018	1,959.95
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	675783	06/08/2018	1,944.57
GRAINGER	Inventory Repair Parts	675961	06/29/2018	1,921.84
AIR & LUBE SYSTEMS INC	Inventory Repair Parts	675883	06/25/2018	1,918.85
IMPERIAL IRRIGATION DIST	Utilities	675765	06/08/2018	1,914.30
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	675909	06/25/2018	1,880.00
FIESTA FORD, INC.	Inventory Repair Parts	675754	06/08/2018	1,812.22
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	675715	06/01/2018	1,657.83
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>675749</b>	<b>06/08/2018</b>	<b>1,655.99</b>
MANUFACTURERS EDGE, INC.	Inventory Repair Parts	675845	06/15/2018	1,645.76
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>675953</b>	<b>06/29/2018</b>	<b>1,639.91</b>
OPW FUELING COMPONENTS	Inventory Repair Parts	675853	06/15/2018	1,638.00
PROPER SOLUTIONS	Temporary Help	675923	06/25/2018	1,632.00
FAST UNDERCAR PALM DESERT	Inventory Repair Parts	675898	06/25/2018	1,586.37
RICARDO RODRIGUEZ	Reissue Payroll Check 06/01/18	675646	06/01/2018	1,583.13
THE PRINTING PLACE	Advertising	675922	06/25/2018	1,558.07
THE JANEK CORPORATION	Inventory Repair Parts	675722	06/01/2018	1,539.50

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

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SMARTDRIVE SYSTEMS, INC.	General Services	675927	06/25/2018	1,520.00
360 BUSINESS CONSULTING	Web Site Maintenance	675941	06/29/2018	1,500.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675785	06/08/2018	1,497.72
FINISHMASTER INC	Shop Supplies	675824	06/15/2018	1,493.69
COMPLETE COACH WORKS	Inventory Repair Parts	675743	06/08/2018	1,486.95
NICOLAS TAPIA	Reissue Payroll Check 06/01/18	675645	06/01/2018	1,439.55
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	675697	06/01/2018	1,431.95
SETON IDENTIFICATION PRODUCTS	Spill Kit Supplies	675717	06/01/2018	1,420.18
SOCO GROUP INC, THE	Lubricants-Oils	675929	06/25/2018	1,417.53
AMERICAN SEATING COMPANY	Inventory Repair Parts	675654	06/01/2018	1,374.71
GENE LEE SULLIVAN	Reissue Payroll Check 06/01/18	675728	06/01/2018	1,356.64
SOCO GROUP INC, THE	Lubricants-Oils	675867	06/15/2018	1,342.90
PAUL ASSOCIATES	Office Supplies	675920	06/25/2018	1,305.89
OFFICE DEPOT	Office Supplies	675919	06/25/2018	1,302.10
ESVIN JAEI LANDAVERDE	Reissue Payroll Check 06/01/18	675642	06/01/2018	1,262.99
LUIS GARCIA	Reimburse Expenses	675770	06/08/2018	1,210.60
GRAINGER	Inventory Repair Parts	675684	06/01/2018	1,166.88
ERIC TAYLOR	Tuition Reimbursement	675752	06/08/2018	1,125.00
ATWORK FRANCHISE, INC.	Temporary Help	675756	06/08/2018	1,113.84
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	675846	06/15/2018	1,105.64
C V WATER DISTRICT	Utilities	675667	06/01/2018	1,094.45
ATOYAC MARKET	Employee Event	675664	06/01/2018	1,089.98
PLAZA TOWING, INC.	Towing Service	675859	06/15/2018	1,025.00
C V WATER DISTRICT	Utilities	675889	06/25/2018	1,024.49
TOTALFUNDS	Postage Supplies	675870	06/15/2018	1,003.06
CIVIC RESOURCE GROUP INTERNATIONAL, INC.	WEB Hosting Service	675811	06/15/2018	1,000.00
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	675736	06/08/2018	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,441,800.29			
<b>Total Checks Under \$1,000</b>	\$54,548.17			
<b>Total Checks</b>	\$2,496,348.46			



**SunLine Transit Agency  
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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>PROTON ENERGY SYSTEMS, INC.</b>	<b>WIP-Hydrogen Fueling Station Replacement</b>	<b>676200</b>	<b>07/24/2018</b>	<b>500,000.00</b>
PERMA - INSURANCE	Ins Property/Auto Physical	676064	07/09/2018	478,022.96
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>676209</u>	<u>07/25/2018</u>	<u>337,598.21</u>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>676051</u>	<u>07/09/2018</u>	<u>336,145.32</u>
AVAIL TECHNOLOGIES	Annual Software Support	676199	07/24/2018	127,958.00
TRAPEZE SOFTWARE GROUP INC.	Annual Software Support for OPS	676201	07/24/2018	103,472.00
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>676324</u>	<u>07/31/2018</u>	<u>100,713.88</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>676160</u>	<u>07/17/2018</u>	<u>99,514.64</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	676222	07/25/2018	59,088.92
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>676068</b>	<b>07/09/2018</b>	<b>37,041.98</b>
APTA	FY Membership	676075	07/13/2018	35,500.00
SO CAL GAS CO.	Utilities	676155	07/17/2018	32,126.31
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>676254</u>	<u>07/25/2018</u>	<u>30,783.88</u>
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>676152</u>	<u>07/17/2018</u>	<u>30,321.25</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	676189	07/19/2018	25,758.09
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>676164</b>	<b>07/17/2018</b>	<b>23,250.45</b>
VERIZON WIRELESS	Wireless Telephone Service	676124	07/13/2018	21,746.62
IMPERIAL IRRIGATION DIST	Utilities	676101	07/13/2018	20,934.89
<b>ACCOUNTEMP</b>	<b>WIP-ERP Project</b>	<b>676070</b>	<b>07/13/2018</b>	<b>17,206.36</b>
HD INDUSTRIES	Inventory Repair Parts	676098	07/13/2018	16,768.02
VASQUEZ AND COMPANY LLP	Financial Auditing Services	676123	07/13/2018	15,430.25
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Project</b>	<b>676298</b>	<b>07/31/2018</b>	<b>14,414.28</b>
RIDE RIGHT, LLC	ADA Paratransit Certification & Eligibility	676111	07/13/2018	14,075.12
BURKE, WILLIAMS & SORENSEN, LLP	Labor Legal Service	676207	07/25/2018	12,704.44
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP- Operations Facility</b>	<b>676158</b>	<b>07/17/2018</b>	<b>12,056.25</b>
THE LE FLORE GROUP LLC	Consulting Services	676256	07/25/2018	11,815.30
<b>SOFTCHOICE CORP.</b>	<b>WIP-Information Technology Project</b>	<b>676316</b>	<b>07/31/2018</b>	<b>11,738.89</b>
PDC MACHINES, INC	SunFuels Repair Parts	676248	07/25/2018	11,685.72
<b>ENGINEERING PROCUREMENT &amp;</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>676138</b>	<b>07/17/2018</b>	<b>11,572.25</b>
TK SERVICES, INC.	Inventory Repair Parts	676045	07/06/2018	10,245.34
SOCO GROUP INC, THE	Lubricants-Oils	676315	07/31/2018	10,006.76
IMPERIAL IRRIGATION DIST	Utilities	676230	07/25/2018	9,504.68
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	676167	07/19/2018	7,925.82
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>676126</b>	<b>07/13/2018</b>	<b>7,810.00</b>
PE FACILITY SOLUTIONS, LLC	Janitorial Service	676249	07/25/2018	7,240.00
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	676086	07/13/2018	7,201.25
BRIGHT MOMENTS	HR Consulting	676225	07/25/2018	7,200.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	676193	07/19/2018	6,822.19
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>676271</b>	<b>07/31/2018</b>	<b>6,712.14</b>

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<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>676127</b>	<b>07/17/2018</b>	<b>6,684.60</b>
MURCHISON & CUMMING, LLP	Insurance Losses	676062	07/09/2018	6,648.79
NEW FLYER PARTS	Repair Parts Fixed Rte	676071	07/13/2018	6,183.22
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	676246	07/25/2018	5,671.97
NEW FLYER PARTS	Repair Parts Fixed Rte	676008	07/06/2018	5,621.44
TPX COMMUNICATIONS	Telephone Service	676264	07/25/2018	5,558.39
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	676121	07/13/2018	5,260.31
NAPA AUTO PARTS	Inventory Repair Parts	676239	07/25/2018	4,635.40
NEW FLYER PARTS	Inventory Repair Parts	676048	07/09/2018	4,595.53
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	676170	07/19/2018	4,505.43
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	676208	07/25/2018	4,224.44
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	676013	07/06/2018	4,126.67
HOME DEPOT CREDIT SERVICES	Facility Maintenance	676185	07/19/2018	4,112.19
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>676069</b>	<b>07/09/2018</b>	<b>4,067.90</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	676053	07/09/2018	4,065.03
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>676265</b>	<b>07/25/2018</b>	<b>4,013.03</b>
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	676181	07/19/2018	3,912.68
CUMMINS PACIFIC, LLC	Inventory Repair Parts	676055	07/09/2018	3,884.89
S & A SYSTEMS, INC.	Bus Stop Supplies	676257	07/25/2018	3,834.00
ALTON HILLIS SR.	Reimbursement Expenses	676169	07/19/2018	3,702.14
AIR & LUBE SYSTEMS INC	Parallel Lift Repair	676203	07/25/2018	3,611.47
HD INDUSTRIES	Inventory Repair Parts	676026	07/06/2018	3,604.02
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>676250</u>	<u>07/25/2018</u>	<u>3,335.51</u>
CART MART, INC	Repairs to Safety Golf Cart S2	676172	07/19/2018	3,325.07
ASPEN REFRIGERANTS, INC.	Freon	676273	07/31/2018	3,306.56
AUGER CONSULTING GROUP LLC	Consulting Service	676148	07/17/2018	3,300.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	676191	07/19/2018	3,260.20
360 BUSINESS CONSULTING	Web Site Maintenance	676266	07/31/2018	3,247.49
CUMMINS PACIFIC, LLC	Inventory Repair Parts	676283	07/31/2018	3,247.22
<b>FPS SPECIALISTS IN FIRE SYSTEMS</b>	<b>WIP-IT Clean Agent Fire Suppression</b>	<b>676144</b>	<b>07/17/2018</b>	<b>3,240.00</b>
TK SERVICES, INC.	Inventory Repair Parts	676263	07/25/2018	3,177.11
EYE MED	Vision Insurance	676139	07/17/2018	3,172.39
ASCI SECURITY	64 Additional Portals S2 System	676166	07/19/2018	3,154.00
SOUTHERN CALIFORNIA GAS COMPANY	SunFuels Relief Valve Testing	676157	07/17/2018	3,142.80
4IMPRINT, INC.	Advertising	676202	07/25/2018	3,110.33
TIME WARNER CABLE	Utilities	676115	07/13/2018	3,050.93
TK SERVICES, INC.	Inventory Repair Parts	676195	07/19/2018	3,009.03
THE PRINTING PLACE	Printing of Annual Reports	676109	07/13/2018	2,984.68
COMPLETE COACH WORKS	Inventory Repair Parts	676215	07/25/2018	2,973.90

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
HD INDUSTRIES	Inventory Repair Parts	676229	07/25/2018	2,885.41
<b>CPAC INC.COM</b>	<b>WIP-Learning Center Upgrade</b>	<b>676281</b>	<b>07/31/2018</b>	<b>2,872.42</b>
ULINE, INC.	Bus Stop Supplies	676325	07/31/2018	2,829.31
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>676049</b>	<b>07/09/2018</b>	<b>2,760.68</b>
KAMINSKY PRODUCTIONS, INC	Advertising for Recruitment	676232	07/25/2018	2,750.00
COMPLETE COACH WORKS	Inventory Repair Parts	676014	07/06/2018	2,739.54
SOCO GROUP INC, THE	Lubricants-Oils	676041	07/06/2018	2,705.46
MAGELLAN HEALTHCARE	Employee Assistance Program	676234	07/25/2018	2,679.27
SOCALGAS	Utilities	676156	07/17/2018	2,672.95
EVERYTHING UNDER THE SUN	Safety Campaign Advertising	676125	07/13/2018	2,639.88
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>676205</b>	<b>07/25/2018</b>	<b>2,625.64</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	676311	07/31/2018	2,586.00
KPLM-FM, KJZ-FM, KMRJ-FM, KRHQ-FM	Advertising	676153	07/17/2018	2,500.00
DR. CARREON FOUNDATION	Membership	676309	07/31/2018	2,500.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	676061	07/09/2018	2,495.15
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	676143	07/17/2018	2,490.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>676130</b>	<b>07/17/2018</b>	<b>2,462.14</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>676275</b>	<b>07/31/2018</b>	<b>2,462.14</b>
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	676321	07/31/2018	2,420.00
ATWORK FRANCHISE, INC.	Temporary Help	676022	07/06/2018	2,376.20
ATWORK FRANCHISE, INC.	Temporary Help	676292	07/31/2018	2,376.20
EVERYTHING UNDER THE SUN	Advertising	676196	07/19/2018	2,370.50
CREATIVE BUS SALES, INC,	Inventory Repair Parts	676216	07/25/2018	2,354.11
NRM & ASSOCIATES	Consulting-General	676243	07/25/2018	2,300.33
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	676128	07/17/2018	2,290.45
DESERT AIR CONDITIONING, INC.	A/C Service	676285	07/31/2018	2,285.42
TK SERVICES, INC.	Inventory Repair Parts	676116	07/13/2018	2,219.03
NORTON MEDICAL INDUSTRIES	Medical Testing	676103	07/13/2018	2,159.05
AMERICAN SEATING COMPANY	Inventory Repair Parts	676011	07/06/2018	2,143.20
FLEET-NET CORPORATION	Computer Network Software Agreement	676093	07/13/2018	2,130.00
FAINTING BUNNY GRAPHIC DESIGN	Advertising	676102	07/13/2018	2,100.00
HD INDUSTRIES	Inventory Repair Parts	676296	07/31/2018	2,045.92
THE PRINTING PLACE	Printing Expense	676251	07/25/2018	2,026.78
NEW FLYER PARTS	Inventory Repair Parts	676267	07/31/2018	1,967.85
CREATIVE BUS SALES, INC,	Repair Parts Fixed Rte	676084	07/13/2018	1,957.22
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	676255	07/25/2018	1,937.97
GRAINGER	Shop Supplies	676024	07/06/2018	1,910.68
BROADLUX, INC.	SunFuels Inventory Repair Parts	676206	07/25/2018	1,832.88
CALIFORNIA HYDROGEN BUSINESS COUNCIL	Annual Membership	676080	07/13/2018	1,800.00

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	676301	07/31/2018	1,796.41
EVERYTHING BRANDED USA	Advertising	676091	07/13/2018	1,770.00
TK SERVICES, INC.	Inventory Repair Parts	676067	07/09/2018	1,597.04
CUMMINS PACIFIC, LLC	Inventory Repair Parts	676016	07/06/2018	1,578.44
CREATIVE BUS SALES, INC,	Repair Parts Fixed Rte	676282	07/31/2018	1,534.24
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	676306	07/31/2018	1,520.00
SMARTDRIVE SYSTEMS, INC.	General Services	676314	07/31/2018	1,520.00
THE JANEK CORPORATION	Inventory Repair Parts	676319	07/31/2018	1,400.75
GRAINGER	Shop Supplies	676294	07/31/2018	1,390.85
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Hydrogen FCB LoNo</b>	<b>676087</b>	<b>07/13/2018</b>	<b>1,314.68</b>
SMART CHEMISTRY CORPORATION	H2 Testing	676113	07/13/2018	1,300.00
CREATIVE BUS SALES, INC,	Repair Parts Fixed Rte	676015	07/06/2018	1,265.43
JUAN ANTONIO MEZA	Facility Maintenance	676145	07/17/2018	1,255.00
SIGN A RAMA	Bus Decals	676313	07/31/2018	1,219.41
TRANSIT RESOURCES, INC.	Inventory Repair Parts	676118	07/13/2018	1,198.18
C V WATER DISTRICT	Utilities	676214	07/25/2018	1,194.77
PLAZA TOWING, INC.	Towing Service	676307	07/31/2018	1,150.00
PLAZA TOWING, INC.	Towing Service	676108	07/13/2018	1,150.00
ATWORK FRANCHISE, INC.	Temporary Help	676095	07/13/2018	1,143.54
CLEAN ENERGY	Inventory Repair Parts	676279	07/31/2018	1,142.95
<b>PSOMAS</b>	<b>WIP-CNG Station</b>	<b>676151</b>	<b>07/17/2018</b>	<b>1,140.37</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	676039	07/06/2018	1,137.32
ERIC TAYLOR	Tuition Reimbursement	676179	07/19/2018	1,125.00
PALM SPRINGS MOTORS, INC.	Repair Parts Support Vehicles	676305	07/31/2018	1,119.90
VICTOR GABRIEL CARDENAS	Reissue Payroll 6/29/18	676007	07/02/2018	1,076.47
GRAINGER	Shop Supplies	676228	07/25/2018	1,069.60
TOTALFUNDS	Postage Supplies	676117	07/13/2018	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,914,443.35			
<b>Total Checks Under \$1,000</b>	\$53,470.26			
<b>Total Checks</b>	\$2,967,913.61			

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

DATE: September 26, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for June & July 2018

Summary:

The attached report summarizes the Agency's credit card expenses for June and July 2018 with statement closing dates of July 3, 2018 and August 3, 2018, respectively.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 7/03/18**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	6/4/2018	6/4/2018	Gaylord Opryland	Lodging for 4 Nights; 2018 Trapeze Technology Conference - Victor A. Duran, Transit Planning Research Data Analyst		\$931.81
2	6/7/2018	6/7/2018	Thrifty Car Rental	Car Rental; 2018 Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$153.84
3	6/8/2018	6/8/2018	Palm Springs Airport	Parking at Palm Springs Airport; Trip to 2018 Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$85.00
4	6/8/2018	6/8/2018	Gaylord Opryland	Parking Fees; 2018 Trapeze Technology Conference - Victor A. Duran and Dylan Narz		\$95.99
5	6/8/2018	6/8/2018	Gaylord Opryland	Lodging for 4 Nights; 2018 Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$1,083.80
6	6/8/2018	6/8/2018	Gaylord Opryland	Lodging for 4 Nights; 2018 Trapeze Technology Conference - Dylan Narz, Operations Systems Specialist		\$931.80
7	6/13/2018	6/13/2018	Palm Springs Airport	Parking at Palm Springs Airport; Trip to APTA Awards Deliberation - Lauren Skiver, CEO/General Manager		\$32.00
8	6/20/2018	6/20/2018	Red Robin	Red Robin Catering; June Board Meeting - Board of Directors		\$385.77
9	6/20/2018	6/20/2018	GrubHub	Firehouse Subs Catering; Train the Trainer Burke Courses		\$164.05
10	6/26/2018	6/26/2018	Luna Grill	Luna Grill Catering; SunLine University Instructor Appreciation Lunch		\$273.16
11	6/27/2018	6/27/2018	The Office Express	Rubio's Coastal Grill Catering; Executive Team Goal Setting		\$237.85
<b>Credits and Charges:</b>					\$0.00	\$4,375.07
<b>Total:</b>					<b>\$4,375.07</b>	



**CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT**

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	07/03/18
Days in Billing Cycle	30
Next Statement Date	08/03/18
Credit Line	\$40,000
Available Credit	\$35,624

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

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

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

**Payment Information**

New Balance	\$4,375.07
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>07/28/18</b>

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

**Account Summary**

Previous Balance		\$13,765.88
Credits	-	\$0.00
Payments	-	\$13,765.88
Purchases & Other Charges	+	\$4,375.07
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$4,375.07</b>

**Wells Fargo Elite Cash Back Advantage**

Previous Balance		\$0.00
Cash Earned this Month		\$43.75
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$43.75
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$568.55

**Cash Back Notice**

Your next cash back reward is scheduled for 09/2018.

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	\$4,375.07
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>07/28/18</b>

05000004375070044846100042659413

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  
57792 MSP 313

**If your card is ever lost or stolen:**

Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

**Questions about your statement:**

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our Inquiry mailing address.

**For all your personal or business financial service needs  
Visit us at [www.wellsfargo.com](http://www.wellsfargo.com)**

**Important Payment Information:**

**Payments made at a Wells Fargo branch.** When making a payment at a Wells Fargo branch you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

**Payments by mail.** Mail your check and the payment coupon to the Payment Remittance Center address printed on this statement. For fastest delivery, please use the enclosed window envelope. If using a single check to pay multiple accounts, we must receive a completed payment coupon for each account being paid or a list showing the full account number and amount to be credited to each account. If you are paying multiple accounts with a single check, the total of the check must equal the sum of the payments to be applied to each individual account, with at least the total minimum payment due for all accounts.

**Payments by phone.** If you are authorized to transact on the account, you may be able to initiate a payment by calling the Customer Service number listed on the front of this statement.

**Payments made using Wells Fargo Online Banking or Wells Fargo Mobile.** If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

**Automatic Payments.** You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

**Timing of payments by mail or payments made at a Wells Fargo branch.** Payments that are received by mail or in a Wells Fargo branch as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo branches may not be credited for up to five business days.

**When a payment is considered late.** If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.

**Promotional Rates:**

All promotional rates are subject to early termination if there are late payments or other defaults. Please see sections "Default" and "Remedies" in your Cardholder Agreement.





**Rate Information**

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.990%	.03558%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.740%	.07052%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$4,375.07 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/28/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

1-2

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$4,375.07

**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
06/28	06/28	F326800J300CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$13,765.88-	13,765.88	

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

06/04	06/04	2469216HB2XYR13BL	GAYLORD OPRYLAND RETAI NASHVILLE TN		931.81
06/07	06/07	2439121HEHVEF3BM3	THRIFTY CAR RENTAL NASHVILLE TN		153.84
06/08	06/08	2443106HFBLX3H7K5	PALM SPRINGS AIRPORT PALM SPRINGS CA		85.00
06/08	06/08	2469216HF2X62GWFP	GAYLORD OPRYLAND RETAI NASHVILLE TN		95.99
06/08	06/08	2469216HF2X62GWF5	GAYLORD OPRYLAND RETAI NASHVILLE TN		1,083.80
06/08	06/08	2469216HF2X62GWKH	GAYLORD OPRYLAND RETAI NASHVILLE TN		931.80
06/13	06/13	2443106HLBM0PJFKH	PALM SPRINGS AIRPORT PALM SPRINGS CA		32.00
06/20	06/20	2444500HWEJ433F2Y	RED ROBIN NO 253 760-324-8310 CA		385.77
06/20	06/20	2449215HVS0LBLWMZ	GRUBHUB*FIREHOUSESUBS grubhub.com NY		164.05
06/26	06/26	2422443J631TJ45RS	LUNA GRILL CATERIN 858-450-1188 CA		273.16
06/27	06/27	2475542J33SPRE6JB	THE OFFICE EXPRESS 800-3675402 CA		237.85
<b>TOTAL</b>				<b>\$4,375.07</b>	
<b>LAURA SKIVER / Sub Acct Ending In [REDACTED]</b>					

**Wells Fargo News**

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

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

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

Not enrolled in Online Banking? • <https://www.wellsfargo.com/biz/online-banking>

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**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 8/03/18**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	7/9/2018	7/9/2018	Panera Bread	Panera Catering; Ad Hoc Committee Meeting - Board of Directors		\$75.39
2	7/9/2018	7/9/2018	Expedia	Expedia Charge Credited on 07/30		\$348.80
3	7/9/2018	7/9/2018	Delta Air	Delta Air Roundtrip Flight; International Trip for Electrolyzer Commissioning - Tommy D. Edwards, Chief Performance Officer		\$1,665.31
4	7/9/2018	7/9/2018	Delta Air	Delta Air Roundtrip Flight; International Trip for Electrolyzer Commissioning - Lauren Skiver, CEO/General Manager		\$1,665.31
5	7/10/2018	7/10/2018	Expedia	Roundtrip Flight; Leadership APTA Class of 2018 Capstone Week - Lauren Skiver, CEO/General Manager		\$1,271.30
6	7/11/2018	7/11/2018	The Office Express	Rubio's Coastal Grill Catering; Customer Service Visioning Session		\$237.85
7	7/12/2018	7/12/2018	TKB Bakery	Executive Team Lunch Meeting; Division 2 Site Visit		\$64.54
8	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Lauren Skiver, CEO/General Manager		\$5.87
9	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Tommy D. Edwards, Chief Performance Officer		\$21.12
10	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Lauren Skiver, CEO/General Manager		\$119.99
11	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Tommy D. Edwards, Chief Performance Officer		\$119.99
12	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Tommy D. Edwards, Chief Performance Officer		\$23.47
13	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Lauren Skiver, CEO/General Manager		\$35.21
14	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Lauren Skiver, CEO/General Manager		\$5.87
15	7/12/2018	7/12/2018	Delta Air	Delta Air Seat Fees ( <b>all seats must be purchased on the international flight</b> ) - Tommy D. Edwards, Chief Performance Officer		\$5.87
16	7/13/2018	7/13/2018	United Way of the Desert	United Way of the Desert; July Lunch & Learn - 5 Tickets		\$150.00
17	7/14/2018	7/14/2018	Expedia	Lodging in Herning for 2 Rooms & 3 Nights; Electrolyzer Commissioning		\$1,086.34
18	7/16/2018	7/16/2018	GoDaddy	GoDaddy; ZEBRA Website Design & Annual Host ( <b>Reimbursed by ZEBRA</b> )		\$2,679.87

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
19	7/20/2018	7/20/2018	LAX Airport	Parking at LAX from 07/17-07/20; Leadership APTA Class of 2018 Capstone Week - Lauren Skiver, CEO/General Manager		\$115.00
20	7/24/2018	7/24/2018	Luna Grill	Luna Grill Catering; July Board Meeting - Board of Directors		\$391.16
21	7/27/2018	7/27/2018	Alaska Air	Alaska Air Roundtrip Flight; APTA Nominating Committee - Lauren Skiver, CEO/General Manager		\$442.39
22	7/27/2018	7/27/2018	Expedia	Expedia Car Rental; APTA Nominating Committee - Lauren Skiver, CEO/General Manager		\$129.72
23	7/27/2018	7/27/2018	Expedia	Expedia Charge from 07/09 Credited	\$348.80	
24	7/30/2018	7/30/2018	Panera Bread	Pastries; Meeting with ATU Local 1277 and Legal Team		\$21.34
25	8/1/2018	8/1/2018	CALPERLA	Core Labor Relations Academy; Training - Javier Flores, Superintendent of Maintenance		\$435.00
26	8/1/2018	8/1/2018	CALPERLA	Core Labor Relations Academy; Training - Dylan Narz, Operations System Specialist		\$435.00
27	8/1/2018	8/1/2018	CALPERLA	Core Labor Relations Academy; Training - Demetrius Genera, Deputy Chief Operating Officer - Maintenance		\$435.00
28	8/1/2018	8/1/2018	CALPERLA	Core Labor Relations Academy; Training - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$435.00
29	8/1/2018	8/1/2018	Fred Pryor	1 Day Seminar (Human Resources for Newly Assigned HR Responsibilities); Training - Tamara Miles, Paratransit Administration Manager		\$149.00
<b>Credits and Charges:</b>					<b>\$348.80</b>	<b>\$12,570.71</b>
<b>Total:</b>					<b>\$12,221.91</b>	





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	08/03/18
Days in Billing Cycle	31
Next Statement Date	09/03/18

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	\$27,778

Payment Information

New Balance	\$12,221.91
Current Payment Due (Minimum Payment)	\$612.00
Current Payment Due Date	08/28/18

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		\$4,375.07
Credits	-	\$348.80
Payments	-	\$4,375.07
Purchases & Other Charges	+	\$12,570.71
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$12,221.91

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$43.75
Cash Earned this Month		\$122.22
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$215.97
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$568.55

Cash Back Notice

Your next cash back reward is scheduled for 09/2018.

Congratulations! You've earned \$50 bonus cash back because your total company spend was at least \$10,000 in this billing period.

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	\$12,221.91
Total Amount Due (Minimum Payment)	\$612.00
Current Payment Due Date	08/28/18

06120012221910044846100042659418

Print address or phone changes:

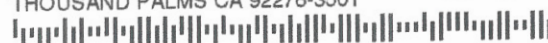
Work ( )

Amount Enclosed:



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

57865  
MSP 297



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

**If your card is ever lost or stolen:**

Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

**Questions about your statement:**

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our Inquiry mailing address.

**For all your personal or business financial service needs  
Visit us at [www.wellsfargo.com](http://www.wellsfargo.com)**

**Important Payment Information:**

**Payments made at a Wells Fargo branch.** When making a payment at a Wells Fargo branch you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

**Payments by mail.** Mail your check and the payment coupon to the Payment Remittance Center address printed on this statement. For fastest delivery, please use the enclosed window envelope. If using a single check to pay multiple accounts, we must receive a completed payment coupon for each account being paid or a list showing the full account number and amount to be credited to each account. If you are paying multiple accounts with a single check, the total of the check must equal the sum of the payments to be applied to each individual account, with at least the total minimum payment due for all accounts.

**Payments by phone.** If you are authorized to transact on the account, you may be able to initiate a payment by calling the Customer Service number listed on the front of this statement.

**Payments made using Wells Fargo Online Banking or Wells Fargo Mobile.** If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

**Automatic Payments.** You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

**Timing of payments by mail or payments made at a Wells Fargo branch.** Payments that are received by mail or in a Wells Fargo branch as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo branches may not be credited for up to five business days.

**When a payment is considered late.** If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.

**Promotional Rates:**

All promotional rates are subject to early termination if there are late payments or other defaults. Please see sections "Default" and "Remedies" in your Cardholder Agreement.





**Rate Information**

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.990%	.03558%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.740%	.07052%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$12,221.91 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/28/18. 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	\$12,221.91

**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
07/27	07/27	F326800K000CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$4,375.07-	4,375.07	

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

07/09	07/09	2423168JE2DJPLTK7	PANERA BREAD #601771 314-984-3495 CA		75.39
07/09	07/09	2469216JE2XGHGPM5	EXPEDIA 7364924558199 EXPEDIA.COM WA		348.80
07/09	07/09	2471705JFTQ1279S2	DELTA AIR 0067162000051 BELLEVUE WA		1,665.31
		08/04/18	EDWARDS/TOMMY D		
		1 DL L	LOS ANGELES AMSTERDAM		
		2 DL L	AMSTERDAM BILLUND		
		3 DL T	BILLUND AMSTERDAM		
		4 DL T	AMSTERDAM LOS ANGELES		
		11578626	EXPEDIA.COM		
07/09	07/09	2471705JFTQ1279TG	DELTA AIR 0067162000050 BELLEVUE WA		1,665.31
		08/04/18	SKIVER/LAURA LE		
		1 DL L	LOS ANGELES AMSTERDAM		
		2 DL L	AMSTERDAM BILLUND		
		3 DL T	BILLUND AMSTERDAM		
		4 DL T	AMSTERDAM LOS ANGELES		
		11578626	EXPEDIA.COM		
07/10	07/10	2469216JF2XLXR9G4	EXPEDIA 7364986124626 EXPEDIA.COM WA		1,271.30
07/11	07/11	2475542JH3SW054LM	THE OFFICE EXPRESS 800-3875402 CA		237.85
07/12	07/12	2449215JHMHDVX9K6	SQ *TKB BAKERY & DE INDIO CA		64.54
07/12	07/12	2471705JTTQ1VBKSH	DELTA AIR SEAT FEES DELTA.COM CA		5.87
07/12	07/12	2471705JTTQ1VBKST	DELTA AIR Seat Fees DELTA.COM CA		21.12
07/12	07/12	2471705JTTQ1VBKS1	DELTA AIR Seat Fees DELTA.COM CA		119.99
07/12	07/12	2471705JTTQ1VBKTF	DELTA AIR Seat Fees DELTA.COM CA		119.99
07/12	07/12	2471705JTTQ1VBKVJ	DELTA AIR SEAT FEES DELTA.COM CA		23.47
07/12	07/12	2471705JTTQ1VBKVS	DELTA AIR Seat Fees DELTA.COM CA		35.21
07/12	07/12	2471705JTTQ1VBKV1	DELTA AIR SEAT FEES DELTA.COM CA		5.87
07/12	07/12	2471705JTTQ1VBKW2	DELTA AIR SEAT FEES DELTA.COM CA		5.87
07/13	07/13	2449215JJHT61340	UNITED WAY OF DESERT HTTPSWWW.UNIT CA		150.00
07/14	07/14	2469216JK2XNHN5N0	EXPEDIA 7365861850093 EXPEDIA.COM WA		1,086.34
07/16	07/16	2490641JM1MRPF5ED	DNH*GODADDY.COM 480-5058855 AZ		2,679.87
07/20	07/20	2475542JT7LONS29R	LAX AIRPORT LOT P 6 LOS ANGELES CA		115.00
07/24	07/24	2422443K031TFR5YJ	LUNA GRILL CATERIN 858-450-1188 CA		391.16
07/27	07/27	2443106K19M3D2LHA	ALASKA AIR 0277167417483 SEATTLE WA		442.39
		08/16/18	SKIVER/LAURA LEE		
		1 AS G	LOS ANGELES NEWARK		
		2 AS K	NEWARK LOS ANGELES		
		11578626	EXPEDIA.COM		
07/27	07/27	2469216K02X4GR4BK	EXPEDIA 7368923588540 EXPEDIA.COM WA		129.72

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
07/30	07/30	7469216K32XNYN7GH	EXPEDIA 7364924558199 EXPEDIA.COM WA	348.80	
08/01	08/01	2423168K52DJNQMLE	PANERA BREAD #601771 314-984-3495 CA		21.34
08/01	08/01	2449215K5S17MDK9P	PAYPAL *CALPELRA 402-935-7733 CA		435.00
08/01	08/01	2449215K5S17MJYS2	PAYPAL *CALPELRA 402-935-7733 CA		435.00
08/01	08/01	2449215K5S17MP5E5	PAYPAL *CALPELRA 402-935-7733 CA		435.00
08/01	08/01	2449215K5S17M6YBG	PAYPAL *CALPELRA 402-935-7733 CA		435.00
08/01	08/01	2490641K51NEB565Z	FREDPRYOR CAREERTRACK 800-5563012 KS		149.00
			<b>TOTAL \$12,221.91</b>		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

**Wells Fargo News**

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

Thank you for being a valued Wells Fargo Business Elite Card customer. We want to ensure you receive important information from Wells Fargo about products and services that may affect your banking activity. So please verify that the contact information in your account profile is accurate. To do this, please follow these simple steps:  
Go to [wellsfargo.com/biz](https://www.wellsfargo.com/biz) and enter your username and password. Select the **Security & Support** menu option and under **Protect Your Accounts** go to **Update Contact Information**.  
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**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: September 26, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for June & July 2018

Summary:

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

For June:

- As of June 30, 2018, the organization's revenues net of subsidies are \$1,627,061 over budget or 29.8% above the YTD budget. Expenditures are \$2,427,099 under budget or 7.0% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.
- YTD-June information is based on unaudited financials and is subject to change. Once the year end audit is complete data will be updated.

For July:

- As of July 31, 2018, the organization's revenues net of subsidies are \$108,436 over budget or 29.1% above the YTD budget. Expenditures are \$517,808 under budget or 16.0% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report

June 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,984,371	202,721	248,698	(45,977)	2,903,330	2,984,371	(81,041)	2.7%
Other Revenue	2,469,132	1,415,223	205,761	1,209,462	4,177,234	2,469,132	1,708,102	-69.2%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>1,617,944</b>	<b>454,459</b>	<b>1,163,485</b>	<b>7,080,564</b>	<b>5,453,503</b>	<b>1,627,061</b>	<b>-29.8%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,187,771	725,665	765,648	39,982	8,853,802	9,187,771	333,969	3.6%
Operator & Mechanic Overtime	1,159,221	68,767	96,602	27,835	956,317	1,159,221	202,904	17.5%
Administration Salaries & Wages	5,262,186	395,666	438,516	42,849	4,855,525	5,262,186	406,662	7.7%
Administration Overtime	13,593	463	1,133	670	16,525	13,593	(2,932)	-21.6%
Fringe Benefits	9,095,420	707,593	757,952	50,358	8,462,723	9,095,420	632,697	7.0%
Communications	193,900	29,674	16,158	(13,516)	191,030	193,900	2,870	1.5%
Legal Services - General	112,000	9,190	9,333	143	110,735	112,000	1,265	1.1%
Computer/Network Software Agreement	452,868	29,183	37,739	8,556	399,388	452,868	53,480	11.8%
Uniforms	112,550	24,570	9,379	(15,190)	80,236	112,550	32,314	28.7%
Contracted Services	458,922	58,881	38,244	(20,637)	404,631	458,922	54,291	11.8%
Equipment Repairs	7,500	0	625	625	4,427	7,500	3,073	41.0%
Security Services	103,604	8,027	8,634	606	100,130	103,604	3,474	3.4%
Fuel - CNG	1,519,757	99,705	126,646	26,941	1,283,742	1,519,757	236,015	15.5%
Fuel - Hydrogen	232,078	27,417	19,340	(8,077)	193,161	232,078	38,917	16.8%
Tires	252,028	18,895	21,002	2,107	229,481	252,028	22,546	8.9%
Office Supplies	71,000	6,274	5,917	(357)	66,610	71,000	4,390	6.2%
Travel/Training	169,933	24,272	14,161	(10,111)	133,999	169,933	35,935	21.1%
Repair Parts	1,304,995	124,179	108,750	(15,430)	1,272,105	1,304,995	32,890	2.5%
Facility Maintenance	43,000	2,204	3,583	1,379	42,889	43,000	111	0.3%
Electricity - CNG & Hydrogen	175,000	14,284	14,583	300	174,132	175,000	868	0.5%
Natural Gas	1,429,372	93,821	119,114	25,293	1,271,647	1,429,372	157,725	11.0%
Water and Gas	7,500	355	625	270	4,442	7,500	3,058	40.8%
Insurance Losses	1,136,702	28,667	94,725	66,058	1,090,817	1,136,702	45,885	4.0%
Insurance Premium - Property	13,315	1,049	1,110	61	14,964	13,315	(1,649)	-12.4%
Repair Claims	177,000	3,325	14,750	11,425	34,363	177,000	142,637	80.6%
Fuel Taxes	168,200	14,789	14,017	(772)	181,757	168,200	(13,557)	-8.1%
Other Expenses	3,701,611	640,180	308,468	(331,712)	3,486,488	3,701,611	215,123	5.8%
Self Consumed Fuel	(1,681,000)	(127,142)	(140,083)	12,942	(1,463,140)	(1,681,000)	217,860	13.0%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>3,029,954</b>	<b>2,906,669</b>	<b>(123,285)</b>	<b>32,452,927</b>	<b>34,880,026</b>	<b>2,427,099</b>	<b>7.0%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (1,412,010)</b>			<b>\$ (25,372,363)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	247,282	429,450	182,168	5,153,400	5,153,400	0	0.0%
State - LTF	18,753,800	899,887	1,562,817	662,929	18,753,800	18,753,800	0	0.0%
Federal - 5307, 5309, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	264,841	459,944	195,103	1,465,163	5,519,323	4,054,160	73.5%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>1,412,010</b>	<b>2,452,210</b>	<b>1,040,200</b>	<b>25,372,363</b>	<b>29,426,523</b>	<b>4,054,160</b>	<b>13.8%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>30</b>		<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
June 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	24,718,191	1,898,155	2,059,849	161,695	23,144,891	24,718,191	1,573,300	6.4%
Services	2,766,103	242,505	230,509	(11,997)	2,860,068	2,766,103	(93,964)	-3.4%
Fuels & Lubricants	1,925,987	134,763	160,499	25,736	1,631,235	1,925,987	294,752	15.3%
Tires	252,028	18,895	21,002	2,107	229,481	252,028	22,546	8.9%
Materials and Supplies	1,645,045	153,275	137,087	(16,188)	1,572,151	1,645,045	72,894	4.4%
Utilities	1,902,372	127,571	158,531	30,960	1,702,497	1,902,372	199,875	10.5%
Casualty & Liability	2,212,324	437,053	184,360	(252,693)	1,987,158	2,212,324	225,166	10.2%
Taxes and Fees	168,200	14,789	14,017	(772)	181,757	168,200	(13,557)	-8.1%
Miscellaneous Expenses	970,777	130,090	80,898	(49,192)	606,829	970,777	363,948	37.5%
Self Consumed Fuel	(1,681,000)	(127,142)	(140,083)	12,942	(1,463,140)	(1,681,000)	217,860	13.0%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>3,029,954</b>	<b>2,906,669</b>	<b>(123,285)</b>	<b>32,452,927</b>	<b>34,880,026</b>	<b>2,427,099</b>	<b>7.0%</b>
<b>Revenues:</b>								
Passenger Revenue	2,984,371	202,721	248,698	(45,977)	2,903,330	2,984,371	(81,041)	2.7%
Other Revenue	2,469,132	1,415,223	205,761	1,209,462	4,177,234	2,469,132	1,708,102	-69.2%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>1,617,944</b>	<b>454,459</b>	<b>1,163,485</b>	<b>7,080,564</b>	<b>5,453,503</b>	<b>1,627,061</b>	<b>-29.8%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (1,412,010)</b>			<b>\$ (25,372,363)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	247,282	429,450	182,168	5,153,400	5,153,400	0	0.0%
State - LTF	18,753,800	899,887	1,562,817	662,929	18,753,800	18,753,800	0	0.0%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	264,841	459,944	195,103	1,465,163	5,519,323	4,054,160	73.5%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>1,412,010</b>	<b>2,452,210</b>	<b>1,040,200</b>	<b>25,372,363</b>	<b>29,426,523</b>	<b>4,054,160</b>	<b>13.8%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- Passenger revenue has an unfavorable balance due to the continued decrease in fixed route ridership.
- System Total Ridership is presently 193,730 trips below FY17 YTD amounts.
- Ridership is 4.5% below FY17 YTD totals.

**Passenger Revenue**

	FY17-June	FY18-June	Variance	%Δ
Fixed Route	\$ 192,117	\$ 175,000	\$ (17,117)	-8.9%
Paratransit	\$ 26,839	\$ 27,720	\$ 882	3.3%
System Total	\$ 218,956	\$ 202,721	\$ (16,235)	-7.4%

**Ridership**

	FY17-June	FY18-June	Variance	%Δ
Fixed Route	300,677	288,853	(11,824)	-3.9%
Paratransit	13,721	12,800	(921)	-6.7%
SolVan	-	2,090	2,090	
System Total	314,398	303,743	(10,655)	-3.4%

**Passenger Revenue**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 2,765,183	\$ 2,577,794	\$ (187,389)	-6.8%
Paratransit	\$ 338,247	\$ 325,536	\$ (12,711)	-3.8%
System Total	\$ 3,103,430	\$ 2,903,330	\$ (200,100)	-6.4%

**Ridership**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	4,151,467	3,947,023	(204,444)	-4.9%
Paratransit	164,802	156,292	(8,510)	-5.2%
SolVan	-	19,224	19,224	
System Total	4,316,269	4,122,539	(193,730)	-4.5%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for CNG Rebate Revenue, Emissions Credit Revenue, Outside Fueling Sale Revenue, and Taxi Smart Card Revenue.
- The President retroactively approved the CNG rebate credit for the calendar year 2017; SunLine was apportioned \$1,108,599.
- The increase in fueling revenue is mainly attributed to higher sales from Burrtec than previously anticipated. Burrtec has yet to complete its fueling station and has therefore been purchasing a higher quantity of CNG than initially budgeted.
- Emissions credit selling price has increased.
- Taxi Smart Card sales are above the projected budgeted amount. In FY18 there has been an increase in customers coming to SunLine and reloading their Taxi Smart Cards.

	YTD-June	YTD Budget	Variance	%Δ
CNG REBATE REVENUE	\$ 1,118,501	\$ -	\$ 1,118,501	100.0%
EMISSIONS CREDITS REVENUE	\$ 1,039,599	\$ 750,000	\$ 289,599	38.6%
OUTSIDE FUELING REVENUE	\$ 1,557,354	\$ 1,200,000	\$ 357,354	29.8%
TAXI SMART CARD	\$ 108,124	\$ 46,667	\$ 61,457	131.7%

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

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.  
Department 12 Operations - Fixed Route has five (5) vacant operator positions.  
Department 14 Operations - Paratransit has one (1) vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.  
Department 12 Operations - Fixed Route has eight (8) operators on long-term disability.  
Department 22 Fleet Maintenance has one (1) mechanic out on workers compensation leave.

**Operator & Mechanic Overtime - Favorable**

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

June				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	151	1,056	1,207	\$ 38,522
Paratransit	N/A	875	875	\$ 22,168
Mechanics	N/A	207	207	\$ 7,557

YTD-June				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	3,070	17,096	20,166	\$ 641,356
Paratransit	N/A	9,547	9,547	\$ 241,066
Mechanics	N/A	1,783	1,783	\$ 65,134

**Administration Salaries & Wages - Favorable**

- There are several vacant positions across the agency (e.g., Field Supervisor, Fixed Route Controller, Assistant Farebox Technician, Accounting Technician II, CAO)
- Also, consultant expenses vary throughout the year.

**Administration Overtime - Unfavorable**

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

**Fringe Benefits - Favorable**

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

**Communications - Favorable**

- Communication expenses are within an acceptable range of the budgeted amount.
- The unfavorable variance in June is due to additional communication equipment that was purchased for the agency.

**Legal Services - General - Favorable**

- A budget adjustment was executed in June to adjust for higher legal fees incurred than the original budgeted amount.
- YTD-June SunLine had 564 billable hours from Burke, Williams, and Sorenson.
- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

**Computer/Network Software Agreement - Favorable**

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

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

- 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, hazardous waste disposal).
- For June the unfavorable variance is attributed to hydrogen reformer maintenance and monitoring, vehicle towing services, and a parallel lift pallet repair in Division I.

**Equipment Repairs - Favorable**

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed in FY18. Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

**Security Services - Favorable**

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

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 79,281 GGE's below FY17 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY17 vs. FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
June FY 17	127,888				
June FY 18	118,131	(9,757)	9,353	-7.63%	8.60%
May FY 18	108,778				
YTD June FY 17	1,471,240				
YTD June FY 18	1,391,959	(79,281)		-5.39%	

**Fuel - Hydrogen - Favorable**

- The favorable variance is primarily attributed to a lower quantity of equipment mechanical failures.  
The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.
- The unfavorable variance in June is due to an increase in the internal cost to produce fuel per GGE, and an increase in GGE's pumped compared to the previous month.
- Two (2) fuel buses were down long-term for significant repairs which contributed to the cost savings for FY 18.  
FC5 was down for an APS controller from 09/13/17 to 12/17/17.  
FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

**Tires - Favorable**

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

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

- Travel & training savings is due to less incurred expenses than initially projected.
- In June the unfavorable variance is due to increased travel and training throughout the Agency for the month.

**Repair Parts -Favorable**

- The favorable variance in repair parts is mainly attributed to a budget adjustment that was executed in March to adjust for the higher repair parts expenses than initially projected. Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In June fixed route had costs of \$92,457 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- For June paratransit had expenses of \$14,171 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In June support vehicle repair parts had a cost of \$1,066.53 for repair parts (e.g., preventative maintenance, tire replacement, power steering)

**Facility Maintenance - Unfavorable**

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

**Electricity - CNG & Hydrogen - Favorable**

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

**Natural Gas - Favorable**

- The FY 18 budget allowed for an increase in outside CNG usage.  
The favorable balance of natural gas costs is primarily attributed to an average \$0.079 decrease in internal GGE cost over YTD-FY17.
- In June there were 1,997 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 27,485 GGE's above FY17 YTD amounts.

**Outside GGE Usage**

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
June FY 17	50,986				
June FY 18	49,921	(1,065)	(1,997)	-2.09%	-3.85%
May FY 18	51,918				
YTD June FY 17	593,144				
YTD June FY 18	620,629	27,485		4.63%	

**Water and Gas - Favorable**

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

**Insurance Losses - Unfavorable**

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

**Insurance Premium - Property - Unfavorable**

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

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of June, there have been a total of 83 collisions, that is a decrease of 10 collisions over the fiscal year 2017.  
The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$851 compared to \$1,399 in FY 17.  
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Unfavorable**

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$95,508 above FY 17 YTD amounts.
- For June sales have decreased \$3,856 from the previous month.

**Outside Fueling Revenue**

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
June FY 17	\$ 126,845				
June FY 18	\$ 127,660	\$ 815	\$ (3,856)	0.64%	-2.93%
May FY 18	\$ 131,516				
YTD June FY 17	\$ 1,461,846				
YTD June FY 18	\$ 1,557,354	\$ 95,508		6.53%	

**Other Expenses - Favorable**

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).
- In June a budget adjustment was executed to cover loss contingencies related to lawsuit expenses.
- The unfavorable variance in June is mainly attributed to purchase of security portals, bus shelter safety signs, outside vehicle repairs, medical exams and testing, recruiting employee expenses, consulting expenses, and audit expenses.

**Self Consumed Fuel - Favorable**

- The favorable balance is primarily attributed to a decrease in total miles traveled FY18-YTD in comparison to FY17-YTD totals. There is a decrease of 118,896 total miles traveled in FY 18 YTD in comparison to FY 17 YTD.

**Mileage**

	May FY 18	June FY 18	Variance	%Δ
Fixed Route	321,860	306,563	(15,296)	-4.8%
Paratransit Passenger	104,150	99,341	(4,809)	-4.6%
System Total	408,377	405,904	(2,473)	-0.6%

**Mileage YTD-June**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,893,090	3,808,749	(84,340)	-2.2%
Paratransit Passenger	1,218,373	1,183,817	(34,556)	-2.8%
System Total	5,111,463	4,992,566	(118,896)	-2.3%



SunLine Transit Agency  
Budget Variance Report  
July 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)	
<b>Operating Revenues:</b>								
Passenger Revenue	2,643,828	198,567	220,319	(21,752)	198,567	220,319	(21,752)	92.5%
Other Revenue	1,825,574	282,319	152,131	130,188	282,319	152,131	130,188	84.5%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>480,886</b>	<b>372,450</b>	<b>108,436</b>	<b>480,886</b>	<b>372,450</b>	<b>108,436</b>	<b>89.2%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,589,090	743,045	799,091	56,046	743,045	799,091	56,046	92.3%
Operator & Mechanic Overtime	1,074,280	110,277	89,523	(20,754)	110,277	89,523	(20,754)	89.7%
Administration Salaries & Wages	6,085,985	405,943	507,165	101,223	405,943	507,165	101,223	93.3%
Administration Overtime	25,358	980	2,113	1,133	980	2,113	1,133	96.1%
Fringe Benefits	10,417,998	720,306	868,167	147,861	720,306	868,167	147,861	93.1%
Communications	208,000	17,508	17,333	(175)	17,508	17,333	(175)	91.6%
Legal Services	420,000	54,598	35,000	(19,598)	54,598	35,000	(19,598)	87.0%
Computer/Network Software Agreement	560,745	34,840	46,729	11,888	34,840	46,729	11,888	93.8%
Uniforms	115,650	2,900	9,638	6,737	2,900	9,638	6,737	97.5%
Contracted Services	438,338	32,529	36,528	3,999	32,529	36,528	3,999	92.6%
Equipment Repairs	7,000	45	583	538	45	583	538	99.4%
Security Services	104,159	8,758	8,680	(78)	8,758	8,680	(78)	91.6%
Fuel - CNG	1,532,492	107,173	127,708	20,535	107,173	127,708	20,535	93.0%
Fuel - Hydrogen	260,000	16,623	21,667	5,043	16,623	21,667	5,043	93.6%
Tires	243,200	20,527	20,267	(261)	20,527	20,267	(261)	91.6%
Office Supplies	68,523	4,360	5,710	1,351	4,360	5,710	1,351	93.6%
Travel/Training	173,996	4,644	14,500	9,855	4,644	14,500	9,855	97.3%
Repair Parts	1,265,500	79,587	105,458	25,872	79,587	105,458	25,872	93.7%
Facility Maintenance	42,750	3,452	3,563	110	3,452	3,563	110	91.9%
Electricity - CNG & Hydrogen	287,000	15,637	23,917	8,279	15,637	23,917	8,279	94.6%
Natural Gas	1,390,000	108,410	115,833	7,423	108,410	115,833	7,423	92.2%
Water	7,500	334	625	291	334	625	291	95.5%
Insurance Losses	1,276,054	73,400	106,338	32,938	73,400	106,338	32,938	94.2%
Insurance Premium - Property	17,136	1,168	1,428	260	1,168	1,428	260	93.2%
Repair Claims	154,280	0	12,857	12,857	0	12,857	12,857	100.0%
Fuel Taxes	188,300	15,716	15,692	(24)	15,716	15,692	(24)	91.7%
Other Expenses	4,547,657	262,906	378,971	116,066	262,906	378,971	116,066	94.2%
Self Consumed Fuel	(1,600,000)	(123,810)	(133,333)	9,523	(123,810)	(133,333)	9,523	92.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>38,900,991</b>	<b>2,721,858</b>	<b>3,241,749</b>	<b>519,891</b>	<b>2,721,858</b>	<b>3,241,749</b>	<b>519,891</b>	<b>93.0%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,240,973)</b>			<b>\$ (2,240,973)</b>			
<b>Subsidies:</b>								
Local - Measure A	6,000,000	390,509	500,000	109,491	390,509	500,000	109,491	93.5%
State - LTF, SGR, LCTOP	22,120,318	1,439,696	1,843,360	403,664	1,439,696	1,843,360	403,664	93.5%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	6,311,271	410,768	525,939	115,172	410,768	525,939	115,172	93.5%
<b>Total Subsidies</b>	<b>34,431,589</b>	<b>2,240,973</b>	<b>2,869,299</b>	<b>628,327</b>	<b>2,240,973</b>	<b>2,869,299</b>	<b>628,327</b>	<b>93.5%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>37</b>		<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
July 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
<b>Operating Expenses:</b>								
Wages & Benefits	27,192,711	1,980,551	2,266,059	285,508	1,980,551	2,266,059	285,508	92.7%
Services	3,369,039	239,617	280,753	41,136	239,617	280,753	41,136	92.9%
Fuels & Lubricants	1,996,392	143,179	166,366	23,187	143,179	166,366	23,187	92.8%
Tires	243,200	20,527	20,267	(261)	20,527	20,267	(261)	91.6%
Materials and Supplies	1,576,253	100,866	131,354	30,489	100,866	131,354	30,489	93.6%
Utilities	1,966,500	149,017	163,875	14,858	149,017	163,875	14,858	92.4%
Casualty & Liability	2,105,656	135,574	175,471	39,897	135,574	175,471	39,897	93.6%
Taxes and Fees	188,300	15,716	15,692	(24)	15,716	15,692	(24)	91.7%
Miscellaneous Expenses	1,862,940	60,621	155,245	94,624	60,621	155,245	94,624	96.7%
Self Consumed Fuel	(1,600,000)	(123,810)	(133,333)	9,523	(123,810)	(133,333)	9,523	92.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>38,900,991</b>	<b>2,721,858</b>	<b>3,241,749</b>	<b>519,891</b>	<b>2,721,858</b>	<b>3,241,749</b>	<b>519,891</b>	<b>93.0%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	198,567	220,319	(21,752)	198,567	220,319	(21,752)	92.5%
Other Revenue	1,825,574	282,319	152,131	130,188	282,319	152,131	130,188	84.5%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>480,886</b>	<b>372,450</b>	<b>108,436</b>	<b>480,886</b>	<b>372,450</b>	<b>108,436</b>	<b>89.2%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,240,973)</b>			<b>\$ (2,240,973)</b>			
<b>Subsidies:</b>								
Local - Measure A	6,000,000	390,509	500,000	109,491	390,509	500,000	109,491	93.5%
State - LTF, SGR, LCTOP	22,120,318	1,439,696	1,843,360	403,664	1,439,696	1,843,360	403,664	93.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,311,271	410,768	525,939	115,172	410,768	525,939	115,172	93.5%
<b>Total Subsidies</b>	<b>34,431,589</b>	<b>2,240,973</b>	<b>2,869,299</b>	<b>628,327</b>	<b>2,240,973</b>	<b>2,869,299</b>	<b>628,327</b>	<b>93.5%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- The ridership demand follows a seasonal pattern. Ridership is higher October through April. The increase in ridership during the peak season will help adjust the current negative variance in passenger revenue.
- System Total Ridership is presently 2,663 trips below FY 18 YTD amounts.
- Ridership is currently at 0.9% below FY 18 YTD totals.

**Passenger Revenue**

	FY18-July	FY19-July	Variance	%Δ
Fixed Route	\$ 166,338	\$ 172,216	\$ 5,878	3.5%
Paratransit	\$ 26,905	\$ 26,351	\$ (553)	-2.1%
System Total	\$ 193,243	\$ 198,567	\$ 5,324	2.8%

**Passenger Revenue**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	\$ 166,338	\$ 172,216	\$ 5,878	3.5%
Paratransit	\$ 26,905	\$ 26,351	\$ (553)	-2.1%
System Total	\$ 193,243	\$ 198,567	\$ 5,324	2.8%

**Ridership**

	FY18-July	FY19-July	Variance	%Δ
Fixed Route	269,380	264,540	(4,840)	-1.8%
Paratransit	12,516	12,693	177	1.4%
SolVan	-	2,000	2,000	
System Total	281,896	279,233	(2,663)	-0.9%

**Ridership**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	269,380	264,540	(4,840)	-1.8%
Paratransit	12,516	12,693	177	1.4%
SolVan	-	2,000	2,000	
System Total	281,896	279,233	(2,663)	-0.9%

**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 higher sales from Burrtec than estimated. As of 08/23/18 Burrtec has completed its fueling station, for budgeting purposes, a conservative projection was made if the Indio sales decline.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.

	YTD-July	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 17,850	\$ 5,018	\$ 12,832	255.7%
Outside Fueling Revenue	\$ 129,332	\$ 58,333	\$ 70,999	121.7%
Emissions Credit Revenue	\$ 108,587	\$ 62,500	\$ 46,087	73.7%

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

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.
  - Department 12 Operations - Fixed Route has five (5) vacant operator positions.
  - Department 14 Operations - Paratransit has one (1) vacant operator position.
  - Department 22 Fleet Maintenance has one (1) vacant mechanic position and one (1) vacant utilities position.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
  - Department 12 Operations - Fixed Route has eight (8) operators on long-term disability.
  - Department 22 Fleet Maintenance has one (1) mechanic out on workers compensation leave.

**Operator & Mechanic Overtime - Unfavorable**

- 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.
- Additionally, there was an observed holiday in July that contributed to the unfavorable variance.

July				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	151	1,963	2,115	\$ 69,752
Paratransit	N/A	823	823	\$ 21,058
Mechanics	N/A	543	543	\$ 16,936

YTD-July				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	151	1,963	2,115	\$ 69,752
Paratransit	N/A	823	823	\$ 21,058
Mechanics	N/A	543	543	\$ 16,936

**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, Transit Planning Research Data Analyst).

**Administration Overtime - Favorable**

- 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 July.

**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 later 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 - Unfavorable**

- Budget is twelve-period allocation, the unfavorable variance in security services in July is due to a semiannual fire alarm inspection.

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 4,679 GGE's below FY18 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
July FY 18	128,401				
July FY 19	123,722	(4,679)	5,591	-3.64%	4.73%
June FY 18	118,131				
YTD July FY 18	128,401				
YTD July FY 19	123,722	(4,679)		-3.64%	

**Fuel - Hydrogen - Favorable**

- The favorable variance is primarily attributed to a lower quantity of equipment mechanical failures for the hydrogen station.  
The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.
- In July four (4) hydrogen buses were down for repairs, therefore, decreasing the hydrogen fuel consumption.  
FC7 was down 31 days  
FC6 was down two (2) days  
FC8 was down for eight (8) days  
FC9 was down four (4) days

**Tires - Unfavorable**

- Budget is twelve-period allocation, the actual expense is based on usage and mileage per month.
- For July the unfavorable variance is due to higher accruals.

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

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

**Repair Parts -Favorable**

- In July Fixed Route had costs of \$51,932 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- For July Paratransit had expenses of \$18,010.11 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In July Support Vehicle repair parts had a cost of \$4,001 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Favorable**

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

In FY 19 budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer.

**Natural Gas - Favorable**

- The favorable balance of natural gas costs is primarily attributed to an average \$0.072 decrease in internal GGE cost over YTD-FY18.
- In July there was an increase of 1,173 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 5,837 GGE's above FY18 YTD amounts.

**Outside GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
July FY 18	45,257				
July FY 19	51,094	5,837	1,173	12.90%	2.35%
June FY 18	49,921				
YTD July FY 18	45,257				
YTD July FY 19	51,094	5,837		12.90%	

**Water and Gas - Favorable**

- Gas expenses follow a seasonal pattern; the higher expenditures are in the winter months.
- The maintenance team has emphasized water conservation and made changes to their routines that have helped reduce water consumption.

**Insurance Losses - Favorable**

- Insurance loss expenses are within an acceptable range of the budget.
- Insurance losses can vary widely from month to month.

**Insurance Premium - Property - Unfavorable**

- 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 July, there have been a total of seven (7) collisions, that is a decrease of two (2) collisions over the fiscal year 2018. The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$912 compared to \$2,409 in FY 2018. The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Unfavorable**

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$16,286 above FY 18 YTD amounts.
- For July sales have increased \$1,672 from the previous month.

**Outside Fueling Revenue**

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
July FY 18	\$ 113,046				
July FY 19	\$ 129,332	\$ 16,286	\$ 1,672	14.41%	1.31%
June FY 18	\$ 127,660				
YTD July FY 18	\$ 113,046				
YTD July FY 19	\$ 129,332	\$ 16,286		14.41%	

**Other Expenses - Favorable**

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

**Self Consumed Fuel - Favorable**

- The favorable balance is primarily attributed to a decrease in total miles traveled FY19-YTD in comparison to FY18-YTD totals. There is a decrease of 6,307 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

**Mileage**

	June FY18	July FY19	Variance	%Δ
Fixed Route	322,129	311,845	(10,285)	-3.2%
Paratransit	93,398	97,376	3,978	4.3%
System Total	415,527	409,221	(6,307)	-1.5%

**Mileage YTD-May**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	322,129	311,845	(10,285)	-3.2%
Paratransit	93,398	97,376	3,978	4.3%
System Total	415,527	409,221	(6,307)	-1.5%

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

DATE: September 26, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed in Excess of \$25,000 July & August 2018

**Summary:**

The attached report summarizes SunLine's contracts signed in excess of \$25,000 for July and August 2018.

For the month of July 2018, there were 3 contracts executed:

<b>VENDOR</b>	<b>PURPOSE</b>
Henson Consulting Group	Facilitation and training for management
Heptagon Seven Consulting	Bus shelter engineering for phases 7-9
Patrick Brassil	Hydrogen plant service & maintenance

For the month of August 2018, there were 2 contracts executed:

<b>VENDOR</b>	<b>PURPOSE</b>
Granite Construction	Repaving of Indio yard
Apollo Video Technology	Security cameras for paratransit vehicles

**Recommendation:**

Receive and file.



Contracts Signed in Excess of \$25,000

July 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Henson Consulting Group	Culture of Excellence	Provide group facilitation, training on management knowledge, skills and abilities	Operating 2018/19	\$ 85,000.00	\$ 75,000.00	Executed Agreement
Heptagon Seven Consulting	Bus Shelter Engineering	Engineering for phases 7, 8, and 9 of the bus shelters.	SRTP 2014/2015 SRTP 2015/2016 SRTP 2016/2017	\$ 770,000.00	\$ 57,477.00	Executed Agreement
Patrick Brassil	H2 Production Plant Services and Maintenance	Service and maintenance for hydrogen production plant.	Operating 2018/19	\$ 53,500.00	\$ 51,600.00	Executed Agreement

Contracts Signed in Excess of \$25,000

August 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Granite Construction Company	Indio Yard Repaving	Repave the entire bus yard, staff parking along with the Public CNG station in Indio.	SRTP FY 2012/2013	\$ 552,892.00	\$ 495,495.00	Executed Agreement Board approved
Apollo Video Technology	Paratransit Security Camera Install	Security camera video system to be installed on Paratransit vehicles.	SRTP FY 2015/2016	\$ 325,000.00	\$ 282,152.59	Executed Agreement Board approved

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

DATE: September 26, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary June & July 2018

Summary:

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

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

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

Union

	Actual	Range
Equities	63.47%	35 – 75%
Fixed Income	35.89%	25 – 64%
Cash & Equivalent	0.62%	0 – 10%

Non-Union

	Actual	Range
Equities	63.47%	35 – 75%
Fixed Income	35.80%	25 – 64%
Cash & Equivalent	0.71%	0 – 10%

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

## Union

	Actual	Range
Equities	63.97%	35 – 75%
Fixed Income	35.30%	25 – 64%
Cash & Equivalent	0.73%	0 – 10%

## Non-Union

	Actual	Range
Equities	63.99%	35 – 75%
Fixed Income	35.23%	25 – 64%
Cash & Equivalent	0.78%	0 – 10%

Recommendation:

Receive and file.

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 40--01-B-61 -187-01  
 100 -13-02869-01

SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 25  
 Period from June 1, 2018 to June 30, 2018

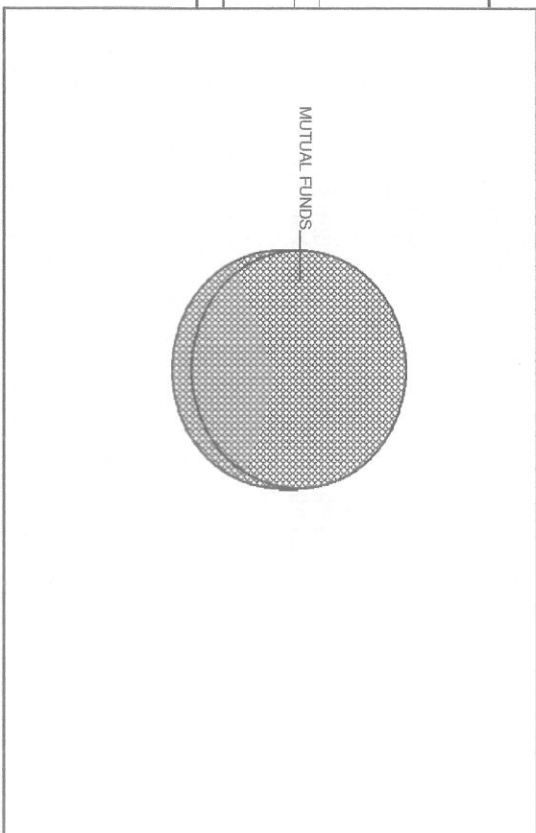


**ASSET SUMMARY**

ASSETS	06/30/2018 MARKET	06/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	191,879.30	191,879.30	0.71
Mutual Funds-Equity	17,156,602.83	15,706,776.13	63.47
Mutual Funds-Fixed Income	9,677,500.75	10,045,792.86	35.80
<b>Total Assets</b>	<b>27,025,982.88</b>	<b>25,944,448.29</b>	<b>99.98</b>
Accrued Income	4,467.42	4,467.42	0.02
<b>Grand Total</b>	<b>27,030,450.30</b>	<b>25,948,915.71</b>	<b>100.00</b>

Estimated Annual Income

618,813.94



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SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000



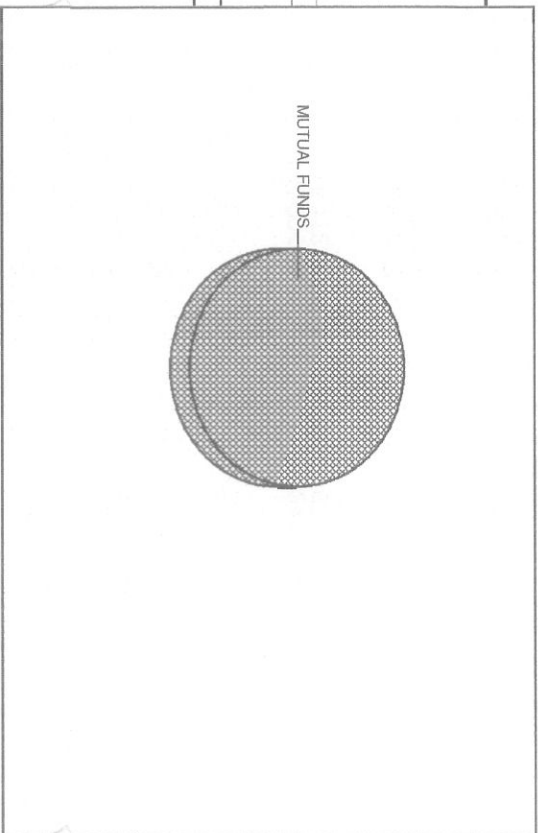
Page 7 of 25  
 Period from June 1, 2018 to June 30, 2018

**ASSET SUMMARY**

ASSETS	06/30/2018		% OF MARKET
	MARKET	BOOK VALUE	
Cash And Equivalents	165,279.47	165,279.47	0.62
Mutual Funds-Equity	16,804,295.99	15,382,794.10	63.47
Mutual Funds-Fixed Income	9,502,101.33	9,859,899.44	35.89
<b>Total Assets</b>	<b>26,471,676.79</b>	<b>25,407,973.01</b>	<b>99.98</b>
Accrued Income	4,347.61	4,347.61	0.02
<b>Grand Total</b>	<b>26,476,024.40</b>	<b>25,412,320.62</b>	<b>100.00</b>

Estimated Annual Income

606,486.50



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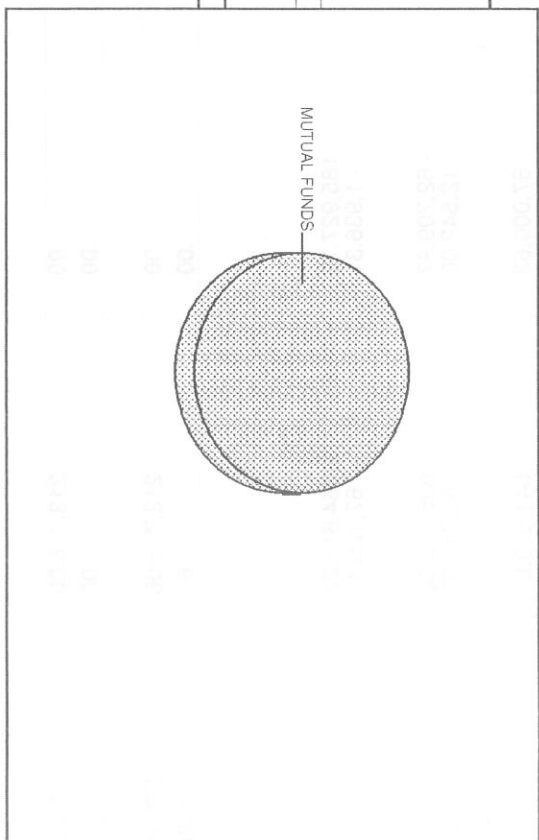
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100



Page 7 of 22  
 Period from July 1, 2018 to July 31, 2018

**ASSET SUMMARY**

ASSETS	07/31/2018 MARKET	07/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	213,716.06	213,716.06	0.78
Mutual Funds-Equity	17,646,269.04	15,706,776.13	63.99
Mutual Funds-Fixed Income	9,713,413.14	10,074,182.60	35.23
<b>Total Assets</b>	<b>27,573,398.24</b>	<b>25,994,674.79</b>	<b>100.00</b>
Accrued Income	270.78	270.78	0.00
<b>Grand Total</b>	<b>27,573,669.02</b>	<b>25,994,945.57</b>	<b>100.00</b>
<b>Estimated Annual Income</b>	<b>622,563.00</b>		





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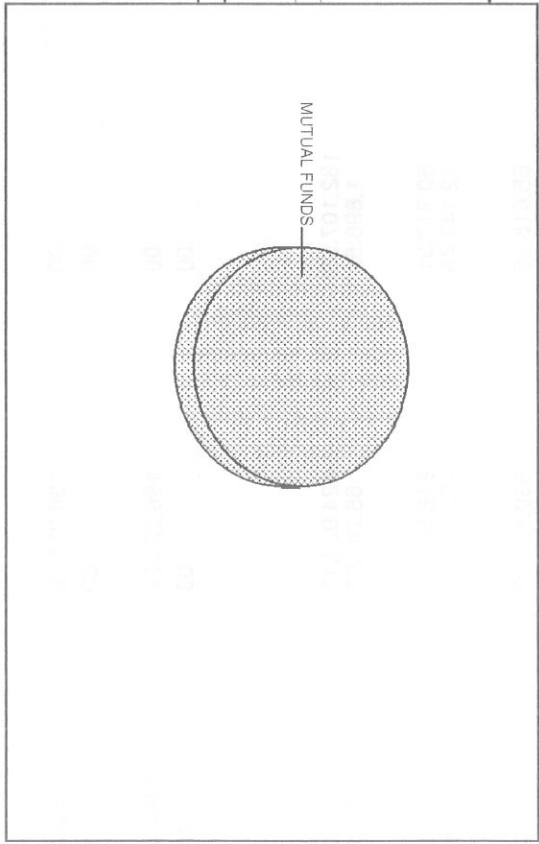
Page 7 of 23  
 Period from July 1, 2018 to July 31, 2018



**ASSET SUMMARY**

ASSETS	07/31/2018 MARKET	07/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	196,225.26	196,225.26	0.73
Mutual Funds-Equity	17,283,977.63	15,382,794.10	63.97
Mutual Funds-Fixed Income	9,537,354.61	9,887,773.02	35.30
<b>Total Assets</b>	<b>27,017,557.50</b>	<b>25,466,792.38</b>	<b>100.00</b>
Accrued Income	245.44	245.44	0.00
<b>Grand Total</b>	<b>27,017,802.94</b>	<b>25,467,037.82</b>	<b>100.00</b>

Estimated Annual Income 610,338.85





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

DATE: September 26, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Performance Summary for Q1 & Q2 of Calendar Year 2018

Summary:

- As requested by the Finance/Audit Committee, staff is to provide the performance of the assets invested in SunLine Transit Agency's retirement plans. The following quarterly performance summaries demonstrate the performance of the bargaining and non-bargaining pension plans for the first and second quarters of calendar year 2018. The report shows market value, asset allocation percentage and performance over multiple time frames compared to benchmarks.
- These reports will be added to the consent calendar on a quarterly basis moving forward.
- The Finance/Audit 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 \$53.5M as of June 30, 2018. This information shall be reported on a quarterly basis or if a material change is made.

Recommendation:

Receive and file.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>26,145,289</b>	<b>100.00</b>	<b>-0.54</b>	<b>-0.54</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>6.91</b>	<b>07/01/2017</b>
<i>Blended Benchmark</i>			-0.91	-0.91	N/A	N/A	N/A	6.16	07/01/2017
<i>PFM Blended Benchmark</i>			-1.02	-1.02	N/A	N/A	N/A	6.11	07/01/2017
<b>Equities</b>	<b>16,492,606</b>	<b>63.08</b>	<b>-0.10</b>	<b>-0.10</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>11.08</b>	<b>07/01/2017</b>
<i>Russell 3000 Index</i>			-0.64	-0.64	13.81	10.22	13.03	10.48	07/01/2017
<i>PFM Blended Equity Benchmark</i>			-0.83	-0.83	14.78	8.85	10.54	10.38	07/01/2017
Vanguard Total Stock Index	9,816,948	37.55	-0.60	-0.60	13.85	10.20	13.02	10.50	07/01/2017
<i>Russell 3000 Index</i>			-0.64	-0.64	13.81	10.22	13.03	10.48	07/01/2017
T. Rowe Price Dividend Growth	784,046	3.00	-1.06	-1.06	11.53	8.91	11.54	7.40	07/01/2017
<i>S&amp;P 500</i>			-0.76	-0.76	13.99	10.78	13.31	10.58	07/01/2017
Vanguard Total International Stock	1,883,536	7.20	-0.46	-0.46	17.05	6.92	6.41	10.61	07/01/2017
Vanguard International Value	1,234,649	4.72	-0.63	-0.63	17.67	6.05	6.76	11.25	07/01/2017
J. O. Hambro International Select	1,474,233	5.64	3.46	3.46	17.87	5.10	10.71	13.83	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-1.18	-1.18	16.53	6.18	5.89	10.16	07/01/2017
Oppenheimer International Small-Mid Company	706,940	2.70	2.54	2.54	29.64	15.21	16.77	15.96	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-0.35	-0.35	20.60	10.40	8.57	13.52	07/01/2017
Hartford Schrodgers Emerging Markets Equity	592,254	2.27	2.46	2.46	28.41	10.72	N/A	-0.52	03/01/2018
<i>MSCI EM (net)</i>			1.42	1.42	24.93	8.81	4.99	-1.86	03/01/2018

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



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>9,528,393</b>	<b>36.44</b>	<b>-1.42</b>	<b>-1.42</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0.13</b>	<b>07/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate</i>			-1.46	-1.46	1.20	1.20	1.82	-0.24	07/01/2017
Baird Core Plus	3,148,322	12.04	-1.40	-1.40	1.97	2.05	2.56	0.18	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			-1.46	-1.46	1.20	1.20	1.82	-0.24	07/01/2017
DoubleLine Core Fixed Income	1,425,187	5.45	-0.74	-0.74	2.51	2.20	2.73	-0.65	09/01/2017
Prudential Total Return Bond Fund	951,578	3.64	-1.36	-1.36	3.37	2.62	3.15	-0.60	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			-1.46	-1.46	1.20	1.20	1.82	-1.55	09/01/2017
Vanguard Interm-Term Invest. Grade	3,147,031	12.04	-1.84	-1.84	0.92	1.77	2.31	-0.61	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			-2.29	-2.29	1.64	2.11	2.75	-0.48	07/01/2017
Vanguard High Yield Corporate	856,274	3.28	-1.45	-1.45	3.26	4.37	4.53	0.67	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			-0.86	-0.86	3.78	5.17	4.99	1.57	07/01/2017
<b>Cash Equivalent</b>	<b>124,290</b>	<b>0.48</b>	<b>0.31</b>	<b>0.31</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0.77</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	124,290	0.48	0.38	0.38	1.19	0.56	0.34	0.97	07/01/2017

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



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund - Non-Bargaining</b>	<b>26,687,772</b>	<b>100.00</b>	<b>-0.57</b>	<b>-0.57</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>6.90</b>	<b>07/01/2017</b>
<i>Blended Benchmark</i>			-0.91	-0.91	N/A	N/A	N/A	6.16	07/01/2017
<i>PFM Blended Benchmark</i>			-1.02	-1.02	N/A	N/A	N/A	6.11	07/01/2017
<b>Equities</b>	<b>16,838,751</b>	<b>63.10</b>	<b>-0.15</b>	<b>-0.15</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>10.95</b>	<b>07/01/2017</b>
<i>Russell 3000 Index</i>			-0.64	-0.64	13.81	10.22	13.03	10.48	07/01/2017
<i>PFM Blended Equity Benchmark</i>			-0.83	-0.83	14.78	8.85	10.54	6.13	01/01/2001
Vanguard Total Stock Index	10,007,084	37.50	-0.60	-0.60	13.85	10.20	13.02	10.50	07/01/2017
<i>Russell 3000 Index</i>			-0.64	-0.64	13.81	10.22	13.03	10.48	07/01/2017
T. Rowe Price Dividend Growth	809,815	3.03	-0.71	-0.71	12.97	N/A	N/A	8.38	07/01/2017
<i>S&amp;P 500</i>			-0.76	-0.76	13.99	10.78	13.31	10.58	07/01/2017
Vanguard Total International Stock	1,923,115	7.21	-0.46	-0.46	17.05	6.92	6.41	10.61	07/01/2017
Vanguard International Value	1,260,227	4.72	-0.63	-0.63	17.67	6.05	6.76	11.25	07/01/2017
J. O. Hambro International Select	1,505,159	5.64	3.46	3.46	17.87	5.10	10.71	13.83	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-1.18	-1.18	16.53	6.18	5.89	10.16	07/01/2017
Oppenheimer International Small-Mid Company	721,661	2.70	2.54	2.54	29.64	15.21	16.77	15.96	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-0.35	-0.35	20.60	10.40	8.57	13.52	07/01/2017
Hartford Schrodgers Emerging Markets Equity	611,691	2.29	2.46	2.46	28.41	10.72	N/A	-0.52	03/01/2018
<i>MSCI EM (net)</i>			1.42	1.42	24.93	8.81	4.99	-1.86	03/01/2018

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



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>9,704,345</b>	<b>36.36</b>	<b>-1.43</b>	<b>-1.43</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0.14</b>	<b>07/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate</i>			-1.46	-1.46	1.20	1.20	1.82	-0.24	07/01/2017
Baird Core Plus	3,195,774	11.97	-1.40	-1.40	1.97	2.05	2.56	0.18	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			-1.46	-1.46	1.20	1.20	1.82	-0.24	07/01/2017
DoubleLine Core Fixed Income	1,453,675	5.45	-0.74	-0.74	2.51	2.20	2.73	-0.65	09/01/2017
Prudential Total Return Bond Fund	970,604	3.64	-1.36	-1.36	3.37	2.62	3.15	-0.60	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			-1.46	-1.46	1.20	1.20	1.82	-1.55	09/01/2017
Vanguard Interm-Term Invest. Grade	3,211,777	12.03	-1.84	-1.84	0.92	1.77	2.31	-0.61	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			-2.29	-2.29	1.64	2.11	2.75	-0.48	07/01/2017
Vanguard High Yield Corporate	872,516	3.27	-1.45	-1.45	3.26	4.37	4.53	0.67	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			-0.86	-0.86	3.78	5.17	4.99	1.57	07/01/2017
<b>Cash &amp; Equivalent</b>	<b>144,676</b>	<b>0.54</b>	<b>0.31</b>	<b>0.31</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0.77</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	144,676	0.54	0.38	0.38	1.19	0.56	0.34	0.97	07/01/2017

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



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>26,475,452</b>	<b>100.00</b>	<b>1.14</b>	<b>0.59</b>	<b>8.13</b>	<b>N/A</b>	<b>N/A</b>	<b>8.13</b>	<b>07/01/2017</b>
<i>Blended Benchmark</i>			2.26	1.33	8.56	N/A	N/A	8.56	07/01/2017
<i>PFM Blended Benchmark</i>			0.90	-0.13	7.06	N/A	N/A	7.06	07/01/2017
<b>Equities</b>	<b>16,804,296</b>	<b>63.47</b>	<b>1.79</b>	<b>1.69</b>	<b>13.07</b>	<b>N/A</b>	<b>N/A</b>	<b>13.07</b>	<b>07/01/2017</b>
<i>Russell 3000 Index</i>			3.89	3.22	14.78	11.58	13.29	14.78	07/01/2017
<i>PFM Blended Equity Benchmark</i>			1.60	0.76	12.15	9.32	10.75	12.15	07/01/2017
Vanguard Total Stock Index	9,908,326	37.42	3.91	3.28	14.82	11.58	13.26	14.82	07/01/2017
<i>Russell 3000 Index</i>			3.89	3.22	14.78	11.58	13.29	14.78	07/01/2017
iShares Edge MSCI USA Quality ETF	532,077	2.01	1.31	1.59	14.16	11.84	N/A	N/A	07/01/2018
<i>S&amp;P 500</i>			3.43	2.65	14.37	11.93	13.42	N/A	07/01/2018
iShares Core S&P Small-Cap ETF	577,376	2.18	8.70	9.40	20.48	13.81	14.55	7.62	05/01/2018
<i>S&amp;P SmallCap 600</i>			8.77	9.39	20.50	13.84	14.60	7.66	05/01/2018
Vanguard Total International Stock	1,823,745	6.89	-3.17	-3.62	7.10	5.33	6.42	7.10	07/01/2017
Vanguard International Value	1,195,083	4.51	-3.20	-3.81	7.69	4.49	6.07	7.69	07/01/2017
J. O. Hambro International Select	1,492,566	5.64	1.24	4.75	15.24	6.24	10.66	15.24	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-2.61	-3.77	7.28	5.07	5.99	7.28	07/01/2017
Oppenheimer International Small-Mid Company	732,483	2.77	3.61	6.25	20.15	14.58	16.67	20.15	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-2.60	-2.94	10.57	7.94	8.98	10.57	07/01/2017
Hartford Schroders Emerging Markets Equity	542,639	2.05	-8.38	-6.12	9.87	7.54	N/A	-8.86	03/01/2018
<i>MSCI EM (net)</i>			-7.96	-6.66	8.20	5.60	5.01	-9.67	03/01/2018

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



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>9,501,454</b>	<b>35.89</b>	<b>-0.28</b>	<b>-1.70</b>	<b>-0.15</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.15</b>	<b>07/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-0.16</i>	<i>-1.62</i>	<i>-0.40</i>	<i>1.72</i>	<i>2.27</i>	<i>-0.40</i>	<i>07/01/2017</i>
Baird Core Plus	3,137,435	11.85	-0.35	-1.74	-0.16	2.47	3.09	-0.16	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-0.16</i>	<i>-1.62</i>	<i>-0.40</i>	<i>1.72</i>	<i>2.27</i>	<i>-0.40</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,422,505	5.37	-0.19	-0.92	0.64	2.42	3.18	-0.83	09/01/2017
Prudential Total Return Bond Fund	946,499	3.58	-0.53	-1.89	0.59	3.15	3.75	-1.13	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-0.16</i>	<i>-1.62</i>	<i>-0.40</i>	<i>1.72</i>	<i>2.27</i>	<i>-1.71</i>	<i>09/01/2017</i>
Vanguard Interm-Term Invest. Grade	3,135,619	11.84	-0.39	-2.22	-1.00	2.17	2.91	-1.00	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			<i>-0.59</i>	<i>-2.87</i>	<i>-1.07</i>	<i>2.62</i>	<i>3.48</i>	<i>-1.07</i>	<i>07/01/2017</i>
Vanguard High Yield Corporate	859,398	3.25	0.71	-1.08	1.04	4.54	5.07	1.04	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			<i>1.03</i>	<i>0.16</i>	<i>2.62</i>	<i>5.53</i>	<i>5.51</i>	<i>2.62</i>	<i>07/01/2017</i>
<b>Cash Equivalent</b>	<b>169,702</b>	<b>0.64</b>	<b>0.40</b>	<b>0.71</b>	<b>1.18</b>	<b>N/A</b>	<b>N/A</b>	<b>1.18</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	169,702	0.64	0.48	0.86	1.45	0.72	0.44	1.45	07/01/2017

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





## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund - Non-Bargaining</b>	<b>27,029,854</b>	<b>100.00</b>	<b>1.14</b>	<b>0.57</b>	<b>8.12</b>	<b>N/A</b>	<b>N/A</b>	<b>8.12</b>	<b>07/01/2017</b>
<i>Blended Benchmark</i>			2.26	1.33	8.56	N/A	N/A	8.56	07/01/2017
<i>PFM Blended Benchmark</i>			0.90	-0.13	7.06	N/A	N/A	7.06	07/01/2017
<b>Equities</b>	<b>17,156,603</b>	<b>63.47</b>	<b>1.75</b>	<b>1.60</b>	<b>12.89</b>	<b>N/A</b>	<b>N/A</b>	<b>12.89</b>	<b>07/01/2017</b>
<i>Russell 3000 Index</i>			3.89	3.22	14.78	11.58	13.29	14.78	07/01/2017
<i>PFM Blended Equity Benchmark</i>			1.60	0.76	12.15	9.32	10.75	6.14	01/01/2001
Vanguard Total Stock Index	10,110,313	37.40	3.91	3.28	14.82	11.58	13.26	14.82	07/01/2017
<i>Russell 3000 Index</i>			3.89	3.22	14.78	11.58	13.29	14.78	07/01/2017
iShares Edge MSCI USA Quality ETF	542,759	2.01	1.31	1.59	14.16	11.84	N/A	N/A	07/01/2018
<i>S&amp;P 500</i>			3.43	2.65	14.37	11.93	13.42	N/A	07/01/2018
iShares Core S&P Small-Cap ETF	589,561	2.18	8.70	9.40	20.48	13.81	14.55	7.62	05/01/2018
<i>S&amp;P SmallCap 600</i>			8.77	9.39	20.50	13.84	14.60	7.66	05/01/2018
Vanguard Total International Stock	1,862,067	6.89	-3.17	-3.62	7.10	5.33	6.42	7.10	07/01/2017
Vanguard International Value	1,219,841	4.51	-3.20	-3.81	7.69	4.49	6.07	7.69	07/01/2017
J. O. Hambro International Select	1,523,877	5.64	1.24	4.75	15.24	6.24	10.66	15.24	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-2.61	-3.77	7.28	5.07	5.99	7.28	07/01/2017
Oppenheimer International Small-Mid Company	747,736	2.77	3.61	6.25	20.15	14.58	16.67	20.15	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-2.60	-2.94	10.57	7.94	8.98	10.57	07/01/2017
Hartford Schroders Emerging Markets Equity	560,448	2.07	-8.38	-6.12	9.87	7.54	N/A	-8.86	03/01/2018
<i>MSCI EM (net)</i>			-7.96	-6.66	8.20	5.60	5.01	-9.67	03/01/2018

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



## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>9,676,911</b>	<b>35.80</b>	<b>-0.28</b>	<b>-1.70</b>	<b>-0.14</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.14</b>	<b>07/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-0.16</i>	<i>-1.62</i>	<i>-0.40</i>	<i>1.72</i>	<i>2.27</i>	<i>-0.40</i>	<i>07/01/2017</i>
Baird Core Plus	3,184,722	11.78	-0.35	-1.74	-0.16	2.47	3.09	-0.16	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-0.16</i>	<i>-1.62</i>	<i>-0.40</i>	<i>1.72</i>	<i>2.27</i>	<i>-0.40</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,450,938	5.37	-0.19	-0.92	0.64	2.42	3.18	-0.83	09/01/2017
Prudential Total Return Bond Fund	965,422	3.57	-0.53	-1.89	0.59	3.15	3.75	-1.13	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-0.16</i>	<i>-1.62</i>	<i>-0.40</i>	<i>1.72</i>	<i>2.27</i>	<i>-1.71</i>	<i>09/01/2017</i>
Vanguard Interm-Term Invest. Grade	3,200,129	11.84	-0.39	-2.22	-1.00	2.17	2.91	-1.00	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			<i>-0.59</i>	<i>-2.87</i>	<i>-1.07</i>	<i>2.62</i>	<i>3.48</i>	<i>-1.07</i>	<i>07/01/2017</i>
Vanguard High Yield Corporate	875,699	3.24	0.71	-1.08	1.04	4.54	5.07	1.04	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			<i>1.03</i>	<i>0.16</i>	<i>2.62</i>	<i>5.53</i>	<i>5.51</i>	<i>2.62</i>	<i>07/01/2017</i>
<b>Cash &amp; Equivalent</b>	<b>196,340</b>	<b>0.73</b>	<b>0.40</b>	<b>0.71</b>	<b>1.17</b>	<b>N/A</b>	<b>N/A</b>	<b>1.17</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	196,340	0.73	0.48	0.86	1.45	0.72	0.44	1.45	07/01/2017

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



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

DATE: September 26, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for July & August 2018

Summary:

System-wide ridership this July decreased -1.12% versus July of 2017.

<b>Ridership</b>		
	<b>July 17</b>	<b>July 18</b>
<b>Fixed Route</b>	269,380	264,217
<b>Van Pool</b>	-	1,842
<b>Sundial</b>	12,516	12,693
<b>System Total</b>	<b>281,896</b>	<b>278,752</b>

Factors to consider when comparing to a year ago:

- One additional weekday in July of 2018 in comparison to July of 2017.

July Comparison:

- 7 out of 16 fixed routes and one commuter have seen a decrease in ridership.
- Line 80 up 55.9% in ridership and continues to rise since the implementation of a 30 minute frequency in May of 2018.

System-wide ridership this August decreased -0.1% versus August of 2017.

<b>Ridership</b>		
	<b>Aug 17</b>	<b>Aug 18</b>
<b>Fixed Route</b>	311,993	310,101
<b>Van Pool</b>	1,090	2,132
<b>Sundial</b>	13,605	13,408
<b>System Total</b>	<b>326,688</b>	<b>325,641</b>

August Comparison:

- 6 out of 16 fixed routes and one commuter have seen a decrease in ridership.
- Line 20 up 35.4% (526) in ridership in comparison to August of 2017
- Line 80 up 68.4% (5,905) in ridership in comparison to August of 2017 .

Recommendation:

Receive and file.



## SunLine Transit Agency Monthly Ridership Report July 2018

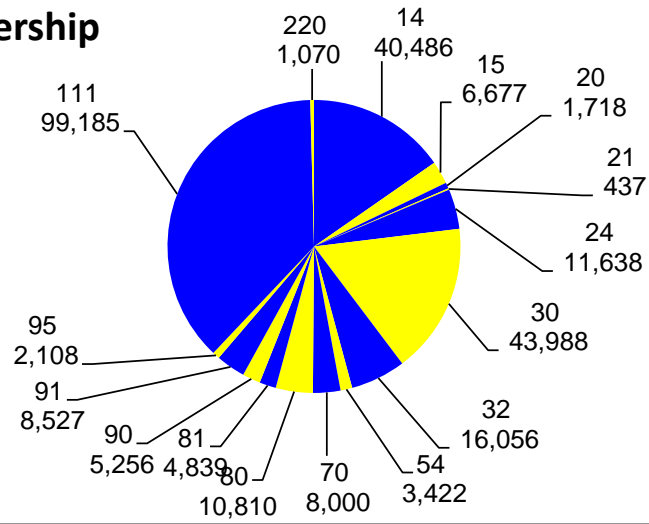
		FY 2018 & 2019												
Line	Fixed Route Description	Jul 2018	Jul 2017	Jun 2018	FY 2018 Month Var.	% Var.	FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	40,486	42,070	43,980	(1,584)	-3.8%	40,486	42,070	(1,584)	-3.8%	1,445	1,445	415	415
15	DHS	6,677	7,173	7,793	(496)	-6.9%	6,677	7,173	(496)	-6.9%	111	111	59	59
20	DHS/PD	1,718	1,232	1,667	486	39.4%	1,718	1,232	486	39.4%	127	127	4	4
21	PD	437	-	594	437	100.0%	437	-	437	100.0%	36	36	5	5
24	PS	11,638	10,066	12,463	1,572	15.6%	11,638	10,066	1,572	15.6%	535	535	119	119
30	CC/PS	43,988	45,954	47,217	(1,966)	-4.3%	43,988	45,954	(1,966)	-4.3%	1,805	1,805	392	392
32	PD/RM/TP/CC/PS	16,056	15,511	17,586	545	3.5%	16,056	15,511	545	3.5%	878	878	125	125
54	Indio/LQ/IW/PD	3,422	3,295	4,242	127	3.9%	3,422	3,295	127	3.9%	124	124	13	13
70	LQ/BD	8,000	8,911	10,597	(911)	-10.2%	8,000	8,911	(911)	-10.2%	557	557	46	46
80	Indio	10,810	6,933	12,720	3,877	55.9%	10,810	6,933	3,877	55.9%	417	417	112	112
81	Indio	4,839	4,799	6,245	40	0.8%	4,839	4,799	40	0.8%	58	58	41	41
90	Coachella/Indio	5,256	8,339	6,048	(3,083)	-37.0%	5,256	8,339	(3,083)	-37.0%	81	81	32	32
91	I/Cch/Th/Mec/Oas	8,527	13,006	10,383	(4,479)	-34.4%	8,527	13,006	(4,479)	-34.4%	211	211	31	31
95	I/Cch/Th/Mec/NS	2,108	1,976	2,272	132	6.7%	2,108	1,976	132	6.7%	83	83	9	9
111	PS to Indio	99,185	98,989	104,011	196	0.2%	99,185	98,989	196	0.2%	4,518	4,518	701	701
220	PD to Riverside	1,070	1,126	1,035	(56)	-5.0%	1,070	1,126	(56)	-5.0%	42	42	3	3
<b>Fixed Route Total</b>		<b>264,217</b>	<b>269,380</b>	<b>288,853</b>	<b>(5,163)</b>	<b>-1.9%</b>	<b>264,217</b>	<b>269,380</b>	<b>(5,163)</b>	<b>-1.9%</b>	<b>11,028</b>	<b>11,028</b>	<b>2,107</b>	<b>2,107</b>
<b>SolVan</b>		1,842	-	2,090	1,842	0.0%	1,842	-	1,842	100.0%				
<b>Demand Response</b>														
<b>SunDial</b>		12,693	12,516	12,800	177	1.4%	12,693	12,516	177	1.4%				
<b>System Total</b>		<b>278,752</b>	<b>281,896</b>	<b>303,743</b>	<b>(3,144)</b>	<b>-1.1%</b>	<b>278,752</b>	<b>281,896</b>	<b>(3,144)</b>	<b>-1.12%</b>				
		<b>Jul-18</b>	<b>Jul-17</b>	<b>Jun-18</b>										
	<b>Weekdays:</b>	21	20	21	51									
	<b>Saturdays:</b>	4	5	4										
	<b>Sundays:</b>	* 6	* 6	5										
	<b>Total Days:</b>	31	31	30										

Please note:

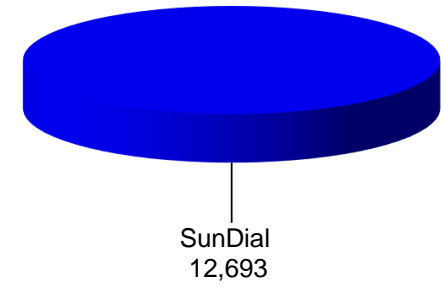
\*Running the Sunday service on Tuesday July 4th, 2017 as well as Wednesday July 4, 2018 for the Holiday. Weekday and Sunday total days reflect the change.

# SunLine Transit Agency Monthly Ridership Report July - 2018

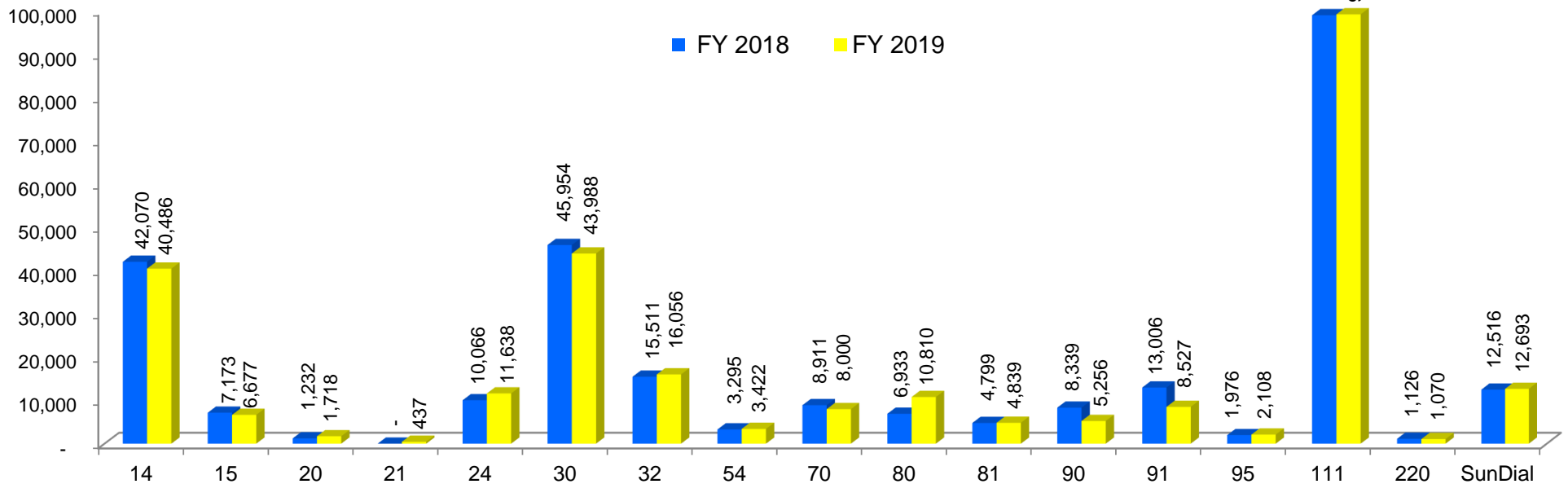
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





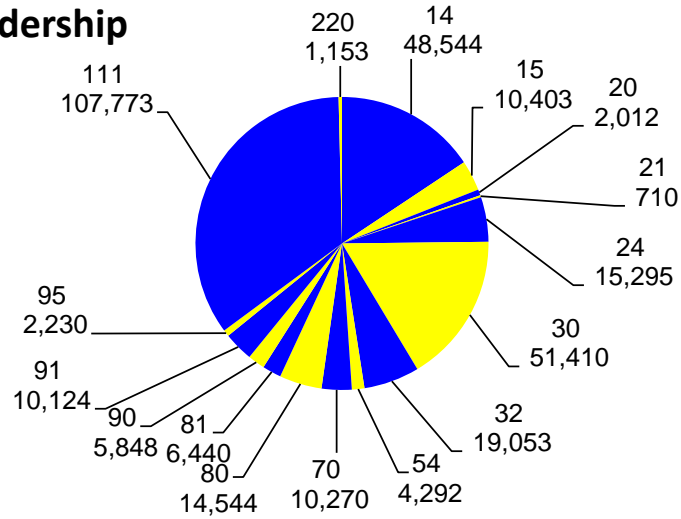
## SunLine Transit Agency Monthly Ridership Report August 2018

Line	Fixed Route Description	Aug 2018	Aug 2017	Jul 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	48,544	51,732	40,486	(3,188)	-6.2%	89,030	93,802	(4,772)	-5.1%	1,649	3,094	556	971
15	DHS	10,403	9,587	6,677	816	8.5%	17,080	16,760	320	1.9%	148	259	71	130
20	DHS/PD	2,012	1,486	1,718	526	35.4%	3,730	2,718	1,012	37.2%	92	219	12	16
21	PD	710	-	437	710	100.0%	1,147	-	1,147	100.0%	20	56	7	12
24	PS	15,295	13,892	11,638	1,403	10.1%	26,933	23,958	2,975	12.4%	594	1,129	129	248
30	CC/PS	51,410	54,354	43,988	(2,944)	-5.4%	95,398	100,308	(4,910)	-4.9%	1,974	3,779	521	913
32	PD/RM/TP/CC/PS	19,053	18,155	16,056	898	4.9%	35,109	33,666	1,443	4.3%	1,001	1,879	166	291
54	Indio/LQ/IW/PD	4,292	4,261	3,422	31	0.7%	7,714	7,556	158	2.1%	132	256	32	45
70	LQ/BD	10,270	10,331	8,000	(61)	-0.6%	18,270	19,242	(972)	-5.1%	653	1,210	35	81
80	Indio	14,544	8,639	10,810	5,905	68.4%	25,354	15,572	9,782	62.8%	426	843	165	277
81	Indio	6,440	5,976	4,839	464	7.8%	11,279	10,775	504	4.7%	78	136	28	69
90	Coachella/Indio	5,848	9,555	5,256	(3,707)	-38.8%	11,104	17,894	(6,790)	-37.9%	85	166	56	88
91	I/Cch/Th/Mec/Oas	10,124	14,562	8,527	(4,438)	-30.5%	18,651	27,568	(8,917)	-32.3%	212	423	42	73
95	I/Cch/Th/Mec/NS	2,230	2,020	2,108	210	10.4%	4,338	3,996	342	8.6%	121	204	9	18
111	PS to Indio	107,773	106,197	99,185	1,576	1.5%	206,958	205,186	1,772	0.9%	4,939	9,457	868	1,569
220	PD to Riverside	1,153	1,246	1,070	(93)	-7.5%	2,223	2,372	(149)	-6.3%	32	74	7	10
<b>Fixed Route Total</b>		<b>310,101</b>	<b>311,993</b>	<b>264,217</b>	<b>(1,892)</b>	<b>-0.6%</b>	<b>574,318</b>	<b>581,373</b>	<b>(7,055)</b>	<b>-1.2%</b>	<b>12,156</b>	<b>23,184</b>	<b>2,704</b>	<b>4,811</b>
<b>SolVan</b>		2,132	1,090	1,842	1,042	95.6%	3,974	1,090	2,884	72.6%				
<b>Demand Response</b>														
<b>SunDial</b>		13,408	13,605	12,693	(197)	-1.4%	26,101	26,121	(20)	-0.1%				
<b>System Total</b>		<b>325,641</b>	<b>326,688</b>	<b>278,752</b>	<b>(1,047)</b>	<b>-0.3%</b>	<b>604,393</b>	<b>608,584</b>	<b>(4,191)</b>	<b>-0.69%</b>				
		<b>Aug-18</b>	<b>Aug-17</b>	<b>Jul-18</b>										
Weekdays:		23	23	21										
Saturdays:		4	4	4										
Sundays:		4	4	6										
Total Days:		31	31	31										

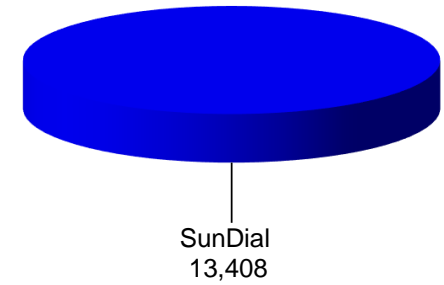
Please note:

# SunLine Transit Agency Monthly Ridership Report August - 2018

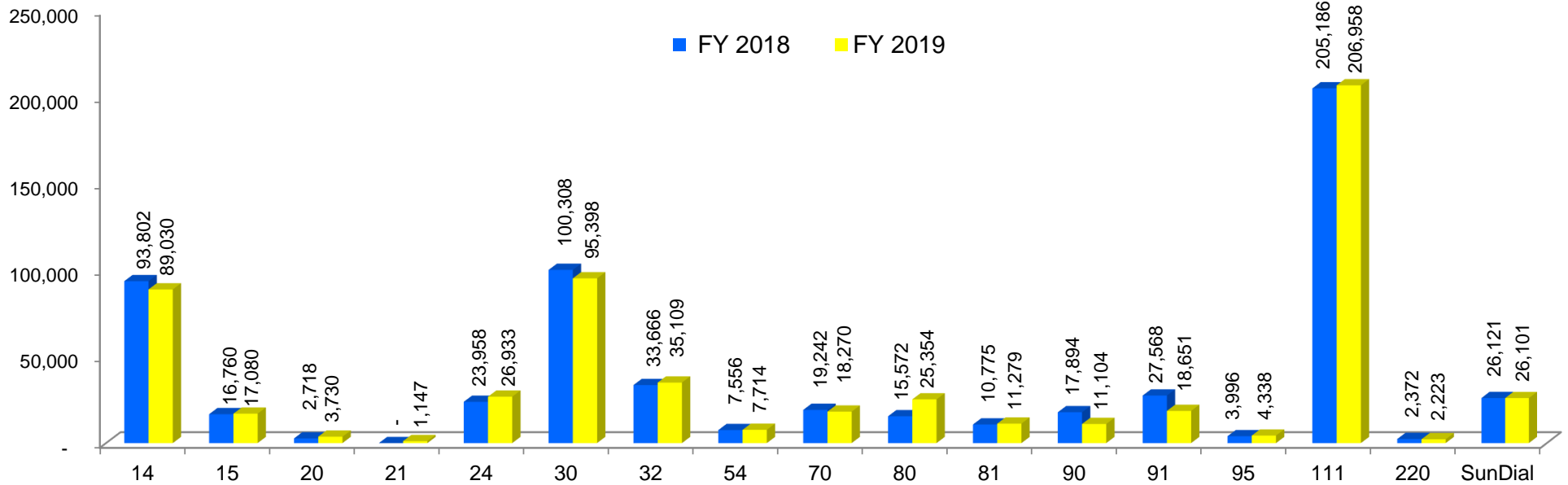
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





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

DATE: September 26, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for July & August 2018

Summary:

The attached report summarizes SunDial's operation for July and August 2018. Both months saw zero preventable accidents which is an improvement from the previous year.

For July:

- Highlights of this report include an on-time performance percentage of 91.6 % compared to 89.2% in July 2017.

For August:

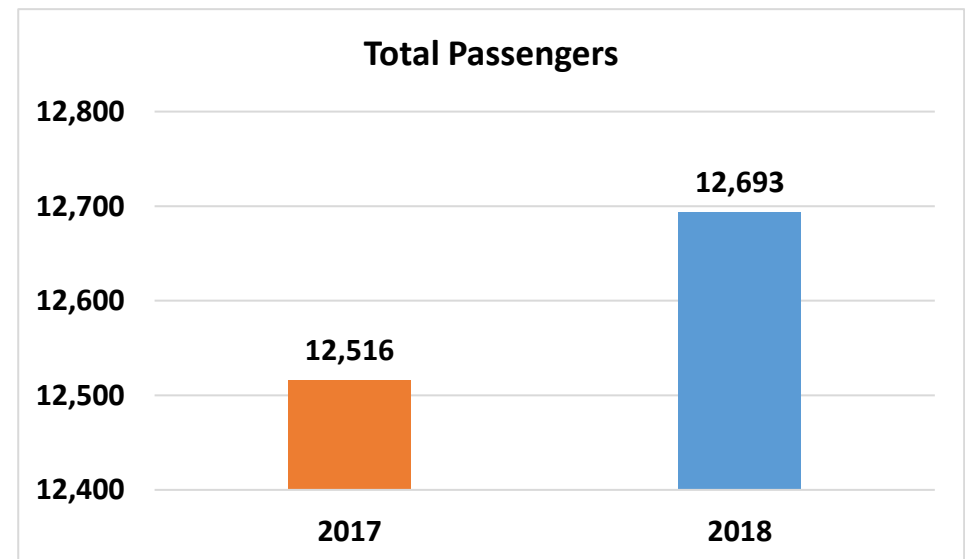
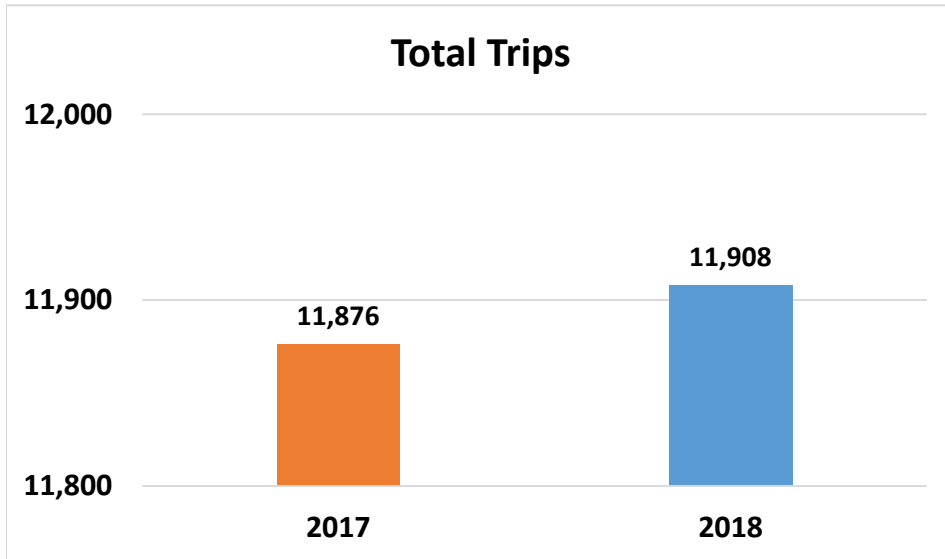
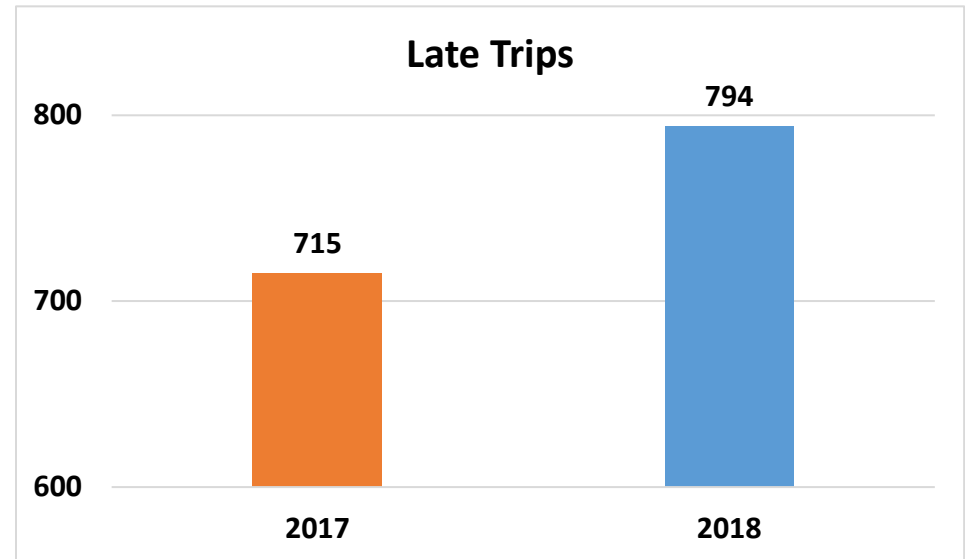
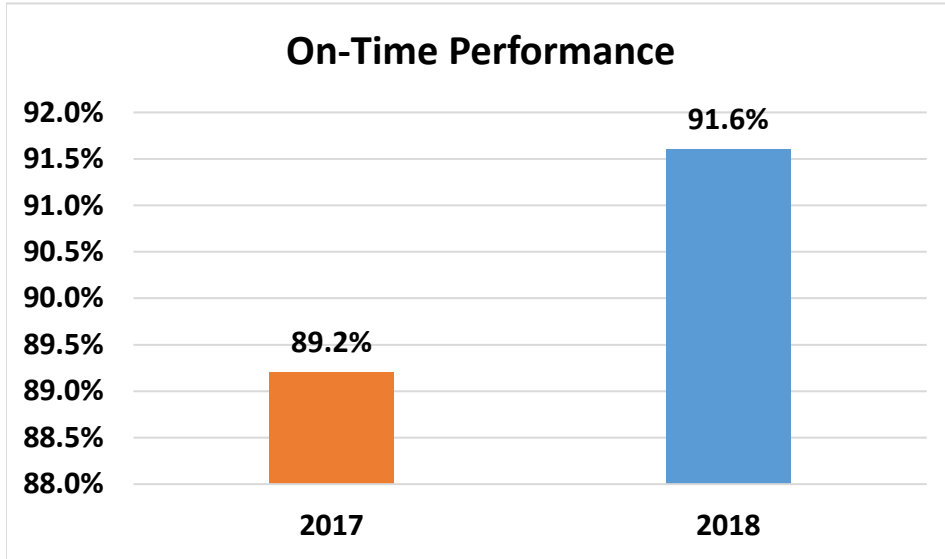
- Highlights of this report include an on-time performance percentage of 93.4 % compared to 90.1% in August 2017.

Recommendation:

Receive and file.

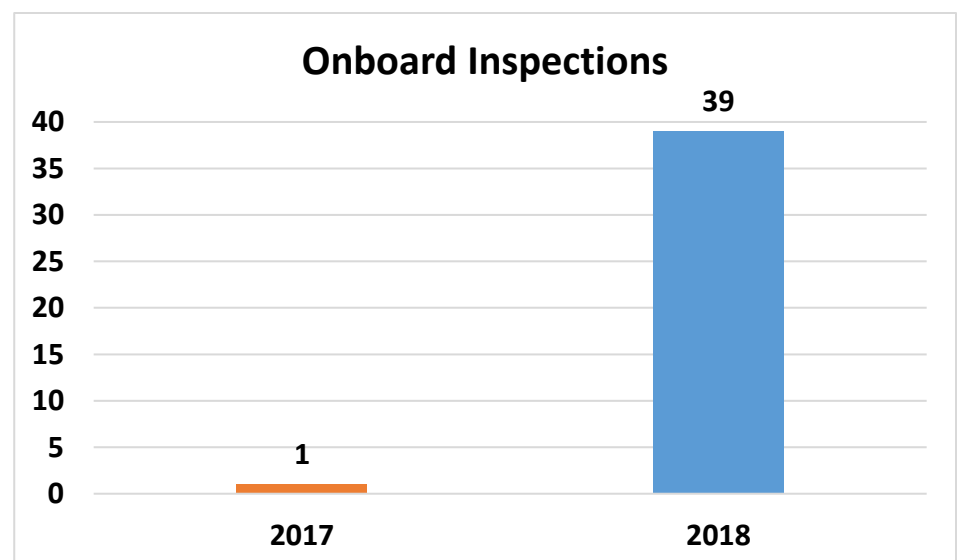
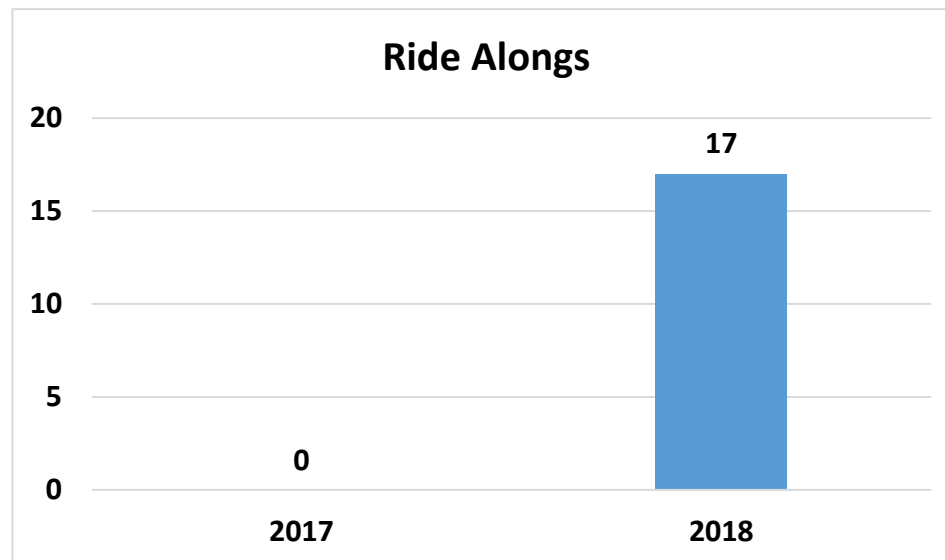
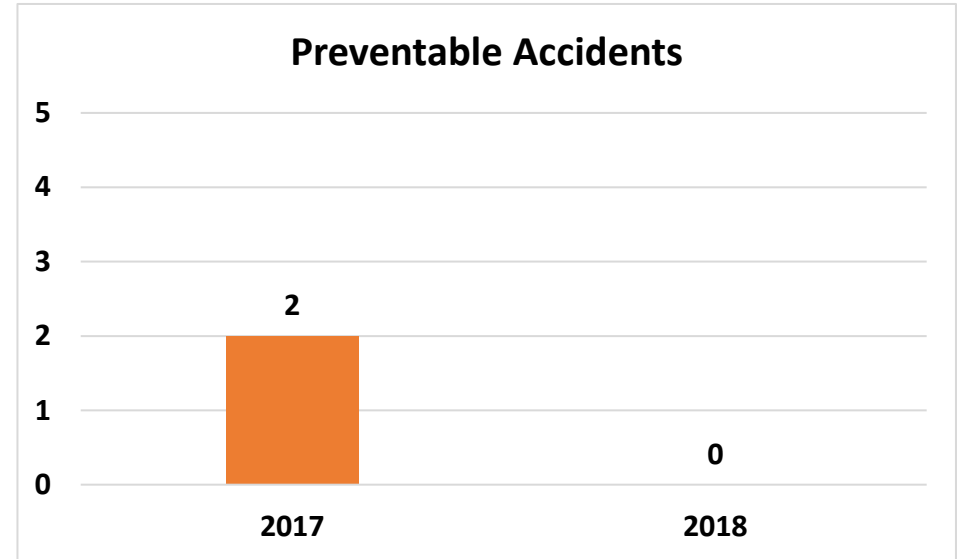
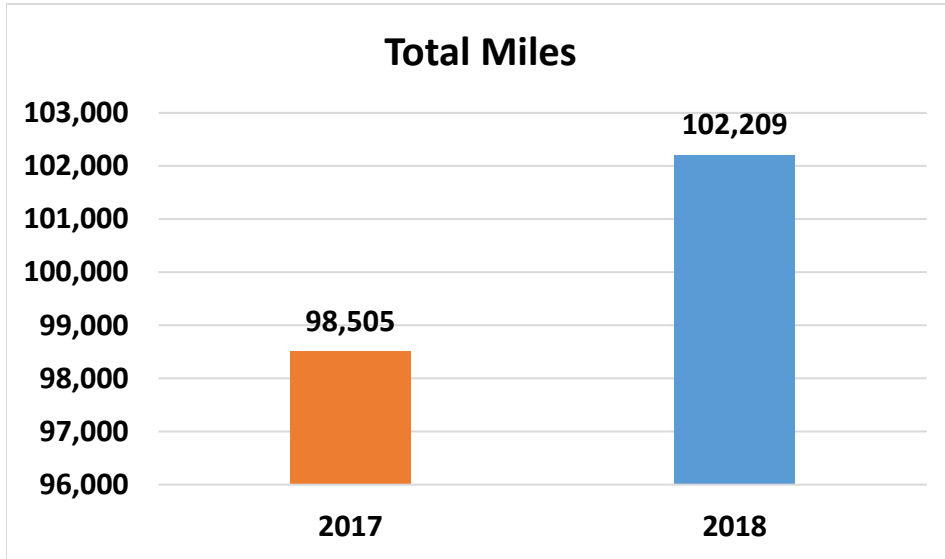
# SunDial Operational Notes

## JULY 2017/2018



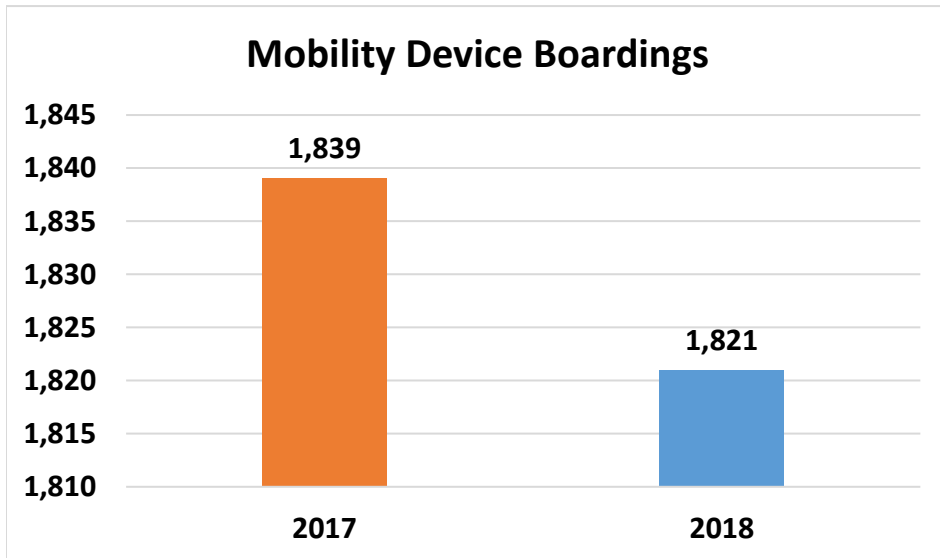
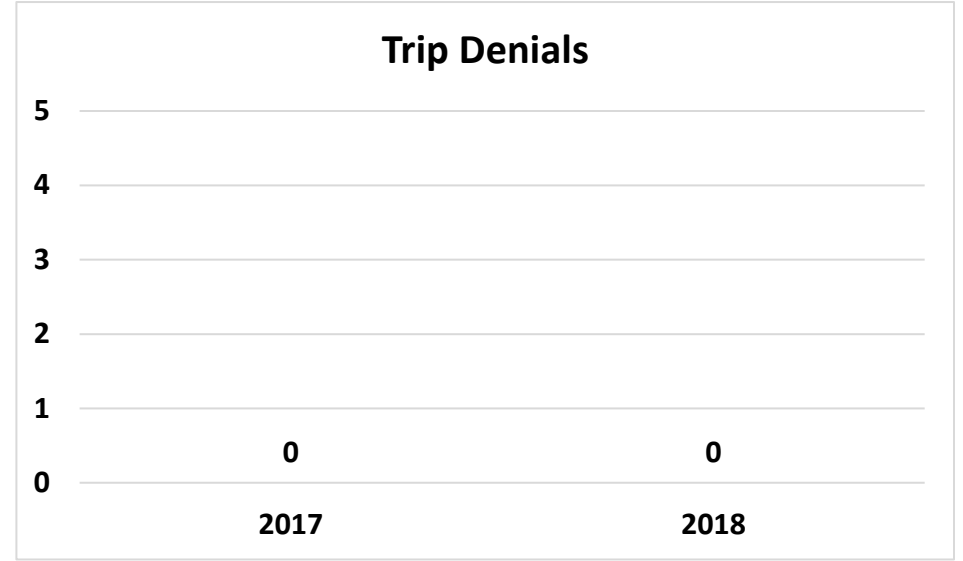
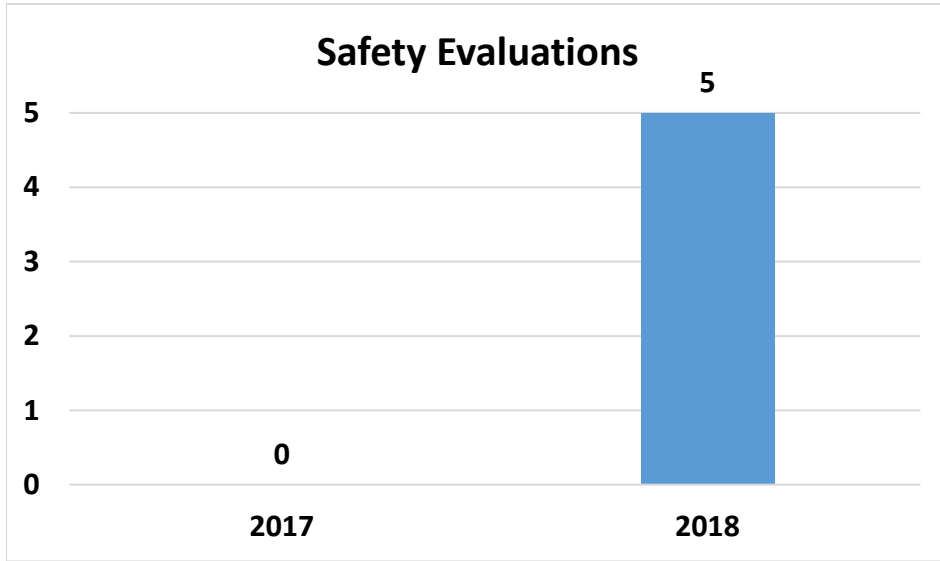
# SunDial Operational Notes

## JULY 2017/2018



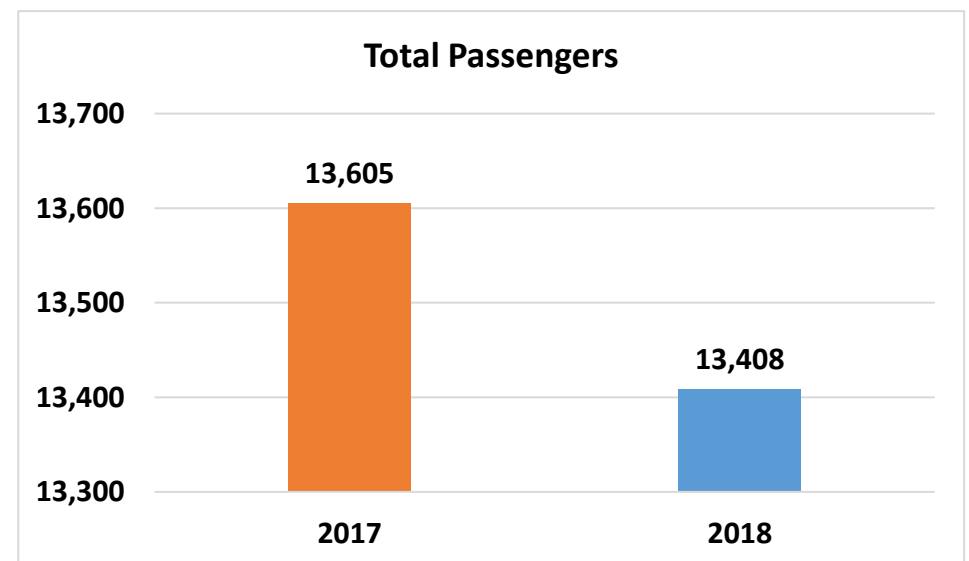
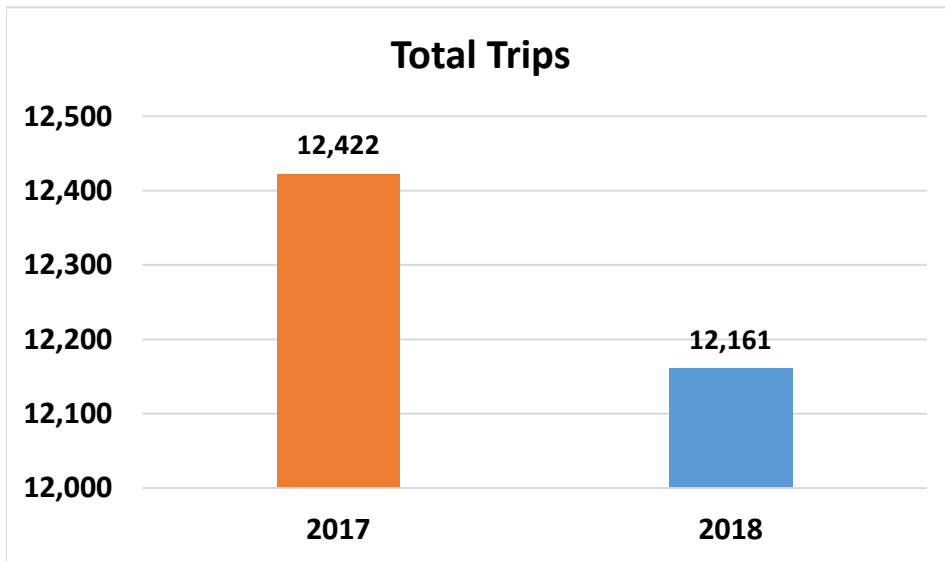
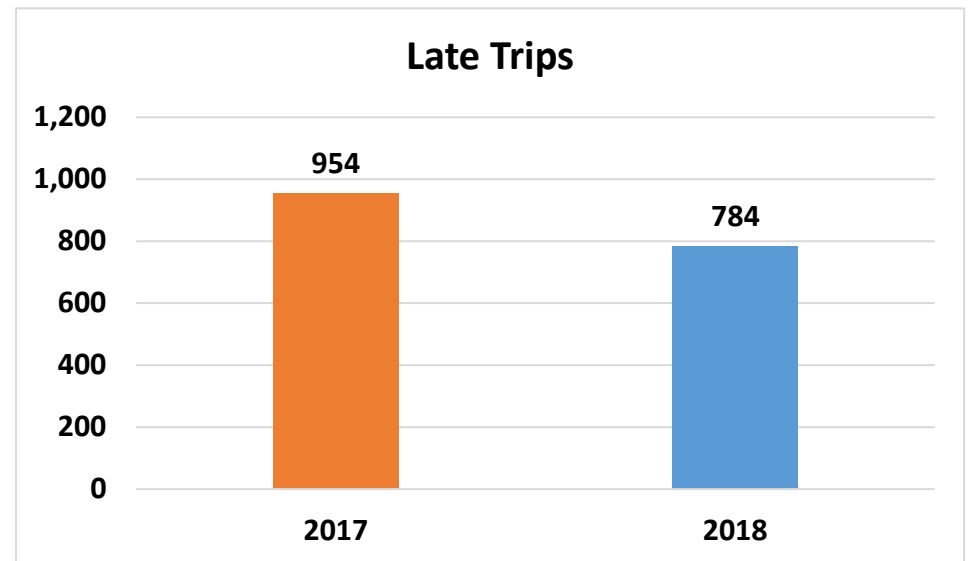
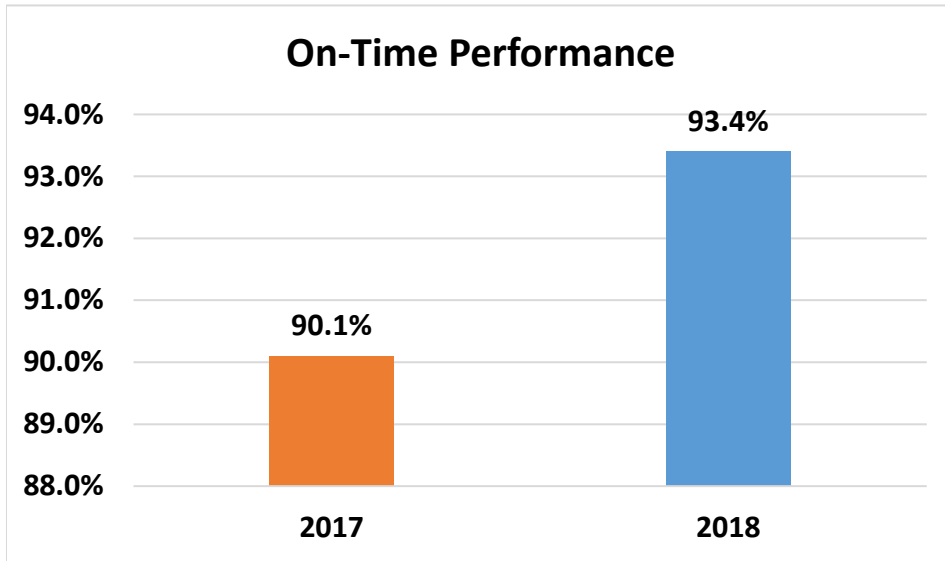
# SunDial Operational Notes

## JULY 2017/2018



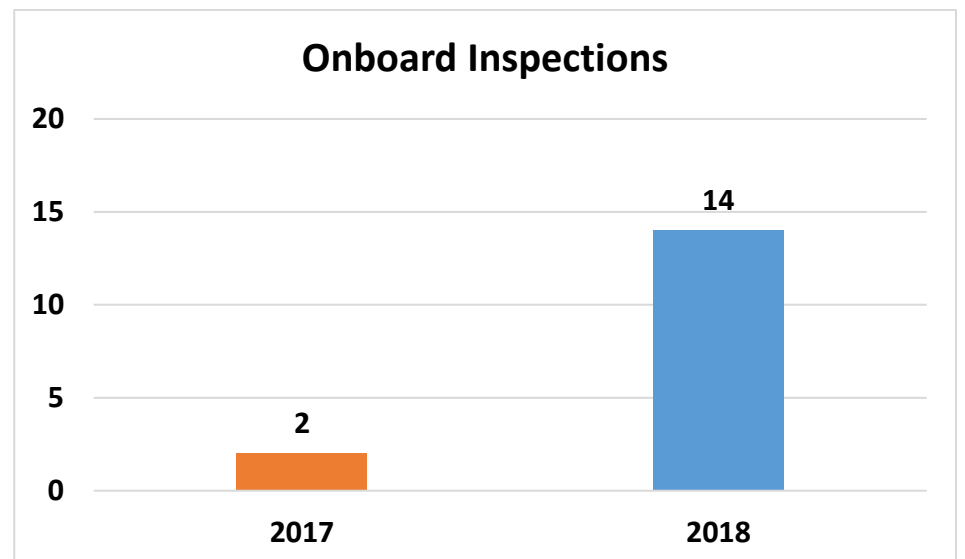
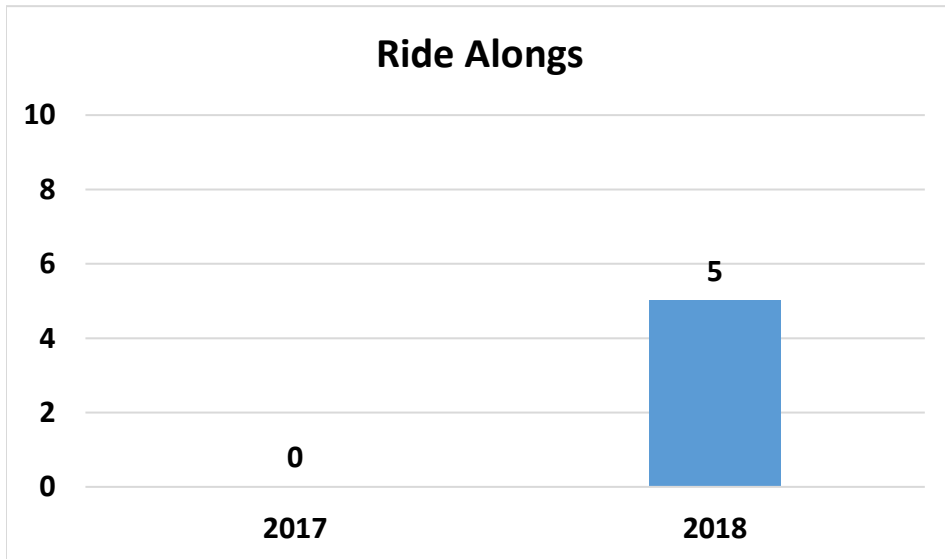
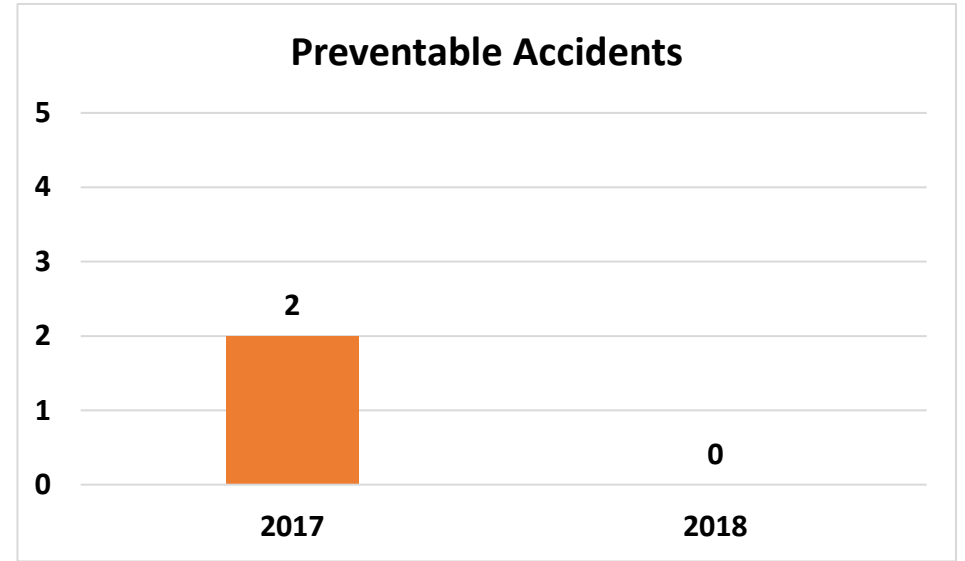
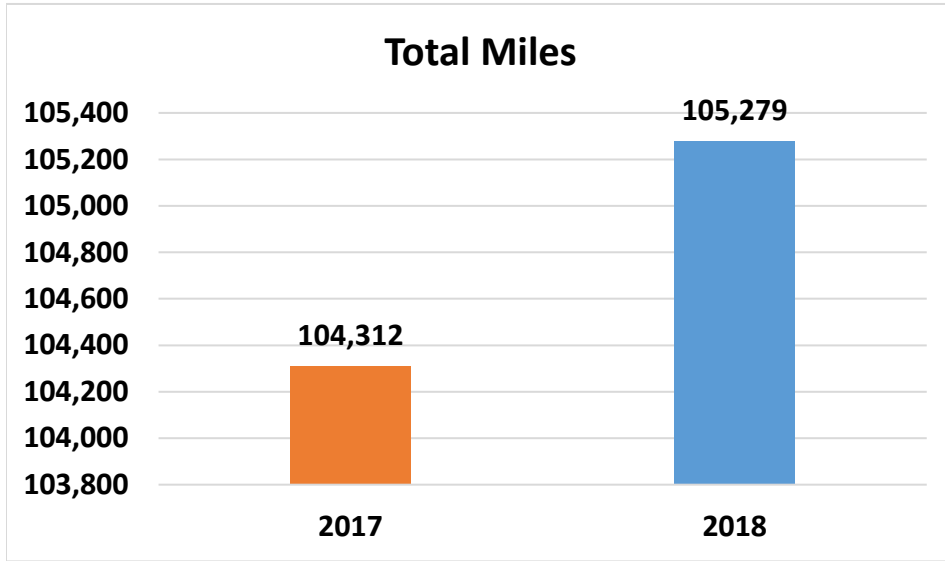
# SunDial Operational Notes

## AUGUST 2017/2018



# SunDial Operational Notes

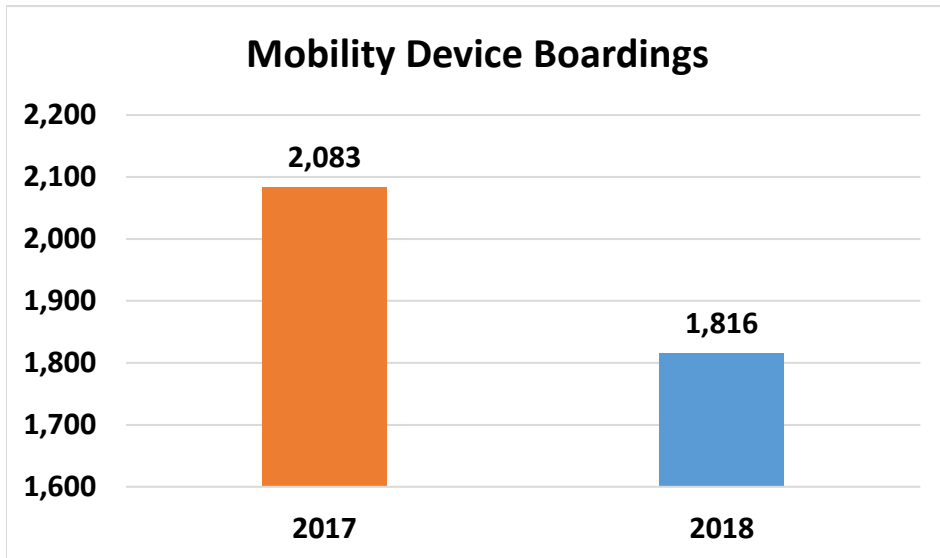
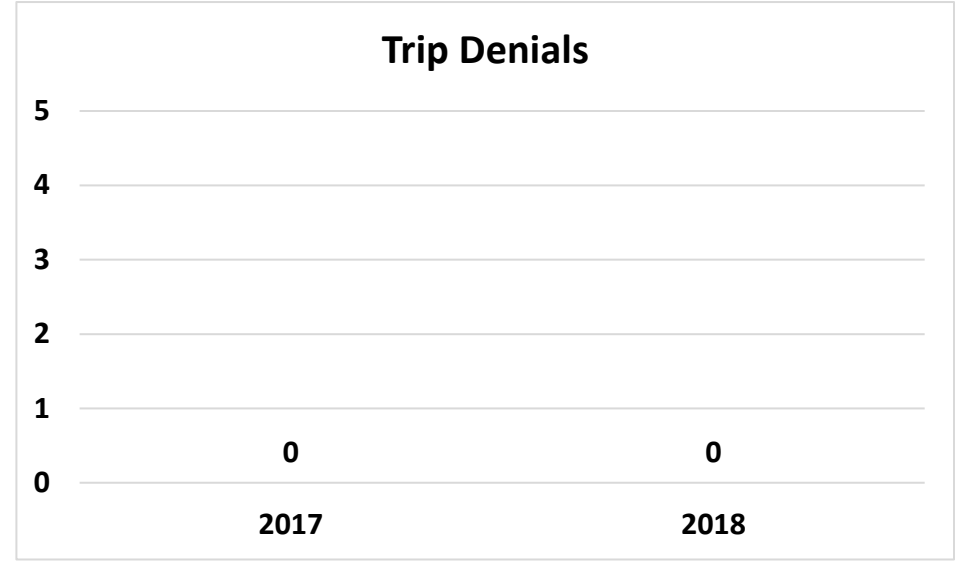
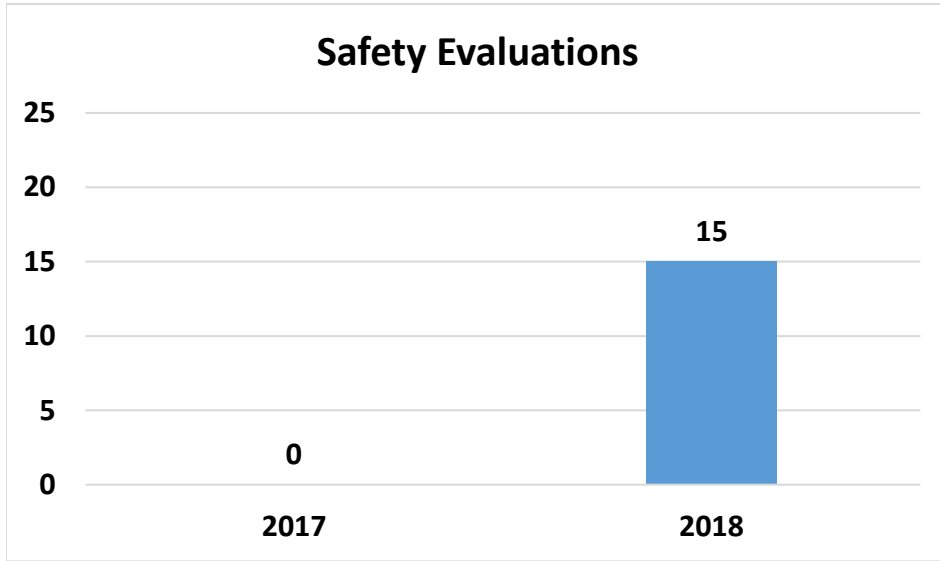
## AUGUST 2017/2018





# SunDial Operational Notes

## AUGUST 2017/2018



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 26, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for July & August 2018

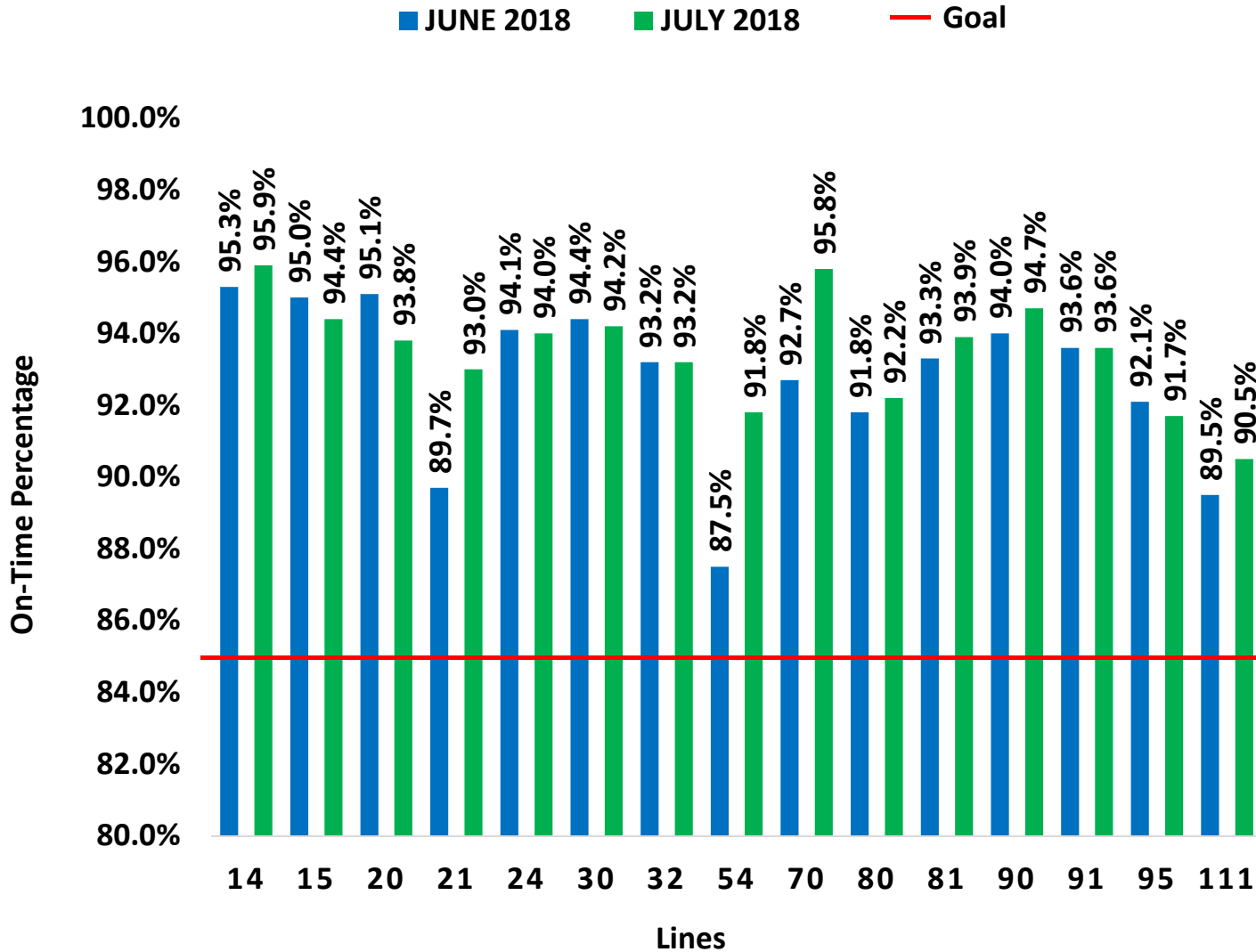
Summary:

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

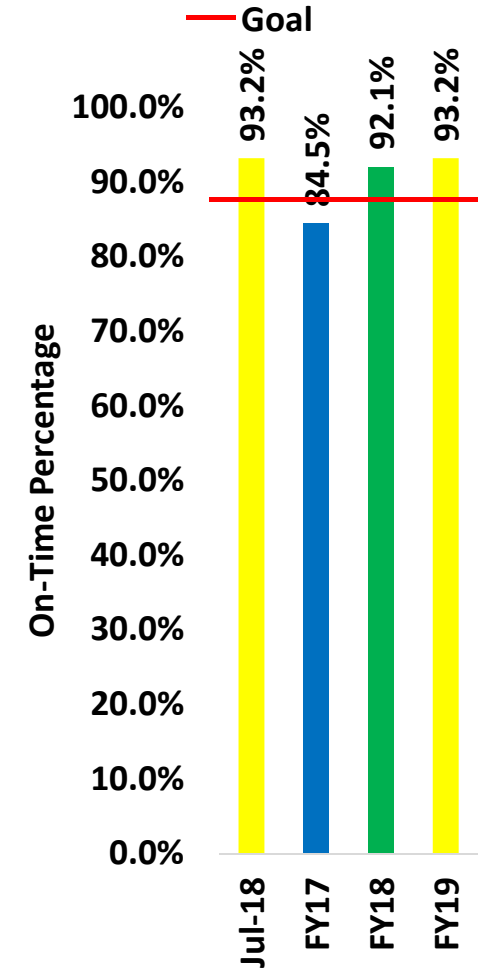
Recommendation:

Receive and file.

# On-Time Performance Percent by Line

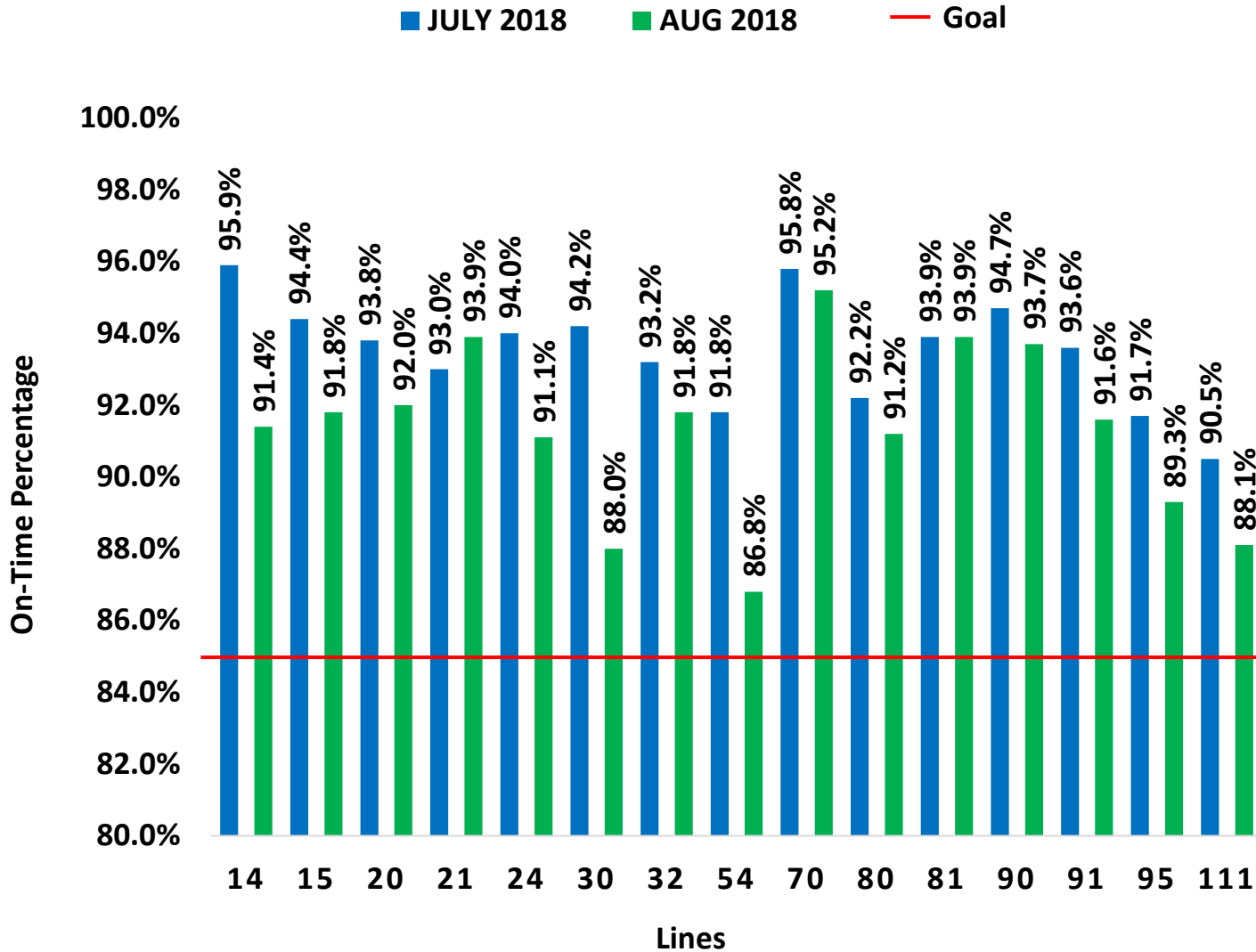


# On Time Performance System Wide

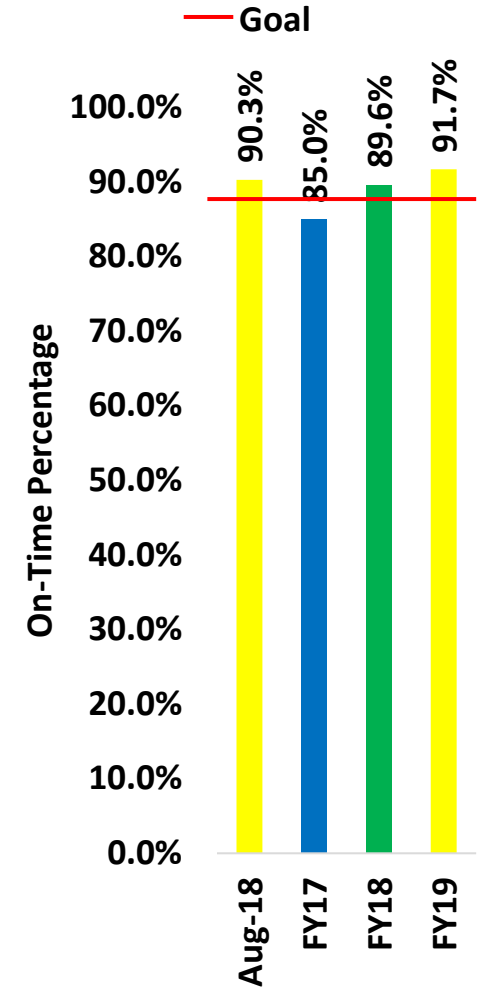


Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.  
 Goal: Minimum target for On Time performance is 85%.  
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

# On-Time Performance Percent by Line

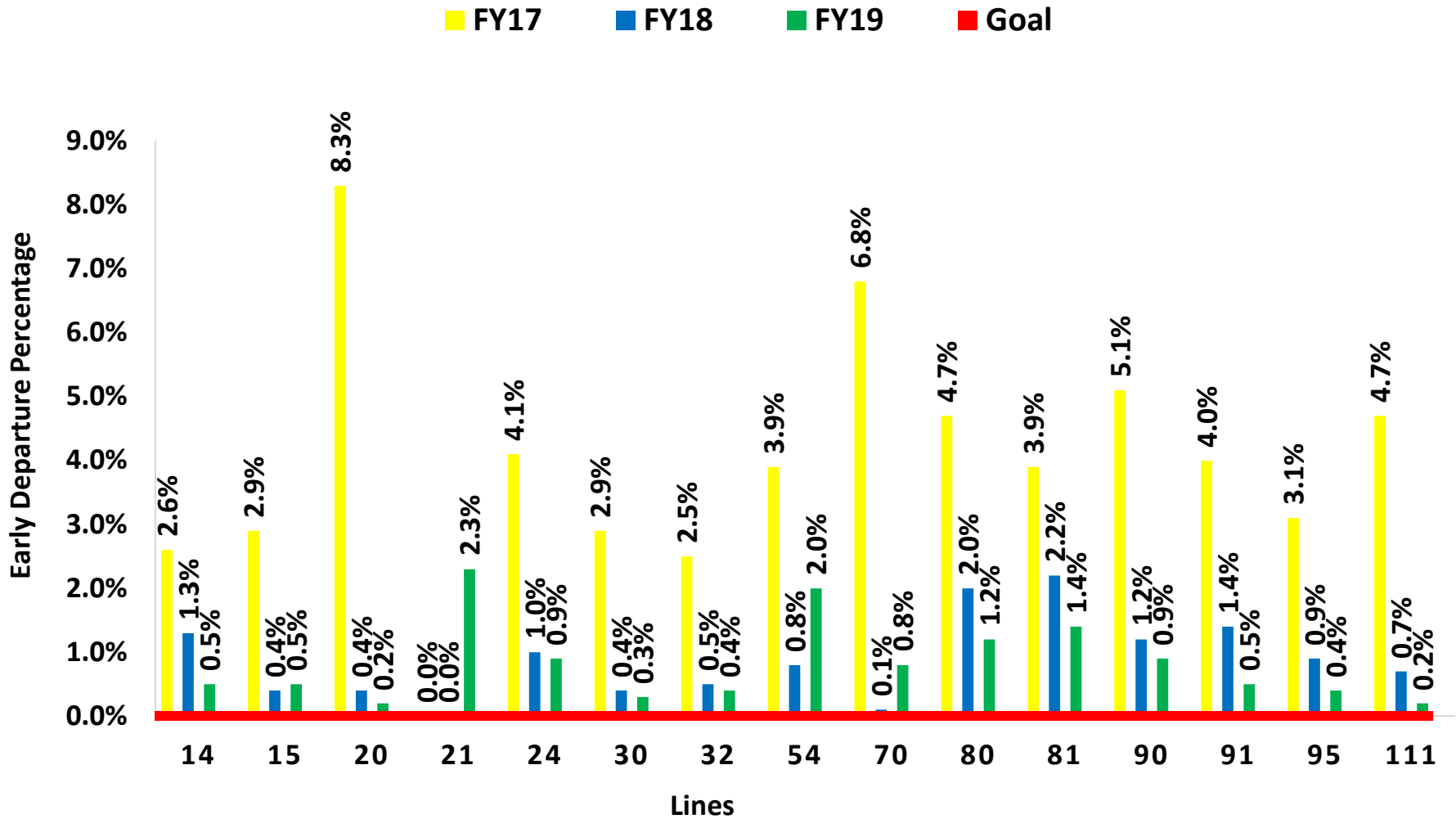


# On Time Performance System Wide



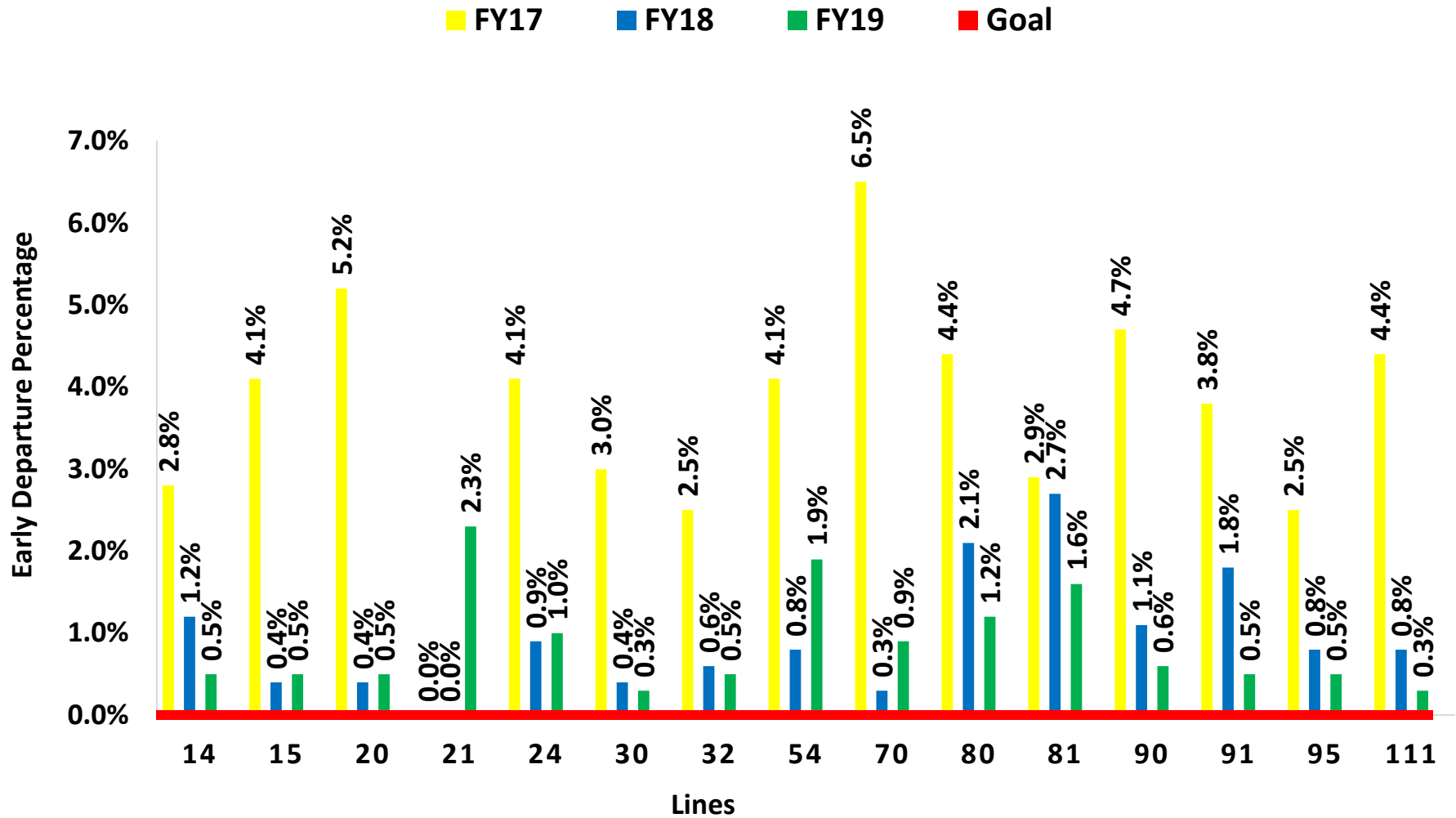
Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.  
 Goal: Minimum target for On Time performance is 85%.  
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

# Early Departures by Line YTD



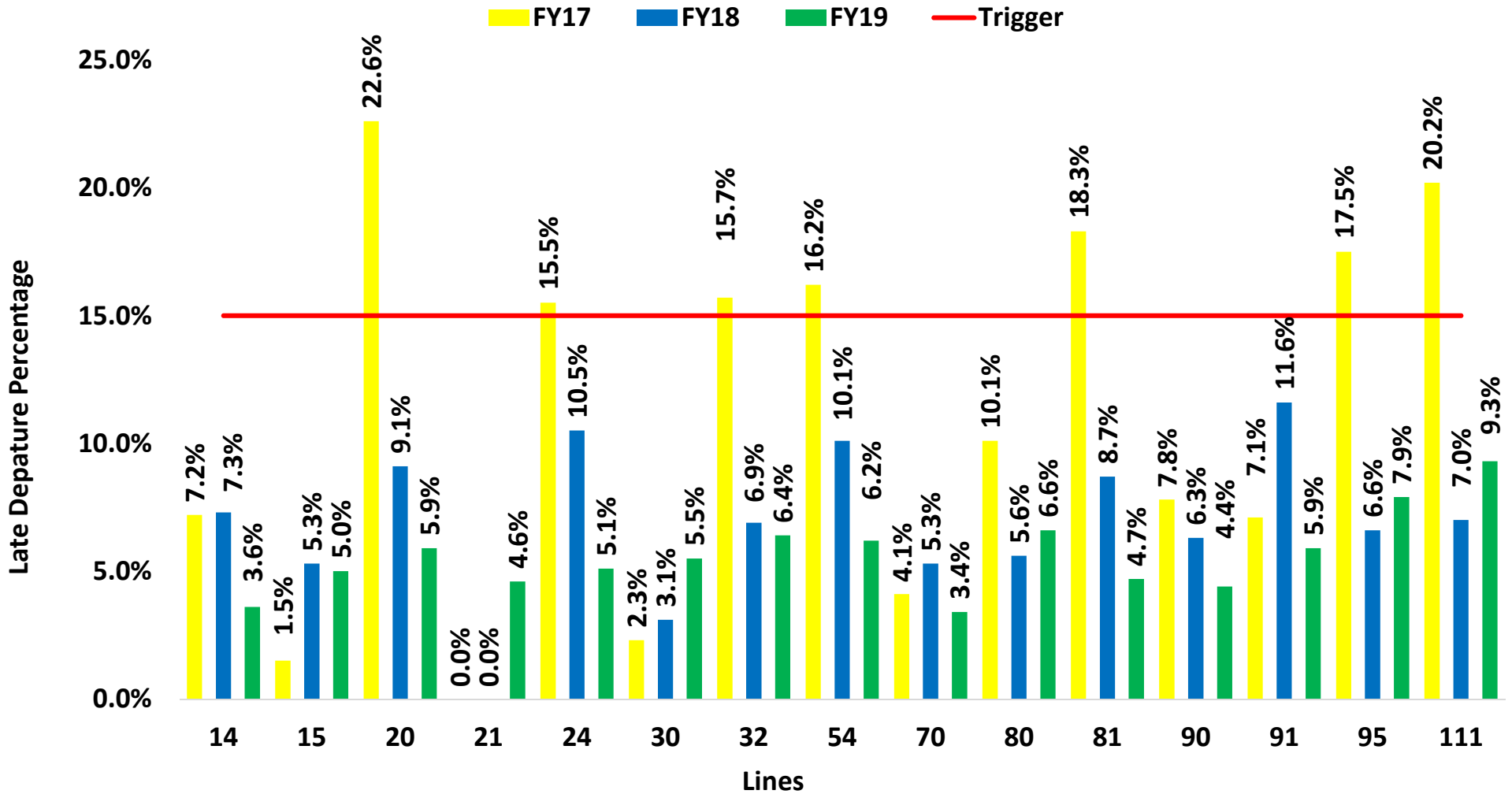
Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each line.

# 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.

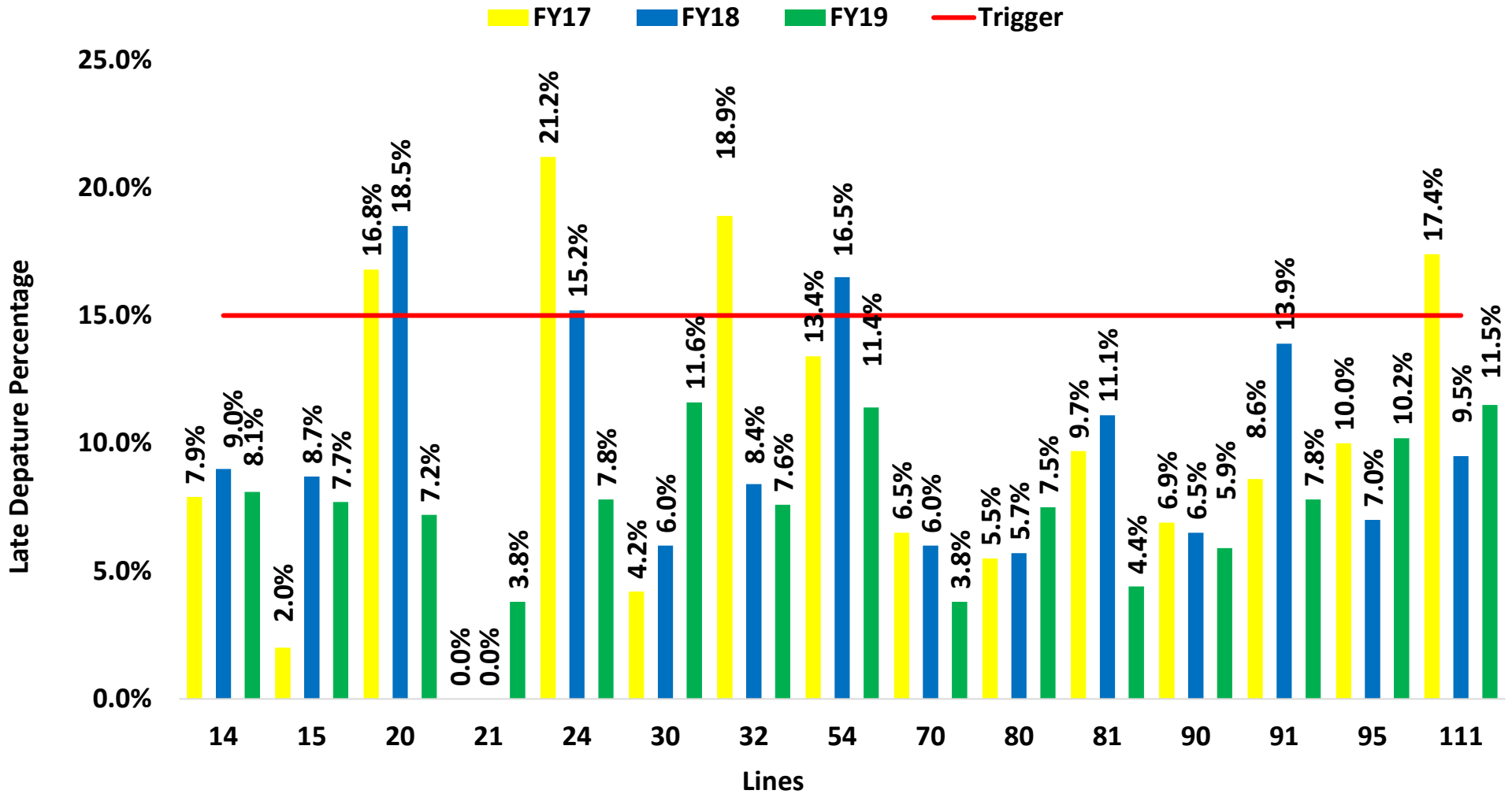
# Late Departure Percent by Line July



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%

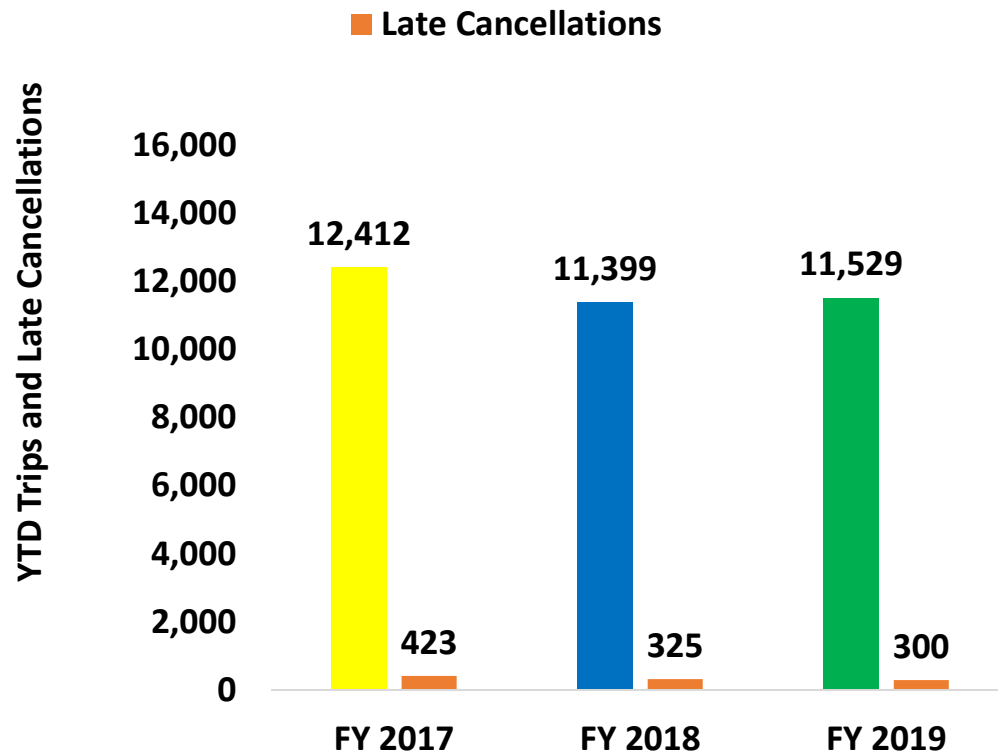


# Late Departure Percent by Line August

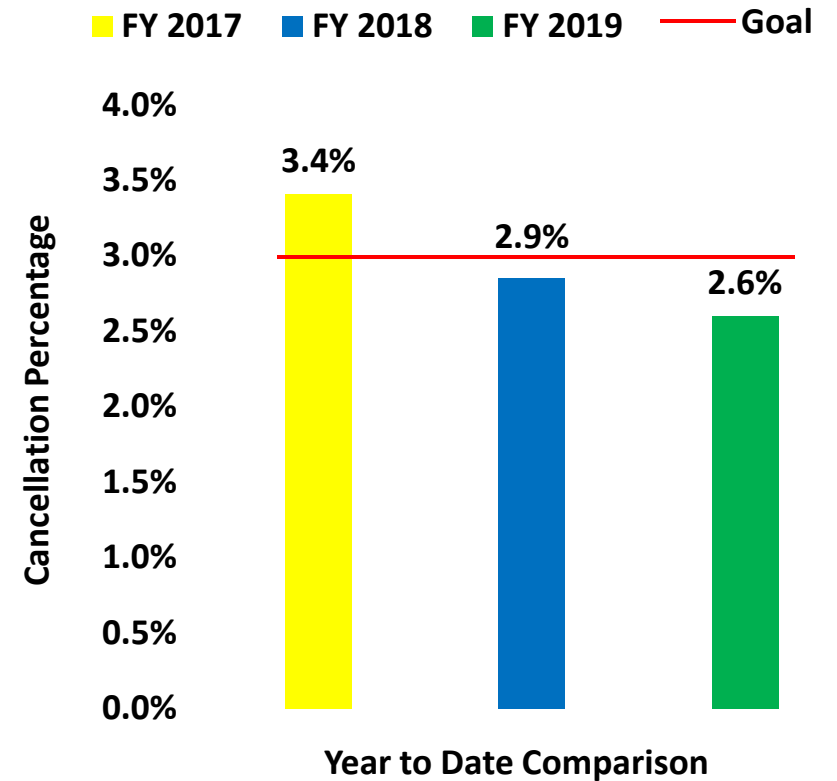


Late Definition: When a bus leaves a time point, after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%

## Total Trips vs. Late Cancellations FYTD



## Late Cancellation Percentage FYTD

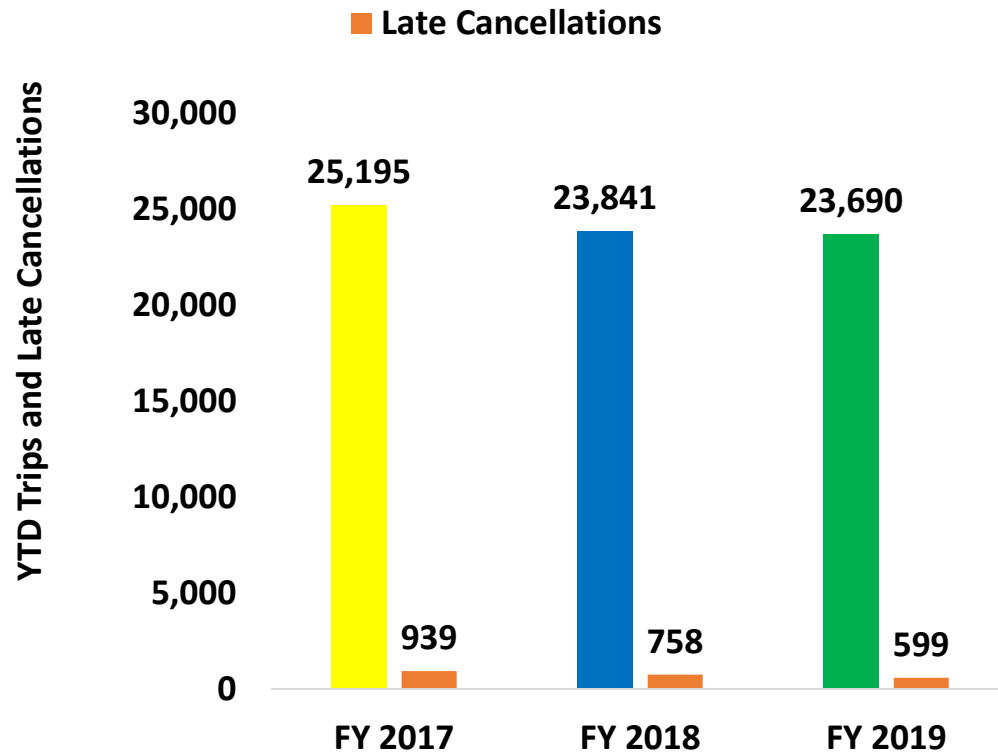


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

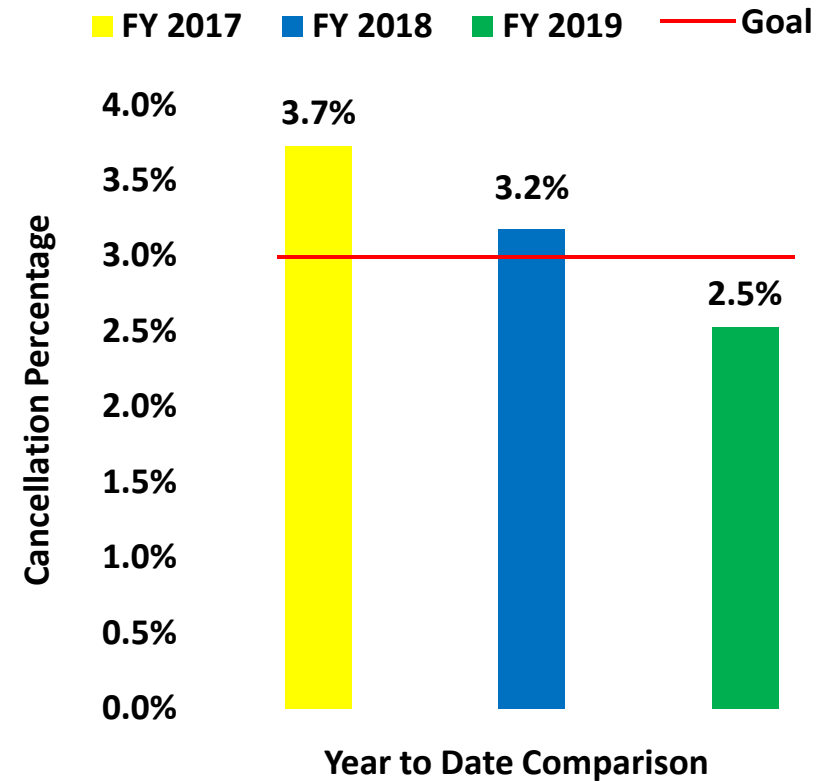
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

## Total Trips vs. Late Cancellations FYTD



## Late Cancellation Percentage FYTD

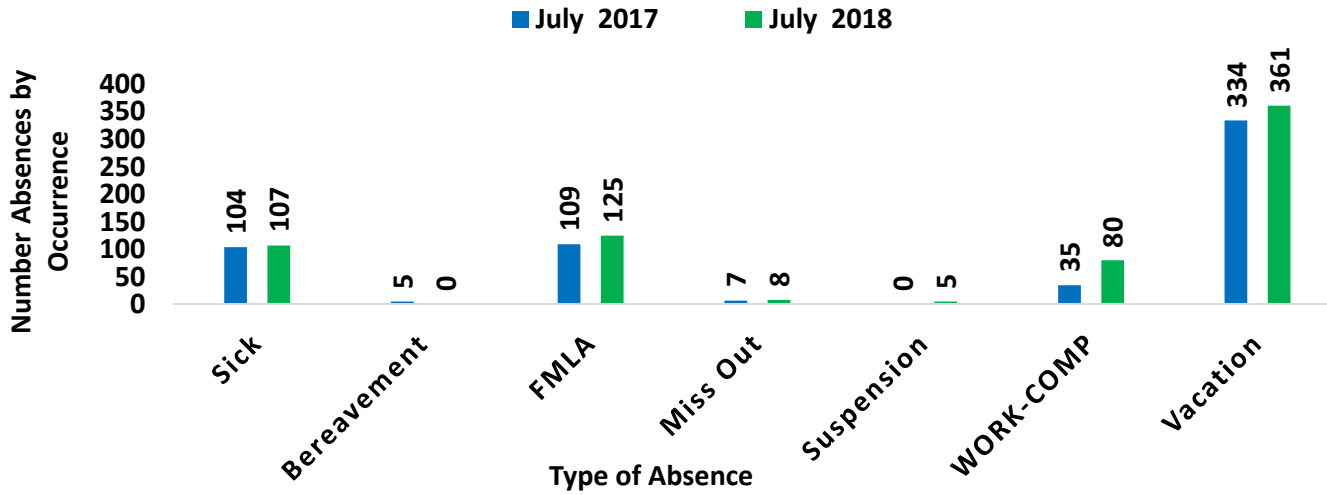


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

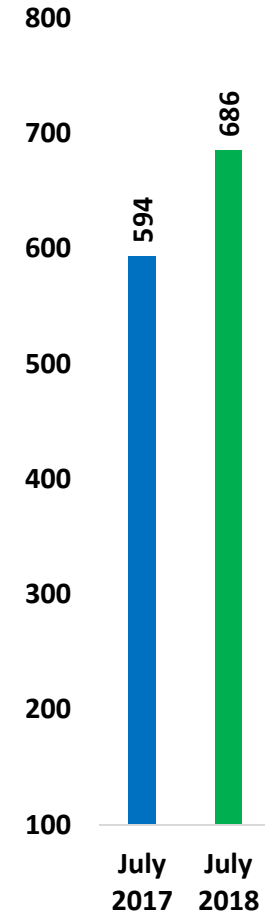
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

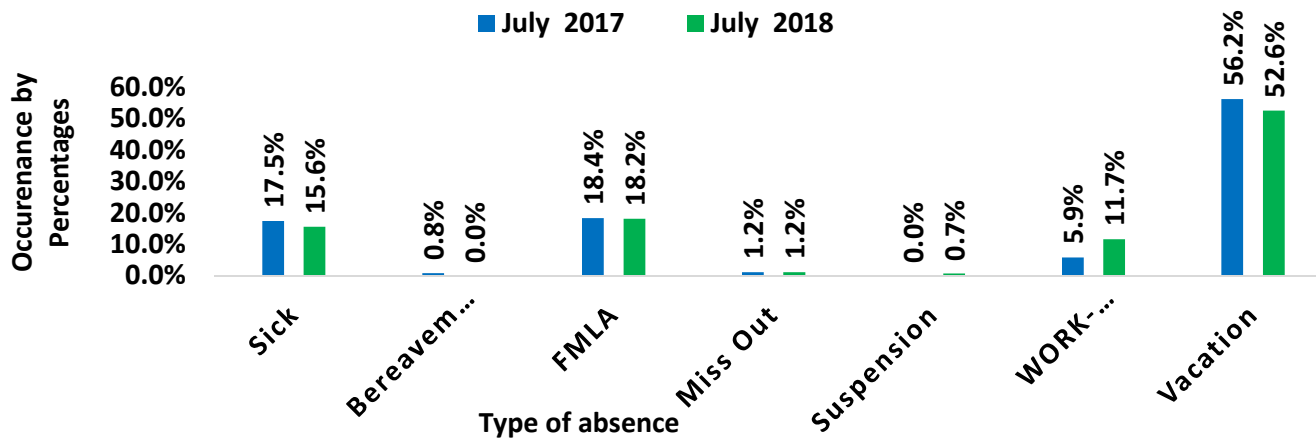
## Driver Absence Occurrences



## Total Absence Occurrences

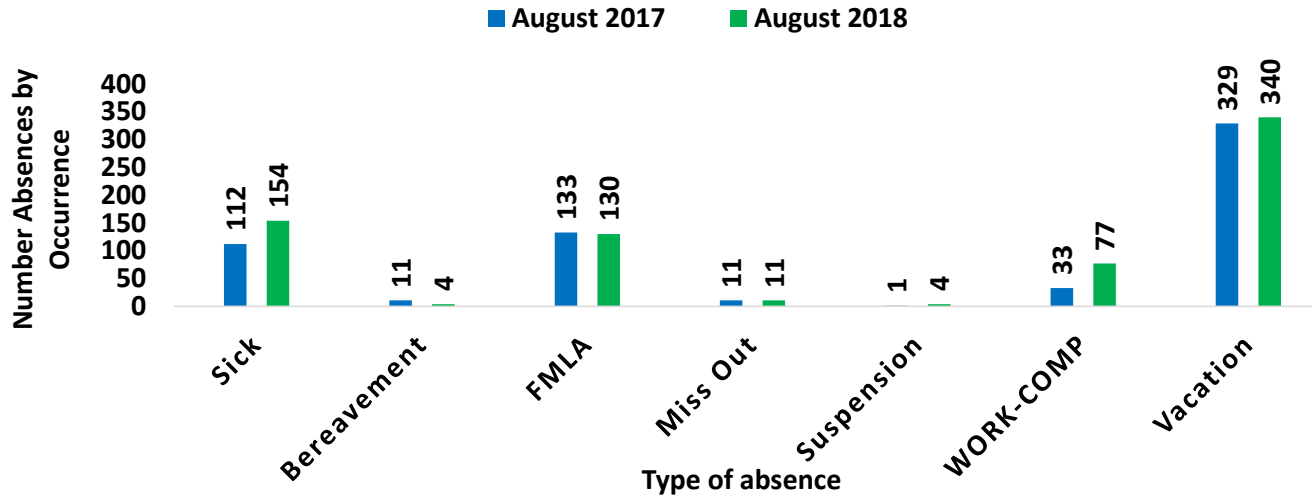


## Driver Absence Occurrences by Percentages

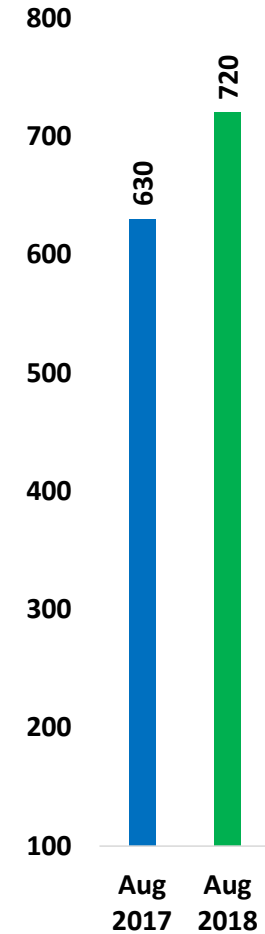


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

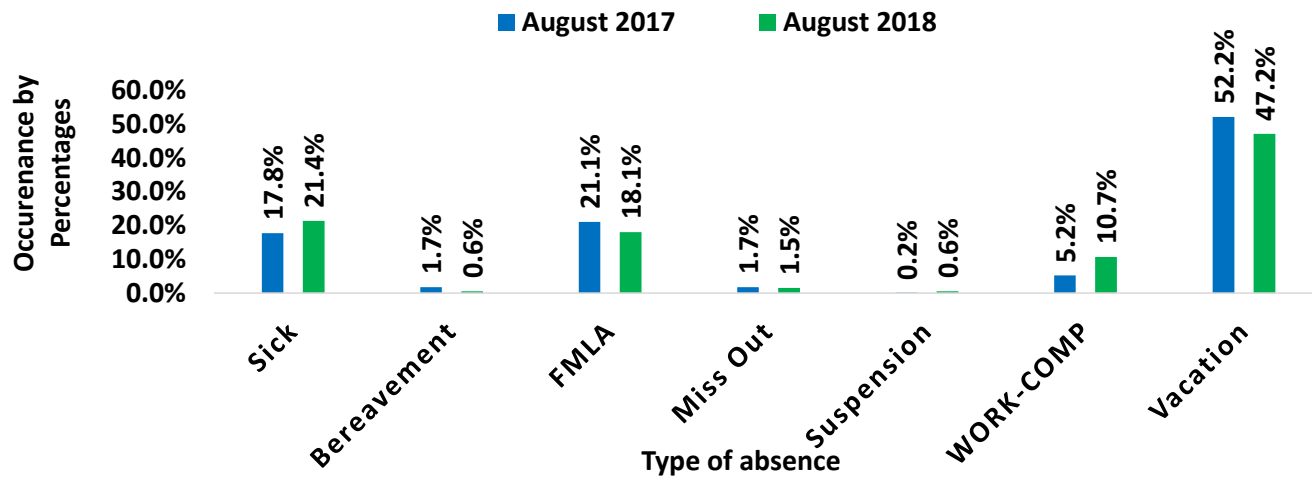
## Driver Absence Occurrences



## Total Absence Occurrences

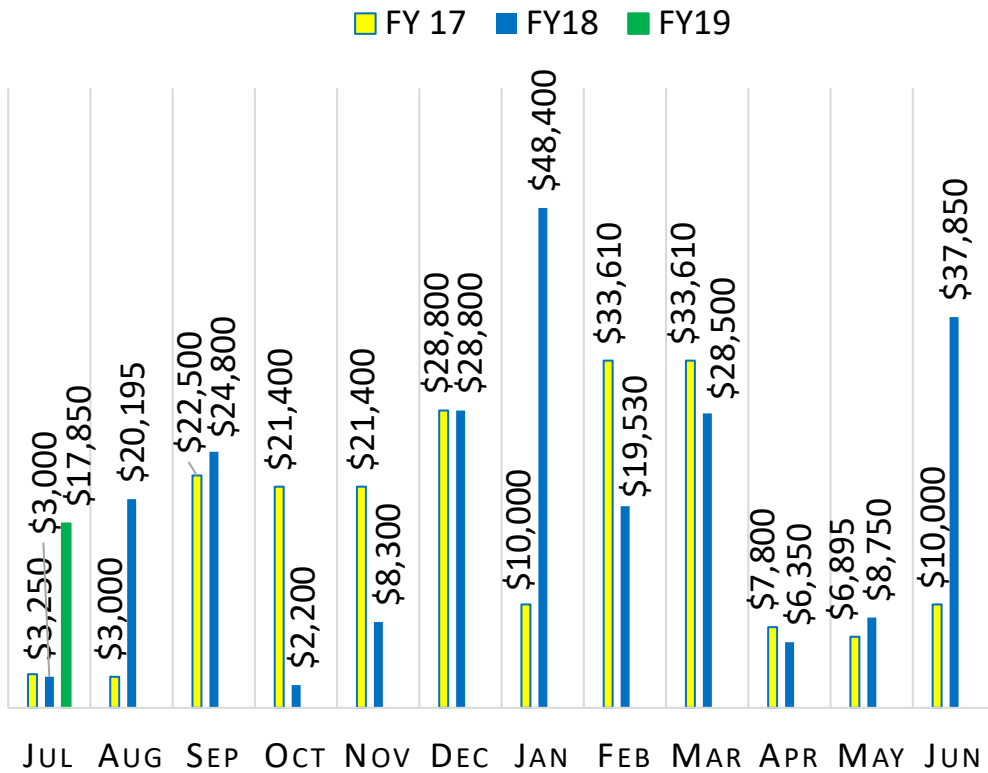


## Driver Absence Occurrences by Percentages

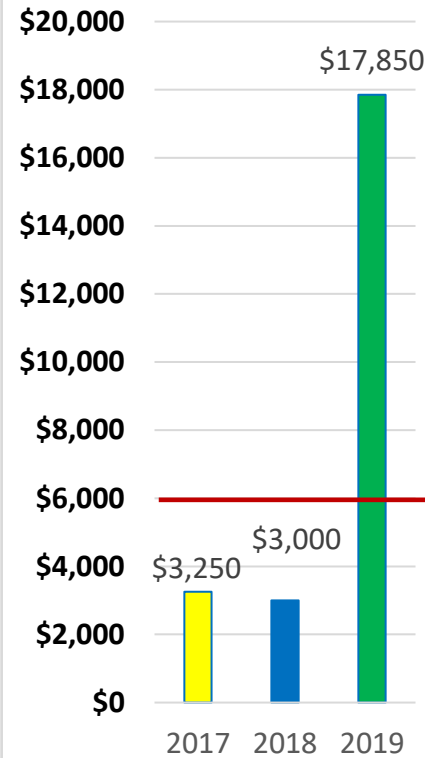


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

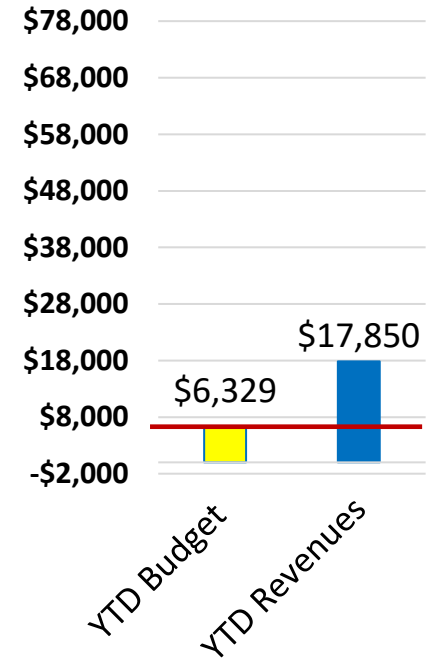
## Contracted Advertising - July - YTD FY19



## Contracted - YTD

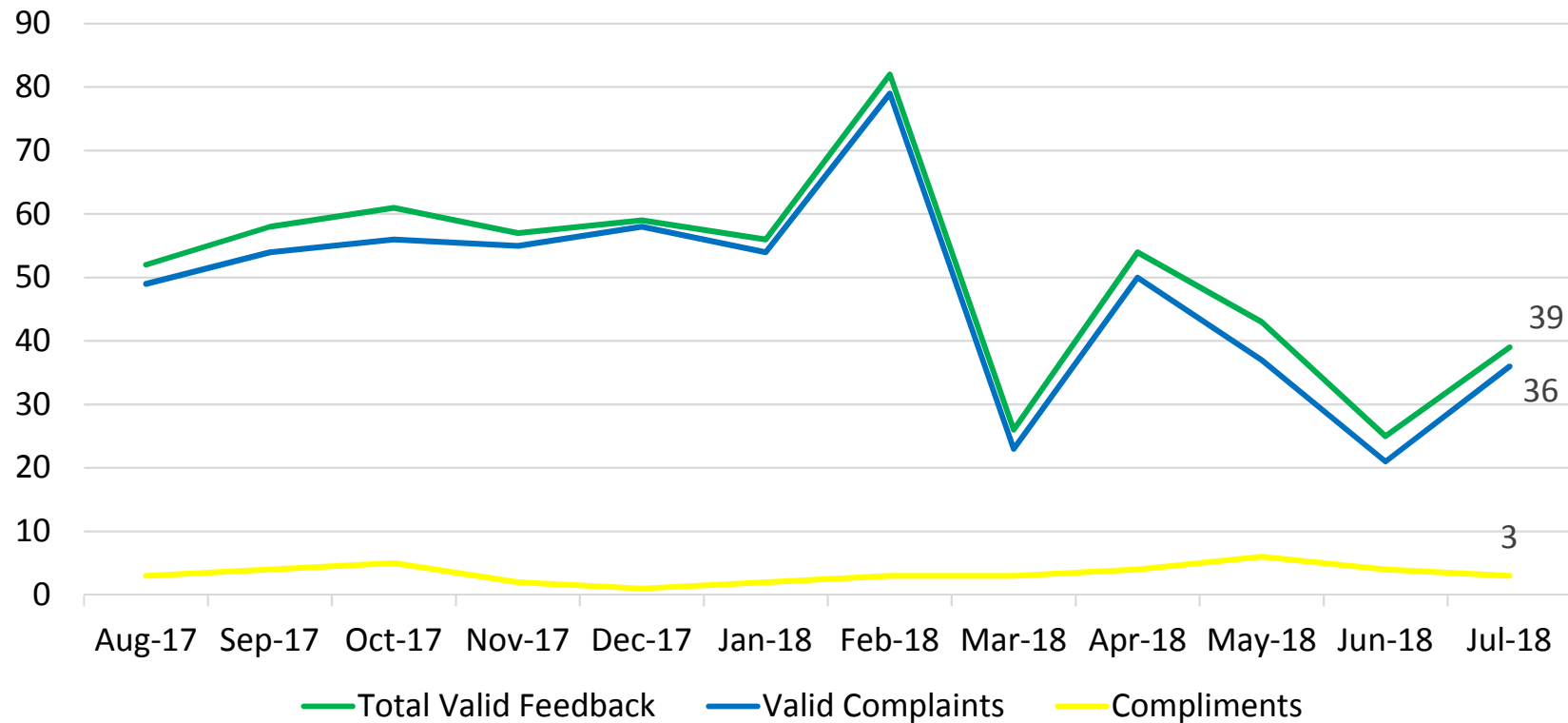


## YTD Budget vs YTD Agency Revenue July YTD



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

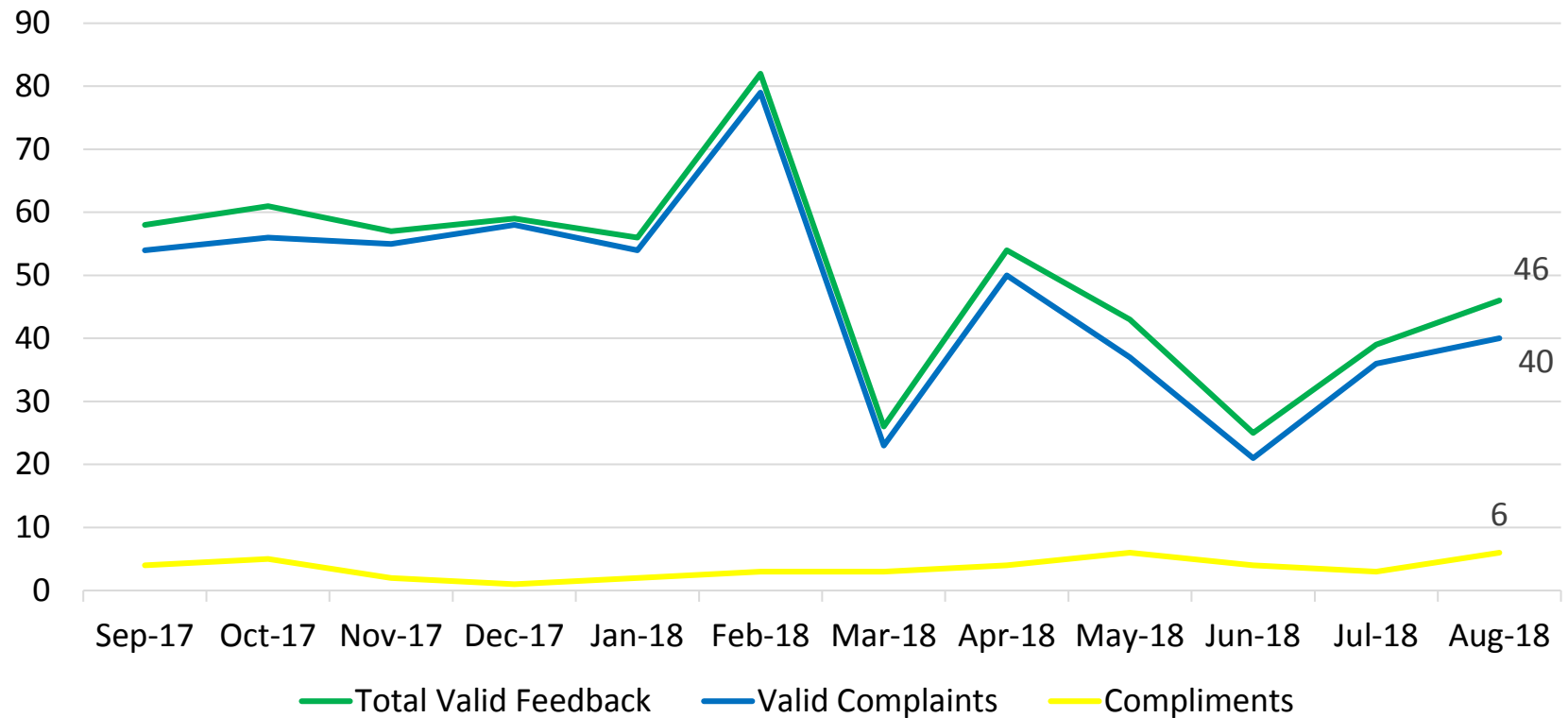
## Fixed Route Customer Feedback for July 2018



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

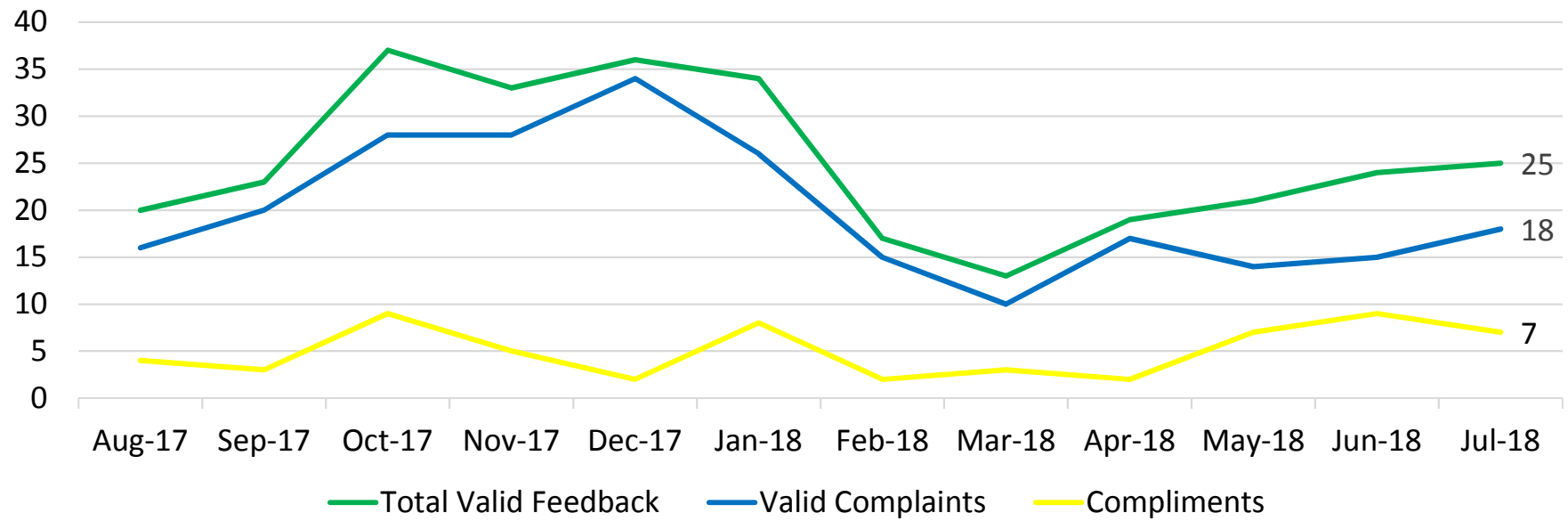


## Fixed Route Customer Feedback for August 2018



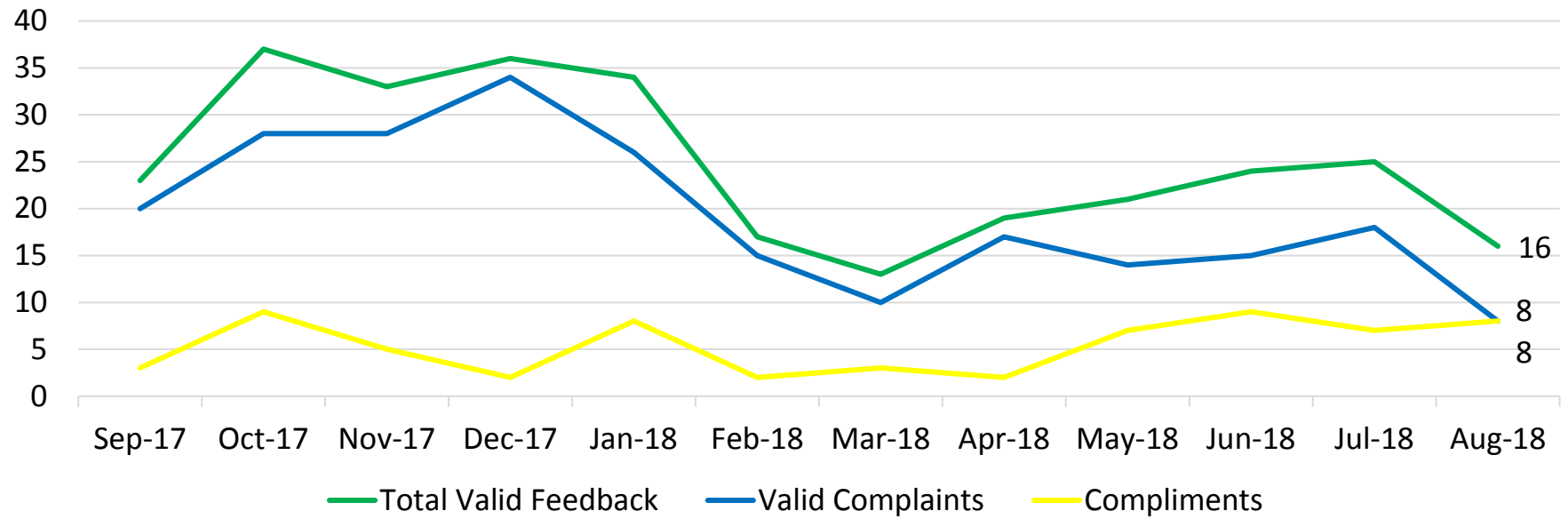
Vaild Fixed Route Feedback comprised of compliments and complaints for August 2018

### Paratransit Customer Feedback for July 2018



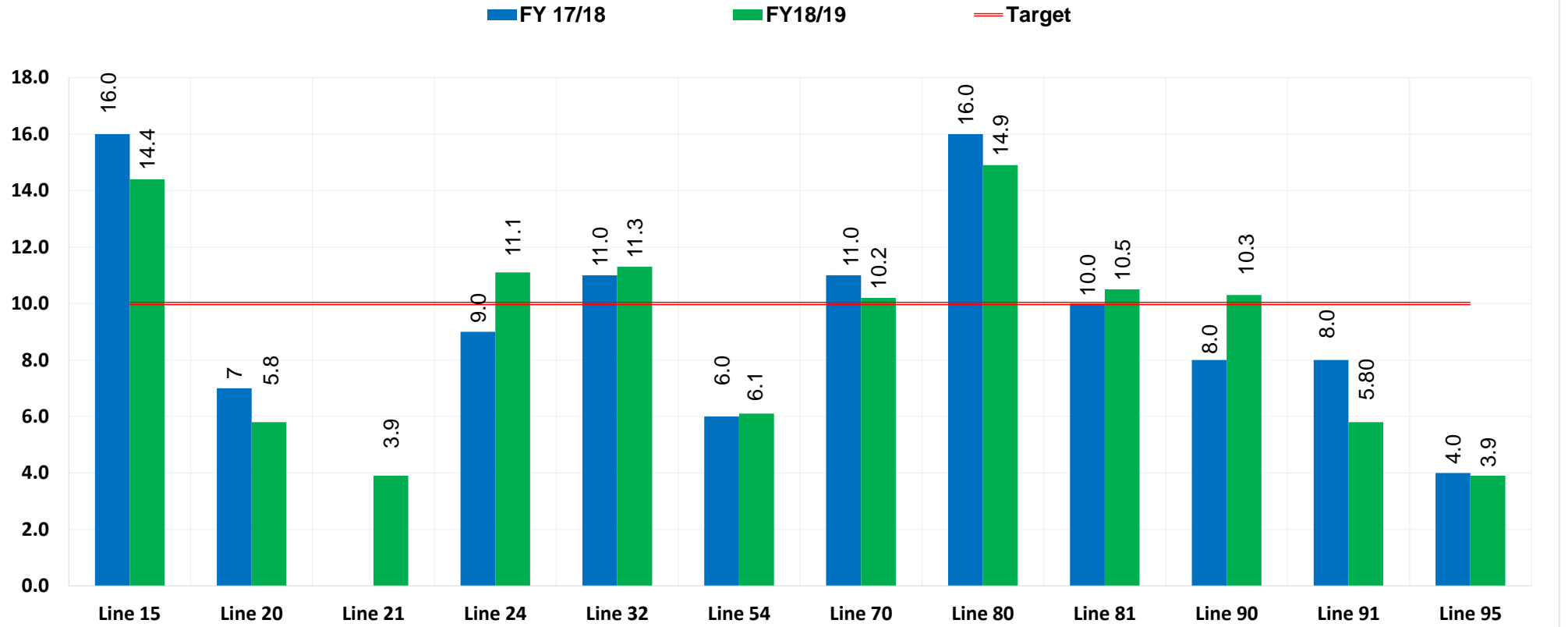
Valid Paratransit Feedback comprised of compliments and complaints for July 2018

## Paratransit Customer Feedback for August 2018



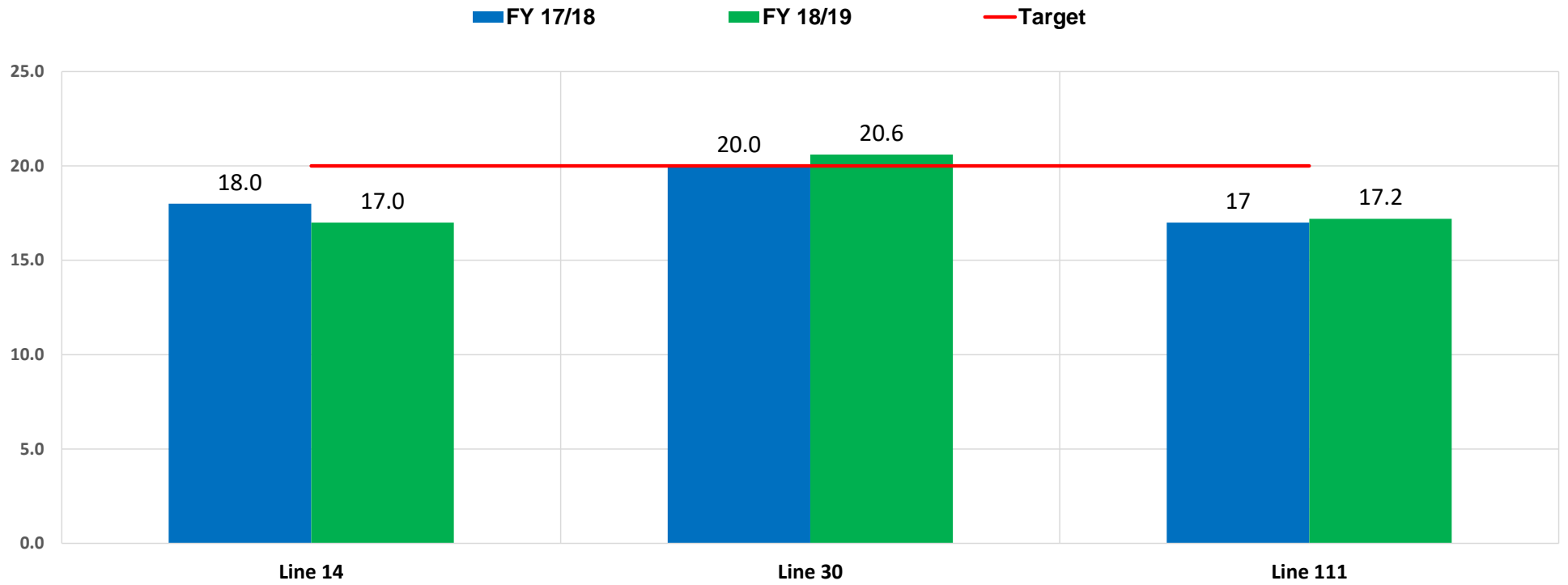
Valid Paratransit Feedback comprised of compliments and complaints for August 2018

## System Performance (Local Routes) July 2018



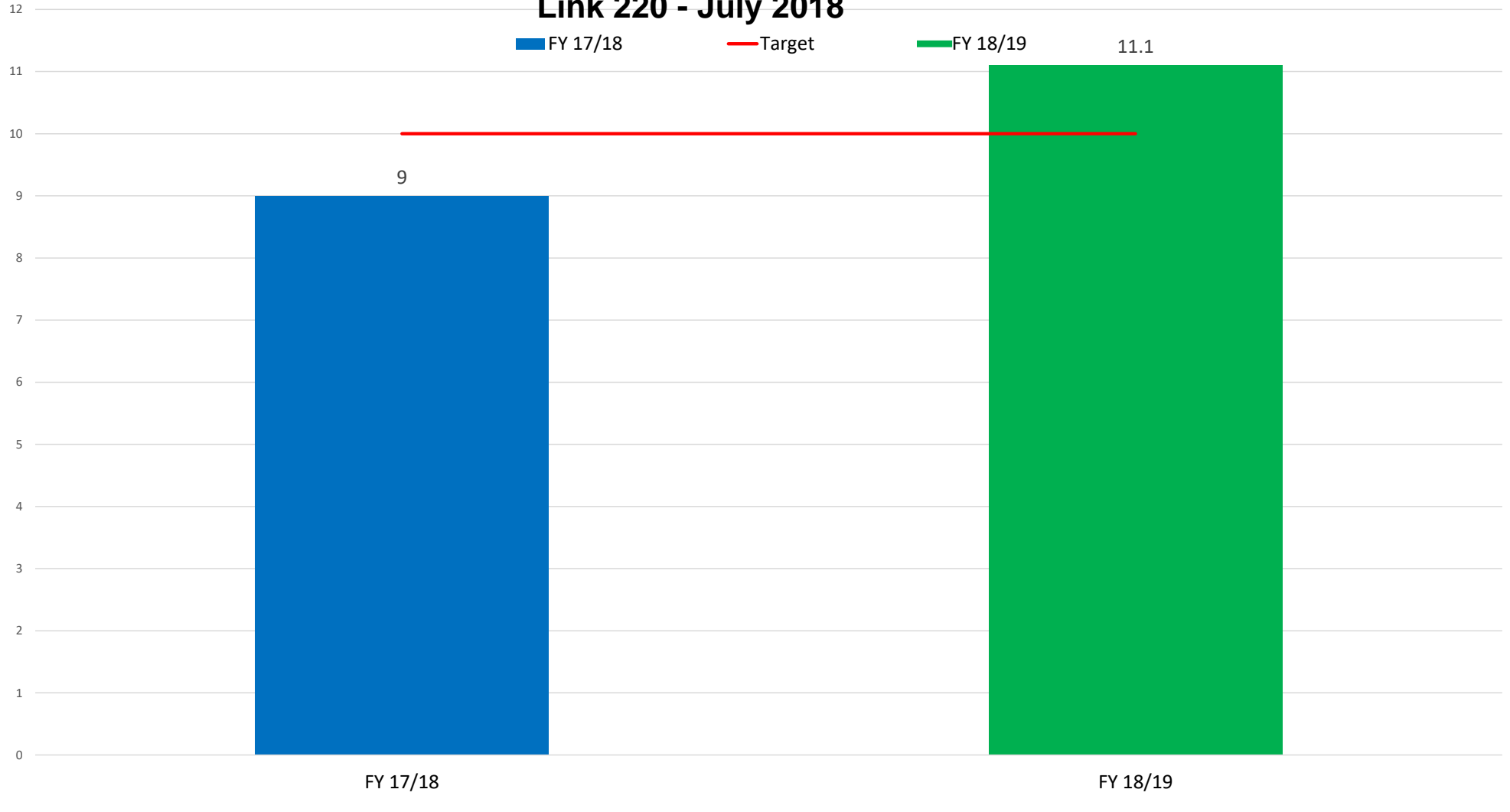
The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 18/19 goal is based on board approved service standards policy.

## System Performance (Trunk Routes) July 2018



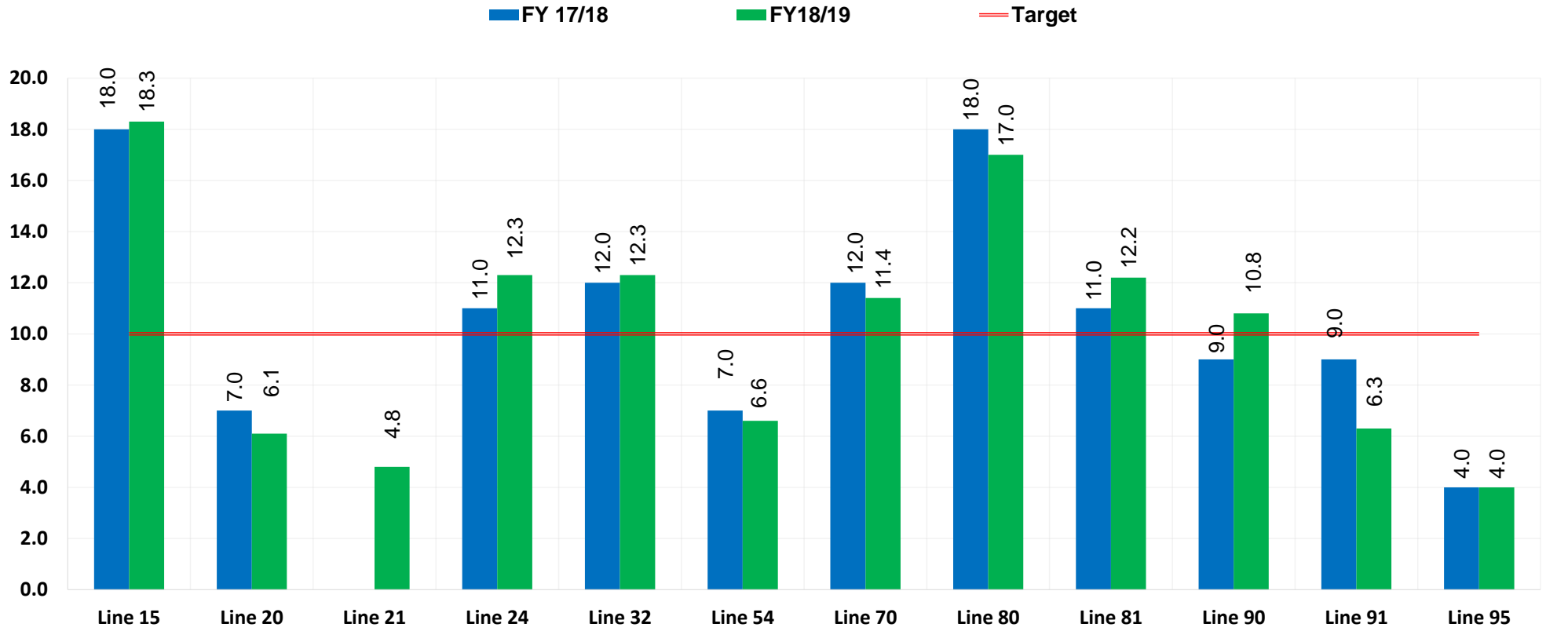
The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 18/19 goal is based on board approved service standards policy.

## System Performance (Market-Based Service) Link 220 - July 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.

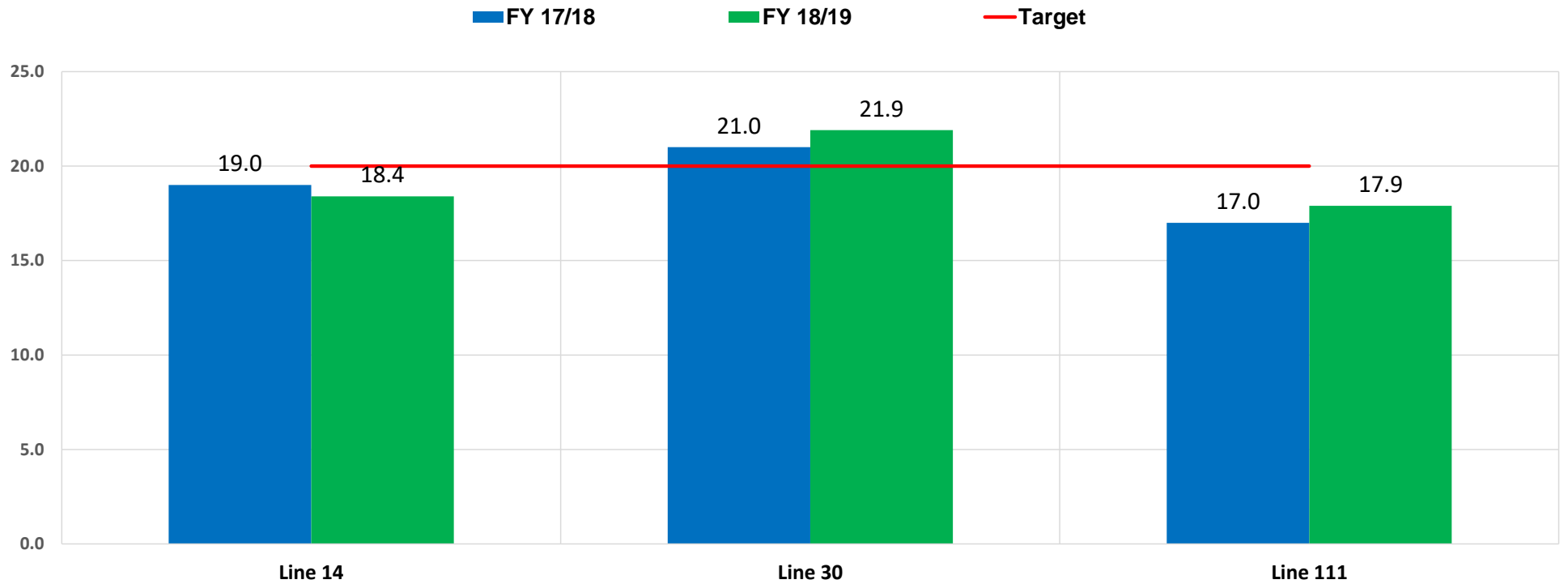
## System Performance (Local Routes) August 2018



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

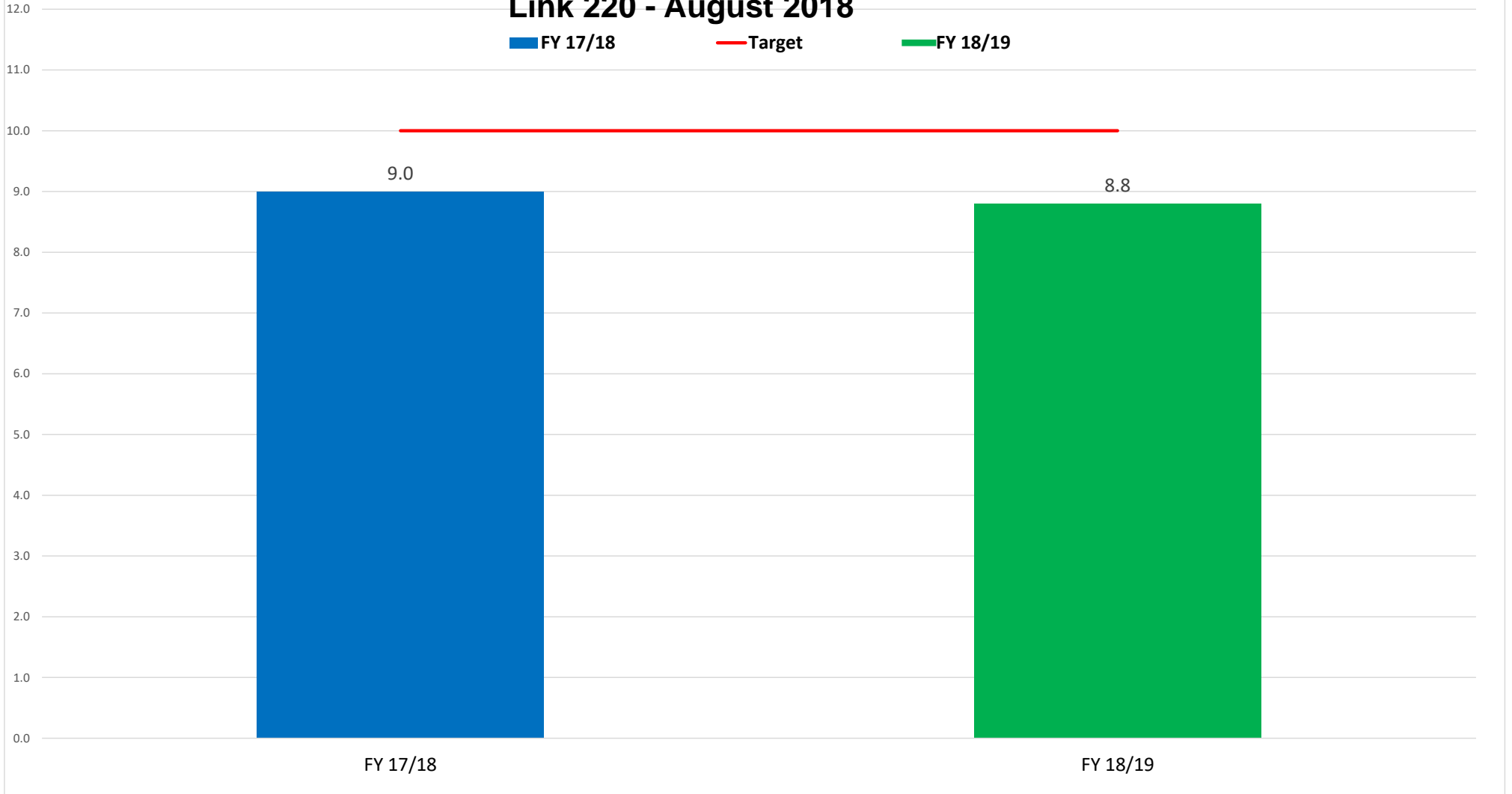


## System Performance (Trunk Routes) August 2018



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 - August 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: September 26, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for July 2018

Summary:

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

Recommendation:

Receive and file.

FY 18/19	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X												10	1
Palm Desert	X												10	1
Palm Springs	X												10	1
Cathedral City	X												10	1
Rancho Mirage	X												10	1
Indian Wells	X												10	1
La Quinta	X												10	1
Indio	X												10	1
Coachella	X												10	1
County of Riverside	X												10	1

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

**DARK –**

## SunLine Transit Agency

<b>DATE:</b>	<b>September 26, 2018</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Tommy Edwards, Chief Performance Officer</b>	
<b>RE:</b>	<b>On/Off Site Power for Thousand Palms Facility</b>	

---

### **Recommendation**

Recommend that the Board of Directors:

- a) delegate authority to the CEO/General Manager to negotiate and execute an contract with Granite Construction Company in an amount not to exceed \$543,500 for construction of on and off-site dry utility installation; and
- b) approve payment to Imperial Irrigation District (IID) in an estimated amount not to exceed \$500,000 for their portion of the infrastructure improvement effort.

### **Background**

In order for SunLine Transit Agency to maintain its operational vision and continue with its much needed investments in transportation infrastructure, there is a need for more electrical power. SunLine has projects ongoing for a new hydrogen station, as well as the new CNG fueling station, future Operations Building, and the West Coast Center of Excellence in Zero Emissions Technologies.

The general scope of work for the project was created by IID. It has a combination of on-site and off-site dry utility enhancements. In order to fulfill these requirements, the project will consist of: trench excavation and install conduit, vaults, pole riser, street crossings, transformer pad, future stub-outs and a final connection to existing conduits. IID will perform a portion of the work with their own forces.

On August 8, 2018, eleven (11) potential vendors were solicited, in addition to being advertised on SunLine's website, and the local newspaper the Desert Sun. On August 13, 2018, four (4) potential vendors were in attendance at the pre-bid site visit. On August 27, 2018, two (2) bids were received from Doug Wall Construction of Bermuda Dunes, CA, and Granite Construction Company of Indio, CA.

Granite Construction Company was the lowest responsible and responsive bidder. Their bid and was determined fair and reasonable.

**Financial Impact**

The financial impact of \$543,500 (Granite Construction Company) and \$500,000 (IID) was budgeted in the FY 2015/16 SRTP utilizing funds from the Federal Transportation Administration 5307 grant and STA funds.

**Solicitation List****James A. Shirley**

59160 Mesa Dr,  
Yucca Valley, CA 92284  
760-228-0447  
[admin@jascinc.com](mailto:admin@jascinc.com)

**Granite Construction**

38000 Monroe St,  
Indio, CA 92203  
760-775-7500  
[Carley.Cechin@gcinc.com](mailto:Carley.Cechin@gcinc.com)

**Arizona Pipeline**

4511 E Sunny Dunes Rd,  
Palm Springs, CA 92264  
760-244-8212  
[dquentert@arizonapipeline.com](mailto:dquentert@arizonapipeline.com)

**So Cal Underground**

951-375-9482  
[travis@socalug.com](mailto:travis@socalug.com)

**4Granite Inc.**

9764 Pioneer Rd,  
Apple Valley, CA 92307  
760-403-3376  
[calette@4graniteinc.com](mailto:calette@4graniteinc.com)

**Jacobsson Engineering Inc.**

72310 Varner Rd,  
Thousand Palms, CA 92276  
760-345-8700  
[Craig@jacobssoninc.com](mailto:Craig@jacobssoninc.com)

**Doug Wall**

**dba E-electric**  
78450 Avenue 41,  
Bermuda Dunes, CA 92203  
[nate@dwallconst.com](mailto:nate@dwallconst.com)

**ILB Electric**

2520 Rubidoux Blvd,  
Riverside, CA 92509  
951-682-2982  
[Jason.denbaugh@ilbinc.com](mailto:Jason.denbaugh@ilbinc.com)

**Cove Electric**

77971 Wildcat Dr Ste. F,  
Palm Desert, CA 92211  
760-360-0036  
[estimating@coveelectric.com](mailto:estimating@coveelectric.com)

**Cockrell Electric**

590 Oleander Rd # A,  
Palm Springs, CA 92264  
760-864-6233  
[RVALLE@COCKRELLELECTRIC.COM](mailto:RVALLE@COCKRELLELECTRIC.COM)

**WILCOX & WILCOX**

21510 Roscoe Blvd,  
Canoga Park, CA 91304  
(818) 888-8868  
[Sherry@wilcoxandwilcox.com](mailto:Sherry@wilcoxandwilcox.com)

**Yesco Electric**

46120 Calhoun St,  
Indio, CA 92201  
909-923-7668  
[KPERSON@YESCO.COM](mailto:KPERSON@YESCO.COM)



INVITATION FOR BIDS  
Off-Site, On-Site Dry Utilities  
19-010

**PRICE ANALYSIS**

	Granite Construction Company	Doug Wall Construction	SunLine's Independent Estimate
Contractor's Fee	\$ 58,000.00	\$ 226,140.00	
IID Off-site design work	\$ 400,000.00	\$ 882,020.00	
IID On-site design work	\$ 53,000.00	\$ 81,840.00	
On-site trench & conduit work	\$ 21,000.00	\$ 32,000.00	
<b>Total Base Bid</b>	<b>\$ 532,000.00</b>	<b>\$ 1,222,000.00</b>	<b>\$ 635,000.00</b>
Add Alternate #1 Primary Conduits	\$ 5,000.00	\$ 38,000.00	\$ 15,000.00
Add Alternate #2 Secondary Conduits from Transformer	\$ 6,500.00	\$ 25,000.00	\$ 12,000.00
<b>Total Base Bid Plus Alternates</b>	<b>\$ 543,500.00</b>	<b>\$ 1,285,000.00</b>	<b>\$ 662,000.00</b>

	Difference	Delta
Difference between Granite Construction Company and Doug Wall Construction Total Base Bid Plus Alternates	\$ (741,500.00)	57.70%
Difference between Granite Construction Company and SunLine's Independent Estimate Total Base Bid Plus Alternates	\$ (118,500.00)	17.90%

There was adequate price competition since at least two (2) bidders independently contended for the contract that is to be awarded. Award is based on Total Base Bid Price Plus Alternates.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Granite Construction Company is 57.70% lower than the second bidder Doug Wall Construction, and 17.90% lower than SunLine's Independent Estimate. SunLine's Construction Owner's Representative performed an analysis and it was determined that Granite Construction Company is able to perform their own work and does not list any subcontractors, where Doug Wall Construction lists three subcontractors. Doug Wall Construction also is charging a 20% Contractor's Fee where Granite Construction is charging 11%.

Based on the results, it is determined that the price submitted by Granite Construction Company is considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator



## SunLine Transit Agency

**DATE:** September 26, 2018 **ACTION**

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

**FROM:** Pete Gregor, Chief Safety Officer/Taxi Administrator

**RE:** Contract for Installation of Video Surveillance System

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### **Recommendation**

Recommend that the Board of Directors:

a) make a finding that (1) SunLine has made a diligent effort to identify a security system that is capable of storing recorded data for one year, (2) SunLine determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available, and therefore, (3) SunLine is purchasing and installing the best available technology with respect to storage capacity that is both economically and technologically feasible at this time; and

b) grant authority to the CEO/General Manager to negotiate and execute an agreement with Amergroup Inc. in an amount not to exceed \$330,000 to improve and replace the existing video surveillance system with an IP based digital system.

### **Background**

SunLine's existing video surveillance system has been a compilation of new installations and replacement of malfunctioning equipment over a ten year period. The result is a mismatched system of cameras and servers that utilizes old technology.

SunLine wishes to take advantage of advances in video technology and to expand camera coverage to the new Administration Building, Transit Hub and Division 3 (Coachella). Currently these locations do not have any surveillance camera coverage.

This agreement would replace forty-one (41) of the existing analog cameras with higher quality digital cameras and add an additional forty-six (46) cameras to cover the Administration Building, Transit Hub and Division 3. Additionally, the system would be upgraded to a digital, IP based system using three servers, and new video management

software. The new video management software would integrate management of access control to combine access control and surveillance into a single program.

On August 2, 2018, twenty-six (26) potential vendors were solicited, in addition to being advertised on SunLine's website. On August 8, 2018, seven (7) potential vendors were in attendance at the pre-bid site visit. On August 27, 2018, SunLine received four (4) responses to the IFB solicitation. Amergroup Inc. submitted the lowest bid which was determined to be fair and reasonable.

### **Financial Impact**

The financial impact of \$330,000 was budgeted in the FY 2018/19 SRTP utilizing funds from State Proposition 1B.



**PRICE ANALYSIS**

	Amergroup	VAS Security	X-Act	Firstline Security Integration
<b>A. Base Bid Price - Thousand Palms - (1) Camera Price</b>				
Replace 14 Cameras to/from Learning Center	\$ 27,832.00	\$ 33,588.00	\$ 20,000.00	\$ 29,762.00
Replace 16 Cameras to/from Maintenance Annex	\$ 28,995.00	\$ 38,535.00	\$ 24,000.00	\$ 35,432.00
Replace 11 Cameras to/from Maintenance Bldg.	\$ 18,605.00	\$ 24,219.00	\$ 16,000.00	\$ 19,253.00
<b>Total Replacement Camera Price (1)</b>	<b>\$ 75,432.00</b>	<b>\$ 96,342.00</b>	<b>\$ 60,000.00</b>	<b>\$ 84,447.00</b>
<b>(2) Cable Price</b>				
2800 LF estimated quantity of CAT-6 Cable to/from Learning Center	\$ 4,764.00	\$ 1,956.00	\$ 4,000.00	\$ 4,201.00
960 LF estimated quantity of CAT-6 Cable to/from Maintenance Annex	\$ 2,039.00	\$ 670.00	\$ 1,500.00	\$ 2,100.00
5600 LF estimated quantity of CAT-6 Cable to/from Maintenance Annex	\$ 9,928.00	\$ 3,913.00	\$ 7,500.00	\$ 6,302.00
1320 LF estimated quantity of CAT-6 Cable to/from Maintenance Building	\$ 3,106.00	\$ 922.00	\$ 2,000.00	\$ 2,101.00
<b>Total Replacement CAT-6 Cable Price (2)</b>	<b>\$ 19,837.00</b>	<b>\$ 7,461.00</b>	<b>\$ 15,000.00</b>	<b>\$ 14,704.00</b>
<b>(3) Fiber Price</b>				
5000 LF estimated quantity of Multi-Mode Fiber to/from Bus Turnaround	\$ 14,940.00	\$ 24,239.00	\$ 10,000.00	\$ 21,590.00
<b>Total New Multi-Mode Fiber Price (3)</b>	<b>\$ 14,940.00</b>	<b>\$ 24,239.00</b>	<b>\$ 10,000.00</b>	<b>\$ 21,590.00</b>
<b>(4) System Equipment Price</b>				
<b>Total New System Equipment Price (4)</b>	<b>\$ 44,452.00</b>	<b>\$ 40,690.00</b>	<b>\$ 40,000.00</b>	<b>\$ 53,691.00</b>
<b>Subtotal Base-Bid Price (A) = 1+2+3+4</b>	<b>\$ 154,661.00</b>	<b>\$ 168,732.00</b>	<b>\$ 125,000.00</b>	<b>\$ 174,432.00</b>
<b>B. Base Bid Price Thousand Palms - (5) Camera &amp; Cable Price</b>				
6 New Cameras Outdoor Transit Hub	\$ 10,840.00	\$ 11,813.00	\$ 9,000.00	\$ 10,674.00
720 LF estimated quantity of CAT-6 Cable to/from Transit Hub Bldg.	\$ 1,233.00	\$ 468.00	\$ 2,000.00	\$ 2,101.00
100 LF estimated quantity of aboveground 1" conduit at Transit Hub	\$ 1,116.00	\$ 350.00	\$ 1,500.00	\$ 2,260.00
<b>Total New Camera Price</b>	<b>\$ 13,189.00</b>	<b>\$ 12,631.00</b>	<b>\$ 12,500.00</b>	<b>\$ 15,035.00</b>
<b>Subtotal Base Bid Price (B) (5)</b>	<b>\$ 13,189.00</b>	<b>\$ 12,631.00</b>	<b>\$ 12,500.00</b>	<b>\$ 15,035.00</b>

<b>C. Base Bid Price Indio Facility - (6) Camera &amp; Cable Price</b>				
Replace Cameras to/from MDF Room	\$ 27,634.00	\$ 38,735.00	\$ 20,000.00	\$ 22,510.00
1800 LF estimated quantity of CAT-6 Cable to/from MDF Room	\$ 3,082.00	\$ 1,170.00	\$ 5,000.00	\$ 2,626.00
System Equipment and Accessories	\$ 11,359.00	\$ 20,082.00	\$ 34,000.00	\$ 9,184.00
Total Replacement Camera Price (6)	\$ 42,075.00	\$ 59,987.00	\$ 59,000.00	\$ 34,320.00
Subtotal Base Bid Price (C) (6)	\$ 42,075.00	\$ 59,987.00	\$ 59,000.00	\$ 34,320.00

<b>D. Base Bid Price Coachella Facility - (7) Camera &amp; Cable Price</b>				
Replace Cameras to/from MDF Room	\$ 10,427.00	\$ 11,813.00	\$ 9,000.00	\$ 9,777.00
600 LF estimated quantity of CAT-6 to/from MDF Room	\$ 1,443.00	\$ 390.00	\$ 2,000.00	\$ 1,576.00
System Equipment and Accessories	\$ 8,412.00	\$ 18,545.00	\$ 34,000.00	\$ 5,711.00
Total New Camera Price (7)	\$ 20,282.00	\$ 30,748.00	\$ 45,000.00	\$ 17,064.00
Subtotal Base Bid Price (D) (7)	\$ 20,282.00	\$ 30,748.00	\$ 45,000.00	\$ 17,064.00

<b>Cameras</b>				
Delete - PTZ Outdoor Camera from Base Bid	\$ 3,688.00	\$ 2,175.00	\$ 1,500.00	\$ 1,553.55
Add - PTZ Outdoor Camera to Base Bid	\$ 3,688.00	\$ 2,175.00	\$ 3,000.00	\$ 1,973.93
Delete - Fixed Outdoor Dome Camera from Base Bid	\$ 1,905.00	\$ 760.00	\$ 1,000.00	\$ 542.90
Add - Fixed Outdoor Dome Camera to Base Bid	\$ 1,905.00	\$ 760.00	\$ 2,000.00	\$ 689.81
Delete - Panoramic Outdoor Camera from Base Bid	\$ 2,053.00	\$ 868.00	\$ 1,500.00	\$ 621.06
Add - Panoramic Outdoor Camera to Base Bid	\$ 2,053.00	\$ 868.00	\$ 2,500.00	\$ 789.12
Delete - Bullet Outdoor Camera from Base Bid	\$ 1,486.00	\$ 815.00	\$ 1,000.00	\$ 582.58
Add - Bullet Outdoor Camera to Base Bid	\$ 1,486.00	\$ 815.00	\$ 2,000.00	\$ 740.22
Delete - Dome indoor Camera from Base Bid	\$ 1,681.00	\$ 585.00	\$ 1,000.00	\$ 419.05
Add - Dome indoor Camera to Base Bid	\$ 1,681.00	\$ 585.00	\$ 2,000.00	\$ 532.44

<b>Cable, Fiber and Conduit</b>				
Add - Furnish and install CAT-6 cable in existing conduit	\$ 1.40	\$ 6.95	\$ 4.00	\$ 4.00
Delete - Furnish and install CAT-6 cable in existing conduit	\$ 1.40	\$ 3.50	\$ 2.00	\$ 2.00
Add - Furnish/Install Multi-mode fiber in existing conduit	\$ 5.37	\$ 5.85	\$ 5.00	\$ 3.00
Delete - Furnish/Install Multi-mode fiber in existing conduit	\$ 5.37	\$ 4.85	\$ 2.50	\$ 1.00
Add - Furnish/Install new aboveground 1" conduit	\$ 11.32	\$ 18.00	\$ 4.00	\$ 3.00
Add - Furnish/Install new belowground 1" conduit	\$ 11.32	\$ 25.00	\$ 20.00	\$ 1.00

<b>E. Base Bid Price - Bond Fees</b>				
Bond Fees	\$ 3,453.00	\$ 9,487.00	\$ 7,500.00	\$ 4,600.00
<b>Total Base Bid Price = (A)+(B)+(C)+(D)+(E)</b>	<b>\$ 233,660.00</b>	<b>\$ 281,585.00</b>	<b>\$ 249,000.00</b>	<b>\$ 245,451.00</b>

<b>F. Add Alternate Bid Price #1 Thousand Palms Facility - (8) Camera &amp; Cable Price</b>				
9 New Cameras (Outdoor Admin Bldg.)	\$ 23,055.00	\$ 19,452.00	\$ 14,000.00	\$ 17,388.00
1350 LF estimated quantity of CAT-6 Cable to/from 2nd floor Admin Bldg. Data Room	\$ 2,218.00	\$ 878.00	\$ 3,000.00	\$ 3,151.00
300 LF estimated quantity of aboveground 1" conduit at Admin Parking Lot	\$ 3,348.00	\$ 5,850.00	\$ 2,000.00	\$ 5,673.00
Bond Fees	\$ 429.00	\$ 915.00	\$ 750.00	\$ 500.00
<b>Total Add Alternate Bid Price #1 (8)</b>	<b>\$ 29,050.00</b>	<b>\$ 27,095.00</b>	<b>\$ 19,750.00</b>	<b>\$ 26,712.00</b>

<b>G. Add Alternate Bid Price #2 Thousand Palms Facility - (9) Camera &amp; Cable Price</b>				
14 New Cameras (1st fl. Admin)	\$ 24,043.00	\$ 27,945.00	\$ 22,000.00	\$ 21,863.00
1120 LF estimated quantity of CAT-6 Cable to/from 2nd floor Admin Bldg. Data Room	\$ 1,873.00	\$ 728.00	\$ 5,000.00	\$ 2,626.00
Bond Fees	\$ 388.00	\$ 985.00	\$ 1,000.00	\$ 500.00
<b>Total Add Alternate Bid Price #2 (9)</b>	<b>\$ 26,304.00</b>	<b>\$ 29,658.00</b>	<b>\$ 28,000.00</b>	<b>\$ 24,989.00</b>

<b>H. Add Alternate Bid Price #3 Thousand Palms Facility - (10) Camera &amp; Cable Price</b>				
10 New Cameras (2nd fl. Admin)	\$ 18,113.00	\$ 19,385.00	\$ 16,000.00	\$ 14,384.00
800 LF estimated quantity of CAT-6 Cable to/from 2nd floor Admin Bldg. Data Room	\$ 1,717.00	\$ 520.00	\$ 4,000.00	\$ 2,101.00
Bond Fees	\$ 297.00	\$ 680.00	\$ 1,000.00	\$ 500.00
<b>Total Add Alternate Bid Price #3 (10)</b>	<b>\$ 20,127.00</b>	<b>\$ 20,585.00</b>	<b>\$ 21,000.00</b>	<b>\$ 16,985.00</b>

<b>Total Base Bid Price Plus All Alternates</b>	<b>\$ 309,141.00</b>	<b>\$ 358,923.00</b>	<b>\$ 317,750.00</b>	<b>\$ 314,137.00</b>
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	Difference	Delta
Difference between Amergroup and Firstline Security Integration	\$ (4,996.00)	1.57%
Difference between Amergroup and X-Act	\$ (8,609.00)	2.71%

There was adequate price competition since at least four (4) bidders independently contended for the contract that is to be awarded. Award is based on Total Base Bid Price Plus Alternates.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Amergroup is 1.57% lower than the second bidder, Firstline Security Integration and 2.71% lower than X-Act.

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

Prepared by:



Jennifer Tran, Contracts Administrator



## Solicitation List

### **Advanced Security Technologies**

888-857-9091  
[contactus@ast-security.com](mailto:contactus@ast-security.com)

### **American Cal Star Security**

8600 Sepulveda Blvd  
Panorama City, CA, 91402  
[Eoyler@msn.com](mailto:Eoyler@msn.com)  
888-620-5550

### **AMERICAN SECURITY GROUP**

980 Park Center Dr. Ste J  
Vista, CA 92081  
760-727-4020  
[ckeene@amergroup.com](mailto:ckeene@amergroup.com)

### **Apple Valley Communications**

3968, 21845 CA-18,  
Apple Valley, CA 92307  
760-247-2668  
[estimating@avcsystems.com](mailto:estimating@avcsystems.com)

### **Arrowhead Digital Solutions, Inc.**

2239 Business Way,  
Riverside, CA 92501  
951-784-8580  
[rheers@arrowheaddigital.com](mailto:rheers@arrowheaddigital.com)

### **Comtron Security**

41651 Corporate Way #6,  
Palm Desert, CA 92260  
760-776-8811  
[alex@comptron1.com](mailto:alex@comptron1.com)

### **DataXtel Communications**

951-214-1400  
[gus@dataxtel.com](mailto:gus@dataxtel.com)

### **eCamSecure**

Denise Rodriguez  
3220 E. Airport Way  
Long Beach, CA, 90806  
[Drodriguez@cpssecurity.com](mailto:Drodriguez@cpssecurity.com)  
(888) 403-6485

### **ECM Security Systems**

310 N Indian Hill Blvd #428  
Claremont, CA, 91711  
[emelendez@ecmsecuritysystems.com](mailto:emelendez@ecmsecuritysystems.com)  
626-367-5686

### **Edgeworth Integration LLC**

2360 Shasta Way Bldg. F  
Simi Valley, CA 93065  
805-915-0211  
[BKavanagh@edgeworthsecurity.com](mailto:BKavanagh@edgeworthsecurity.com)

### **Firstline Security**

Darnell Washington  
714-932-1440  
[dWASHINGTON@firstlinesecurity.com](mailto:dWASHINGTON@firstlinesecurity.com)  
[csee@firstlinesecurity.com](mailto:csee@firstlinesecurity.com)

### **HCI Systems Inc.**

1354 S Parkside Pl,  
Ontario, CA 91761  
909-680-2774  
[ddowns@hcisystems.net](mailto:ddowns@hcisystems.net)

### **Jadar Low Voltage, Inc.**

13312 Rancho Road  
Suite 18-20  
Oak Hills, CA, 92344  
[Jimw2582@gmail.com](mailto:Jimw2582@gmail.com)  
909-559-7653

### **JMG SECURITY SYSTEMS, INC.**

17150 Newhope St., Suite 109  
Fountain Valley, California 92708  
[Gledesma@jmgsecurity.com](mailto:Gledesma@jmgsecurity.com)  
800-900-4564, ext 2125.8882

### **L Tech Network Services, Inc.**

9926 Pioneer Boulevard  
Suite 101  
Santa Fe Springs, CA, 90670  
[Rlopez@ltechnet.com](mailto:Rlopez@ltechnet.com)  
(562) 222-1121

**Mobile Video Systems**

23905 Clinton Keith Road  
Suites 114-388  
Wildomar, Ca 92595  
[ChuckM@MobileVideoSystems.net](mailto:ChuckM@MobileVideoSystems.net)  
951-805-8668

**Open Door, Inc.**

Brian Karadizian  
[briank.opendoor@gmail.com](mailto:briank.opendoor@gmail.com)  
626-644-3337

**Premier Security**

1243 N. Gene Autry Trail #107  
Palm Springs, CA 92262  
760-323-7395  
[Premier92262@gmail.com](mailto:Premier92262@gmail.com)

**Pro Security Systems**

56925 Yucca Trail #206  
Yucca Valley, CA 92284  
760-365-4349  
[bterfehr@gmail.com](mailto:bterfehr@gmail.com)

**RedRock Security Cabling, Inc.**

Morgan Suite #150,  
Irvine, CA 92618  
949-900-3460  
[time@itredrock.com](mailto:time@itredrock.com)

**Remote Ally**

Eddie Conlon  
4431 Corporate Center Drive Ste. 121  
Los Alamitos, CA 90720  
866-439-0318  
[Femi@remoteally.com](mailto:Femi@remoteally.com)

**San Diego Security & Fire, Inc.**

315 So. Coast Hwy 101  
Suite U-202  
Encinitas, CA, 92024  
[ca@sandiegosecurityandfire.com](mailto:ca@sandiegosecurityandfire.com)  
760-902-4930

**SCN, Security Communication Network**

Eldon Morphis  
470 E. Harrison Street  
Corona, CA 92879  
[EMorphis@SCNsecurity.com](mailto:EMorphis@SCNsecurity.com)  
714-717-3742

**Surveillance Integration**

4570 E Pine Ave  
Fresno, CA 93703  
559-579-1122  
[jrichardson@survint.com](mailto:jrichardson@survint.com)

**Video Security Solutions**

Roy Coucher  
231 E. Charlotte Avenue  
Anaheim, CA, 92805  
[Roy@videosecurityonline.com](mailto:Roy@videosecurityonline.com)  
800-748-6573

**X-Act Technology Solutions, Inc**

1920 Hillhurst Ave Suite 1134  
Los Angeles, CA 90027  
[ed@xactts.com](mailto:ed@xactts.com)  
818-465-6765

## SunLine Transit Agency

**DATE:** September 26, 2018 **ACTION**

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

**FROM:** Victor A. Duran, Planning Manager

**RE:** Contract for the Purchase of Bus Shelters

---

### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement with Tolar Manufacturing Company for bus shelters and amenities in an amount not to exceed \$300,000.

### **Background**

SunLine is committed to maintaining adequate amenities for its customers. These amenities will be used for the benefit of SunLine's customers on its fixed route bus system. These shelters are necessary for replacements and new locations related to Phase 7, 8, and 9 of the Bus Stop Improvement Program (BSIP) and to maintain a healthy inventory of replacement shelters.

On August 13, 2018, eight (8) potential vendors were solicited, in addition to being advertised on SunLine's website and local newspaper, The Desert Sun. On September 4, 2018, one (1) bid was received from Tolar Manufacturing Company. All Purpose Mfg., Inc. submitted a bid that was received after the due date and time of the bid opening. Urban Solar Corporation said that they only provide solar lighting and wanted to provide quotes to some shelter manufacturers. Brasco International was not able to provide all the items in the invitation for bid. Seating Component Mfg. said that they were too busy and could not put in any effort to the bid. Tolar Manufacturing Company submitted the lowest responsive and responsible bid.

Tolar's bid price was 20 percent lower than SunLine's independent estimate.

### **Financial Impact**

The financial impact of \$300,000 will be sourced from California Proposition 1B funding.





## BUS STOP IMPROVEMENT PROGRAM - PHASE 7

<b>CATHEDRAL CITY (BLUE SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	168	Vista Chino	Avn. Quintana	New Shelter
7	481	Palm Dr.	Paul	New Shelter

<b>COACHELLA (BLUE SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	288	Van Buren St.	Rancho Las Flores (Coachella Park)	New Shelter

<b>DESERT HOT SPRINGS (BROWN SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	3	Palm Dr.	Estrella Ave.	New Shelter
7	6	Palm Dr.	Ironwood Dr.	New Shelter
7	301	Pierson Blvd.	West Dr.	New Shelter

<b>INDIO (BROWN SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	197	HWY 111	Jackson St.	New Shelter
7	526	Monroe St.	Oleander Ave.	New Shelter
7	527	Ave. 42	Monroe St.	New Shelter
7	689	HWY 111	Madison St.	New Shelter
7	843	HWY 111	Indio Center Dr.	New Shelter

<b>PALM DESERT (BROWN SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	68	Fred Waring Dr.	One Quail	New Shelter
7	149	Monterey Ave.	Park View Dr.	New Shelter

<b>PALM SPRINGS (BROWN SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	188	Ramon Rd.	Avn. Caballeros	New Shelter
7	227	San Rafael Dr.	Indian Cyn Dr.	New Shelter
7	491	E. Vista Chino	W. Whitewater Club Rd.	New Shelter
7	622	Vista Chino	Farrell Dr.	New Shelter
7	631	S. Palm Cyn Dr.	Mequite Ave.	New Shelter
7	632	E. Palm Cyn. Dr.	Arquilla Rd.	New Shelter

<b>RANCHO MIRAGE (BROWN SHELTERS)</b>				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	445	Bob Hope Dr.	Via Marta	New Shelters



## BUS STOP IMPROVEMENT PROGRAM - PHASE 7

RIV. CO. Uninc. Communities (THERMAL, MECCA and OASIS) (BLUE SHELTERS)				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
7	140	Airport Blvd.	Fillmore St.	New Shelter
7	141	Airport Blvd.	Fillmore St.	New Shelter
7	222	70th Ave.	Lopez Rd.	New Shelter
7	393	Mountain View Estates	Harrison St.	New Shelter
7	836	Washington St.	Ave. 41	New Shelter



## BUS STOP IMPROVEMENT PROGRAM - PHASE 8

<b>COACHELLA (BLUE SHELTERS)</b>				
<b>Phase</b>	<b>Bus Stop #</b>	<b>On Street</b>	<b>Cross Street</b>	<b>Proposed Amenities</b>
8	356	Harrison St.	Ave. 50	Shelter Relocation
8	361	Orchard Ave.	5th St.	Shelter Relocation
8	452	Orchard Ave.	5th St.	Shelter Relocation
8	514	7th St.	Vine Ave.	Shelter Relocation
8	968	7th St.	Orchard Ave.	Shelter Relocation

<b>DESERT HOT SPRINGS (BROWN SHELTERS)</b>				
<b>Phase</b>	<b>Bus Stop #</b>	<b>On Street</b>	<b>Cross Street</b>	<b>Proposed Amenities</b>
8	1	Palm Dr.	Two Bunch Palm Tr.	Shelter Relocation
8	7	West Dr.	2nd St.	Shelter Relocation

<b>INDIO (BROWN SHELTERS)</b>				
<b>Phase</b>	<b>Bus Stop #</b>	<b>On Street</b>	<b>Cross Street</b>	<b>Proposed Amenities</b>
8	112	Show Case Prkwy.	Jackson St.	Shelter Relocation
8	798	Ave. 44	Jackson St.	Shelter Relocation

<b>PALM DESERT (BROWN SHELTERS)</b>				
<b>Phase</b>	<b>Bus Stop #</b>	<b>On Street</b>	<b>Cross Street</b>	<b>Proposed Amenities</b>
8	52	Country Club Dr.	Monterey Ave.	Shelter Relocation
8	53	Country Club Dr.	Regent	Shelter Relocation
8	79	Country Club Dr.	Cook St.	Shelter Relocation
8	268	Country Club Dr.	Sagewood Dr.	Shelter Relocation
8	955	Country Club Dr.	Palm Greens Dr.	Shelter Relocation
8	947	San Pablo	Santa Rosa St.	Shelter Relocation

<b>PALM SPRINGS (BROWN SHELTERS)</b>				
<b>Phase</b>	<b>Bus Stop #</b>	<b>On Street</b>	<b>Cross Street</b>	<b>Proposed Amenities</b>
8	182	Tahquitz Cyn. Dr.	Farrell Dr.	Shelter Relocation
8	151	Rosa Parks Rd.	Eastgate Rd.	Concrete Work
8	152	Rosa Parks Rd.	Eastgate Rd.	Concrete Work



## BUS STOP IMPROVEMENT PROGRAM - PHASE 9

INDIO (BROWN SHELTERS)				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
9	92	HWY 111	Madison St.	Bench Replacement
9	97	Jackson St.	Ruby Ave.	Bench Replacement
9	100	HWY 111	Monroe St.	Shelter Replacement
9	110	Dr. Carreon Blvd.	HWY 111	Bench Replacement
9	111	Dr. Carreon Blvd.	Monroe St.	Bench Replacement
9	113	Jackson St.	Date Ave.	Bench Replacement
9	378	Dr. Carreon Blvd.	Monroe St.	Bench Replacement
9	478	Ave. 44	Jackson St.	New Shelter
9	531	Jackson St.	Ave. 44	New Shelter
9	299	Fred Waring Dr.	Madison St.	Simme Seat

LA QUINTA (BROWN SHELTERS)				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
9	244	Fred Waring Dr.	Adams St.	Simme Seat

PALM SPRINGS (BROWN SHELTERS)				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
9	151	Rosa Parks Rd.	Eastgate Rd.	Simme Seat
9	152	Rosa Parks Rd.	Eastgate Rd.	Simme Seat
9	631	S. Palm Cyn. Dr.	Mesquite Ave.	Simme Seat
9	736	Farrell Dr.	Research Dr.	Simme Seat
9	636	E. Palm Cyn. Dr.	Horizon Mobile Park	iStop

RIV. CO. Uninc. Communities (THERMAL, MECCA and OASIS) (BLUE SHELTERS)				
Phase	Bus Stop #	On Street	Cross Street	Proposed Amenities
9	363	5th St.	Date Palm St.	Simme Seat
9	457	Dillon Rd.	Langlois Rd.	Add Bench
9	458	Dillon Rd.	Langlois Rd.	Add Bench
9	459	Corkill Rd.	Aurora Rd.	Add Bench

**SunLine Transit Agency**

**DATE:** September 26, 2018 **ACTION**

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

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

**RE:** Contract Amendment for EIDorado National California

---

**Recommendation**

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an amendment to the existing contract with EIDorado National California in the amount of \$242,207 to cover applicable California sales tax on the purchase of five (5) bus gliders under the Federal Transit Administration's Low or No Emissions Vehicle Deployment Program (Lo No) program.

**Background**

In December 2016, the Board of Directors approved agreements for the manufacture of five (5) Hydrogen Fuel Cell buses with Ballard Power Systems, BAE Systems, EIDorado National California, Luxfer, and Styl&Tech. The program was funded utilizing a competitive grant under Lo No. The approved values were estimated and the contracts were negotiated at or below the Board approved values. The sole exception was the contract with EIDorado National California.

The bus glider purchase was subject to California sales tax which was not included in the Board approved amount. This amendment will allow the final payments to be made to the vendor as sales tax has been applied to each received invoice.

**Financial Impact**

The financial impact of \$242,207 was included in the approved project budget in the FY2015/16 SRTP.

## SunLine Transit Agency

**DATE:** September 26, 2018 **ACTION**

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

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

**RE:** Resolution No. 0770 to Approve Project List for State of Good Repair Program Funding

---

### **Recommendation**

Recommend that the Board of Directors approve Resolution No. 0770, which approves the State of Good Repair Project List for FY2018-19.

### **Background**

On April 28, 2017, Governor Brown signed Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017, which will provide over \$50 billion in new transportation funding over the next decade. A portion of these funds will be provided to transit operators under the State of Good Repair (SGR) Program. The SGR Program will provide approximately \$105 million in new funding annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects.

SunLine's Board of Directors authorized the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds in February of 2018. Each successive year, a Board approved project list must be submitted to the California Department of Transportation (Caltrans) to obtain the annual allocation of funding.

The FY2018-19 funding estimated in the amount of \$730,403 will be utilized as additional funding for the West Coast Center of Excellence in Zero Emissions Technologies and will be programmed in the FY2019/20 SRTP. New maintenance facilities are one of the allowable expenses under the SGR program.

### **Financial Impact**

The financial impact of \$730,403 in estimated program funding will be budgeted in the upcoming FY2019/20 SRTP.

**SUNLINE TRANSIT AGENCY**

**RESOLUTION NO. 0770**

**APPROVING THE PROJECT LIST FOR  
FY 2018-19  
FOR THE CALIFORNIA  
STATE OF GOOD REPAIR PROGRAM**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

**WHEREAS**, SGR funds are allocated by the Riverside County Transportation Commission; and

**WHEREAS**, SunLine Transit Agency's share of SGR funds for fiscal year 2018-19 is estimated to be \$730,403; and

**WHEREAS**, these funds will be used for SunLine Center of Excellence in Zero Emissions Technologies; and

**WHEREAS**, in order to qualify for these funds, the SunLine Transit Agency is required to submit a proposed project list to California Department of Transportation (Caltrans) on an annual basis; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the SunLine Transit Agency hereby approves the SB1 State of Good Repair Project List for FY 2018-19; and

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

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the CEO/General Manager is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms, agreements and any amendments.

ADOPTED THIS 26<sup>th</sup> DAY OF SEPTMEBER, 2018

ATTEST:

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Brittney Sowell  
Clerk of the Board  
SunLine Transit Agency

---

Troy Strange  
Chairman of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

---

General Counsel  
Eric Vail



STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

**SunLine Transit Agency**

**DATE:** September 26, 2018 **ACTION**

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

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

**RE:** Memorandum of Understanding with City of Palm Springs

---

**Recommendation**

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a two (2) year Memorandum of Understanding with the City of Palm Springs to receive \$356,500 per year to operate the Palm Springs BUZZ service.

**Background**

On July 18, 2018, the Palm Springs City Council voted to authorize SunLine to operate the BUZZ service for a period of two (2) years pending approval of a Memorandum of Understanding by the SunLine Board of Directors and the Palm Springs City Council.

The anticipated start date of the service is November 8, 2018.

**Financial Impact**

The financial impact of \$713,000 will increase the operating revenue for the FY19, FY20, and FY21 operating budgets in order to offset the corresponding expenses to operate the service. The operating revenue will be \$237,667 for FY19, \$356,500 for FY20 and \$118,833 for FY21.

**Brittney Sowell**

---

**From:** Thomas LaRusso <tlargo13@aol.com>  
**Sent:** Wednesday, September 19, 2018 7:50 AM  
**To:** Clerk of the Board  
**Subject:** Fwd: Buzz

Sent from my iPad

Begin forwarded message:

**From:** Thomas LaRusso <[tlargo13@aol.com](mailto:tlargo13@aol.com)>  
**Date:** September 19, 2018 at 7:40:00 AM PDT  
**To:** [Robert.moon@palmspringsca.gov](mailto:Robert.moon@palmspringsca.gov)  
**Subject:** Buzz

As property owner at 295 S Lugo Rd. In PS and member of the HTCNO ....  
I DO NOT WANT THE BUZZ RUNNING THRU MY NEIGHBORHOOD KEEP IT ON  
PALM CANYON DRIVE. PS....I VOTE ! AND WILL REMEMBER YOUR VOTONG  
RECORD.

Sent from my iPad

**Brittney Sowell**

---

**From:** Charlie Cancilla <charliecanc@icloud.com>  
**Sent:** Wednesday, September 19, 2018 1:44 PM  
**To:** Robert.Moon@palmspringsca.gov; Lisa.Middleton@palmspringsca.gov;  
JR.Roberts@palmspringsca.gov; Geoff.Kors@palmspringsca.gov; Clerk of the Board  
**Subject:** 9 18 18 HTCNO APPROVED FINAL Email Notice 9 18 2 PM.docx  
**Attachments:** 9 18 18 HTCNO APPROVED FINAL Email Notice 9 18 2 PM.docx; ATT00001.txt

Dear politicians,

I live in the HTN. I also own another piece of property in the HTN. My wife & I love the buzz. It definitely helps to reduce traffic in downtown PS.

We use it. Will we continue to use it if you start to charge? I doubt it.

You're caught between a rock & a hard place.

CC

The City of Palm Springs and SunLine Transit Agency are proposing running the BUZZ buses into the Historic Tennis Club Neighborhood again on the same route as of June 30, 2018 (West on W. Baristo, right on San Jacinto, left on W. Arenas, left on S. Tahquitz Dr., left on W. Baristo and back to Palm Canyon).

Based upon an HTCNO email survey on the BUZZ in 2015 with 60 against and 20 for the BUZZ, the volume, similarity and nature of residents' complaints (i.e. noise, rumbling, vibration, etc. from the BUZZ) submitted to the City in the past, complaints that operation of the BUZZ is dangerous for pedestrians, the very substantial majority of comments against and complaints about the BUZZ at HTCNO meetings over the past years and conversations with residents, the HTCNO Board of Directors is submitting an HTCNO Board of Directors letter to the City and SunLine next Monday opposing running the BUZZ buses again in the Tennis Club Neighborhood.

The Historic Tennis Club Neighborhood Organization Board of Directors has been told by City staff that the City is "shooting for" the proposed BUZZ bus route matter to be on the City Council's Wednesday, October 3, 2018 agenda.

However, if something changes the BUZZ route matter would be on the agenda for the next meeting on October, 17, 2018. As of now the Board feels **it is best to proceed as if the BUZZ route issue will be on the October 3, 2018 City Council agenda.**

Normally, the agenda for the October 3, 2018 meeting would be posted on the City's website later on Thursday September 27, 2018. To the extent the BUZZ route matter continues to be on the October 3 agenda, click on the hyperlink for the BUZZ agenda item to view the BUZZ Staff Report. If you have subscribed to the City's e-notification system you normally would receive an email with the agenda and it will also have a BUZZ agenda item with a hyperlink to the BUZZ Staff Report.

SunLine has a Board of Directors meeting on Wednesday, September 26, 2018 at noon, at their administrative office at 32-505 Harry Oliver Trail, Thousand Palms, CA 92276. The SunLine Board of Directors has a BUZZ item on their agenda but it is not the BUZZ route, but a vote on the BUZZ MOU between the City and SunLine. The SunLine September 26, 2018 meeting agenda will be posted on SunLine's website by 5:00 p.m. on Friday, September 21, 2018.

**The HTCNO Board suggests not waiting for the City BUZZ Staff Report or for the SunLine agenda to voice your opinion on the proposed BUZZ route into the Tennis Club Neighborhood. Submit your comments as soon as you can.**

The HTCNO Board recommends you contact **both the City Council and SunLine** as soon as possible to provide them with your comments. After the BUZZ Staff Report is posted, you can send further comments about your opinion on the matter and referencing the BUZZ Staff Report and the Agenda Item number. Provided below are email addresses, the mailing addresses and phone numbers for the City and SunLine.

**City of Pam Springs and SunLine Transit Agency Contact Information for Submitting Comments/Opinions on the BUZZ in the Tennis Club Neighborhood**

**City Council emails (note the period in between the first and last name):**

**Robert.Moon@palmspringsca.gov**

**Lisa.Middleton@palmspringsca.gov**

**JR.Roberts@palmspringsca.gov**

**Geoff.Kors@palmspringsca.gov**

**Christy.Holstege@palmspringsca.gov**

**Mailing address for City Council members:**

3200 E. Tahquitz Canyon Way  
Palm Springs, CA 92262

**City Hall Phone Number**

760-323-8299

**SunLine email:**

clerkoftheboard@sunline.org

**SunLine mailing address for Sunline Board Members**

SunLine Board of Directors  
c/o Brittney Sowell  
Clerk of the Board  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**SunLine phone number:**

760-343-3456, Clerk of the Board Ext. 1103

**Brittney Sowell**

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**From:** Mark Fichandler <Mark@studio-fichandler.com>  
**Sent:** Thursday, September 20, 2018 9:38 AM  
**To:** Clerk of the Board  
**Subject:** BUZZ BUS (YES)

Hello, we are residents of the Historic Tennis Club neighborhood and we are in support of the Buzz Bus. We know that our neighborhood association has related that the neighbors are not in support – we disagree. We think Buzz is good for the environment, good for tourists, and is cute. Especially in our neighborhood, where many tourists stay, it should be very helpful.

Thanks for all your hard work,

Best,

Mark Fichandler & Paul Travis  
KOl House  
584 West Panga Way

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Mark Fichandler  
Studio-Fichandler  
917-887-7742  
[Studio-Fichandler](#)

## SunLine Transit Agency

**DATE:** September 26, 2018 **ACTION**

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

**FROM:** Demetrius Genera, Deputy Chief Operating Officer - Maintenance

**RE:** Contract for the Purchase of Five (5) Trolleys

---

### **Recommendation**

Staff recommends that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a contract with MV Transportation, Inc. in an amount not to exceed \$300,000 for the purchase of five (5) 32 ft. trolley buses.

### **Background**

On July 18, 2018, the Palm Springs City Council voted to authorize SunLine to operate the BUZZ service for a period of two (2) years pending approval of a Memorandum of Understanding by the SunLine Board of Directors and the Palm Springs City Council. After inspection of the five (5) vehicles, SunLine's CEO/General Manager was able to negotiate a purchase price for the vehicles in order to operate the approved BUZZ service.

The trolleys are 2014 models, built by the Supreme Corporation. The trolleys have an average of 100,000 miles on them. Considering the year, mileage and condition of the trolleys, the negotiated price is a good value for the vehicles.

### **Financial Impact**

The financial impact of \$300,000 will utilize existing STA funds programmed in the FY2014/15 SRTP for the Operator Breakroom in Coachella.



## SunLine Transit Agency

**DATE:** September 26, 2018 **ACTION**

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

**FROM:** Demetrius Genera, Deputy Chief Operating Officer-Maintenance

**RE:** Award of Contract for Relief and Supervisor Vehicles

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### **Recommendation**

Staff recommends that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Winner Chevrolet for twelve (12) replacement electric vehicles in an amount not to exceed \$480,000.

### **Background**

SunLine's relief vehicle fleet currently consists of fifteen (15) Honda Civic and five (5) MV-1 Compressed Natural Gas (CNG) powered vehicles. Twelve (12) of these vehicles have, or are approaching, the end of their useful life.

The Chevy Bolt was selected because they are comparable with the current SunLine relief fleet and CNG vehicles are not available at the present time. The Chevy Bolt has the best driving range that meets our current needs. The compact size of the car will help reduce maintenance costs.

SunLine intends to award the purchase under an existing state contract. The California Department of General Services Request For Proposals (RFP) for Fleet Vehicles (RFP #0000007609) was issued on November 11, 2017. All RFP submissions were due on February 21, 2018. LPA Contract 01-18-23-10D was issued to Winner Chevrolet beginning April 30, 2018 and will expire on April 30, 2020.

### **Financial Impact**

The financial impact of \$480,000 will utilize excess Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds programmed in the FY16 SRTP for replacement fixed route buses.



**PRICE ANALYSIS**  
**California State Contract #1-18-10D**  
**Electric Sedans**  
**18-033**

ITEM 17  
 ATTACHMENT #1

	Winner Chevrolet CA Contract 1-18-10D	National Fleet Auto	Delta by %
	Chevy Bolt	Chevy Bolt	
Cost per Vehicle	\$ 35,052.00	\$ 35,228.44	-0.50%
- Comfort and Convenience	inc	\$ 505.05	
- Driver Confidence	inc	\$ 450.45	
- Driver Confidence II	inc	\$ 450.45	
- All Weather Mats	inc	\$ 127.40	
- DC Fast Charging Opt	inc	\$ 682.50	
	<b>\$ 35,052.00</b>	<b>\$ 37,444.29</b>	<b>-6.39%</b>
Taxes	\$ 2,716.53	\$ 2,901.93	-6.39%
Tire Fee	\$ 8.75	\$ 8.75	0.00%
Delivery	\$ 650.00	\$ 125.00	420.00%
<b>Total per Vehicle</b>	<b>\$ 38,427.28</b>	<b>\$ 40,479.97</b>	<b>-5.07%</b>
Number of Vehicles	12.00	12.00	
<b>Sub-Total for Procurement</b>	<b>\$ 461,127.36</b>	<b>\$ 485,759.67</b>	<b>-5.07%</b>
6ea WigWag Lightbar	\$ 10,365.00	\$ 10,365.00	0.00%
Taxes	\$ 803.29	\$ 803.29	0.00%
	<b>\$ 11,168.29</b>	<b>\$ 11,168.29</b>	<b>0.00%</b>
<b>Total for Procurement</b>	<b>\$ 472,295.65</b>	<b>\$ 496,927.96</b>	<b>-4.96%</b>

This is a California State Contract (#1-18-10D) procurement. Since this is a California Contract procurement from the vendor awarded Winner Chevrolet, the prices Winner provided to SunLine were compared to the prices provided to Sunline by National Fleet Auto for a comparable vehicle. Based on the results, the prices quoted to SunLine by Winner Chevrolet is 4.96% lower than the Retail Retail Prices quoted by National Fleet Auto, Therefore, it has been determined that the prices provided by Winner Chevrolet are considered to be fair and reasonable.

Prepared by:

  
 Christopher Banks, Intertim Procurement Specialists

**SunLine Transit Agency**

**DATE:** September 26, 2018 **ACTION**

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

**FROM:** Luis Garcia, Deputy Chief Financial Officer

**RE:** Non-Bargaining Pension Plan Amendment

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment changing the inflation index used in the non-bargaining pension plan from “Urban Wage Earners and Clerical Workers for the greater Los Angeles - Anaheim - Riverside Area” to “Urban Wage Earners and Clerical Workers for the greater Riverside-San Bernardino-Ontario Area.”

**Background**

SunLine’s non-bargaining pension plan allows for yearly Cost of Living Adjustments (COLA) for its retirees. The COLA is calculated by the plan’s actuary utilizing the Consumer Price Index (CPI) table identified in the pension plan. The CPIT table currently referenced under section 1.16 of the plan document was split into two different tables for 2018 and no longer exists. The amendment will allow the Agency to update the plan document and allow actuary to calculate future COLA increases with the most appropriate CPI information.

The amendment was brought before the non-barraging pension committee on August 21, 2018 and was unanimously approved.

**Financial Impact**

There is no financial impact to this amendment.

## SunLine Transit Agency

**DATE:** September 26, 2018 **ACTION**

**TO:** Strategic Planning & Operational Committee  
Board of Directors

**FROM:** Stephanie Buriel, Chief Administrative Officer

**RE:** FY 2019 Short Range Transit Plan (SRTP) Amendment

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### Recommendation

Recommend that the Board of Directors approve an amendment to the SunLine Transit Agency Short-Range Transit Plan (SRTP) for FY 2019 to add the project descriptions listed below.

### Background

At the June 2018 meeting, the Board adopted the Short-Range Transit Plan for SunLine Transit Agency for FY 2019. One of the functions of the SRTP is to satisfy the requirement for regional planning and coordination efforts in Riverside County. This update will be communicated to the Riverside County Transportation Commission to be included in the regional plan. Capital and operating items are included in the regional plans for transmission to the Southern California Association of Governments and ultimately the Federal Transportation Improvement Plan is sent to the federal government. The requirement for regional coordination applies to both federal and state funding.

SunLine has identified additional items which should be included in the regional plan to support transit operations. There are seven items being added by an amendment to the SRTP. The items and descriptions are as follows:

Capital Projects			
	Project Name	Funding Details	Amount Requested
1.	Hydrogen Station Program Improvements	LTF Reserves	\$1,000,000
2.	Thousand Palms Facility Improvements	LTF Reserves	\$500,000
3.	Indio Facility Improvements	LTF Reserves	\$1,000,000
4.	Operations Building Third Phase	LTF Reserves	\$450,000
5.	The BUZZ Service (Trolleys)	STA & LTF Reserves	\$450,000
Total Capital Request:			\$3,400,000

1. **Hydrogen Station Program Improvements:** Cost increases are due to escalated bids staff have received on other construction projects. The price of material and labor have dramatically increased since many of SunLine’s capital projects were funded. This money is being set aside for the electrolyzer and bus projects to ensure functionality and schedule are maintained.
2. **Thousand Palms Facilities Improvements:** Capital request for facilities improvements including necessary repairs to the maintenance bay and other areas around the Thousand Palms facility.
3. **Indio Facility Improvements:** Capital request for facilities improvements to improve the work environment for personnel at the Indio facility.
4. **Operations Building Third Phase:** Capital request for the Operations Facility replacement project which will allow SunLine to complete demolition, removal, and rebuild a functional operations building.
5. **The BUZZ Service (Trolleys):** Capital request to repurpose existing STA funds currently programed for the Coachella operator breakroom and new LTF funds for the purchase of the BUZZ Service trolleys.

Operating			
	Project Name	Funding Details	Amount Requested
6.	The BUZZ Service	Subsidized by City of Palm Springs	\$237,667
7.	West Coast Center of Excellence	CTE (sub-recipient)	\$190,822
Total Operating Request:			\$428,489

6. Adding eight (8) months of operating revenue for implementation of the BUZZ service for the remainder of FY19.
7. Add operating revenue and expenses for the West Coast Center of Excellence in Zero Emissions Technologies to develop training programs.

**Financial Impact**

The \$3.4 million in capital expenditures will be allocated through funds from the Transportation Development Act (TDA) program. In addition, revenue and expenses will be added to the operating budget in the amount of \$428,489 contained in the FY19 SRTP.

Revised Table 4 - Summary of Funding Request for FY 2018/19

17-Sep-18

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Carryover STA	State of Good Repair	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5307 Indio/Cathedral City Palm Springs	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	Carryover CMAQ	CMAQ	Other Revenue	Farebox
<b>OPERATING</b>																				
Operating Assistance	\$36,201,539	\$935,963	\$20,621,864				\$6,000,000	\$3,437,436	\$935,963	\$250,000			\$352,874		\$250,000				\$1,709,574	\$2,643,828
Taxi Voucher	\$232,000	\$0	\$58,000								\$58,000								\$116,000	
Commuter Link 220	\$296,170	\$0	\$91,449										\$204,721							
Unplanned Maintenance Software	\$26,000	\$0																	\$26,000	
Vanpool Program	\$357,315	\$318,010	\$39,305														\$318,010			
Line 80, 81, 95	\$400,467	\$400,467													\$400,467					
Preventative Maintenance Revenue Vehicles	\$500,000	\$0				\$500,000														
Quick Bus	\$490,000	\$0	\$53,900																\$436,100	
SunRide Ride Share and Desert Recreation District Rec Route	\$397,500	\$0	\$39,392																\$358,108	
The Buzz Service	\$237,667	\$0																	\$237,667	
Center of Excellence	\$190,822	\$0								\$190,822										
<b>Sub-total Operating</b>	<b>\$39,329,480</b>	<b>\$1,654,440</b>	<b>\$20,903,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$6,000,000</b>	<b>\$3,437,436</b>	<b>\$935,963</b>	<b>\$440,822</b>	<b>\$58,000</b>	<b>\$352,874</b>	<b>\$204,721</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$400,467</b>	<b>\$318,010</b>	<b>\$794,208</b>	<b>\$2,089,241</b>	<b>\$2,643,828</b>
<b>CAPITAL</b>																				
Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	Carryover STA	State of Good Repair	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5307 Indio/Cathedral City Palm Springs	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	Carryover CMAQ	CMAQ	Other Revenue	Farebox
Replacement Fixed Route Buses (3)	SL-19-01 \$2,100,000	\$0		\$420,000				\$1,035,828						\$644,172						
Transit Enhancements	SL-19-02 \$200,000	\$0		\$143,879				\$56,121												
Information Technology (IT) Projects	SL-19-03 \$350,000	\$0		\$70,000				\$280,000												
Expansion of Inventory Warehouse	SL-19-04 \$200,000	\$0		\$200,000																
Radio System Replacement	SL-19-05 \$1,000,000	\$0		\$1,000,000																
Replacement of Paratransit Vans (10)	SL-19-06 \$1,350,000	\$0		\$1,350,000																
Roof Repair Division 1 and 2	SL-19-07 \$125,000	\$0				\$125,000														
Maintenance Tools and Equipment	SL-19-08 \$50,000	\$0				\$50,000														
Install Electric Charger for Buses - Division 2	SL-19-09 \$78,623	\$0				\$78,623														
Bus Simulator (2)	SL-19-10 \$600,000	\$0		\$600,000																
Hydrogen Station Program Improvements	SL-19-11 \$1,000,000	\$0	\$1,000,000																	
Thousand Palms Facilities Improvements	SL-19-12 \$500,000	\$0	\$500,000																	
Indio Facility Improvements	SL-19-13 \$1,000,000	\$0	\$1,000,000																	
Operations Building Third Phase	SL-19-14 \$450,000	\$0	\$450,000																	
The Buzz Service (Trolleys)	SL-19-15 \$450,000	\$418,000	\$32,000		\$418,000															
<b>Sub-total Capital</b>	<b>\$9,453,623</b>	<b>\$418,000</b>	<b>\$2,982,000</b>	<b>\$3,783,879</b>	<b>\$418,000</b>	<b>\$253,623</b>	<b>\$0</b>	<b>\$1,371,949</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$644,172</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$48,783,103</b>	<b>\$2,072,440</b>	<b>\$23,885,910</b>	<b>\$3,783,879</b>	<b>\$418,000</b>	<b>\$753,623</b>	<b>\$6,000,000</b>	<b>\$4,809,385</b>	<b>\$935,963</b>	<b>\$440,822</b>	<b>\$58,000</b>	<b>\$352,874</b>	<b>\$204,721</b>	<b>\$644,172</b>	<b>\$250,000</b>	<b>\$400,467</b>	<b>\$318,010</b>	<b>\$794,208</b>	<b>\$2,089,241</b>	<b>\$2,643,828</b>

**Project Funding Details**

<b>Target Budget</b>	\$39,329,480	Based on estimated FY19 budget
Projected FY18/19 LTF	\$20,903,910	Based on FY19 plus unallocated carryover funds
Projected FY18/19 State of Good Repair	\$500,000	Based on FY17/18 Estimated Apportionment 02-26-18
Projected FY18/19 Measure A	\$6,000,000	Based on revised RCTC Revenue Est. dated 02-26-18
Projected FY18/19 Section 5307 Operating Funds	\$3,437,436	FY19 based on the unknown status of future federal funding
Projected FY18/19 Carryover Section 5307 Operating Funds	\$935,963	Based on remaining FY 17 operating funds.
Projected FY18/19 Section 5309 Operating Funds	\$440,822	Based on support funds associated with the transfer of FC6, Connecticut Transit Transfer; Remaining funds for the Center of Excellence will be coming from Center for Transportation and the Environment in your summary in cell G50.
Projected FY18/19 Section 5310 Operating Funds	\$58,000	Based on FY19 application to CalTrans.
Projected FY18/19 Section 5311 Operating Funds	\$557,595	Based on 5311 applications for regional and intercity apportionments. 5311 (f) from application submitted May 2017.
Projected FY18/19 LCTOP Funds	\$650,467	Based on new appropriation estimates from RCTC Revenue Est. Dated 2-26-18 plus estimated carryover FY18. \$400,467 carryover is from existing projects which are still in progress.
Projected FY18/19 CMAQ Carryover	\$318,010	Based on estimated expenses for Van Pool contract utilizing grant # CA-95-X327.
Projected FY 18/19 CMAQ	\$794,208	Based on initial project approval through CVAG
Projected FY18/19 Other Revenues	\$2,089,241	Advertising revenue (\$76K), shelter maintenance revenue (\$112K), SRA overhead fee (\$34K), fueling revenue (700K), emission credits (\$750K), Taxi Voucher (\$116K), & interest and other revenue (\$37.5K), (\$26K) FTA National Fuel Cell Bus Program, (\$237K) City of Palm Springs for Buzz.
Projected FY18/19 Farebox Revenue	\$2,643,828	Based on the continued decrease of 5% ridership for Fixed Route and the 5% decrease in ridership for Paratransit
Total Estimated Operating Funding Request	\$39,329,480	
Projected FY18/19 LTF Capital	\$2,982,000	FY18/19 plus unallocated carryover
Projected FY18/19 STA Capital	\$3,783,879	FY18/19 plus unallocated carryover
Carryover STA	\$418,000	Repurposed funds from Coachella Operator Breakroom SL-15-10 to purchase Trolley Vehicles for the Buzz Service
Projected FY18/19 State of Good Repair	\$253,623	Based on FY17/18 Estimated Apportionment 02-26-18
Projected FY18/19 5307 Capital	\$1,371,949	Based on new appropriation estimates from RCTC Revenue Est. Dated 2-26-18
Section 5339	\$644,172	Based on RCTC Revenue Est. dated 05-08-18
Total Estimated Capital Funding Request	\$9,453,623	
<b>Total Funding Request</b>	<b>\$48,783,103</b>	

SunLine Transit Agency  
 FY 2019/20  
 Summary of Funds Requested  
 Short Range Transit Plan

**TABLE 5.1**

Table 5.1 - Summary of Funding Request for FY 2019/20

17-Sep-18

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	CMAQ	CMAQ Carryover	Other Revenue	Farebox	
<b>OPERATING</b>																	
Operating Assistance	\$35,709,476	\$250,000	\$20,674,876		\$5,688,129	\$4,000,000		\$341,572			\$300,000	\$250,000			\$1,900,000	\$2,554,899	
Taxi Voucher	\$93,335		\$23,334				\$23,334								\$46,667		
Vanpool Program	\$537,148	\$478,062	\$59,086											\$478,062			
Line 80, 81, 95	\$238,135	\$190,508	\$47,627											\$190,508			
Commuter Link 220	\$250,000		\$50,000						\$200,000								
Quick Bus	\$1,062,500		\$212,500										\$850,000				
The Buzz Service	\$356,500														\$356,500		
<b>Sub-total Operating</b>	<b>\$38,247,093</b>	<b>\$918,570</b>	<b>\$21,067,423</b>	<b>\$0</b>	<b>\$5,688,129</b>	<b>\$4,000,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$250,000</b>	<b>\$850,000</b>	<b>\$668,570</b>	<b>\$2,303,167</b>	<b>\$2,554,899</b>	
<b>CAPITAL</b>																	
Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	CMAQ	CMAQ Carryover	Other Revenue	Farebox	
Replacement Fixed Route Buses (6)	SL-20-01	\$4,032,000	\$0	\$2,532,000		\$1,000,000				\$500,000							
Information Technology (IT) Projects	SL-20-02	\$350,000	\$0	\$350,000													
Replacement Paratransit Buses (4)	SL-20-03	\$540,000	\$0	\$540,000													
Security Cameras Division II and Coachella Hub	SL-20-04	\$150,000	\$0	\$150,000													
<b>Sub-total Capital</b>		<b>\$5,072,000</b>	<b>\$0</b>	<b>\$3,572,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Operating &amp; Capital</b>		<b>\$43,319,093</b>	<b>\$918,570</b>	<b>\$21,067,423</b>	<b>\$3,572,000</b>	<b>\$5,688,129</b>	<b>\$5,000,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$250,000</b>	<b>\$850,000</b>	<b>\$668,570</b>	<b>\$2,303,167</b>	<b>\$2,554,899</b>

SunLine Transit Agency  
 FY 2020/21  
 Summary of Funds Requested  
 Short Range Transit Plan

**TABLE 5.2**

Table 5.2 - Summary of Funding Request for FY 2020/21

17-Sep-18

Project Description		Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	CMAQ Carryover	Other Revenue	Farebox
<b>OPERATING</b>															
Operating Assistance		\$37,622,906		\$20,256,500		\$5,955,493	\$4,152,000		\$341,572			\$500,000		\$3,951,370	\$2,465,970
Taxi Voucher		\$93,334		\$23,334				\$23,334						\$46,667	
Vanpool Program		\$537,148	\$478,062	\$59,086									\$478,062		
Line 80, 81, 95		\$238,135	\$190,508	\$47,627									\$190,508		
Commuter Link 220		\$250,000		\$50,000						\$200,000					
The Buzz Service		\$118,833												\$118,833	
<b>Sub-total Operating</b>		<b>\$38,860,356</b>	<b>\$668,570</b>	<b>\$20,436,547</b>	<b>\$0</b>	<b>\$5,955,493</b>	<b>\$4,152,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$668,570</b>	<b>\$4,116,870</b>	<b>\$2,465,970</b>

<b>CAPITAL</b>															
	Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	CMAQ Carryover	Other Revenue	Farebox
Replacement Fixed Route Buses (3)	SL-21-01	\$1,820,000			\$320,000		\$1,000,000				\$500,000				
Information Technology (IT) Projects	SL-21-02	\$350,000			\$350,000										
Replacement Paratransit Buses (13)	SL-21-03	\$1,755,000			\$1,755,000										
Upgrade Division I Fence - Secure Base	SL-21-04	\$200,000			\$200,000										
<b>Sub-total Capital</b>		<b>\$4,125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,625,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>		<b>\$42,985,356</b>	<b>\$668,570</b>	<b>\$20,436,547</b>	<b>\$2,625,000</b>	<b>\$5,955,493</b>	<b>\$5,152,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$668,570</b>	<b>\$4,116,870</b>	<b>\$2,465,970</b>



**SunLine Transit Agency**

**DATE:** September 26, 2018 **INFORMATION**

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

**FROM:** Luis Garcia, Deputy Chief Financial Officer

**RE:** Calendar Year 2017 Pension Audit Results

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**Background**

The activity around SunLine's defined benefit plans must be audited on a yearly basis and submitted to the State Controller. SunLine's pension auditor, Kushner, Smith, Joanou & Gregson Accounting and Consulting (KSJG), completed the audit on June 29, 2018 and presented the results to the pension committees on August 21, 2018.

**Audit Outcome**

KSJG presented an unmodified opinion, good internal controls and a strong financial position for both retirement plans at over 100% funded. The financial statements for the bargaining and non-bargaining plans are being provided for information purposes.



**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Financial Statements  
and  
Supplementary Information  
Years Ended December 31, 2017 and 2016  
(With Independent Auditor's Report Thereon)**

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## INDEPENDENT AUDITOR'S REPORT

The Retirement Committee  
SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel

We have audited the accompanying financial statements of the SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan), which comprise the statements of fiduciary net position as of December 31, 2017 and 2016, and the related statements of changes in fiduciary net position for the years ended December 31, 2017 and 2016, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**INDEPENDENT AUDITOR'S REPORT**  
(Continued)

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the statements of fiduciary net position of the Plan as of December 31, 2017 and 2016, and the statements of changes in fiduciary net position for the years ended December 31, 2017 and 2016 in accordance with accounting principles generally accepted in the United States of America.

**Report on Supplementary Information**

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*KSJG, LLP*

June 29, 2018

**KSJG, LLP**

100 Spectrum Center Drive, Suite 1000, Irvine, California 92618

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Statements of Fiduciary Net Position  
December 31, 2017 and 2016**

**ASSETS**

	<u>2017</u>	<u>2016</u>
Cash and cash equivalents	\$ 270,492	\$ 361,678
Receivables:		
Contributions	45,273	46,163
Interest	226	44,985
Dividends	--	4,874
Total receivables	<u>45,499</u>	<u>96,022</u>
Investments, at fair value (Note 4):		
U.S. government and municipal obligations	--	3,550,241
International bonds	--	100,732
Domestic corporate bonds	--	3,935,188
Domestic stocks	--	1,672,640
International stocks	--	94,613
Mutual funds	26,515,497	13,536,161
Total investments	<u>26,515,497</u>	<u>22,889,575</u>
Total assets	<u>26,831,488</u>	<u>23,347,275</u>

**LIABILITIES**

Accrued expenses	--	44,093
Net position restricted for pensions	\$ <u>26,831,488</u>	\$ <u>23,303,182</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Statements of Changes in Fiduciary Net Position  
Years ended December 31, 2017 and 2016**

	<u>2017</u>	<u>2016</u>
Additions:		
Contributions:		
Employer	\$ 1,050,575	\$ 1,047,188
Participants'	144,706	132,015
Total contributions	<u>1,195,281</u>	<u>1,179,203</u>
Investment income:		
Interest income	93,687	185,982
Dividend income	466,193	360,455
Net appreciation in fair value of investments (Note 4)	<u>2,741,124</u>	<u>1,072,651</u>
Net investment income	<u>3,301,004</u>	<u>1,619,088</u>
Total additions	<u>4,496,285</u>	<u>2,798,291</u>
Deductions:		
Benefits paid to participants and beneficiaries	786,424	711,719
Member refunds	48,908	29,688
Administrative expenses	<u>132,647</u>	<u>191,661</u>
Total deductions	<u>967,979</u>	<u>933,068</u>
Net increase in net position	3,528,306	1,865,223
Net position restricted for pensions:		
Beginning of year	<u>23,303,182</u>	<u>21,437,959</u>
End of year	<u>\$ 26,831,488</u>	<u>\$ 23,303,182</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
December 31, 2017 and 2016**

**NOTE 1 - DESCRIPTION OF THE PLAN**

The following description of the SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

**General** - The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all employees who are considered to be full time and are not covered by the collective bargaining agreement of the Agency, provided they agree to make the mandatory employee contributions.

**Plan Administration** - The Plan is administered by the Retirement Committee (the Committee) of the Plan. The Committee has overall responsibility for the operation and administration of the Plan. The Committee monitors investment performance and reports to the Agency's Board of Directors.

**Pension Benefits** - A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee eligible to participate prior to January 1, 2013 may retire prior to age 62, provided he/she has attained age 55 and has completed five years of credited service, or has completed 25 years of credited service. Employees becoming eligible to participate on or after January 1, 2013 may retire prior to age 62, provided he/she has attained age 52 and has completed 25 years of credited service, or has completed five years of credited service and attained age 55. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit. A participant shall at all times be 100 percent vested in their required contributions.

The amount of the monthly retirement benefit at the normal retirement date for participants becoming eligible prior to January 1, 2013 shall be equal to the greater of a) 2.5 percent times Final Average Monthly Earnings (FAME) times years of credited service (FAME is the average of the thirty-six highest consecutive months of earnings as a participant) or b) if the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. The maximum benefit is 90% of FAME. The amount of monthly retirement benefit at the Normal Retirement Date for participants becoming eligible on or after January 1, 2013, shall be equal to the product of: (a) the participant's applicable Benefit Rate based on age at retirement; (b) the participant's Final Compensation; and (c) the participant's Years of Service. Final Compensation is defined as the average of the participant's highest 36 consecutive months' of Pensionable Compensation. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

(Note 1 continued on the following page)



**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 1 - DESCRIPTION OF THE PLAN (Continued)**

**Death, Disability and Termination Benefits** - If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing ten years of service they shall be entitled to receive an unreduced pension equal to 2.5 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal retirement benefit upon attainment of age 62. Reduced benefits may also be available at earlier ages.

**Vesting** - An employee not covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan if they are a full-time employee as defined. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time. Employees shall at all times be 100 percent vested in their required contributions.

**Cost-of-Living Adjustments** - Cost-of-living adjustments are based on changes to the Consumer Price Index for the greater Los Angeles-Anaheim-Riverside area limited to 3.0 percent per year.

**Membership Summary** - At December 31, 2017 and 2016, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	<u>2017</u>	<u>2016</u>
Retirees and beneficiaries receiving benefits	51	44
Terminated participants entitled to but not yet receiving benefits	91	92
Active plan participants	<u>104</u>	<u>103</u>
Total	<u><u>246</u></u>	<u><u>239</u></u>

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting** - The financial statements of the Plan are prepared under the accrual method of accounting.

**Basis of Presentation** - The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 67 “Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25” and GASB No. 82 “Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73”. GASB No. 67 replaces the requirements of GASB No. 50 and GASB No. 25, and prescribes the content and format for the financial statements and the accompanying supplemental schedules. GASB No. 82 addresses certain issues that have been raised with respect to GASB No. 67.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents** - Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

**Investments** - Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

**Payment of Benefits** - Benefit payments to participants are recorded upon distribution.

**Administrative Expenses** - Administrative expenses are paid by the Plan. During the years ended December 31, 2017 and 2016, plan expenses were \$132,647 and \$191,661, respectively.

(Note 2 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Recent Accounting Pronouncements** – In March 2016, GASB issued Statement No. 82 “Pension Issues” (GASB No. 82) which amends GASB No. 67, GASB No. 68, and No.73. GASB No. 82 which was adopted during the year ended December 31, 2017, addresses payroll related measures in required supplementary information, selections of assumptions and deviation of standard actuarial guidance, and the classification of payments made by employers to satisfy participation contribution requirements. The requirements of GASB No. 82 did not require any changes in the presentation of the Plan’s financial statements, notes to the financial statements or Required Supplementary Information.

**Subsequent Events** - The Plan evaluated subsequent events through June 29, 2018, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.

**NOTE 3 - FUNDING POLICY**

Employee contributions are required at three percent of monthly earnings. Employer contributions to the Plan are determined by the Plan’s actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2017 and 2016 were \$1,050,575 and \$1,047,188, respectively. Employee contributions made during the years ended December 31, 2017 and 2016 were \$144,706 and \$132,015, respectively.

**NOTE 4 - INVESTMENTS**

US Bank was the custodian for all of the Plan’s investments at December 31, 2017 and 2016.

In accordance with GASB Statement No. 40, “Deposit and Investment Risk Disclosures”, the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, credit risk, and foreign currency risk.

**Custodial Credit Risk** - The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 4 - INVESTMENTS (Continued)**

**Concentration of Credit Risk** - The following non-participant directed investments are greater than five percent of the Plan's fiduciary net position as of December 31, 2017 and 2016:

		<u>2017</u>	<u>2016</u>
JOHCM International Select Fund	Mutual Fund	\$ 1,718,171	\$ -- ♦
Vanguard Total International Stock Index Admiral Fund	Mutual Fund	2,179,410	-- ♦
Vanguard International Value Fund	Mutual Fund	1,436,239	-- ♦
Vanguard Total Stock Market Index Admiral Fund	Mutual Fund	10,277,756	-- ♦
Baird Core Plus Bond Institutional Fund	Mutual Fund	3,037,867	-- ♦
DoubleLine Core Fixed Income I Fund	Mutual Fund	1,373,638	-- ♦
Vanguard Intermediate-Term Investment-Grade Admiral Fund	Mutual Fund	3,026,228	-- ♦
iShares MSCI EAFE	Mutual Fund	-- ♦	1,510,621
iShares Russell 2000 ETF	Mutual Fund	-- ♦	1,544,167
iShares S&P 500 Value	Mutual Fund	-- ♦	1,698,115
		<u>23,049,309</u>	<u>4,752,903</u>
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position:		<u>3,466,188</u>	<u>18,136,672</u>
		<u>\$ 26,515,497</u>	<u>\$ 22,889,575</u>

♦ Investment was not held by the Plan at year end.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 4 - INVESTMENTS (Continued)**

**Interest Rate Risk** - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Plan did not hold any debt security investments that were subject to interest rate risk as of December 31, 2017. The following debt security investments of the Plan were subject to interest rate risk as of December 31, 2016:

<b>December 31, 2016</b>			
<b>Debt Security Type</b>	<b>Market Value</b>	<b>Percentage of All Debt Securities</b>	<b>Portfolio Weighted Average Effectuated Duration (Years)</b>
U.S. government and municipal obligations	\$ 3,550,241	46.8 %	16.7
Domestic corporate and international bonds	4,035,920	53.2	3
	\$ 7,586,161	100.0 %	

**Credit Risk** - Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Plan's investment policies establish general risk measures for the fixed income portfolio. The Plan did not hold any debt security investments that were subject to credit risk as of December 31, 2017. The following debt investments of the Plan at market value were subject to credit risk as of December 31, 2016:

<b>December 31, 2016</b>		
<b>Moody's Quality Rating</b>	<b>Fair Value</b>	<b>Fair Value as a Percent of Total Debt Security Investments</b>
AAA	\$ 1,201,585	15.7 %
AA1	247,900	3.3
AA2	612,808	8.1
AA3	204,369	2.7
A1	1,315,584	17.3
A2	1,505,589	19.9
A3	201,238	2.7
NA <sup>1</sup>	2,297,088	30.3
	\$ 7,586,161	100.0 %

<sup>1</sup> NA represents those securities that are not applicable to the rating disclosure requirements.

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 4 - INVESTMENTS (Continued)**

**Foreign Currency Risk** - Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. The Plan did not hold investments that were subject to foreign currency risk at December 31, 2017 and 2016.

**Investment Policy** - The Plan's investment policies are governed by the Board of Directors of the Agency. The Plan's investment policy includes restrictions for investments relating to maximum amounts invested in specific investment types, as well as maximum amounts invested with a single issuer. The Plan's target asset allocation is summarized below:

Asset Class	Target Allocation
Cash and cash equivalents	0%
Fixed income	40%
Equities	60%
	100%

For the year ended December 31, 2017 and 2016, the annual money-weighted rate of return on pension plan investments, net of investment expense, was 11.25% and 6.80%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net appreciation in fair value of investments during the years ended December 31, 2017 and 2016 is comprised of the following:

	2017	2016
Net realized gains (losses) on sale of investments	\$ 3,360,628	\$ (7,407)
Net unrealized (depreciation) appreciation in fair value of investments	(590,333)	1,080,058
Investment (expense)	(29,171)	--
	\$ 2,741,124	\$ 1,072,651

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 5 - NET PENSION LIABILITY**

The net pension liability (the Plan's liability as determined in accordance with GASB No. 67 less the fiduciary net position) as of December 31, 2017 and 2016, is as follows:

	<u>2017</u>	<u>2016</u>
Total pension liability	\$ 25,569,403	\$ 24,255,666
Plan fiduciary net position	<u>(26,831,488)</u>	<u>(23,303,182)</u>
Net pension liability	<u>\$ (1,262,085)</u>	<u>\$ 952,484</u>
Plan fiduciary net position as a percentage of total pension liability	104.9 %	96.1 %
Covered payroll	\$ 4,939,705	\$ 4,429,828
Net pension liability as a percentage of covered payroll	(25.5) %	21.6 %

Actuarial valuations involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 5 - NET PENSION LIABILITY (Continued)**

The total pension liability as of December 31, 2017 was computed by the Plan's consulting enrolled actuary, Nyhart, based on the "Entry Age Normal Cost Method." The more significant assumptions underlying the valuation, are as follows:

Valuation date	January 1, 2018
Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value of Assets
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	4.0%
Cost-of-living adjustments	3.0%
Marital status	80.0% of the participants are assumed to be married or have eligible



**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 5 - NET PENSION LIABILITY (Continued)**

In accordance with GASB No. 67 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the following table presents the net pension liability of the Plan as of December 31, 2017 and 2016, calculated using the current discount rate of 6.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1.0% lower (5.0%) and 1.0% higher (7.0%) than the current rate used:

Net pension liability (asset) as of :	<b>1% Decrease (5.0%)</b>	<b>Current Discount (6.0%)</b>	<b>1% Increase (7.0%)</b>
2016	\$ 4,506,648	\$ 952,484	\$ (1,964,145)
2017	\$ 2,478,492	\$ (1,262,085)	\$ (4,251,856)

**NOTE 6 - TAX STATUS**

The Plan obtained its latest determination letter on January 15, 2013, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated with the applicable requirements of the Internal Revenue Code.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Changes in Net Pension Liability  
December 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability:				
Service cost	\$ 1,072,153	\$ 987,864	\$ 838,631	\$ 832,999
Interest	1,494,609	1,443,007	1,380,214	1,248,085
Benefit payments	(835,332)	(741,407)	(718,599)	(603,944)
Differences between expected and actual experience	(417,693)	(866,759)	(461,064)	(491,251)
Changes of assumptions	--	--	(130,456)	1,267,953
Net change in total pension liability	<u>1,313,737</u>	<u>822,705</u>	<u>908,726</u>	<u>2,253,842</u>
Total pension liability:				
Beginning of year	<u>24,255,666</u>	<u>23,432,961</u>	<u>22,524,235</u>	<u>20,270,393</u>
End of year (a)	<u>\$ 25,569,403</u>	<u>\$ 24,255,666</u>	<u>\$ 23,432,961</u>	<u>\$ 22,524,235</u>
Plan fiduciary net position:				
Contributions	\$ 1,195,281	\$ 1,179,203	\$ 1,103,346	\$ 970,711
Net investment income (loss)	3,301,004	1,619,088	(140,493)	878,786
Benefit payments	(835,332)	(741,407)	(718,599)	(603,943)
Administrative expenses	(132,647)	(191,661)	(176,377)	(16,079)
Net change in plan fiduciary net position	<u>3,528,306</u>	<u>1,865,223</u>	<u>67,877</u>	<u>1,229,475</u>
Plan fiduciary net position:				
Beginning of year	<u>23,303,182</u>	<u>21,437,959</u>	<u>21,370,082</u>	<u>20,140,607</u>
End of year (b)	<u>\$ 26,831,488</u>	<u>\$ 23,303,182</u>	<u>\$ 21,437,959</u>	<u>\$ 21,370,082</u>
Net pension liability, end of year (a) - (b)	<u>\$ (1,262,085)</u>	<u>\$ 952,484</u>	<u>\$ 1,995,002</u>	<u>\$ 1,154,153</u>

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**Notes to Schedule:**

*Changes of Assumptions* – no changes of assumptions had an impact on the total pension liability during the year ended December 31, 2017.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Net Pension Liability  
December 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability	\$ 25,569,403	\$ 24,255,666	\$ 23,432,961	\$ 22,524,235
Plan fiduciary net position	<u>(26,831,488)</u>	<u>(23,303,182)</u>	<u>(21,437,959)</u>	<u>(21,370,082)</u>
Net pension liability	<u>\$ (1,262,085)</u>	<u>\$ 952,484</u>	<u>\$ 1,995,002</u>	<u>\$ 1,154,153</u>
Plan fiduciary net position as a percentage of total pension liability	104.9 %	96.1 %	91.5 %	94.9 %
Covered payroll	\$ 4,939,705	\$ 4,429,828	\$ 3,608,769	\$ 3,626,818
Net pension liability as a percentage of covered payroll	(25.5) %	21.6 %	55.3 %	31.8 %

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Employer Contributions  
December 31, 2017**

Year Ended December 31,	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contributions Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2008	\$ 951,600	\$ 1,062,471	\$ (110,871)	\$ 3,429,409	31.0 %
2009	1,265,400	1,222,443	42,957	3,525,248	34.7
2010	1,162,812	1,192,577	(29,765)	3,725,878	32.0
2011	1,013,700	1,072,780	(59,080)	3,512,416	30.5
2012	1,063,500	1,120,580	(57,080)	3,295,632	34.0
2013	960,708	1,168,010	(207,302)	3,288,878	35.5
2014	709,392	970,711	(261,319)	3,626,818	26.8
2015	838,188	1,103,346	(265,158)	3,608,769	30.6
2016	1,053,887	1,179,203	(125,317)	4,429,828	26.6
2017	1,088,228	1,195,281	(107,053)	4,939,705	24.2

**Notes to Schedule:**

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate
Asset valuation method	Actuarial value of assets is the market value of funds held by the custodian with accrued contributions and accrued income. Gains and losses are phased in over a period of five years.
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	4.0%
Cost-of-living adjustments	3.0%
Marital status	80.0% of the participants are assumed to be married or have eligible dependents.
Expenses	An explicit cost for Plan expenses is 0.5% of market value of assets; interest earned is assumed to be net of

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR NON-BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Investment Returns  
December 31, 2017**

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Annual money weighted rate of return, net of investment expense	11.25 %	6.80 %	(1.24) %	5.51 %

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.



**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Financial Statements  
and  
Supplementary Information  
Years Ended December 31, 2017 and 2016  
(With Independent Auditor's Report Thereon)**

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**Required Supplementary Information:**

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## INDEPENDENT AUDITOR'S REPORT

The Retirement Committee  
SunLine Transit Retirement Income Plan for Bargaining Unit Personnel

We have audited the accompanying financial statements of the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan), which comprise the statements of fiduciary net position as of December 31, 2017 and 2016, and the related statements of changes in fiduciary net position for the years ended December 31, 2017 and 2016, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



**INDEPENDENT AUDITOR'S REPORT**  
(Continued)

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the statements of fiduciary net position of the Plan as of December 31, 2017 and 2016, and the statements of changes in fiduciary net position for the years ended December 31, 2017 and 2016 in accordance with accounting principles generally accepted in the United States of America.

**Report on Supplementary Information**

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*KSJG, LLP*

June 29, 2018

**KSJG, LLP**

100 Spectrum Center Drive, Suite 1000, Irvine, California 92618

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Statements of Fiduciary Net Position  
December 31, 2017 and 2016**

**ASSETS**

	<u>2017</u>	<u>2016</u>
Cash and cash equivalents	\$ 485,580	\$ 465,385
Receivables:		
Contributions	48,141	46,484
Interest	405	42,329
Dividends	--	4,710
Total receivables	<u>48,546</u>	<u>93,523</u>
Investments, at fair value (Note 4):		
U.S. government and municipal obligations	--	3,671,157
International bonds	--	100,732
Domestic corporate bonds	--	3,432,915
Domestic stocks	--	1,613,358
International stocks	--	91,184
Mutual funds	<u>25,669,723</u>	<u>13,078,424</u>
Total investments	<u>25,669,723</u>	<u>21,987,770</u>
Total assets	<u>26,203,849</u>	<u>22,546,678</u>

**LIABILITIES**

Accrued expenses	<u>--</u>	<u>38,340</u>
Net position restricted for pensions	<u>\$ 26,203,849</u>	<u>\$ 22,508,338</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Statements of Changes in Fiduciary Net Position  
Years Ended December 31, 2017 and 2016**

	<u>2017</u>	<u>2016</u>
Additions:		
Employer contributions	\$ 1,242,117	\$ 1,179,049
Investment income:		
Interest income	90,886	178,721
Dividend income	453,010	347,648
Net appreciation in fair value of investments (Note 4)	2,652,551	1,027,069
Net investment income	<u>3,196,447</u>	<u>1,553,438</u>
Total additions	<u>4,438,564</u>	<u>2,732,487</u>
Deductions:		
Benefits paid to participants and beneficiaries	616,895	494,152
Administrative expenses	126,158	183,452
Total deductions	<u>743,053</u>	<u>677,604</u>
Net increase in net position	3,695,511	2,054,883
Net position restricted for pensions:		
Beginning of year	<u>22,508,338</u>	<u>20,453,455</u>
End of year	<u>\$ 26,203,849</u>	<u>\$ 22,508,338</u>

See accompanying notes to financial statements

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
December 31, 2017 and 2016**

**NOTE 1 - DESCRIPTION OF THE PLAN**

The following description of the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

**General** - The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all collective bargaining employees of the Agency, regardless of hours worked.

**Plan Administration** - The Plan is administered by the Retirement Committee (the Committee) of the Plan. The Committee has overall responsibility for the operation and administration of the Plan. The Committee monitors investment performance and reports to the Agency's Board of Directors.

**Pension Benefits** - A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee may retire prior to age 62, provided he/she has attained age 55 and has completed 5 years of credited service, or has completed 25 years of credited service. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit.

Prior to June 30, 2007, the amount of the monthly retirement benefit at the normal retirement date shall be equal to 1/90 of the first \$400 of Final Average Monthly Earnings (FAME) plus 1/60 of the excess of FAME over \$400, times years and completed quarters of credited service. The calculation was amended effective July 1, 2007, whereas benefit payments at the normal retirement date shall be equal to 1/60 of FAME, times years and completed quarters of service. FAME is the average of the thirty-six highest consecutive months of earnings as a participant. If the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

(Note 1 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 1 - DESCRIPTION OF THE PLAN (Continued)**

**Death, Disability and Termination Benefits** - If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing five years of service they shall be entitled to receive an unreduced pension equal to 2.0 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal retirement benefit upon attainment of age 55.

**Vesting** - An employee covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan regardless of hours worked. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time.

**Cost-of-Living Adjustments** - There are no cost-of-living adjustments.

**Membership Summary** - At December 31, 2017 and 2016, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	<u>2017</u>	<u>2016</u>
Retirees and beneficiaries receiving benefits	94	81
Terminated participants entitled to but not yet receiving benefits	91	94
Active plan participants	<u>272</u>	<u>264</u>
Total	<u><u>457</u></u>	<u><u>439</u></u>

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting** - The financial statements of the Plan are prepared under the accrual method of accounting.

**Basis of Presentation** - The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 67 “Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25” and GASB No. 82 “Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73”. GASB No. 67 replaces the requirements of GASB No. 50 and GASB No. 25, and prescribes the content and format for the financial statements and the accompanying supplemental schedules. GASB No. 82 addresses certain issues that have been raised with respect to GASB No. 67.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents** - Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

**Investments** - Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

**Payment of Benefits** - Benefit payments to participants are recorded upon distribution.

**Administrative Expenses** - Administrative expenses are paid by the Plan. During the years ended December 31, 2017 and 2016, Plan expenses were \$126,158 and \$183,452, respectively.

**Recent Accounting Pronouncements** – In March 2016, GASB issued Statement No. 82 “Pension Issues” (GASB No. 82) which amends GASB No. 67, GASB No. 68, and No.73. GASB No. 82 which was adopted during the year ended December 31, 2017, addresses payroll related measures in required supplementary information, selections of assumptions and deviation of standard actuarial guidance, and the classification of payments made by employers to satisfy participation contribution requirements. The requirements of GASB No. 82 did not require any changes in the presentation of the Plan’s financial statements, notes to the financial statements or Required Supplementary Information.

(Note 2 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Subsequent Events** - The Plan evaluated subsequent events through June 29, 2018, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.

**NOTE 3 - FUNDING POLICY**

No employee contributions are required or permitted. Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2017 and 2016 were \$1,242,117 and \$1,179,049, respectively.

**NOTE 4 - INVESTMENTS**

US Bank was the custodian for all of the Plan's investments at December 31, 2017 and 2016.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, credit risk, and foreign currency risk.

**Custodial Credit Risk** - The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 4 – INVESTMENTS (Continued)**

**Concentration of Credit Risk** - The following non-participant directed investments are greater than five percent of the Plan's fiduciary net position as of December 31, 2017 and 2016:

		<u>2017</u>	<u>2016</u>
JOHCM International Select Fund	Mutual Fund	\$ 1,663,358	\$ -- ♦
Vanguard Total International Stock Index Admiral Fund	Mutual Fund	2,109,908	-- ♦
Vanguard International Value Fund	Mutual Fund	1,390,448	-- ♦
Vanguard Total Stock Market Index Admiral Fund	Mutual Fund	9,949,835	-- ♦
Baird Core Plus Bond Institutional Fund	Mutual Fund	2,940,924	-- ♦
DoubleLine Core Fixed Income I Fund	Mutual Fund	1,329,803	-- ♦
Vanguard Intermediate-Term Investment-Grade Admiral Fund	Mutual Fund	2,929,656	-- ♦
iShares MSCI EAFE	Mutual Fund	-- ♦	1,443,539
iShares Russell 2000 ETF	Mutual Fund	-- ♦	1,475,528
iShares S&P 500 Value	Mutual Fund	-- ♦	<u>1,632,218</u>
		<u>22,313,932</u>	<u>4,551,285</u>
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position:		<u>3,355,791</u>	<u>17,436,485</u>
		<u>\$ 25,669,723</u>	<u>\$ 21,987,770</u>

♦ Investment was not held by the Plan at year end.

(Note 4 continued on the following page)



**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 4 - INVESTMENTS (Continued)**

**Interest Rate Risk** - Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Plan did not hold any debt security investments that were subject to interest rate risk as of December 31, 2017. The following debt security investments of the Plan were subject to interest rate risk as of December 31, 2016:

<b>December 31, 2016</b>			
<b>Debt Security Type</b>	<b>Market Value</b>	<b>Percentage of All Debt Securities</b>	<b>Portfolio Weighted Average Effected Duration (Years)</b>
U.S government and municipal obligations	\$ 3,671,157	51.0 %	16.5
Domestic corporate and international bonds	3,533,647	49.0	3.4
	\$ 7,204,804	100.0 %	

**Credit Risk** - Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Plan's investment policies establish general risk measures for the fixed income portfolio. The Plan did not hold any debt security investments that were subject to credit risk as of December 31, 2017. The following debt investments of the Plan at market value were subject to credit risk as of December 31, 2016:

<b>December 31, 2016</b>		
<b>Moody's Quality Rating</b>	<b>Fair Value</b>	<b>Fair Value as a Percent of Total Debt Security Investments</b>
AAA	\$ 1,302,878	18.1 %
AA1	247,900	3.4
AA2	612,808	8.5
AA3	204,369	2.8
A1	1,115,514	15.5
A2	1,204,554	16.7
NA <sup>1</sup>	2,516,781	35.0
	\$ 7,204,804	100.0 %

<sup>1</sup> NA represents those securities that are not applicable to the rating disclosure requirements.

(Note 4 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 4 - INVESTMENTS (Continued)**

**Foreign Currency Risk** - Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. The Plan did not hold investments that were subject to foreign currency risk at December 31, 2017 and 2016.

**Investment Policy** - The Plan's investment policies are governed by the Board of Directors of the Agency. The Plan's investment policy includes restrictions for investments relating to maximum amounts invested in specific investment types, as well as maximum amounts invested with a single issuer. The Plan's target asset allocation is summarized below:

Asset Class	Target Allocation
Cash and cash equivalents	0%
Fixed income	40%
Equities	60%
	100%

For the year ended December 31, 2017 and 2016, the annual money-weighted rate of return on pension plan investments, net of investment expense, was 11.25% and 6.80%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net appreciation in fair value of investments during the years ended December 31, 2017 and 2016 is comprised of the following:

	2017	2016
Net realized gains (losses) on sale of investments	\$ 3,211,450	\$ (20,210)
Net unrealized (depreciation) appreciation in fair value of investments	(530,630)	1,047,279
Investment (expense)	(28,269)	--
	\$ 2,652,551	\$ 1,027,069

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 5 - NET PENSION LIABILITY**

The net pension liability (the Plan's liability as determined in accordance with GASB No. 67 less the fiduciary net position) as of December 31, 2017 and 2016, is as follows:

	<u>2017</u>	<u>2016</u>
Total pension liability	\$ 25,885,338	\$ 24,327,197
Plan fiduciary net position	<u>(26,203,849)</u>	<u>(22,508,338)</u>
Net pension liability	<u>\$ (318,511)</u>	<u>\$ 1,818,859</u>
Plan fiduciary net position as a percentage of total pension liability	101.2 %	92.5 %
Covered payroll	\$ 9,937,276	\$ 9,306,674
Net pension liability as a percentage of covered payroll	(3.2) %	19.6 %

Actuarial valuations involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

(Note 5 continued on the following page)

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 5 - NET PENSION LIABILITY (Continued)**

The total pension liability as of December 31, 2017 was computed by the Plan's consulting enrolled actuary, Nyhart, based on the "Entry Age Normal Cost Method." The more significant assumptions underlying the valuation, are as follows:

Valuation date	January 1, 2018
Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value of Assets
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	3.00%
Cost-of-living adjustments	None
Marital status	80.0% of the participants are assumed to be married or have eligible

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Notes to Financial Statements  
(Continued)  
December 31, 2017 and 2016**

**NOTE 5 - NET PENSION LIABILITY (Continued)**

In accordance with GASB No. 67 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the following table presents the net pension liability of the Plan as of December 31, 2017 and 2016, calculated using the current discount rate of 6.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1.0% lower (5.0%) and 1.0% higher (7.0%) than the current rate used:

Net pension liability (asset) as of:	<b>1% Decrease (5.0%)</b>	<b>Current Discount (6.0%)</b>	<b>1% Increase (7.0%)</b>
2016	\$ 5,238,472	\$ 1,818,859	\$ (1,004,715)
2017	\$ 3,324,335	\$ (318,511)	\$ (3,255,733)

**NOTE 6 - TAX STATUS**

The Plan obtained its latest determination letter on January 15, 2013, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated with the applicable requirements of the Internal Revenue Code.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Changes in Net Pension Liability  
December 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability:				
Service cost	\$ 1,014,181	\$ 963,077	\$ 786,230	\$ 722,633
Interest	1,501,976	1,396,512	1,319,280	1,168,813
Benefit payments	(616,895)	(494,152)	(452,533)	(415,646)
Differences between expected and actual experience	(341,121)	(97,435)	43,602	38,118
Changes of assumptions	--	--	(565,426)	948,715
Net change in total pension liability	<u>1,558,141</u>	<u>1,768,002</u>	<u>1,131,153</u>	<u>2,462,633</u>
Total pension liability:				
Beginning of year	<u>24,327,197</u>	<u>22,559,195</u>	<u>21,428,042</u>	<u>18,965,409</u>
End of year (a)	<u>\$ 25,885,338</u>	<u>\$ 24,327,197</u>	<u>\$ 22,559,195</u>	<u>\$ 21,428,042</u>
Plan fiduciary net position:				
Contributions	\$ 1,242,117	\$ 1,179,049	\$ 1,026,120	\$ 838,727
Net investment income (loss)	3,196,447	1,553,438	(134,851)	827,017
Benefit payments	(616,895)	(494,152)	(452,533)	(415,646)
Administrative expenses	(126,158)	(183,452)	(167,917)	(16,569)
Net change in plan fiduciary net position	<u>3,695,511</u>	<u>2,054,883</u>	<u>270,819</u>	<u>1,233,529</u>
Plan fiduciary net position:				
Beginning of year	<u>22,508,338</u>	<u>20,453,455</u>	<u>20,182,636</u>	<u>18,949,107</u>
End of year (b)	<u>\$ 26,203,849</u>	<u>\$ 22,508,338</u>	<u>\$ 20,453,455</u>	<u>\$ 20,182,636</u>
Net pension liability, end of year (a) - (b)	<u>\$ (318,511)</u>	<u>\$ 1,818,859</u>	<u>\$ 2,105,740</u>	<u>\$ 1,245,406</u>

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**Notes to Schedule:**

*Changes of Assumptions* – no changes of assumptions had an impact on the total pension liability during the year ended December 31, 2017.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Net Pension Liability  
December 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability	\$ 25,885,338	\$ 24,327,197	\$ 22,559,195	\$ 21,428,042
Plan fiduciary net position	<u>(26,203,849)</u>	<u>(22,508,338)</u>	<u>(20,453,455)</u>	<u>(20,182,636)</u>
Net pension liability	<u>\$ (318,511)</u>	<u>\$ 1,818,859</u>	<u>\$ 2,105,740</u>	<u>\$ 1,245,406</u>
Plan fiduciary net position as a percentage of total pension liability	101.2 %	92.5 %	90.7 %	94.2 %
Covered payroll	\$ 9,937,276	\$ 9,306,674	\$ 7,395,958	\$ 7,171,287
Net pension liability as a percentage of covered payroll	(3.2) %	19.6 %	28.5 %	17.4 %

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Employer Contributions  
December 31, 2017**

<b>Year Ended December 31,</b>	<b>Actuarially Determined Contribution</b>	<b>Contributions in Relation to the Actuarially Determined Contribution</b>	<b>Contributions Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Contributions as a % of Covered Payroll</b>
2008	\$ 820,368	\$ 890,759	\$ (70,391)	\$ 5,746,597	15.5 %
2009	1,118,112	1,095,054	23,058	6,415,771	17.1
2010	1,021,656	1,118,615	(96,959)	6,688,432	16.7
2011	959,580	1,028,823	(69,243)	6,514,916	15.8
2012	1,011,840	1,045,458	(33,618)	6,593,082	15.9
2013	916,788	999,727	(82,939)	6,862,649	14.6
2014	693,586	838,727	(145,141)	7,171,287	11.7
2015	891,288	1,026,120	(134,832)	7,395,958	13.9
2016	1,175,179	1,179,049	(3,870)	9,306,674	12.7
2017	1,276,570	1,242,117	34,453	9,937,276	12.5

**Notes to Schedule:**

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate
Asset valuation method	Actuarial value of assets is the market value of funds held by the custodian with accrued contributions and accrued income. Gains and losses are phased in over a period of five years.
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	3.00%
Cost-of-living adjustments	None
Marital status	80.0% of the participants are assumed to be married or have eligible dependents.
Expenses	An explicit cost for Plan expenses is 0.5% of market value of assets; interest earned is assumed to be net of



**SUNLINE TRANSIT RETIREMENT INCOME PLAN  
FOR BARGAINING UNIT PERSONNEL**

**Required Supplementary Information**

**Schedule of Investment Returns  
December 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money weighted rate of return, net of investment expense	11.25 %	6.80 %	(1.24) %	5.51 %

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

## SunLine Transit Agency

**DATE:** September 26, 2018

**INFORMATION**

**TO:** Board of Directors

**FROM:** Dean Holm, Superintendent of Facility Maintenance

**RE:** Perimeter Fencing Phase Two

### Background

The perimeter fencing project at the Thousand Palms facility was divided into two (2) phases. Phase one (1) of this project involved installation of the fence around the west and partial south side of the facility, which has been completed. Phase two (2) is for the south block wall area. In order to install the fence in a safe and proper manner, the position of the block wall and items of the adjacent property required additional engineering. To keep the block wall in place and attach the fencing, additional rebar and concrete were added.

Included in the current contract with NR Development was the demolition of the existing fence and the assembly and placement of new fencing. NR Development requested \$42,747.20 for additional materials, equipment and labor to complete phase two (2), per the new design. Approval was provided by the Chairman of the Board of Directors, per the requirements of SunLine's Purchasing Policies and Procedures (chapter 2, section 1.2.3), to execute a construction change order.

### Change Order Log

<b>Amount of Original Contract = \$420,500.00</b>		
<b>Approved Change Orders:</b>		
	CO #1	Scope Change to Reflect Two Phases of Work
\$11,932.01	CO #2	Removal of Buried Debris
	CO #3	Extend Length of Agreement
\$42,747.20	CO #4	South Block Wall Additional Work
\$54,697.21	<b>Total Changes</b>	
\$475,159.21	<b>Total Contract</b>	