



April 24, 2019
12:00 p.m.

AGENDA
Regular Board of Directors Meeting
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

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

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

ITEM

RECOMMENDATION

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PRESENTATIONS**

a. **Haul Pass Presentation**

(Staff: Eric Mester, Interim IT Administrator)

4. **FINALIZATION OF AGENDA**

5. **APPROVAL OF MINUTES –
MARCH 27, 2019 BOARD MEETING**

APPROVE
(PAGE 4-7)

6. **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>
7. BOARD MEMBER COMMENTS	RECEIVE COMMENTS
8. CONSENT CALENDAR	RECEIVE & FILE
<p>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.</p>	
8a) Checks \$1,000 and Over Report for February 2019	(PAGE 8-12)
8b) Credit Card Statement for February 2019	(PAGE 13-18)
8c) Monthly Budget Variance Report for February 2019	(PAGE 19-25)
8d) Contracts Signed in Excess of \$25,000 March 2019	(PAGE 26-27)
8e) Union & Non-Union Pension Investment Asset Summary February 2019	(PAGE 28-31)
8f) Ridership Report for March 2019	(PAGE 32-33)
8g) SunDial Operational Notes for March 2019	(PAGE 34-37)
8h) Metrics for March 2019	(PAGE 38-49)
8i) Board Member Attendance for March 2019	(PAGE 50-51)
8j) Quarterly Capital Project Update for 1 st Quarter 2019	(PAGE 52-54)
9. APPROVAL OF NEW ACCESS ADVISORY COMMITTEE MEMBER (Staff: Tamara Miles, Compliance/Eligibility Officer)	APPROVE (PAGE 55)
10. APPROVAL OF APPLICATION FOR CARL MOYER GRANT FUNDS (Robert Radi, Chair of Finance/Audit Committee; Staff: Eric Taylor, Procurement Manager)	APPROVE (PAGE 56)
11. RESOLUTION NO. 0773 TO OBTAIN FEDERAL GRANT FUNDING (Robert Radi, Chair of Finance/Audit Committee; Staff: Eric Taylor, Procurement Manager)	APPROVE (PAGE 57-60)
12. GENERAL COUNSEL	
13. CEO/GENERAL MANAGER'S REPORT	

ITEM

RECOMMENDATION

14. CLOSED SESSION

a) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6

Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Tommy Edwards, Chief Performance Officer SunLine, Kelly Trainer, special legal counsel, Burke Williams Sorensen, LLP.

Employee organization: Amalgamated Transit Union

b) CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code 54957.6

Agency Designated Representative: Kathleen Kelly, Chair of the Board, Eric Vail, Legal Counsel

Unrepresented Employees, Position – CEO/General Manager

c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)

Position Title: CEO/ General Manager

15. NEXT MEETING DATE

May 22, 2019

12 p.m. – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

16. ADJOURN

MINUTES

SunLine Transit Agency Board of Directors Meeting March 27, 2019

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:09 p.m. on Wednesday, March 27, 2019 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 12:09 p.m. by Chairperson Kathleen Kelly.

2. ROLL CALL

Members Present:

Kathleen Kelly, Chairperson, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lupe Ramos Amith, SunLine Agency Board Member, City of Indio
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
V. Manuel Perez, SunLine Agency Board Member, County of Riverside

3. PRESENTATIONS

A plaque presentation was made in honor of late Board Member Gregory Pettis.

4. FINALIZATION OF AGENDA

No changes to the agenda.

5. APPROVAL OF MINUTES – FEBRUARY 27, 2019 BOARD MEETING

SunLine Transit Agency Board Vice-Chair Radi moved to approve the minutes of the February 27, 2019 Board meeting. The motion was seconded by SunLine Transit Agency Board Member Middleton. The motion was approved by a vote of 9 yes; 0 no; 1 abstain

6. PUBLIC COMMENTS

Public comments were made by:

Amy Stuart
Steve Cherry

7. BOARD MEMBER COMMENTS

Board Member comments were made by:

V. Manuel Perez, County of Riverside
Lupe Ramos Amith, City of Indio
Lisa Middleton, City of Palm Springs

8. CONSENT CALENDAR

- 8a) Checks \$1,000 and Over Report for January 2019
- 8b) Credit Card Statement for January 2019
- 8c) Monthly Budget Variance Report for January 2019
- 8d) Contracts Signed in Excess of \$25,000 February 2019
- 8e) Union & Non-Union Pension Investment Asset Summary January 2019
- 8f) Ridership Report for February 2019
- 8g) SunDial Operational Notes for February 2019
- 8h) Metrics for February 2019
- 8i) Board Member Attendance for February 2019

SunLine Agency Board Vice-Chair Radi 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. SECOND READING OF ORDINANCE NO. 2019-01 TO PROHIBIT SMOKING AT SUNLINE BUS STOPS

Board Operations Committee Chair Hobart reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Hobart moved to approve the Second Reading of Ordinance No. 2019-01 to Prohibit Smoking at SunLine Bus Stops. The motion was seconded by SunLine Transit Agency Board Member Peabody. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

10. PROCUREMENT POLICIES AND PROCEDURES NO. B-160501 REVISION APPROVAL

Board Operations Committee Chair Hobart reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Hobart moved to approve the Procurement Policies and Procedures No. B-160501 Revision. The motion was seconded by SunLine Transit Agency Board Member Ramos Amith. Board Members Gregory and Beaman Jacinto commented on the content of the document. CEO/General Manager Skiver noted that although the document is being approved, the policy will be brought to the Board Operations Committee at the April meeting as an information item with additional changes to DBE and EEO language, as directed by the Committee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. RESOLUTION NO. 0772 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve Resolution No. 0772 to Obtain Low Carbon Transit Operations Program Funding. The motion was seconded by SunLine Transit Agency Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

12. CONTRACT FOR ADVERTISING, INSTALLATION AND MAINTENANCE RELATED TO BUS SHELTERS

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve the Contract for Advertising, Installation and Maintenance Related to Bus Shelters. The motion was seconded by SunLine Transit Agency Board Member Middleton. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

13. SUBCONTRACT AGREEMENT FOR TWO (2) H2RIDE HYDROGEN SHUTTLE BUSES DEMONSTRATION PROJECT

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve the Subcontract Agreement for Two (2) H2Ride Hydrogen Shuttle Buses Demonstration Project. The motion was seconded by SunLine Transit Agency Board Member Peabody. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

14. OPERATING AGREEMENT FOR NEW FLYER/HYDROGENICS FUEL CELL BUS

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve the Operating Agreement for New Flyer/Hydrogenics Fuel Cell Bus. The motion was seconded by SunLine Transit Agency Board Member Peabody. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. GENERAL COUNSEL

General counsel had no updates to report.

17. CEO/General Manager's Report

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

18. CLOSED SESSION

No reportable action was taken.

19. NEXT REGULAR BOARD MEETING DATE

Wednesday, April 24, 2019 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

20. MEETING ADJOURNMENT

The meeting was adjourned at 1:08 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of February, the largest payment issued was to GP Strategies for payment of the CNG Station.

Recommendation:

Receive and file.

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
GP STRATEGIES	WIP-CNG Station	678236	02/27/2019	507,808.55
TOLAR MFG. CO., INC	WIP-Transit Enhancement PH 7 & 8	678100	02/08/2019	181,402.56
WINNER CHEVROLET, INC	WIP-Replacement & Expansion of Support Vehicles	678238	02/27/2019	153,583.96
PERMA - INSURANCE	Gen Liability/WC Prem	678165	02/15/2019	145,930.34
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678188</u>	<u>02/15/2019</u>	<u>101,525.75</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678227</u>	<u>02/22/2019</u>	<u>101,327.53</u>
CDW GOVERNMENT, INC	Computer Network Software Agreement	678235	02/27/2019	85,786.95
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	678267	02/28/2019	70,802.19
TOLAR MFG. CO., INC	WIP-Transit Enhancement PH 7 & 8	678049	02/01/2019	62,818.27
AMERICAN SECURITY GROUP	WIP-Surveillance & Security Camera Sys Upgrade	678239	02/27/2019	50,325.40
TYLER TECHNOLOGIES, INC.	Computer Network Software Agreement	678237	02/27/2019	50,000.01
TOLAR MFG. CO., INC	WIP-Transit Enhancement PH 7 & 8	678299	02/28/2019	48,261.23
CDW GOVERNMENT, INC	WIP-Information Technology Projects	678252	02/28/2019	36,567.50
AMERICAN SECURITY GROUP	WIP-Surveillance & Security Camera Sys Upgrade	678297	02/28/2019	34,367.50
APOLLO VIDEO TECHNOLOGY	WIP-Paratransit Security Camera	678243	02/28/2019	32,405.56
SO CAL GAS CO.	Utilities	678175	02/15/2019	32,231.35
STANTEC ARCHITECTURE, INC.	WIP- Operations Facility	678097	02/08/2019	31,898.75
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>678088</u>	<u>02/08/2019</u>	<u>31,208.35</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	678290	02/28/2019	27,232.26
IMPERIAL IRRIGATION DIST	Utilities	678075	02/08/2019	22,299.45
WSP USA INC.	TDM & Vanpool Program	678302	02/28/2019	21,816.48
VASQUEZ AND COMPANY LLP	WIP-IT Security Audit	678231	02/22/2019	20,500.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	678250	02/28/2019	18,290.42
HDR ENGINEERING, INC.	WIP-Transit Redesign & Network Analysis	678020	02/01/2019	17,113.79
PRUDENTIAL OVERALL SUPPLY	Uniforms	678196	02/20/2019	17,013.99
THE LEFLORE GROUP LLC	Consulting Services	678296	02/28/2019	16,269.87
FIRST TRANSIT, INC.	WIP-Hydrogen Electric Hybrid FCB & Station	678271	02/28/2019	14,800.00
REGIONAL SUPPLY, LLC	WIP-Bus Shelter Lighting	678295	02/28/2019	14,780.20
BATTERY RUSH	WIP-Bus Shelter Lighting	678245	02/28/2019	13,335.00
BALLARD POWER SYSTEMS	Repair Parts-Fuel Cell	678122	02/15/2019	12,578.75
SOCO GROUP INC, THE	Lubricants-Oils	678094	02/08/2019	11,813.43
ANTHONY CARTER	Consultant Services	678242	02/28/2019	11,760.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	678111	02/08/2019	10,872.02
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	678194	02/15/2019	10,454.73
JESSE FRESCAS JR.	Consultant Services	678148	02/15/2019	10,200.00
VERIZON WIRELESS	Wireless Telephone Service	678232	02/22/2019	10,189.87
NFI PARTS	Inventory Repair Parts	678040	02/01/2019	10,039.07
NAPA AUTO PARTS	Inventory Repair Parts	678155	02/15/2019	9,325.08
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	678241	02/28/2019	8,674.92

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	678112	02/08/2019	8,495.52
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	678259	02/28/2019	7,612.50
DECALS BY DESIGN, INC.	WIP-Buzz Service Trolley Purchase	678066	02/08/2019	7,227.86
SOCALGAS	Utilities	678176	02/15/2019	7,091.53
PALM SPRINGS MOTORS, INC.	Repair Parts Fixed Route	678083	02/08/2019	7,015.92
CRAYONS GARDEN RESTAURANT AND	Center of Excellence	678287	02/28/2019	6,825.00
TRC ENGINEERING SERVICES, LLC	WIP-FY17 Replacement & Expansion of Paratransit	678102	02/08/2019	6,600.00
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678011	02/01/2019	6,261.59
VASQUEZ AND COMPANY LLP	Financial Auditing Services	678301	02/28/2019	6,233.00
AMALGAMATED TRANSIT UNION	Union Dues	678116	02/15/2019	6,224.04
AMALGAMATED TRANSIT UNION	Union Dues	678198	02/22/2019	6,141.42
HEM DATA CORPORATION	WIP-Hydrogen Electric Hybrid FCB & Station	678275	02/28/2019	6,135.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	678057	02/01/2019	5,878.40
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	678181	02/15/2019	5,846.64
NFI PARTS	Inventory Repair Parts	678182	02/15/2019	5,683.27
ALTON HILLIS SR.	Reimbursement Expenses	678006	02/01/2019	5,317.95
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance PPO</u>	<u>678220</u>	<u>02/22/2019</u>	<u>5,196.94</u>
TPX COMMUNICATIONS	Telephone Service	678300	02/28/2019	4,978.79
CART MART, INC	Repair Claims	678251	02/28/2019	4,831.71
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	678051	02/01/2019	4,770.97
TYLER TECHNOLOGIES, INC.	Computer Network Software Agreement	678053	02/01/2019	4,719.49
JACKSON LEWIS P.C.	Insurance Losses	678213	02/22/2019	4,704.95
FIESTA FORD, INC.	Inventory Repair Parts	678270	02/28/2019	4,704.52
IMPERIAL IRRIGATION DIST	Utilities	678280	02/28/2019	4,568.10
PDC MACHINES, INC	Inventory Repair Parts- SunFuels	678164	02/15/2019	4,075.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	678127	02/15/2019	3,860.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	678276	02/28/2019	3,768.06
DESERT PARADISE CONSTRUCTION, LLC	Consulting Service	678264	02/28/2019	3,720.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	678130	02/15/2019	3,633.18
SOCO GROUP INC, THE	Lubricants-Oils	678177	02/15/2019	3,616.02
DESERT CITY CAB	Taxi Voucher Program	678262	02/28/2019	3,524.30
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	678163	02/15/2019	3,520.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	678169	02/15/2019	3,396.72
DOUG WALL CONSTRUCTION	Electrical Related Expenditure	678136	02/15/2019	3,385.45
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678134	02/15/2019	3,302.91
PROPER SOLUTIONS	Temporary Help	678085	02/08/2019	3,300.00
TIME WARNER CABLE	Utilities	678047	02/01/2019	3,050.91
DECALS BY DESIGN, INC.	WIP-Hydrogen Electric Hybrid FCB & Station	678260	02/28/2019	3,039.56
PROPER SOLUTIONS	Temporary Help	678168	02/15/2019	3,013.88

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
COMPLETE COACH WORKS	Inventory Repair Parts	678255	02/28/2019	2,973.90
MC CRAY ENTERPRISES	Outside Repair-Fixed Route	678090	02/08/2019	2,933.91
BEST SIGNS, INC.	WIP-Buzz Service Trolley Purchase	678248	02/28/2019	2,897.31
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678256	02/28/2019	2,894.26
GRAINGER	Bus Stop Supplies	678273	02/28/2019	2,867.87
AT BATTERY COMPANY, INC.	Bus Stop Supplies	678120	02/15/2019	2,816.35
ATWORK FRANCHISE, INC.	Temporary Help	678072	02/08/2019	2,766.82
TK SERVICES, INC.	Inventory Repair Parts	678048	02/01/2019	2,754.93
MOWERS PLUS, INC.	WIP- Fixed Assets-Maintenance Equipment	678079	02/08/2019	2,726.01
HD INDUSTRIES	Inventory Repair Parts	678019	02/01/2019	2,695.35
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	678128	02/15/2019	2,348.37
ERIC TAYLOR	Tuition Reimbursement	678139	02/15/2019	2,317.50
NFI PARTS	Inventory Repair Parts	678098	02/08/2019	2,242.77
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678009	02/01/2019	2,142.43
HD INDUSTRIES	Inventory Repair Parts	678274	02/28/2019	2,113.56
METTLER - TOLEDO PROCESS ANALYTICS, INC.	Mat/Supplies-CNG TPalms	678289	02/28/2019	2,083.32
BAE SYSTEMS CONTROLS, INC.	WIP-American Fuel Cell Bus Project	678202	02/22/2019	2,000.00
MANUFACTURERS EDGE, INC.	Repair Parts-CNG TPalms	678150	02/15/2019	1,980.67
AVAIL TECHNOLOGIES	Computer Network Software Agreement	678201	02/22/2019	1,960.00
AUGER CONSULTING GROUP LLC	Consulting Service	678285	02/28/2019	1,925.00
VERIZON WIRELESS	Wireless Telephone Service	678108	02/08/2019	1,899.09
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	678087	02/08/2019	1,855.56
BROADLUX, INC.	SunFuels Inventory Repair Parts	678124	02/15/2019	1,852.30
OFFICE DEPOT	Office Supplies	678217	02/22/2019	1,829.27
BEST BUY AUTOMOTIVE EQUIPMENT	WIP- Fixed Assets-Maintenance Equipment	678171	02/15/2019	1,777.54
TRANSIT RESOURCES, INC.	Inventory Repair Parts	678187	02/15/2019	1,772.72
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678065	02/08/2019	1,767.73
PSOMAS	WIP-CNG Station	678294	02/28/2019	1,754.41
DESERT AIR CONDITIONING, INC.	Contract services	678261	02/28/2019	1,746.00
ALEXANDER COHN, ESQ	Legal Services	678005	02/01/2019	1,625.00
ALEXANDER COHN, ESQ	Legal Services	678114	02/15/2019	1,625.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	678205	02/22/2019	1,590.28
NORTON MEDICAL INDUSTRIES	Medical Exams	678081	02/08/2019	1,564.15
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	678291	02/28/2019	1,533.28
TRANSLITE ENTERPRISES INC.	Inventory Repair Parts	678052	02/01/2019	1,525.74
ALPHA MEDIA LLC	Advertising	678115	02/15/2019	1,500.00
UNITED RENTALS, INC.	Rental Equipment	678104	02/08/2019	1,490.02
SARDO BUS & COACH UPHOLSTERY	Inventory Repair Parts	678036	02/01/2019	1,460.69
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678125	02/15/2019	1,450.91

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ATWORK FRANCHISE, INC.	Temporary Help	678144	02/15/2019	1,383.35
UNITED RENTALS, INC.	Rental Equipment	678190	02/15/2019	1,367.83
SOUTH COAST AIR QUALITY	Permits & Licenses	678095	02/08/2019	1,352.16
APPLE VALLEY COMMUNICATIONS, INC.	Contract services	678200	02/22/2019	1,340.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678126	02/15/2019	1,322.93
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	678091	02/08/2019	1,294.76
PRUDENTIAL OVERALL SUPPLY	Uniforms	678086	02/08/2019	1,285.35
NRM & ASSOCIATES	Consulting Service	678158	02/15/2019	1,223.64
GREATER PALM SPRINGS CVB	Annual Membership	678018	02/01/2019	1,200.00
NORTON MEDICAL INDUSTRIES	Medical Exams	678216	02/22/2019	1,184.20
ENGINEERING PROCUREMENT &	WIP-Refurbished Hydrogen Fueling Station	678269	02/28/2019	1,181.25
PLAZA TOWING, INC.	Towing Service	678084	02/08/2019	1,175.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	678143	02/15/2019	1,157.14
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	678286	02/28/2019	1,068.63
WALTERS WHOLESALE ELECTRIC CO.	Electrical Expenses	678109	02/08/2019	1,044.00
TOTALFUNDS	Postage Supplies	678185	02/15/2019	1,039.00
PARTS AUTHORITY METRO LLC	Inventory Repair Parts	678162	02/15/2019	1,032.17
PLAZA TOWING, INC.	Towing Service	678166	02/15/2019	1,025.00
360 BUSINESS CONSULTING	Web Site Maintenance	678197	02/22/2019	1,000.00
INLAND CONTRACTORS, INC.	WIP-Yard Repavement	678282	02/28/2019	1,000.00
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	678060	02/08/2019	1,000.00
Total Checks Over \$1,000	\$2,368,618.61			
Total Checks Under \$1,000	\$49,954.23			
Total Checks	\$2,418,572.84			

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for February 2019

Summary:

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

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 03/03/19

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	2/5/2019	2/5/2019	CMT Sacramento	Taxi from Airport to Hotel; 2019 Zero Emission Bus Technology Symposium and Showcase - Lauren Skiver, CEO/General Manager		\$45.00
2	2/6/2019	2/6/2019	Sheraton	Lodging for 5 Nights; Bus Collision Investigation Training - Mickel Garcia, Senior Safety Officer		\$972.56
3	2/6/2019	2/6/2019	Sheraton	Lodging for 5 Nights; Bus Collision Investigation Training - Eugene Wilson, Safety Officer		\$1,106.30
4	2/7/2019	2/7/2019	Ont Airport Parking Lot	Parking at Ontario Airport for 3 Days; 2019 Zero Emission Bus Technology Symposium and Showcase - Lauren Skiver, CEO/General Manager		\$72.00
5	2/7/2019	2/7/2019	SQ Billos Taxi	Taxi from Hotel to Airport (Paid via Square); 2019 Zero Emission Bus Technology Symposium and Showcase - Lauren Skiver, CEO/General Manager		\$44.76
6	2/7/2019	2/7/2019	GoDaddy.Com	GoDaddy; ZEBRA Website - Software Update (Reimbursed by ZEBRA)		\$50.00
7	2/7/2019	2/7/2019	GoDaddy.Com	GoDaddy; ZEBRA Website - Email Renewal (Reimbursed by ZEBRA)		\$59.88
8	2/8/2019	2/8/2019	American Airlines	Flight on American Airlines from PSP to DCA; APTA Legislative Conference - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$343.00
9	2/8/2019	2/8/2019	American Airlines	Flight on American Airlines from DCA to PSP; APTA Legislative Conference - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$472.00
10	2/8/2019	2/8/2019	American Airlines	Flight on American Airlines from LAX to DFW; Trapeze Technology Conference - Lauren Skiver, CEO/General Manager		\$592.00
11	2/8/2019	2/8/2019	American Airlines	Flight on American Airlines from LAX to DCA; APTA Legislative Conference - Lauren Skiver, CEO/General Manager		\$436.60
12	2/8/2019	2/8/2019	Expedia	Expedia Booking Fee for American Airlines Flights; APTA Legislative Conference - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor		\$7.15
13	2/8/2019	2/8/2019	GoDaddy.Com	GoDaddy; ZEBRA Website - Domain Renewal (Reimbursed by ZEBRA)		\$81.68
14	2/11/2019	2/11/2019	Panera Bread	Panera Bread Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$261.18
15	2/13/2019	2/13/2019	The Office Express	Firehouse Subs Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$293.92

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
16	2/16/2019	2/16/2019	Sheraton Ontario	Lodging for 5 Nights; Bus Collision Investigation Training - Eugene Wilson, Safety Officer (Credits)	\$133.73	
17	2/19/2019	2/19/2019	The Office Express	Rubio's Coastal Grill Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$252.06
18	2/20/2019	2/20/2019	The Office Express	The Slice Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$202.79
19	2/26/2019	2/26/2019	McDonald's	McDonald's Order for 22 people for Dinner; Negotiations with ATU Local 1277 (Meeting Exceeded Normal Working Hours)		\$203.35
20	2/28/2019	2/28/2019	The Office Express	Jersey Mike's Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$158.42
21	3/1/2019	3/1/2019	Luna Grill	Luna Grill Catering Order; February Meeting - Board of Directors		\$391.16
Credits and Charges:					\$133.73	\$6,045.81

Total: \$5,912.08



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	03/03/19
Days in Billing Cycle	28
Next Statement Date	04/03/19

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	\$34,110

Payment Information

New Balance	\$5,889.84
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/28/19

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

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

Account Summary

Previous Balance		\$5,705.14
Credits	-	\$289.70
Payments	-	\$5,571.41
Purchases & Other Charges	+	\$6,045.81
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$5,889.84

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$96.85
Cash Earned this Month		\$59.12
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$155.97
Year to Date Cash Back Awarded		\$155.97

See reverse side for important information.

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$5,889.84
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/28/19

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
54568 MSP 312



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$5,889.84 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

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

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$5,912.08

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
02/28	02/28	F3268001V00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$5,571.41-	5,571.41	
03/03	03/03		WELLS FARGO CASH BACK - CREDIT	155.97	

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

02/05	02/05	2416407152KSNK2RW	CMT SACRAMENTO27680016 SACRAMENTO CA		45.00
02/06	02/06	2475542154YMK8PRB	SHERATON 909-9378000 CA		972.56
02/06	02/06	2475542154YMK8R3E	SHERATON 909-9378000 CA		1,106.30
02/07	02/07	24323031705JYH7DW	ONT AIRPT PRKING LOT 4 ONTARIO CA		72.00
02/07	02/07	244921516MHE3ZJ73	SQ *BILLOS TAXI SACRAMENTO CA		44.76
02/07	02/07	2490641161Z7KYRB7	DNH*GODADDY.COM 480-5058855 AZ		50.00
02/07	02/07	2490641161Z71N0Z4	DNH*GODADDY.COM 480-5058855 AZ		59.88
02/08	02/08	244310618A16SH1XX	AMERICAN AIR0017248388484 FORT WORTH TX		343.00
		03/20/19	SOWELL/BRITTNEY BAIR		
		1 AA O	WASHINGTON PHOENIX		
		2 AA G	PHOENIX PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
02/08	02/08	244310618A16SH1X3	AMERICAN AIR0017248388482 FORT WORTH TX		472.00
		03/16/19	SOWELL/BRITTNEY BAIR		
		1 AA L	PALM SPRINGS PHOENIX		
		2 AA L	PHOENIX WASHINGTON		
		11617270	EXPEDIA.COM TRAVEL		
02/08	02/08	244310618A16SH3WG	AMERICAN AIR0017248400521 FORT WORTH TX		592.00
		04/11/19	SKIVER/LAURA LEE		
		1 AA V	LOS ANGELES FORT WORTH		
		2 AA V	FORT WORTH TAMPA		
		3 AA V	TAMPA FORT WORTH		
		4 AA V	FORT WORTH LOS ANGELES		
		11617270	EXPEDIA.COM TRAVEL		
02/08	02/08	244310618A16SK521	AMERICAN AIR0017281508373 FORT WORTH TX		436.60
		03/16/19	SKIVER/LAURA LEE		
		1 AA V	LOS ANGELES WASHINGTON		
		2 AA N	WASHINGTON LOS ANGELES		
		11617270	EXPEDIA.COM TRAVEL		
02/08	02/08	2469216172XV7N01L	EXPEDIA 7411204671766 EXPEDIA.COM WA		7.15

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
02/08	02/08	2490641171Z9EL1P6	DNH*GODADDY.COM 480-5058855 AZ		81.68
02/11	02/11	24231681A2DJRDVDD	PANERA BREAD #601771 314-984-3495 CA		261.18
02/13	02/13	24755421D3TFX0ZMK	THE OFFICE EXPRESS 800-3675402 CA		293.92
02/16	02/16	74755421J7VWPGNM7	SHERATON ONTARIO CA	133.73	
02/19	02/19	24755421R4Q78KEFS	THE OFFICE EXPRESS 800-3675402 CA		252.06
02/20	02/20	24755421R4Q78KKXB	THE OFFICE EXPRESS 800-3675402 CA		202.79
02/26	02/26	24427331SLM96DBVF	MCDONALD'S F25647 RANCHO MIRAGE CA		203.35
02/28	02/28	24755421W3TLD0KGG	THE OFFICE EXPRESS 800-3675402 CA		158.42
03/01	03/01	24431061WL4F6LT8T	LUNA GRILL PALM DESERT CA		391.16
			TOTAL \$5,912.08		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

What can alerts do for your business?*

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

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

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



SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2019

Summary:

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

- As of February 28, 2019, the organization's revenues net of subsidies are \$435,992 over budget or 14.6% above the YTD budget. Expenditures are \$4,552,029 under budget or 17.2% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
February 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,643,828	227,935	220,319	7,616	1,894,117	1,762,552	131,565	28.4%
Other Revenue	1,825,574	214,871	152,131	62,740	1,521,476	1,217,049	304,427	16.7%
Total Operating Revenue	4,469,402	442,807	372,450	70,356	3,415,593	2,979,601	435,992	23.6%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,716,024	696,321	809,669	113,348	6,048,933	6,477,349	428,416	37.7%
Operator & Mechanic Overtime	1,083,067	83,994	90,256	6,261	647,063	722,045	74,982	40.3%
Administration Salaries & Wages	6,158,831	392,597	513,236	120,638	3,303,067	4,105,887	802,820	46.4%
Administration Overtime	44,979	4,379	3,748	(630)	17,718	29,986	12,268	60.6%
Fringe Benefits	10,643,118	728,101	886,926	158,825	5,977,284	7,095,412	1,118,128	43.8%
Communications	208,000	20,168	17,333	(2,835)	145,163	138,667	(6,496)	30.2%
Legal Services	527,000	60,509	43,917	(16,593)	349,089	351,333	2,245	33.8%
Computer/Network Software Agreement	560,745	40,042	46,729	6,687	282,590	373,830	91,240	49.6%
Uniforms	115,250	2,576	9,604	7,028	39,696	76,833	37,137	65.6%
Contracted Services	503,338	34,034	41,945	7,911	276,017	335,559	59,542	45.2%
Equipment Repairs	7,500	0	625	625	196	5,000	4,804	97.4%
Security Services	104,159	7,717	8,680	963	67,401	69,439	2,038	35.3%
Fuel - CNG	1,533,122	108,082	127,760	19,678	930,189	1,022,081	91,892	39.3%
Fuel - Hydrogen	260,000	23,653	21,667	(1,986)	230,023	173,333	(56,689)	11.5%
Tires	243,277	18,992	20,273	1,281	163,953	162,185	(1,768)	32.6%
Office Supplies	68,523	6,028	5,710	(318)	41,097	45,682	4,585	40.0%
Travel/Training	177,996	5,081	14,833	9,752	82,382	118,664	36,282	53.7%
Repair Parts	1,296,744	94,277	108,062	13,785	848,379	864,496	16,116	34.6%
Facility Maintenance	42,750	5,274	3,563	(1,711)	28,891	28,500	(391)	32.4%
Electricity - CNG & Hydrogen	275,000	10,012	22,917	12,904	93,133	183,333	90,200	66.1%
Natural Gas	1,390,000	88,845	115,833	26,988	810,853	926,667	115,813	41.7%
Water and Gas	7,500	617	625	8	3,984	5,000	1,016	46.9%
Insurance Losses	1,276,054	101,636	106,338	4,702	284,423	850,703	566,280	77.7%
Insurance Premium - Property	17,136	1,168	1,428	260	9,347	11,424	2,077	45.5%
Repair Claims	154,280	(86)	12,857	12,943	21,937	102,853	80,917	85.8%
Fuel Taxes	188,300	2,251	15,692	13,440	57,681	125,533	67,853	69.4%
Other Expenses	4,651,712	304,756	387,643	82,886	2,166,540	3,101,141	934,601	53.4%
Self Consumed Fuel	(1,600,000)	(121,585)	(133,333)	11,749	(1,042,789)	(1,066,667)	23,878	34.8%
Total Operating Expenses (Before Depreciation)	39,654,404	2,719,439	3,304,534	585,094	21,884,240	26,436,269	4,552,029	44.8%
Operating Expenses in Excess of Operating Revenue		\$ (2,276,633)			\$ (18,468,647)			
Subsidies:								
Local - Measure A, Buzz Service	6,237,667	403,606	519,806	116,200	3,274,158	4,158,445	884,286	47.5%
State - LTF, SGR, LCTOP	22,445,242	1,452,311	1,870,437	418,126	11,781,533	14,963,495	3,181,962	47.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	420,716	541,841	121,126	3,412,956	4,334,729	921,773	47.5%
Total Subsidies	35,185,002	2,276,633	2,932,084	655,451	18,468,647	23,456,668	4,988,021	47.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
February 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,646,018	1,905,392	2,303,835	398,443	15,994,065	18,430,679	2,436,614	42.1%
Services	3,714,293	245,664	309,524	63,861	1,885,607	2,476,195	590,588	49.2%
Fuels & Lubricants	2,000,177	145,738	166,681	20,943	1,279,655	1,333,451	53,796	36.0%
Tires	243,277	18,992	20,273	1,281	163,953	162,185	(1,768)	32.6%
Materials and Supplies	1,618,592	128,334	134,883	6,549	1,038,492	1,079,061	40,569	35.8%
Utilities	1,954,500	123,637	162,875	39,238	1,089,429	1,303,000	213,571	44.3%
Casualty & Liability	2,105,656	160,302	175,471	15,170	780,720	1,403,771	623,051	62.9%
Taxes and Fees	188,300	2,251	15,692	13,440	57,681	125,533	67,853	69.4%
Miscellaneous Expenses	1,783,591	110,714	148,633	37,919	637,427	1,189,061	551,634	64.3%
Self Consumed Fuel	(1,600,000)	(121,585)	(133,333)	11,749	(1,042,789)	(1,066,667)	23,878	34.8%
Total Operating Expenses (Before Depreciation)	39,654,404	2,719,439	3,304,534	585,094	21,884,240	26,436,269	4,552,029	44.8%
Revenues:								
Passenger Revenue	2,643,828	227,935	220,319	7,616	1,894,117	1,762,552	131,565	28.4%
Other Revenue	1,825,574	214,871	152,131	62,740	1,521,476	1,217,049	304,427	16.7%
Total Operating Revenue	4,469,402	442,807	372,450	70,356	3,415,593	2,979,601	435,992	23.6%
Net Operating Gain (Loss)		\$ (2,276,633)			\$ (18,468,647)			
Subsidies:								
Local - Measure A, Buzz Service	6,237,667	403,606	519,806	116,200	3,274,158	4,158,445	884,286	47.5%
State - LTF, SGR, LCTOP	22,445,242	1,452,311	1,870,437	418,126	11,781,533	14,963,495	3,181,962	47.5%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	6,502,093	420,716	541,841	121,126	3,412,956	4,334,729	921,773	47.5%
Total Subsidies	35,185,002	2,276,633	2,932,084	655,451	18,468,647	23,456,668	4,988,021	47.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- In FY 19 a conservative projection was budgeted for passenger fares due to a historical decline in ridership. The favorable variance YTD in passenger revenue is attributed to a slight increase in ridership in FY 19 compared to FY 18.
- Ridership is currently at 0.5% above FY 18 YTD totals.
- Total system ridership is presently 14,898 trips above FY 18 YTD amounts.

Ridership

	FY18-February	FY19-February	Variance	%Δ
Fixed Route	330,536	331,047	511	0.2%
Paratransit	12,086	12,089	3	0.0%
SolVan	1,922	1,940	18	0.9%
System Total	344,544	345,076	532	0.2%

Ridership

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,625,321	2,635,903	10,582	0.4%
Paratransit	104,208	103,450	(758)	-0.7%
SolVan	10,572	15,646	5,074	48.0%
System Total	2,740,101	2,754,999	14,898	0.5%

Other Revenue - Favorable

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

	YTD-February	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 155,405	\$ 40,147	\$ 115,258	287.1%
Emissions Credit Revenue	\$ 737,053	\$ 642,430	\$ 94,623	14.7%

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Favorable

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

February

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,535	1,688	\$ 55,453
Paratransit	N/A	745	745	\$ 19,313
Mechanics	N/A	329	329	\$ 8,394

YTD-February

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,217	11,276	12,492	\$ 410,499
Paratransit	N/A	6,190	6,190	\$ 160,502
Mechanics	N/A	2,654	2,654	\$ 67,784

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Human Resources Manager, Two (2) Assistant Project Managers).
- An approved budget amendment for additional FTEs will increase expenses beginning in January 2019.

Administration Overtime - Favorable

- In February there were higher expenses incurred for a holiday worked.
- In January a budget adjustment was executed to increase the administrative overtime budget to account for possible overtime for employees that transitioned from exempt to non exempt positions.

Fringe Benefits - Favorable

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

Communications - Unfavorable

- The unfavorable variance in communication expenses is due to an unplanned expenditure for 44 cellular routers for paratransit vehicles and trolleys to support the Apollo video system.

Legal Services - Favorable

- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.
- Legal services labor counsel have had higher expenses due to higher arbitration services rendered in FY 19.
- A budget adjustment was executed to cover expenditures due to ongoing litigation cases.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

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

Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 23,704 GGE's below FY18 YTD amounts.
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.

Internal GGE Usage

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Feb. FY 18	100,740				
Feb. FY 19	101,040	300	(9,546)	0.30%	-8.63%
Jan. FY 19	110,586				
YTD February FY 18	942,581				
YTD February FY 19	918,876	(23,704)		-2.51%	

Fuel - Hydrogen - Unfavorable

- The unfavorable variance is primarily attributed to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.
A budget adjustment will be executed to cover the additional expenses incurred for the purchase of Hydrogen from an outside source.

Tires - Unfavorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

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

Repair Parts - Favorable

- In February, fixed route had costs of \$77,330 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In February, paratransit had expenses of \$11,041 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In February, support vehicle repair parts had a cost of \$2,450 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Unfavorable

- The unfavorable variance is attributed to an electric scissor lift that had to be rented for Division II.
Additionally, there were expenses incurred for materials that had to be purchased for maintenance in Division II.

Electricity - CNG & Hydrogen - Favorable

- In FY 19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer. The installation will now take place in the beginning of FY 20.
- The hydrogen station was down during November for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

Natural Gas - Favorable

- In February, there was an increase of six (6) GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 262,149 GGE's below FY18 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

Outside GGE Usage

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Feb. FY 18	49,636				
Feb. FY 19	9,945	(39,691)	6	-79.96%	0.06%
Jan. FY 19	9,939				
YTD February FY 18	410,405				
YTD February FY 19	148,256	(262,149)		-63.88%	

Water and Gas - Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary widely from month to month. In the second quarter there were two (2) credits that contributed to the favorable balance.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.

Insurance Premium - Property - Favorable

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

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- As of February, there have been a total of 67 collisions which is an increase of five (5) collisions compared to FY18.
The average dollar cost per collision is significantly lower than FY 18. In FY 19, the average cost per collision is \$571 compared to \$916 in FY 18.
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$636,916 below FY 18 YTD amounts.
- For February, sales have decreased by \$558 from the previous month.

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

Outside Fueling Revenue

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Feb. FY 18	\$ 125,929				
Feb. FY 19	\$ 26,138	\$ (99,791)	\$ (558)	-79.24%	-2.09%
Jan. FY 19	\$ 26,696				
YTD February FY 18	\$ 1,023,271				
YTD February FY 19	\$ 386,355	\$ (636,916)		-62.24%	

Other Expenses - Favorable

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

Self Consumed Fuel - Favorable

- The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.
- There is a decrease of 57,874 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

Mileage

	Feb. FY18	Feb. FY19	Variance	%Δ
Fixed Route	289,086	296,770	7,684	2.7%
Paratransit	92,106	90,738	(1,368)	-1.5%
System Total	381,192	387,508	6,316	1.7%

Mileage YTD-February

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,553,579	2,494,829	(58,749)	-2.3%
Paratransit	784,592	785,467	875	0.1%
System Total	3,338,171	3,280,296	(57,874)	-1.7%

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 24, 2019

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

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

Summary:

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

VENDOR	PURPOSE
Vavrinek, Trine & Day	Financial Auditing Services
Vision Roof Services	Roof Repair

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

March 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Vavrinek, Trine & Day	Financial Auditing Services	Yearly financial auditing services for the Agency.	FY19, FY20 & FY21 Operating Budget	\$ 203,500.00	\$ 203,500.00	Executed Agreement Board Approved
Vision Roof Services	Roof Repair	Roof repairs for Division II.	SRTP FY2018/2019	\$ 170,000.00	\$ 127,321.00	Executed Agreement Board Approved

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary February 2019

Summary:

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

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

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

Union

	Actual	Range
Equities	62.57%	35 – 75%
Fixed Income	36.24%	25 – 64%
Cash & Equivalent	1.19%	0 – 10%

Non-Union

	Actual	Range
Equities	62.68%	35 – 75%
Fixed Income	36.29%	25 – 64%
Cash & Equivalent	1.03%	0 – 10%

- For the month of February, the market value of assets increased by \$621,055 and \$618,109 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
January 2019	\$26,694,832	\$27,131,680
February 2019	\$27,315,887	27,749,789
Increase (Decrease)	\$621,055	\$618,109

Recommendation:

Receive and file.

00295501
 20-01-B-61-065-01
 100-13-02869-01

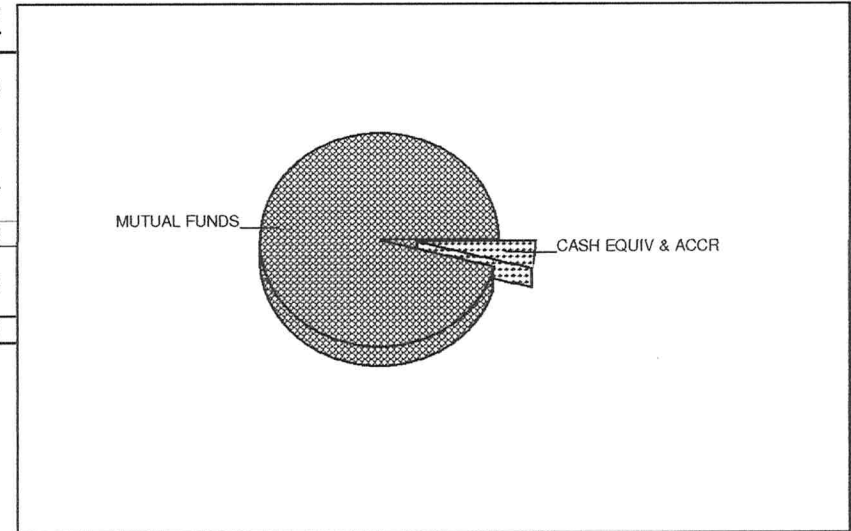


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 21
 Period from February 1, 2019 to February 28, 2019

ASSET SUMMARY

ASSETS	02/28/2019 MARKET	02/28/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	324,751.68	324,751.68	1.19
Mutual Funds-Equity	17,092,402.75	15,815,623.17	62.57
Mutual Funds-Fixed Income	9,898,316.75	10,078,902.77	36.24
Total Assets	27,315,471.18	26,219,277.62	100.00
Accrued Income	415.67	415.67	0.00
Grand Total	27,315,886.85	26,219,693.29	100.00
Estimated Annual Income	671,173.80		



00295501
 20- -01-B -61 -065-01
 100 -13-02869-01



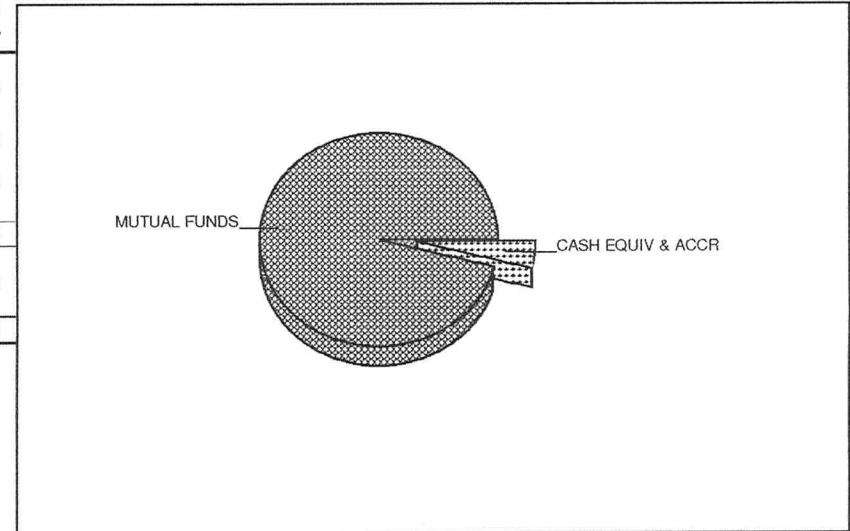
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 21
 Period from February 1, 2019 to February 28, 2019

ASSET SUMMARY

ASSETS	02/28/2019 MARKET	02/28/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	284,621.87	284,621.87	1.03
Mutual Funds-Equity	17,394,654.73	16,095,090.97	62.68
Mutual Funds-Fixed Income	10,070,170.39	10,257,066.30	36.29
Total Assets	27,749,446.99	26,636,779.14	100.00
Accrued Income	341.96	341.96	0.00
Grand Total	27,749,788.95	26,637,121.10	100.00

Estimated Annual Income 681,855.08



SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for March 2019

Summary:

System-wide ridership in March 2019 increased 8.0% versus March 2018.

Monthly Ridership		
	March 18	March 19
Fixed Route	351,050	379,137
SolVan	2,197	2,051
Sundial	13,506	13,241
System Total	366,753	394,429

Year to date system ridership as of March 2019 has increased 1.4% in comparison to the previous fiscal year.

YTD Ridership	
	March
Fiscal Year 2018	3,106,854
Fiscal Year 2019	3,149,428
Ridership Increase	42,574

Recommendation:

Receive and file.



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

Route	Fixed Route Description	Mar 2019	Mar 2018	Feb 2019	FY 2018 & 2019		FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	54,183	52,963	45,196	1,220	2.3%	439,703	457,912	(18,209)	-4.0%	1547	14,387	416	4,253
15	DHS	11,247	9,690	9,728	1,557	16.1%	89,754	86,140	3,614	4.2%	167	1,439	100	777
20	DHS/PD	3,391	2,394	2,925	997	41.6%	23,952	18,004	5,948	33.0%	57	571	5	49
21	PD	1,268	1,041	1,166	227	21.8%	9,648	3,085	6,563	212.7%	24	181	6	58
24	PS	16,195	15,396	14,356	799	5.2%	133,058	122,609	10,449	8.5%	478	4,520	107	1,032
30	CC/PS	53,651	55,844	47,916	(2,193)	-3.9%	456,519	477,418	(20,899)	-4.4%	1510	15,450	370	3,625
32	PD/RM/TP/CC/PS	23,604	21,300	20,412	2,304	10.8%	186,934	177,742	9,192	5.2%	1031	8,282	169	1,274
40	PS/BUZZ	7,921	-	5,877	7,921	100.0%	18,116	-	18,116	100.0%	-	-	2	6
54	Indio/LQ/IW/PD	8,409	7,514	7,406	895	11.9%	60,405	54,855	5,550	10.1%	233	1,717	22	282
70	LQ/BD	17,165	15,401	14,392	1,764	11.5%	122,934	121,627	1,307	1.1%	692	5,676	52	401
80	Indio	18,966	12,647	17,324	6,319	50.0%	152,033	98,734	53,299	54.0%	367	3,028	174	1,304
81	Indio	8,262	7,822	7,116	440	5.6%	67,600	67,988	(388)	-0.6%	121	730	49	456
90	Coachella/Indio	7,169	6,322	5,751	847	13.4%	53,689	73,938	(20,249)	-27.4%	165	993	52	379
91	I/Cch/Th/Mec/Oas	15,923	14,096	13,415	1,827	13.0%	114,727	135,737	(21,010)	-15.5%	252	2,079	34	264
95	I/Cch/Th/Mec/NS	2,590	2,535	2,216	55	2.2%	20,806	17,259	3,547	20.6%	55	647	19	95
111	PS to Cch	128,030	125,046	114,744	2,984	2.4%	1,055,232	1,030,926	24,306	2.4%	5,167	44,517	809	7,787
220	PD to Riverside	1,163	1,039	1,107	124	11.9%	9,930	10,530	(600)	-5.7%	26	251	11	74
Fixed Route Total		379,137	351,050	331,047	28,087	8.0%	3,015,040	2,976,371	38,669	1.3%	11,892	104,468	2,397	22,116
SolVan		2,051	2,197	1,940	(146)	-6.6%	17,697	12,769	4,928	38.6%				
Demand Response														
SunDial		13,241	13,506	12,089	(265)	-2.0%	116,691	117,714	(1,023)	-0.9%				
System Total		394,429	366,753	345,076	27,676	7.5%	3,149,428	3,106,854	42,574	1.4%				
		Mar-19	Mar-18	Feb-19										
	Weekdays:	21	22	20										
	Saturdays:	5	5	4										
	Sundays:	5	4	4										
	Total Days:	31	31	28										

Note: Haul Pass ridership was 23,373 rides from 1,158 unique riders.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for March 2019

Summary:

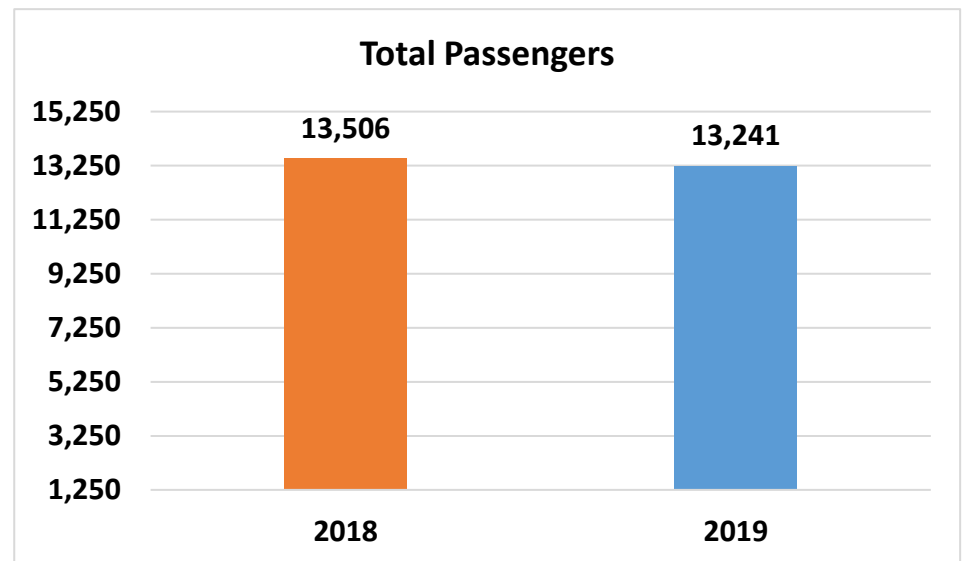
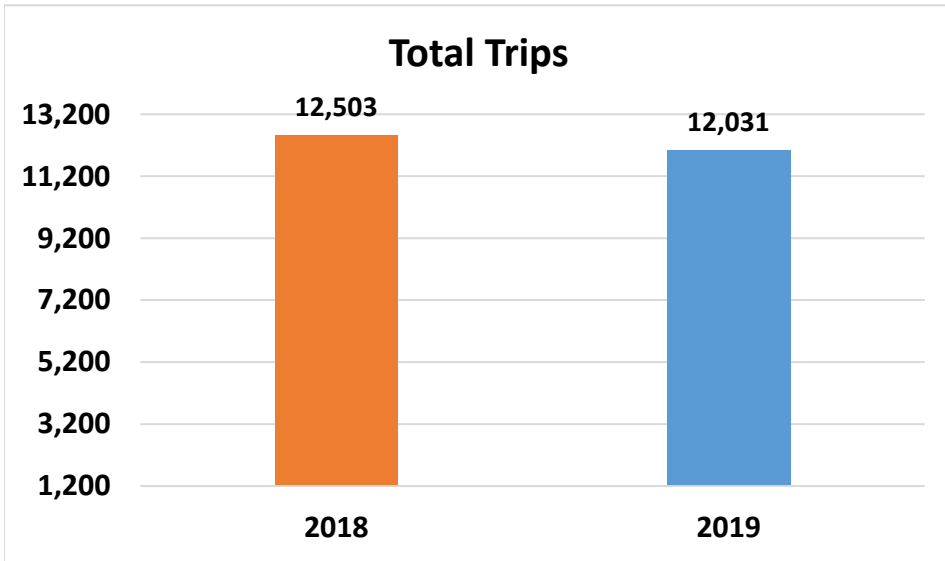
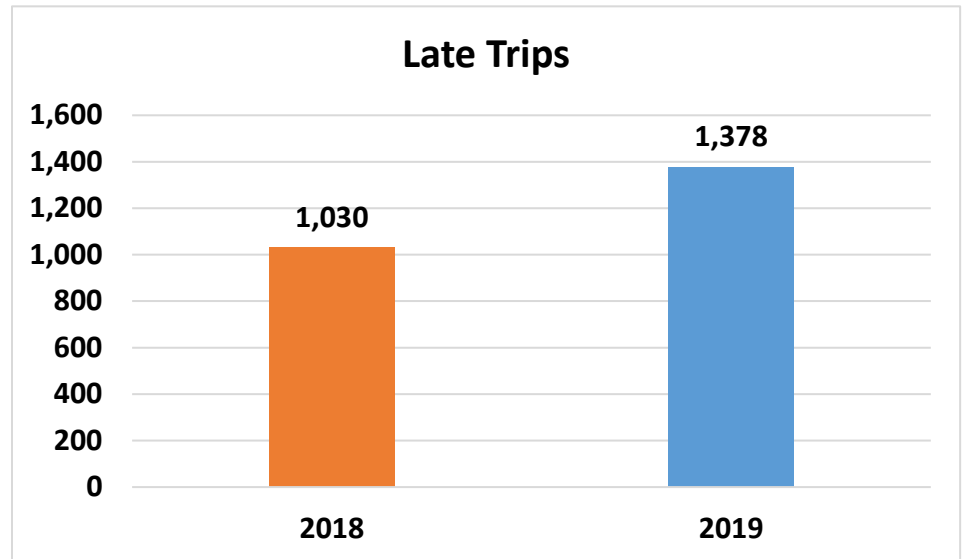
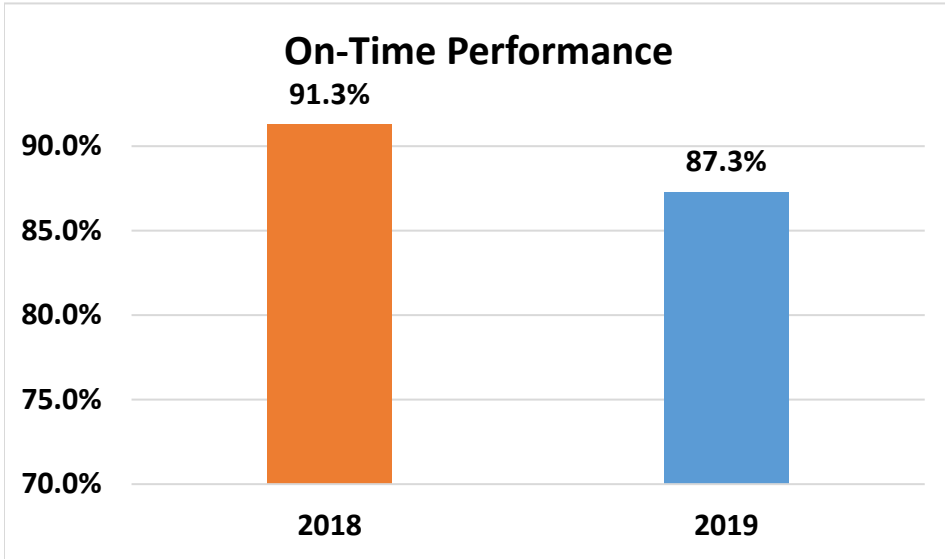
The attached report summarizes SunDial's operation for March 2019. Highlights of this report: continued increase in ride alongs, onboard inspections and safety evaluations conducted by road supervisors.

Recommendation:

Receive and file.

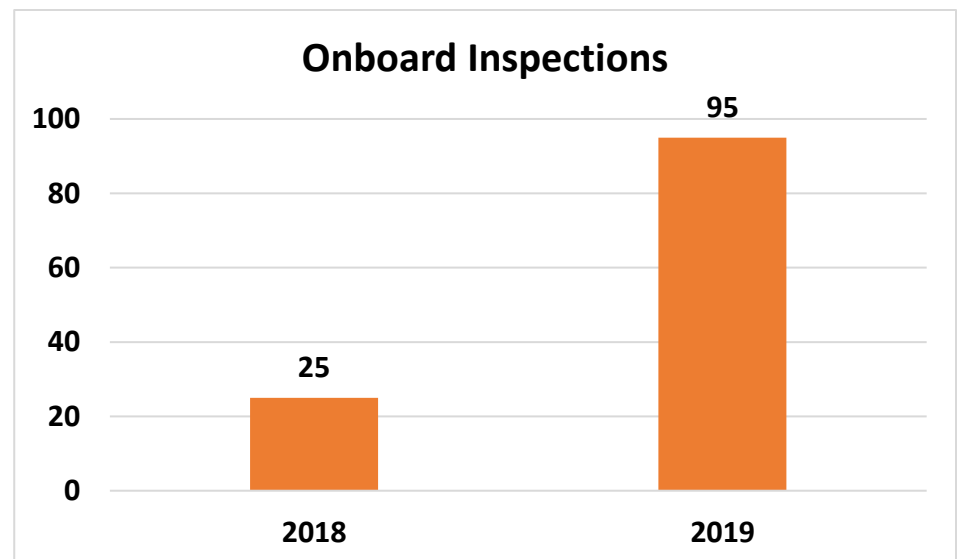
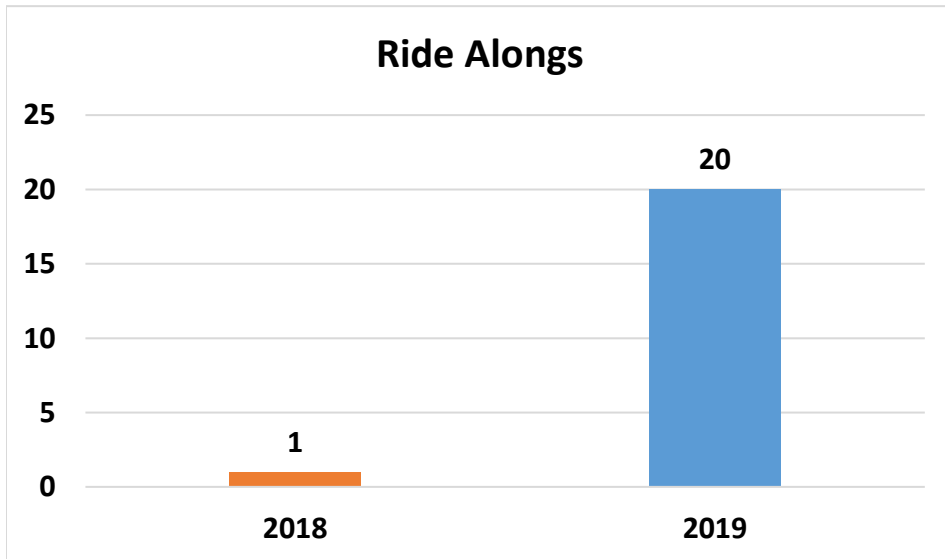
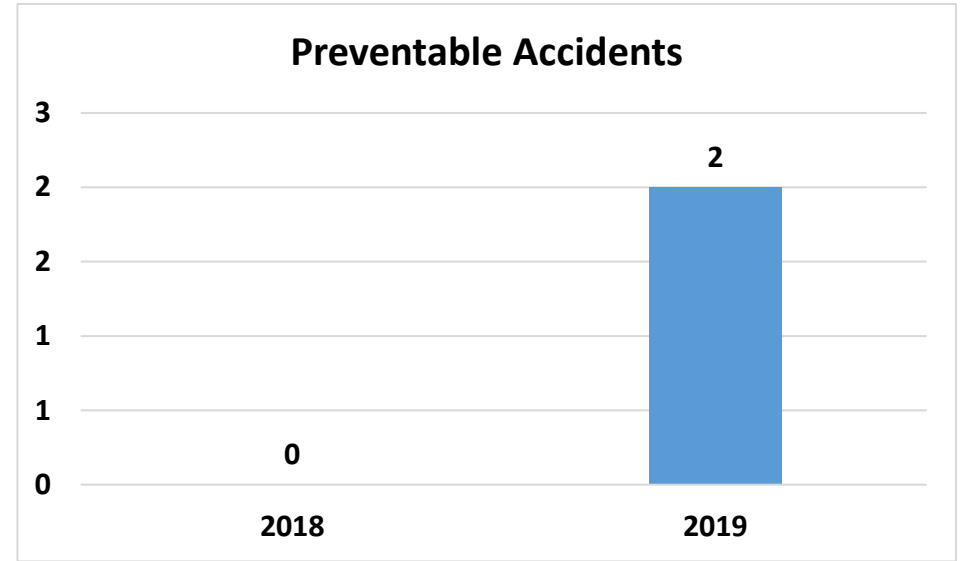
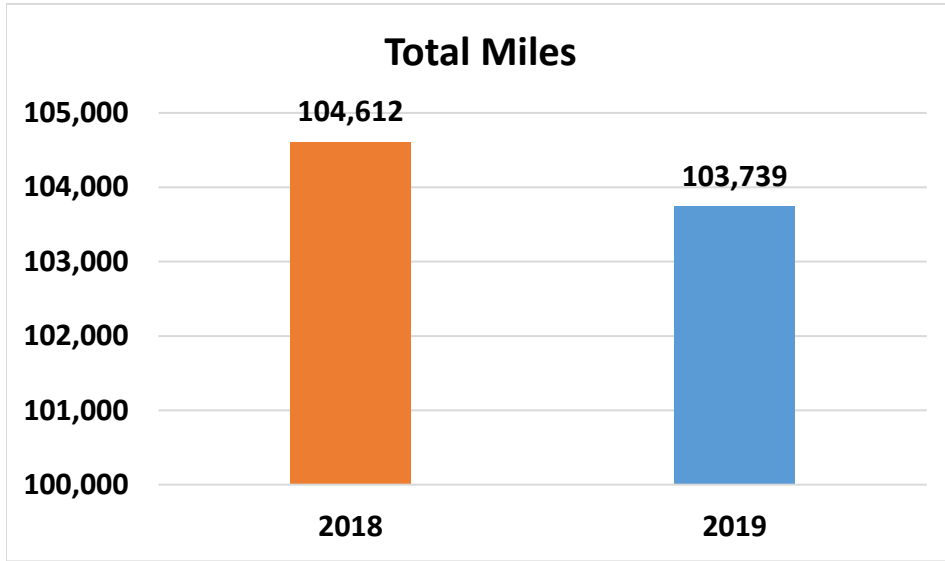
SunDial Operational Notes

March 2018/2019



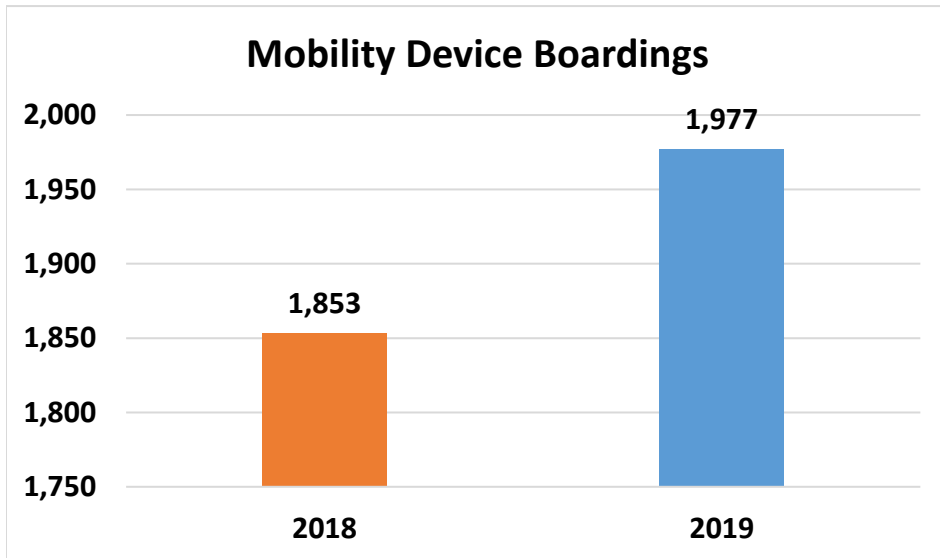
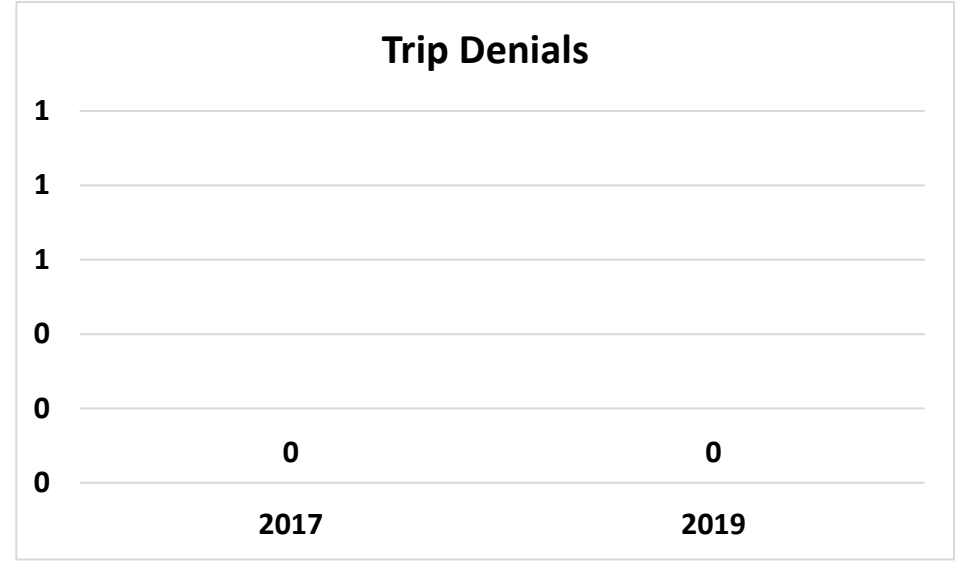
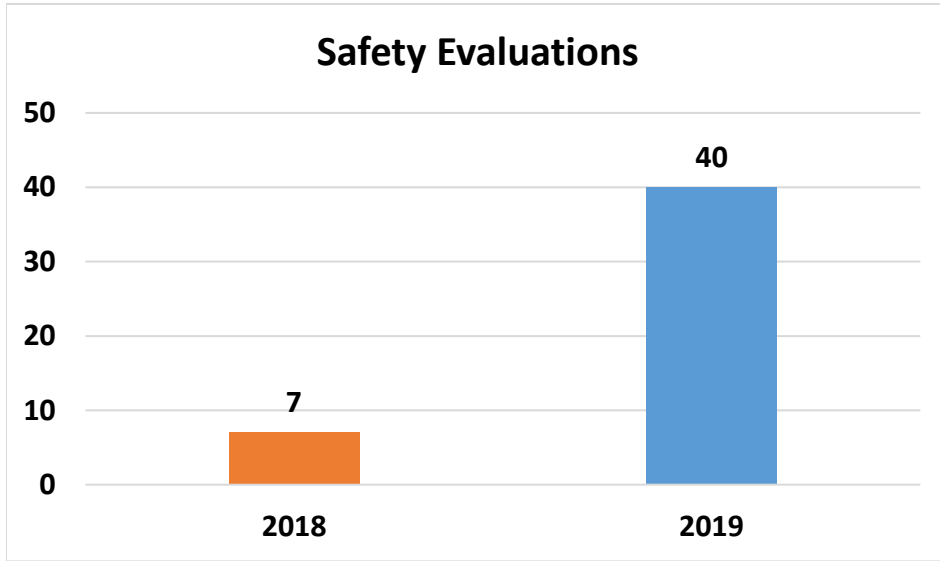
SunDial Operational Notes

March 2018/2019



SunDial Operational Notes

March 2018/2019



SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for March 2019

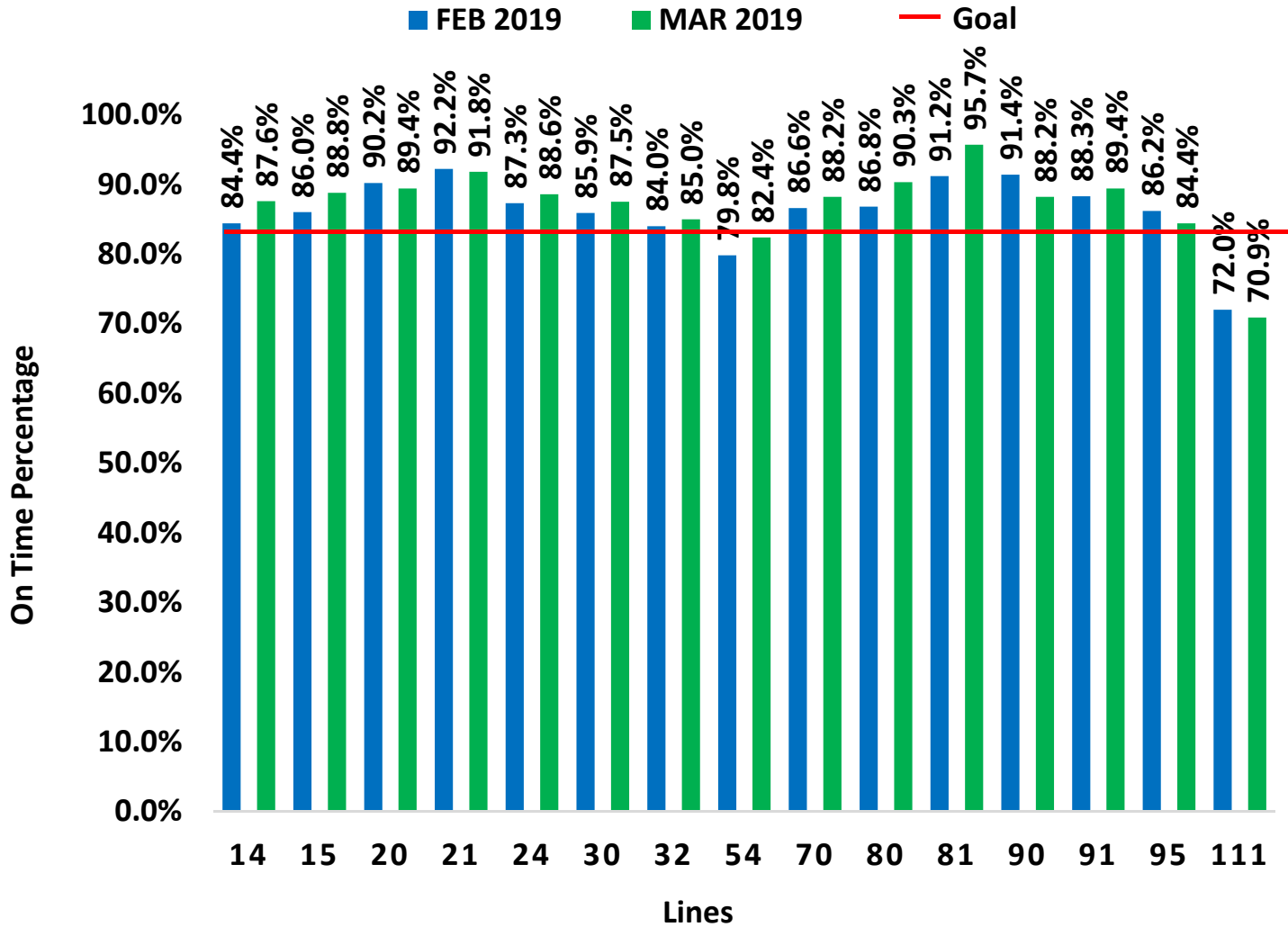
Summary:

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

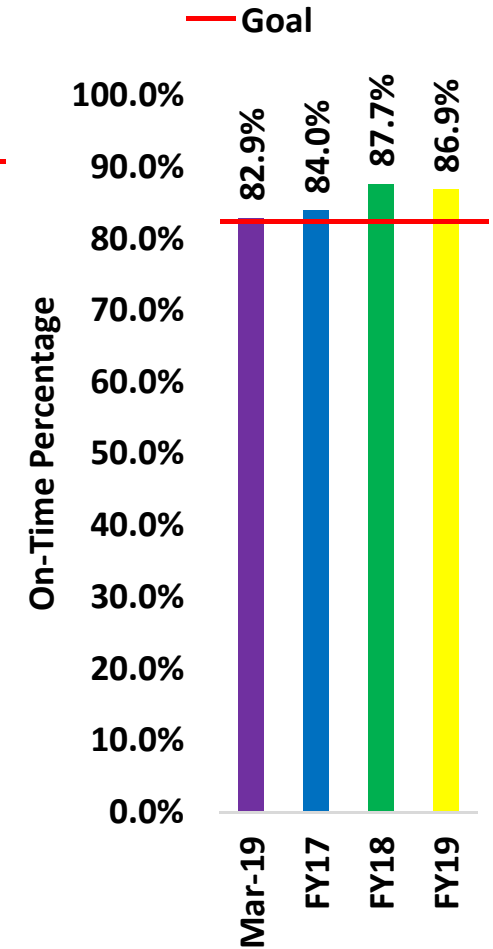
Recommendation:

Receive and file.

On-Time Performance Percent by Line



On Time Performance System Wide

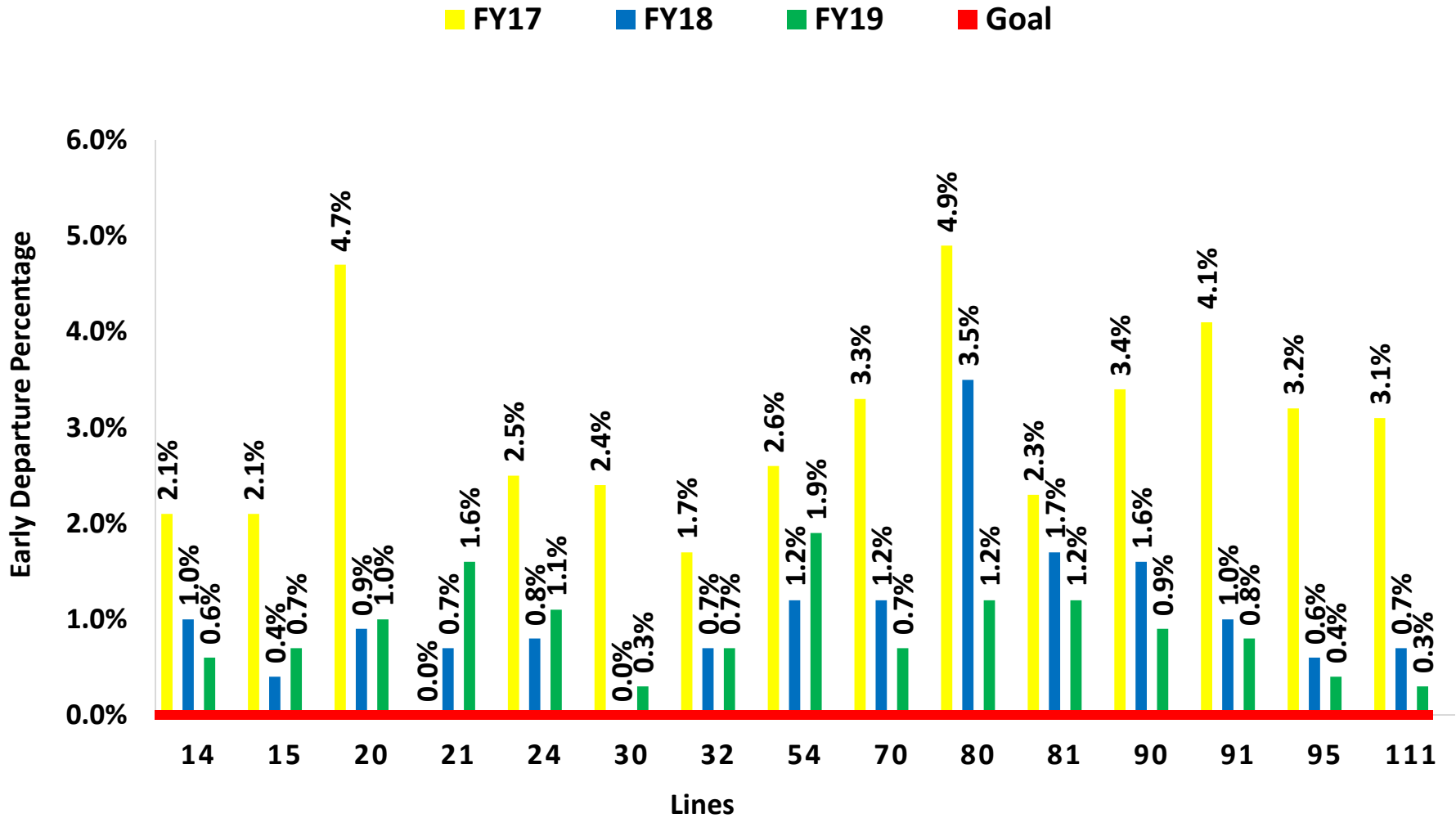


Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.

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

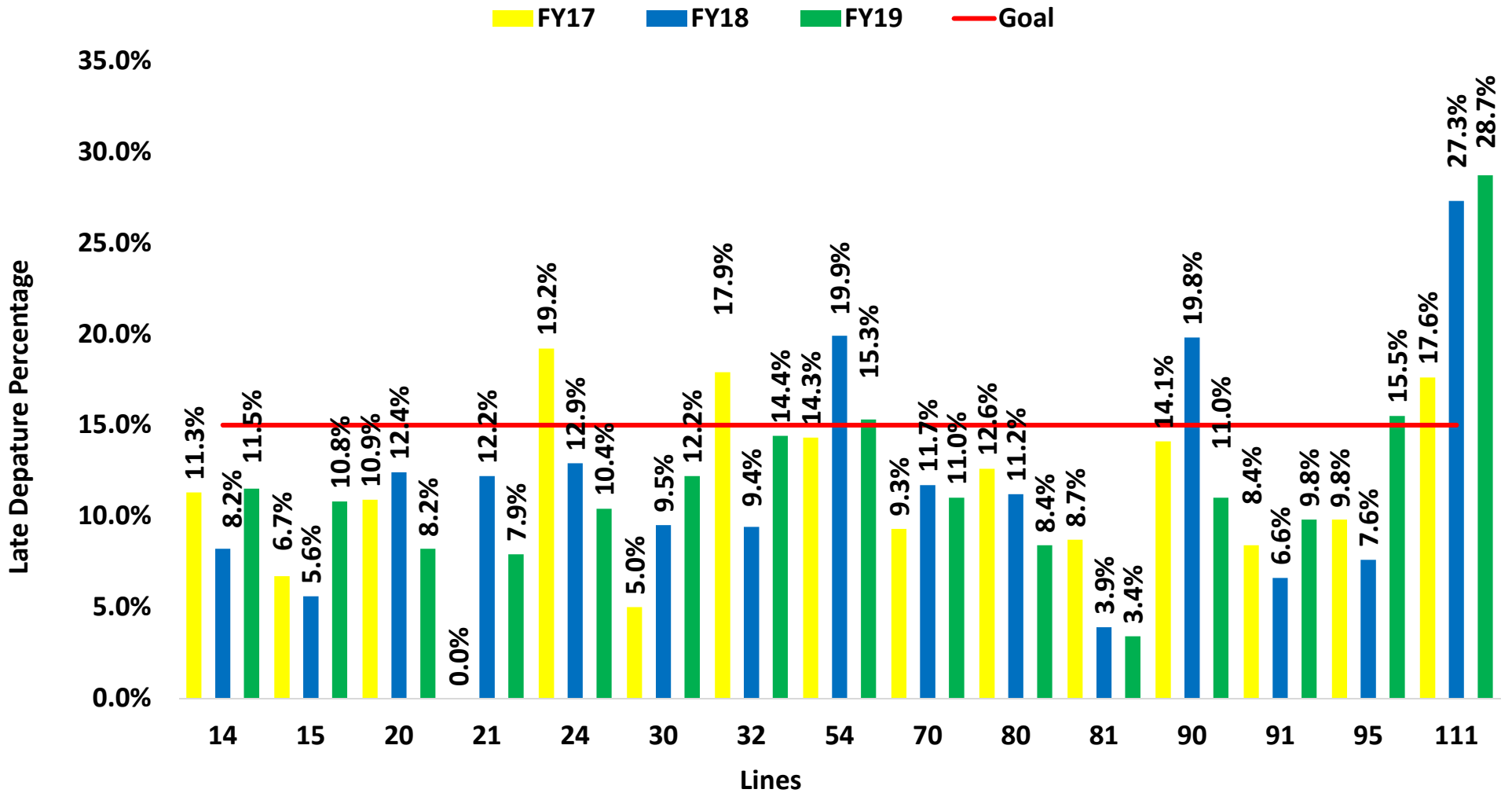
Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues. Line 70 reporting non BNP Tennis tournament days only.

Early Departures by Line YTD



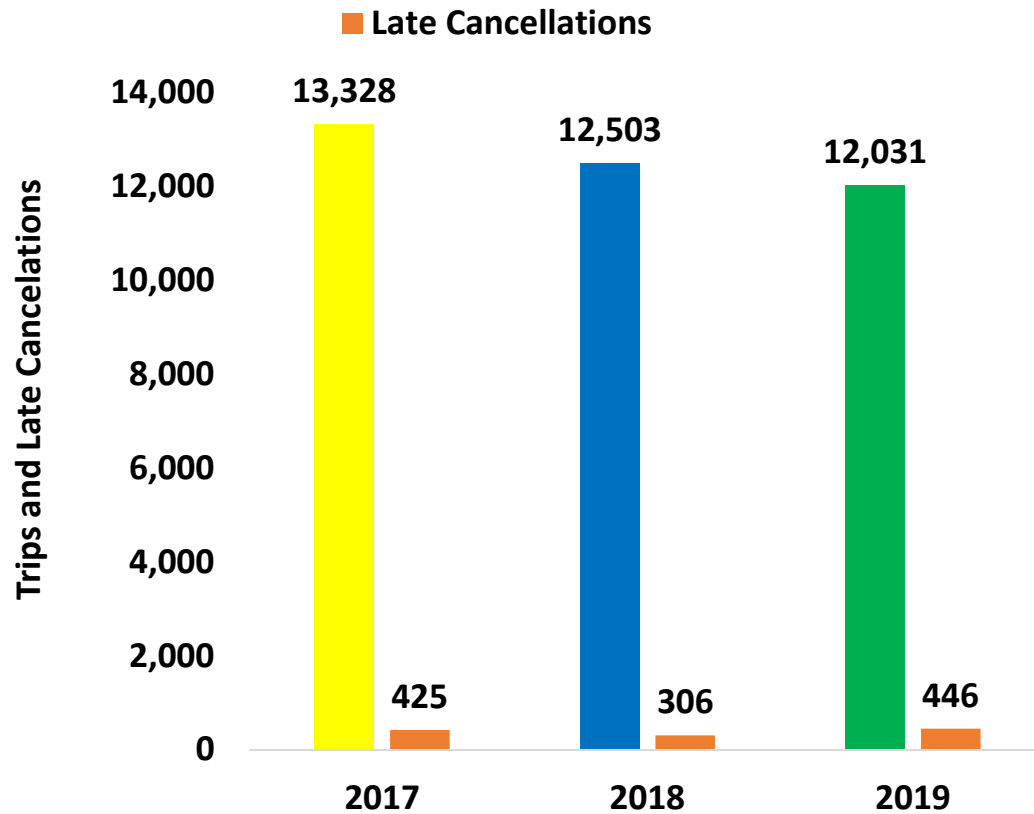
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each line.

Late Departure Percent by Line March

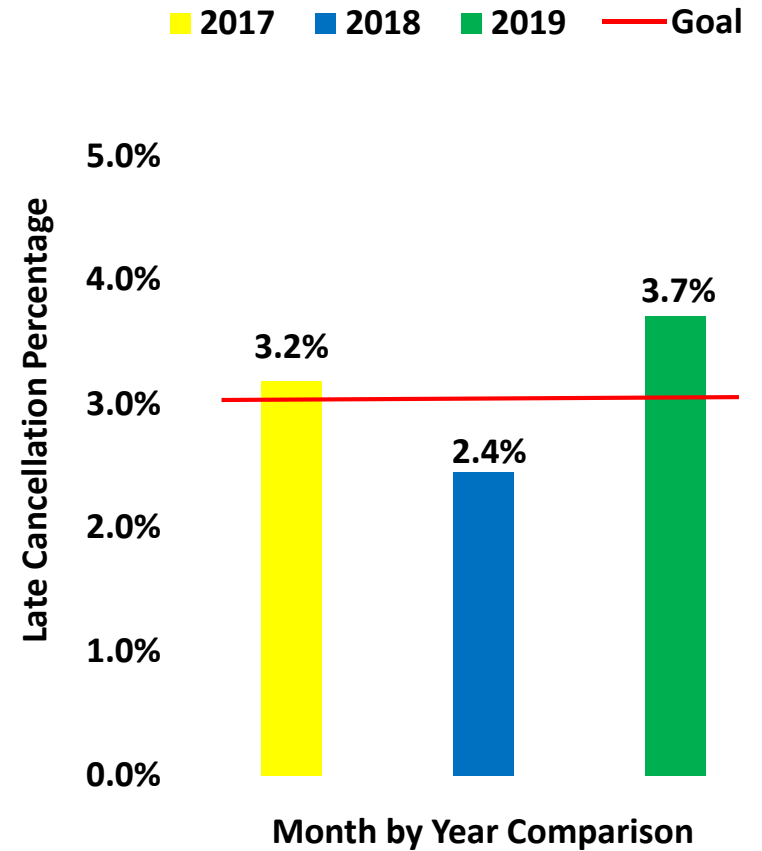


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs. Late Cancellations March



Late Cancellation Percentage

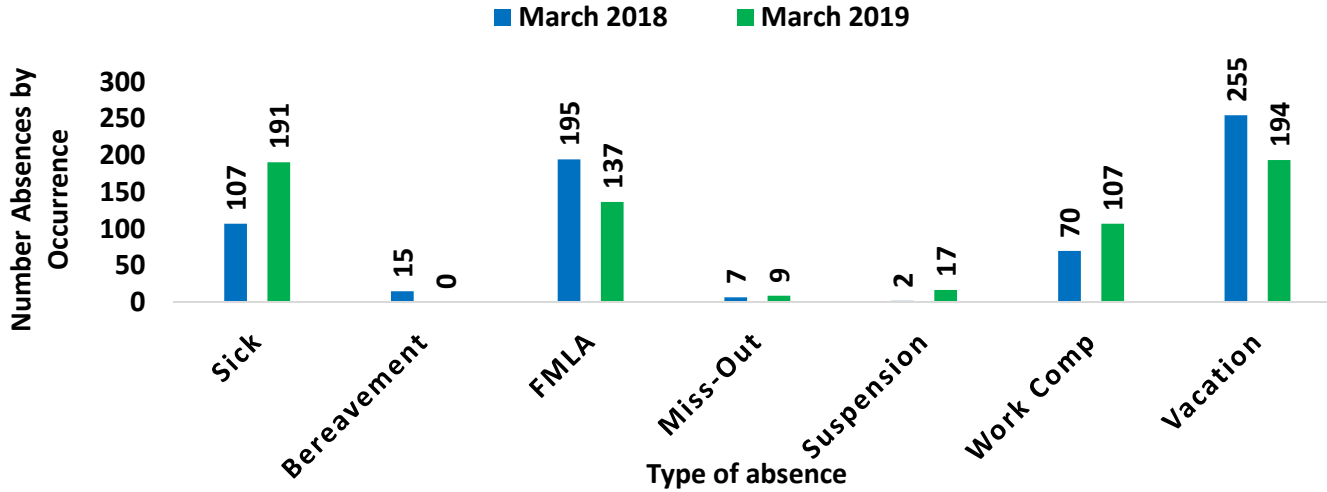


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

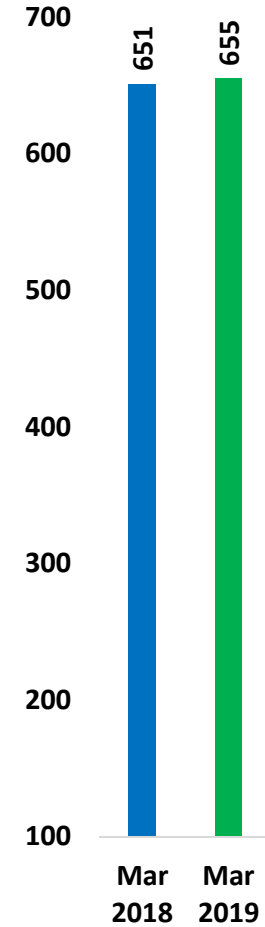
Late Cancellation: A trip for which an ADA client does not cancel 2 hours or more before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

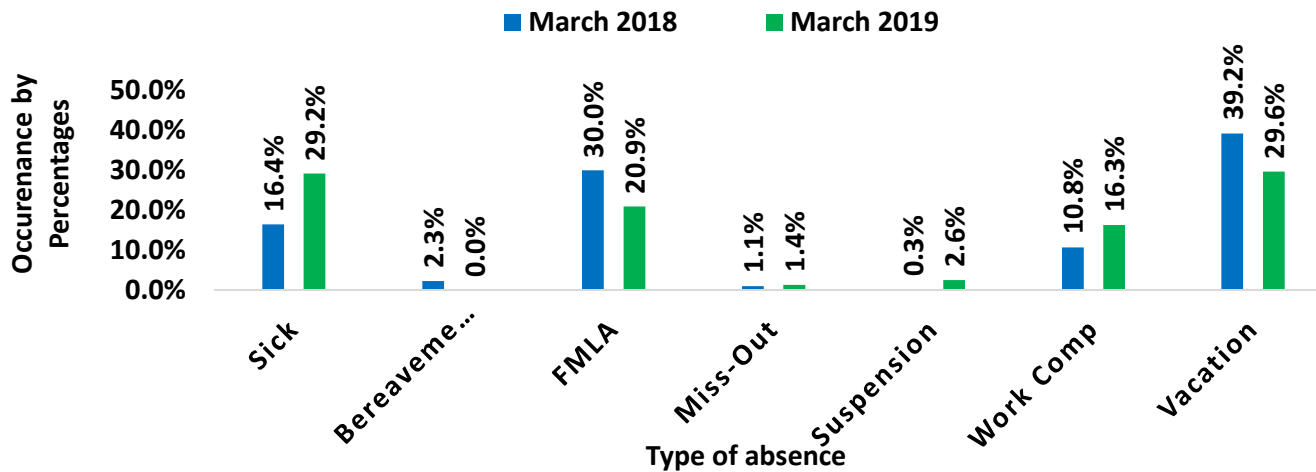
Driver Absence Occurrences



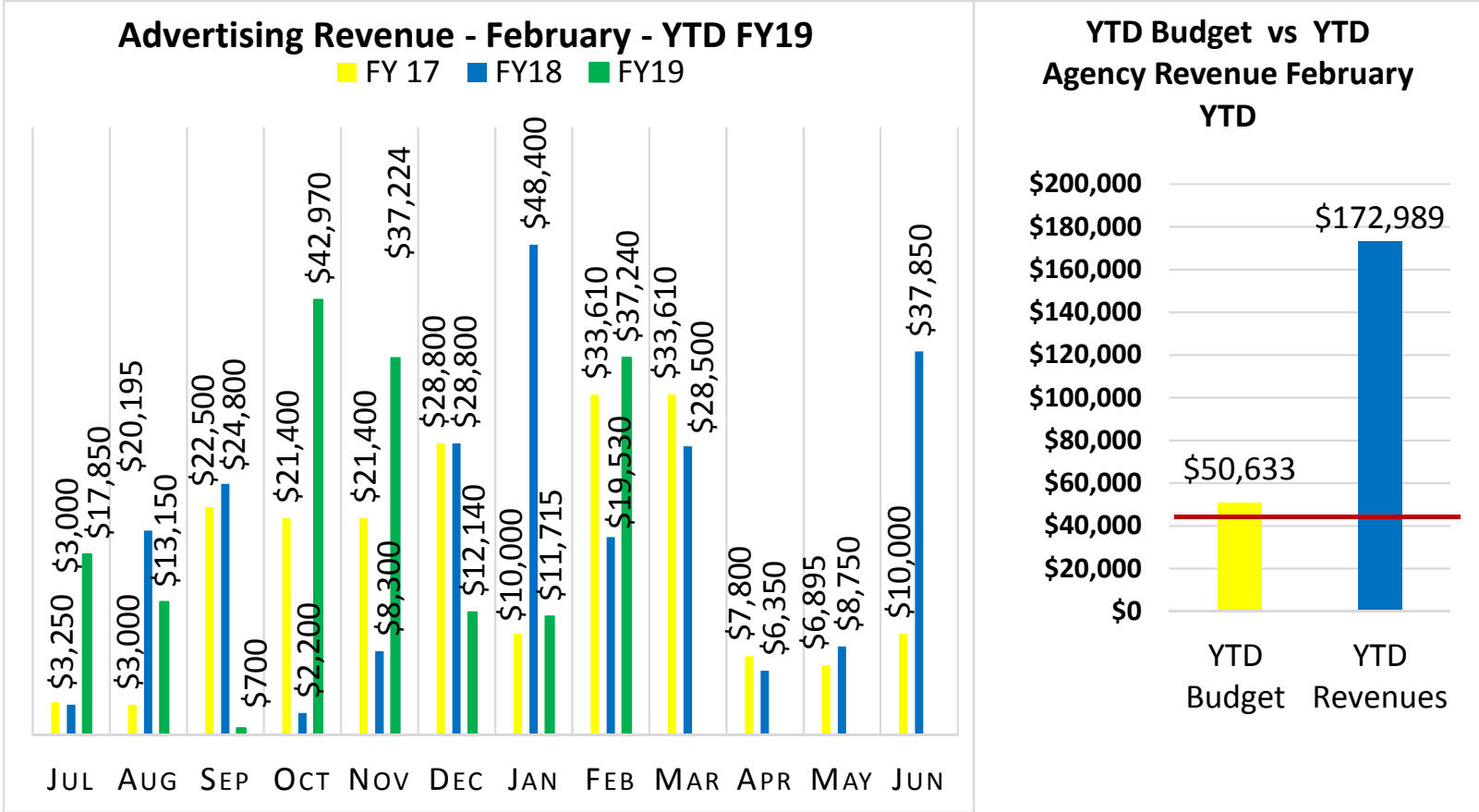
Total Absence Occurrences



Driver Absence Occurrences by Percentages

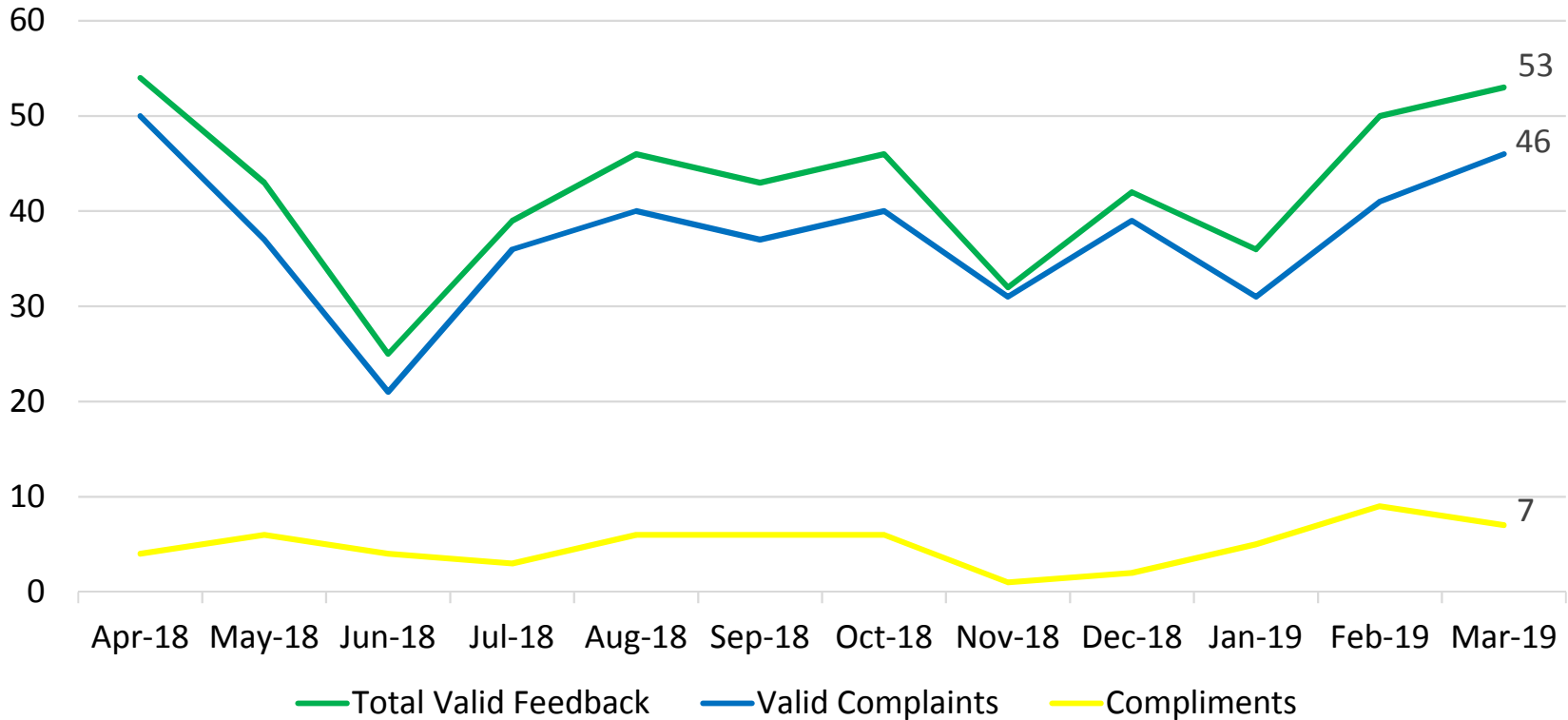


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.



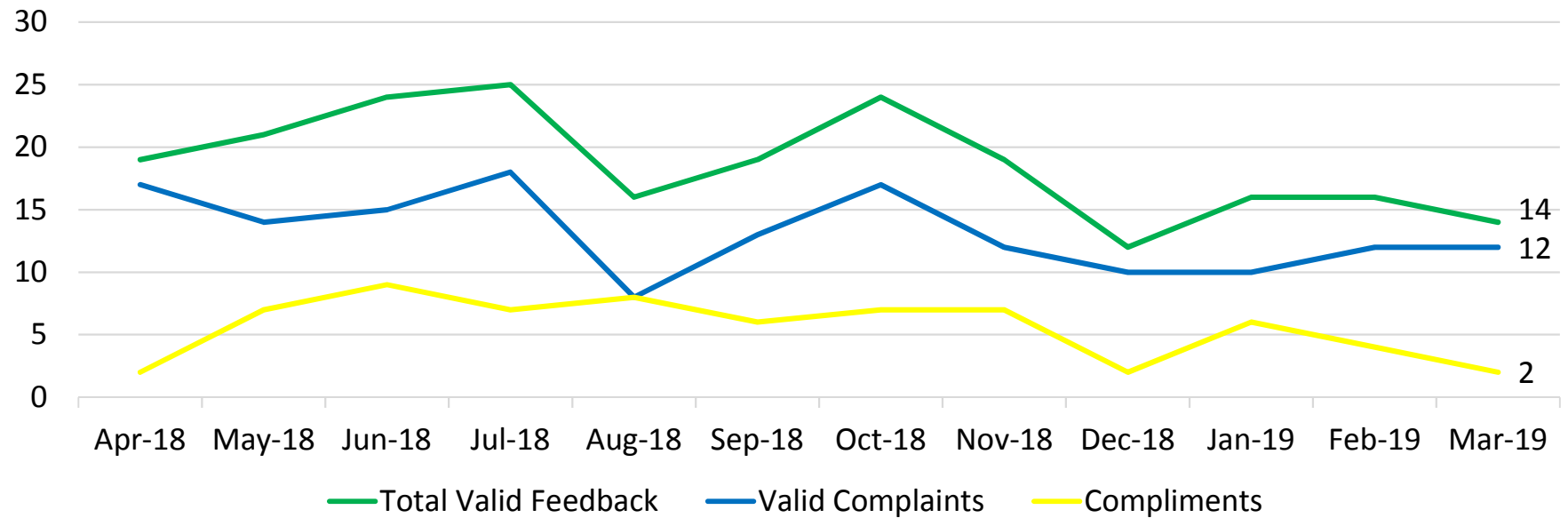
Collected Advertising tracks dollar amount of signed contracts for bus shelter and exterior bus. This section of the chart compares the FY19 YTD against FY18 YTD total. Does not include "Barter the YTD Budget vs YTD Agency Revenue. Section tracks YTD revenue accrued vs the YTD budgeted by Finance. The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

Fixed Route Customer Feedback for March 2019



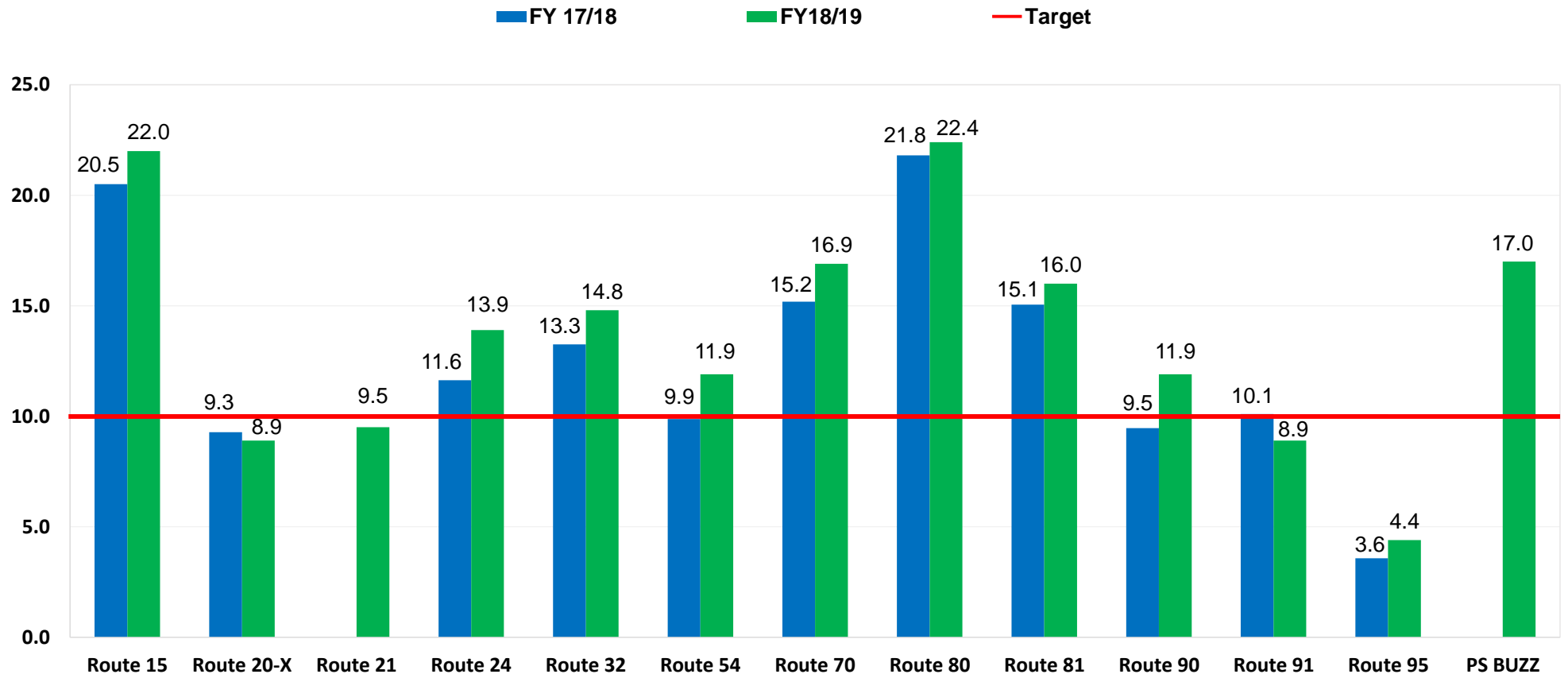
Vaild Fixed Route Feedback comprised of compliments and complaints for March 2019

Paratransit Customer Feedback for March 2019



Valid Paratransit Feedback comprised of compliments and complaints for March 2019

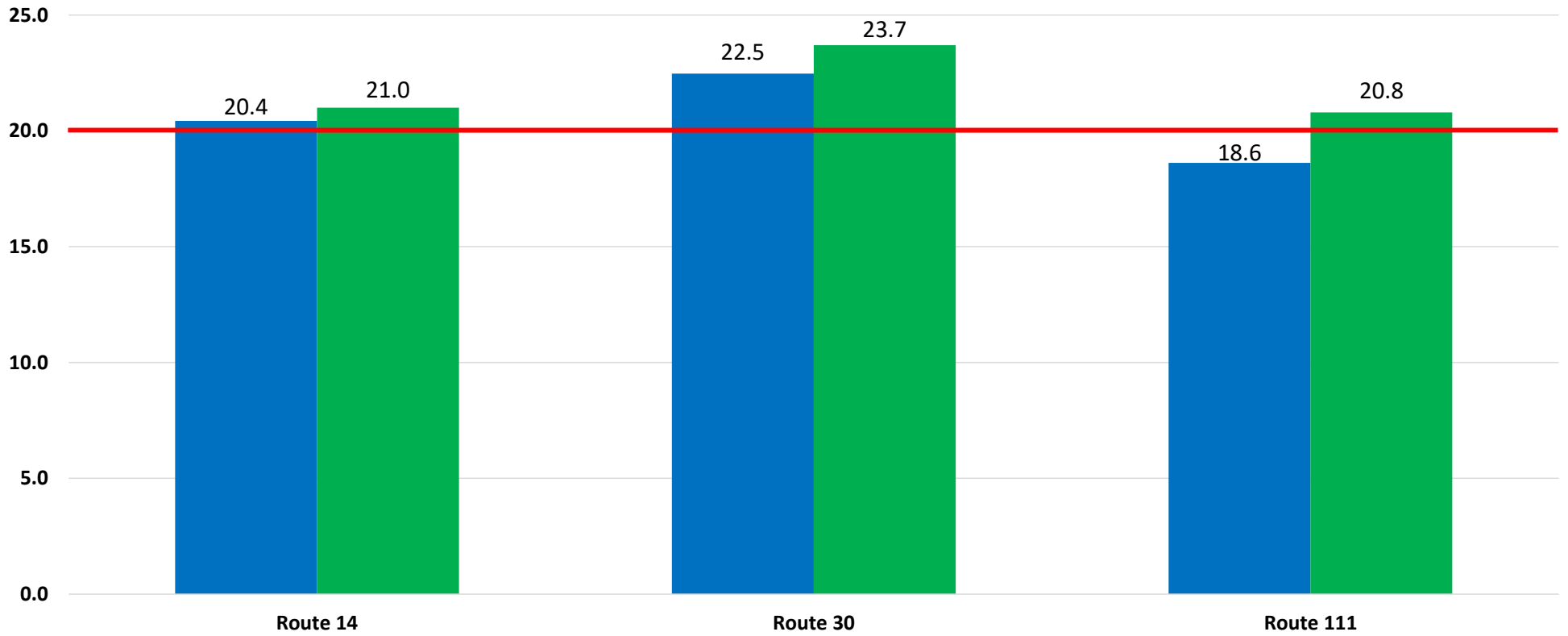
YTD System Performance - Local Routes March 2019



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

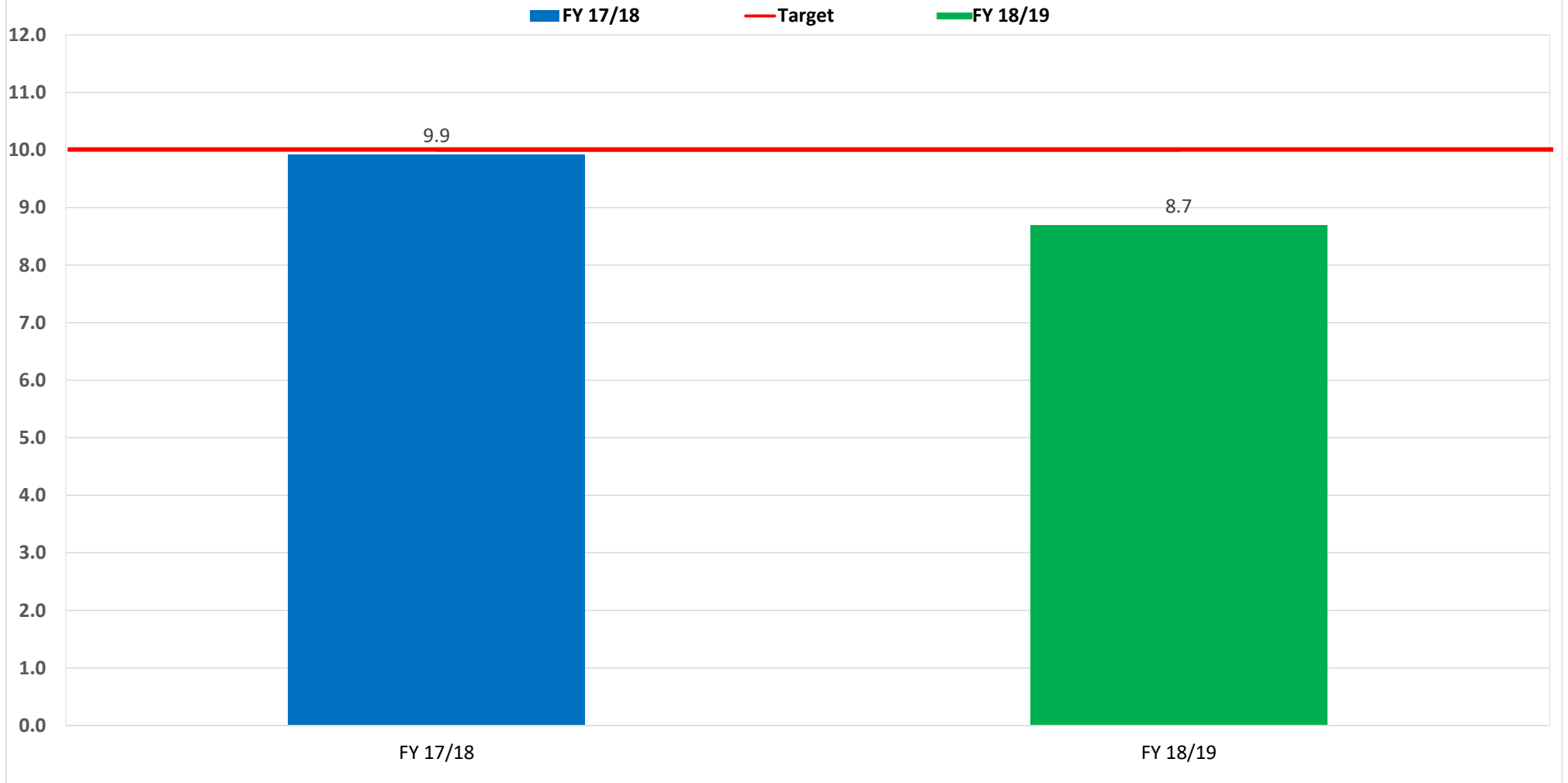
YTD System Performance - Trunk Routes March 2019

FY 17/18 FY 18/19 Target



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

YTD System Performance - Market Based Service Commuter Link 220 - March 2019



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

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for March 2019

Summary:

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

Recommendation:

Receive and file.

FY 18/19	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X			X	X	X	X				10	6
Palm Desert	X		X	X		X	X	X	X				10	7
Palm Springs	X		X	X		X	X	X	X				10	7
Cathedral City	X		X						X				10	3
Rancho Mirage	X		X	X		X		X	X				10	6
Indian Wells	X		X	X		X	X	X	X				10	7
La Quinta	X		X	X		X	X	X	X				10	7
Indio	X		X	X		X	X	X	X				10	7
Coachella	X		X				X	X	X				10	5
County of Riverside	X		X	X		X	X	X	X				10	7

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 1st Quarter 2019

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are in progress. For the first quarter of 2019, there are seventeen (17) large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATE 1ST QUARTER 2019

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at the Thousand Palms facility and will replace the existing station that has exceeded its useful life.	Fueling station design drawings have been completed and are ready to be submitted to the county. Construction mobilization for temporary dispensers is expected to begin in April.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative building parking lot at Division I.	Design Build Contractor is in the process of obtaining permits from the county.	\$657,192
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete demolition and removal of the existing Operations buildings at Division I.	Two (2) design build firms have been qualified. An invitation for bids will be sent out to these firms in April to solicit lowest bidder.	\$8,100,000
5 Hydrogen Buses & Onsite Hydrogen Fueling Station	This project will deploy five (5) new 40' fuel cell electric buses and include upgrading SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine. Construction of the hydrogen station is in progress.	\$15,571,561
4 Zero Emission Electric Buses	Purchase four (4) zero emission buses (3 for replacement, 1 for expanded service) for cleaner and more frequent service on SunLine's routes serving disadvantaged communities, accelerating SunLine's efforts to transition to an all zero-emission fleet.	All four (4) electric buses have been delivered to SunLine. The first two (2) buses have been accepted and the remaining two (2) buses are in process of being accepted.	\$3,223,799
Transportation Demand Management – Vanpool	Program will assist riders in identifying the correct mode of transportation given their particular transportation needs. This project will help reduce single occupant vehicle trips within the Coachella Valley, and surrounding areas which will help improve air quality and ease congestion. This program features a Vanpool Pilot program to assist in the agricultural community and large employers.	Eight (8) Enterprise vans and ten (10) CalVans are participating under SolVan.	\$1,990,000
Yard Repaving Division II	Project to repave the existing bus yard and staff parking area along with CNG public fueling station in Division II.	Demo work has been completed. Repaving at Division II yard is complete and repaving is in progress at the public CNG station.	\$595,079

QUARTERLY CAPITAL PROJECT UPDATE 1ST QUARTER 2019

Fencing Project Division I	Project to install perimeter fencing on west and south side of Division I.	The fence installation is complete.	\$549,954
Transit Redesign & Network Analysis	Project to conduct study to provide comprehensive analysis to SunLine's fixed route bus and paratransit bus system to accomplish reliability and passenger convenience of its services.	Project is progressing per schedule. The Redhill Group completed the rider survey of all SunLine routes. Surveys will be tabulated, analyzed and reported to SunLine in early May.	\$450,000
Transit Enhancements	The enhancement of the bus stop system to enhance access for persons with disabilities and the general public through modernization of bus shelters, benches and lighting to enhance security and safety of all SunLine's customers.	Shelters and amenities installation has been completed.	\$770,175
Transit Security Camera Project	Project to update surveillance system to take advantage of the new technology, to change the system so as to increase video surveillance coverage of fixed assets at SunLine's Division I and the Transit Hub.	Security camera installation is complete. Training to the SunLine staff will be provided in April.	\$402,649
Purchase Support Vehicles	Project is to purchase twelve (12) relief and supervisor vehicles (Chevy Bolt electric cars) and eight (8) CNG pick-up trucks.	All twelve (12) Chevy Bolts have been received. The purchase order has been issued for procuring eight (8) CNG pickup trucks.	\$917,997
Replacement of 14 Paratransit Vehicles	Replacement for paratransit vehicles that have met their useful life.	All 14 paratransit vans have been delivered.	\$2,115,000
Utility Infrastructure Upgrades	Project to upgrade on/off site electric power at Division I.	On-site construction work is complete. Off-site work is expected to begin in April.	\$1,265,230
Paratransit Vehicles Security Camera	Project to install video surveillance camera system on SunLine's paratransit vehicles.	Installation of the cameras in the paratransit vans is complete.	\$325,000
Facility Improvements Division II	Project will provide much needed improvements at Division II such as, roof repair, relocating operators and dispatch area along with other improvements as needed.	Contract for the roof repair has been approved. Roof repair will commence by mid-April.	\$1,000,000
Center of Excellence Facility	Project will provide a facility that will serve as a maintenance bay for the zero emission vehicles.	In process of procuring the design firm.	\$2,418,458

SunLine Transit Agency

DATE: April 24, 2019 **ACTION**

TO: Board of Directors

FROM: Tamara Miles, Compliance/Eligibility Officer

RE: Approval of New ACCESS Advisory Committee Member

Recommendation

Recommend that the Board of Directors approve the addition of one (1) new member to the ACCESS Advisory Committee as presented and approved by the current committee members.

Background

The ACCESS Advisory Committee is comprised of community members who meet bi-monthly to provide input to SunLine on service recommendations that enhance the accessibility of all riders, including seniors and persons with disabilities. At the March 12, 2019 ACCESS Advisory Committee meeting, currently seated members approved one (1) new member as presented to the Committee by the Membership Subcommittee.

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

The Committee is structured to have fifteen (15) seats and there are currently three (3) vacancies.

The recommended new member is:

Ronald Allan
SunLine Transit Rider/Advocate

Financial Impact

No financial impact.

SunLine Transit Agency

DATE:	April 24, 2019	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Eric Taylor, Procurement Manager	
RE:	Approval of Application for Carl Moyer Grant Funds	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to authorize staff to submit all necessary paperwork to apply for Carl Moyer grant funds in the amount of approximately \$2,000,000 to upgrade the Public Hydrogen Fueling Station.

Background

SunLine is currently in the process of installing a new Hydrogen Electrolyzer, which will increase the production of hydrogen needed to fuel the Agency's current fleet of 15 fuel cell buses, with more to come. The increase in production, from 200 kg/day with the existing natural gas reformer to 900 kg/day with the Electrolyzer, will provide SunLine the needed fuel to continue to grow the fleet.

The current Public Hydrogen Fueling station, which was installed in 2002, is in need of an upgrade. The grant application will seek funding to upgrade from a 350 bar to a 700 bar refueling system capable of fueling today and tomorrow's hydrogen vehicles. This needed upgrade will allow the public to fuel light and heavy duty vehicles in a shorter timeframe.

The Carl Moyer program provides grant funding to local air quality districts to reduce the emission of pollutants in order for California to meet its clean air commitments.

Financial Impact

If awarded, the financial impact of approximately \$2,000,000 would be programmed in a future capital budget.

SunLine Transit Agency

DATE: April 24, 2019 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Eric Taylor, Procurement Manager

RE: Resolution No. 0773 to Obtain Federal Grant Funding

Recommendation

Recommend that the Board of Directors approve Resolution No. 0773, which grants authorization to the CEO/General Manager to file and execute the required documentation to apply for grants and obtain funds for the fiscal year 2019/2020.

Background

Each year, the Federal Transit Administration (FTA) requires a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to apply for operating and capital funds, pursuant to Sections; 5304, 5307, 5309, 5310, 5311, 5311(f), 5312, 5317, 5337, 5339 and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program.

Financial Impact

The financial impact is estimated operating and capital funding in the amounts of:

5307	\$ 5,696,551
5311	\$ 286,933
5339	\$ 593,070

Additional funding through discretionary grant opportunities listed above may become available during the course of the fiscal year.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0773

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTIONS 5304, 5307, 5309,
5310, 5311, 5311(f), 5312, 5317, 5337, 5339 OR
CMAQ FUNDING OF THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2019/2020**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of the local share of the project costs; and

WHEREAS, it is required by the U.S. Department of Transportation (DOT) in accordance with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and DOT requirements thereunder; and

WHEREAS, it is the goal of the SunLine Transit Agency (STA) that minority business enterprises be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT:

- 1) The CEO/General Manager or designee be, and hereby is, authorized to execute and file an application on behalf of STA with the DOT to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5309, 5310, 5311, 5311(f), 5312, 5317, 5337, 5339 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.
- 2) The CEO/General Manager or designee be, and hereby is, authorized to execute and file with such applications an assurance or any other document required by the DOT effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The CEO/General Manager or designee be, and hereby is, authorized to furnish such additional information as the DOT may require in connection with the application for the program of projects.

4) The CEO/General Manager or designee be, and hereby is, authorized to accept and execute grant agreements on behalf of STA with the DOT for aid in the financing of the planning, capital and/or operating assistance program(s) of projects.

ADOPTED THIS 24th DAY OF APRIL, 2019

ATTEST:

Brittney B. Sowell
Clerk Of The Board
SunLine Transit Agency

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

Brittney B. Sowell
Clerk Of The Board
SunLine Transit Agency