



SunLine Transit Agency
February 26, 2020
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. **Transit Network Redesign – Update and Next Steps**
(Staff: Rohan Kuruppu, Chief Planning Consultant)

4. FINALIZATION OF AGENDA

5. **APPROVAL OF MINUTES -
JANUARY 22, 2020 BOARD MEETING**

APPROVE
(PAGE 4-6)

6. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

<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 December 2019	(PAGE 7-10)
8b) Credit Card Statement for December 2019	(PAGE 11-14)
8c) Monthly Budget Variance Report for December 2019	(PAGE 15-21)
8d) Contracts Signed in between \$25,000 and \$100,000 for January 2020	(PAGE 22-23)
8e) Union & Non-Union Pension Investment Asset Summary December 2019	(PAGE 24-27)
8f) Ridership Report for January 2020	(PAGE 28-30)
8g) SunDial Operational Notes for January 2020	(PAGE 31-34)
8h) Metrics for January 2020	(PAGE 35-46)
8i) Board Member Attendance for January 2020	(PAGE 47-48)
9. APTA 2020 INTERNATIONAL STUDY MISSION & JUNE BOARD MEETING (Robert Radi, Chair of Finance/Audit Committee; Staff: Lauren Skiver, CEO/General Manager)	APPROVE (PAGE 49-50)
10. FORMAL SELECTION OF PENSION COMMITTEE MEMBERS (Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 51)
11. LEGAL SERVICES REQUEST FOR PROPOSALS (Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 52)
12. HYDROGEN ELECTROLYZER PROJECT MANAGEMENT SERVICES (Robert Radi, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 53)
13. AMENDING BYLAWS FOR BOARD COMMITTEES & ADDING CVAG AS EX-OFFICIO MEMBER (Glenn Miller, Chair of Board Operations Committee; Staff: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)	APPROVE (PAGE 54-58)

ITEM

RECOMMENDATION

- | | |
|---|--|
| <p>14. APPROVAL OF NEW ACCESS ADVISORY COMMITTEE MEMBER
(Staff: Tiffany Moore, ADA Eligibility/Compliance Specialist)</p> | <p>APPROVE
(PAGE 59)</p> |
| <p>15. FY18/19 ANNUAL SERVICE STANDARDS PERFORMANCE REPORT
(Chair of Strategic Planning & Operational Committee;
Staff: Jeff Guidry, Operations System Specialist)</p> | <p>INFORMATION
(PAGE 60-74)</p> |
| <p>16. GENERAL COUNSEL</p> | |
| <p>17. CEO/GENERAL MANAGER'S REPORT</p> | |
| <p>18. CLOSED SESSION</p> | |
| <p>19. NEXT MEETING DATE
March 25, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276</p> | |
| <p>20. ADJOURN</p> | |

MINUTES

SunLine Transit Agency Board of Directors Meeting January 22, 2020

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:11 p.m. on Wednesday, January 22, 2020 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 12:11 p.m. by Chairperson Kathleen Kelly.

2. ROLL CALL

Members Present:

Kathleen Kelly, Chair, 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
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Glenn Miller, SunLine Agency Board Member, City of Indio
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

Members Absent:

Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs

3. PRESENTATIONS

None.

4. FINALIZATION OF AGENDA

No changes to the agenda.

5. APPROVAL OF MINUTES – DECEMBER 4, 2019 BOARD MEETING

SunLine Transit Agency Board Vice-Chair Radi moved to approve the minutes of the December 4, 2019 Board meeting. The motion was seconded by SunLine Transit Agency Board Member Gregory. The motion was approved by a vote of 7 yes; 0 no; 1 abstain

**SUNLINE TRANSIT AGENCY
BOARD OF DIRECTORS MEETING
MINUTES – JANUARY 22, 2020**

6. PUBLIC COMMENTS

None.

7. BOARD MEMBER COMMENTS

Board Member comments were made by:

Board Member Russell Betts
Board Member Raymond Gregory

8. CONSENT CALENDAR

- 8a) Checks \$1,000 and Over Report for October & November 2019
- 8b) Credit Card Statement for October & November 2019
- 8c) Monthly Budget Variance Report for October & November 2019
- 8d) Contracts Signed in between \$25,000 and \$100,000 for November & December 2019
- 8e) Union & Non-Union Pension Investment Asset Summary November 2019
- 8f) Ridership Report for November & December 2019
- 8g) SunDial Operational Notes for November & December 2019
- 8h) Metrics for November & December 2019
- 8i) Board Member Attendance for December 2019
- 8j) Quarterly Capital Project Update for 4th Quarter 2019

SunLine Transit Agency Board Member Peabody moved to approve the consent calendar. The motion was seconded by SunLine Transit Agency Board Vice-Chair Radi. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

9. FISCAL YEAR 2019 AUDIT REPORTS

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 receive and file the Fiscal Year 2019 Audit Reports. The motion was approved by a vote of 7 yes; 0 no; 0 abstain; 1 non-vote

Board Member Russell Betts briefly left the Board Room and returned at agenda item 10.

10. COLLEGE OF THE DESERT BARTER AGREEMENT

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 College of the Desert Barter Agreement. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

11. COOPERATIVE AGREEMENT FOR THE DEMONSTRATION OF A HYDROGEN FUEL CELL ELECTRIC 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

**SUNLINE TRANSIT AGENCY
BOARD OF DIRECTORS MEETING
MINUTES – JANUARY 22, 2020**

moved to approve the Cooperative Agreement of a Hydrogen Fuel Cell Electric Bus. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

12. GENERAL COUNSEL

General Counsel provided an update on newly introduced or enacted federal and state laws on transportation policy, funding, and planning.

13. CEO/GENERAL MANAGER'S REPORT

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

14. CLOSED SESSION

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –
TWO MATTERS**

Pursuant to Government Code section 54956.9(d)(1)

- (1) Steven Reyes v. Sunline Transit Agency, et al., RCSC Case No. 1808964
- (2) Fernando Anaya, et al. v. Sunline Transit Agency, et al., RCSC Case No. 1903745

No reportable action was taken.

15. NEXT MEETING DATE

February 26, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

16. ADJOURN

The meeting was adjourned at 12:29 p.m.

Respectfully Submitted,

Spencer Winkle
Assistant Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

This 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 December, the largest payment issued was to New Flyer of America for the first milestone payment of six (6) CNG Buses. The buses are funded through the Federal Transit Agency (FTA) 5307, 5339 and Prop 1B - PTMSEA.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
December 2019**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681381	12/20/2019	1,012,973.52
NEL HYDROGEN INC.	WIP-Hydrogen Refueling Station	681380	12/20/2019	500,000.00
PERMA - INSURANCE	General Liability & Workers Comp Premium	681298	12/12/2019	157,896.22
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681463</u>	<u>12/27/2019</u>	<u>102,145.14</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681335</u>	<u>12/16/2019</u>	<u>100,865.15</u>
VPLS SOLUTIONS, LLC	WIP-Information Technology Projects	681391	12/20/2019	90,355.38
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Nov 2019 CNG/Hydrogen	681358	12/20/2019	70,198.00
IMPERIAL IRRIGATION DIST	Utilities	681276	12/12/2019	48,197.19
CPAC INC.COM	3YR Computer Network Software Agreement	681259	12/12/2019	45,790.80
SO CAL GAS CO.	Utilities	681390	12/20/2019	37,752.01
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>681427</u>	<u>12/27/2019</u>	<u>35,542.05</u>
PERMA - INSURANCE	Insurance Loss	681386	12/20/2019	30,000.00
GRANITE CONSTRUCTION COMPANY	WIP-Utility Infrastructure Upgrades	681366	12/20/2019	29,092.15
WSP USA INC.	TDM & Vanpool Program	681321	12/12/2019	26,595.67
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	681284	12/12/2019	23,815.23
NFI PARTS	Inventory Repair Parts	681399	12/27/2019	23,669.93
MURCHISON & CUMMING, LLP	Insurance Loss	681439	12/27/2019	20,322.55
YELLOW CAB OF THE DESERT	Taxi Voucher Program	681468	12/27/2019	18,698.24
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	681241	12/06/2019	17,902.50
HD INDUSTRIES	Inventory Repair Parts	681270	12/12/2019	17,095.08
KATHLEEN KELLY CONSULTING	Consulting Services	681434	12/27/2019	17,078.44
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	681435	12/27/2019	14,480.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681448	12/27/2019	13,801.02
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	681251	12/12/2019	12,758.50
THE LEFLORE GROUP LLC	Consulting Services	681388	12/20/2019	12,236.40
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681306	12/12/2019	10,969.06
ZEN AND THE ART OF CLEAN ENERGY	WIP- Refurbished Hydrogen Fueling Station	681397	12/20/2019	10,825.74
PRUDENTIAL OVERALL SUPPLY	Uniforms	681444	12/27/2019	9,385.84
VERIZON WIRELESS	Wireless Telephone Service	681318	12/12/2019	9,110.05
ENGINEERING PROCUREMENT &	WIP- Refurbished Hydrogen Fueling Station	681359	12/20/2019	9,000.00
MUNICIPAL RESOURCE GROUP LLC	Consulting Services	681375	12/20/2019	8,283.97
BRIGHT MOMENTS	Consulting Services	681263	12/12/2019	8,120.44
OFFICETEAM	Temporary Help	681290	12/12/2019	7,927.56
CUMMINS SALES AND SERVICE	Inventory Repair Parts	681417	12/27/2019	7,824.80
NS CORPORATION	WIP- Fixed Assets-Facility Improvement Bus Wash	681382	12/20/2019	7,381.49
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	681322	12/12/2019	7,200.00
JESSE FRESCAS JR.	Consulting Services	681369	12/20/2019	7,040.00
AMALGAMATED TRANSIT UNION	Union Dues	681404	12/27/2019	6,852.39
AMALGAMATED TRANSIT UNION	Union Dues	681324	12/16/2019	6,823.70

**SunLine Transit Agency
Checks \$1,000 and Over
December 2019**

NOTE: 1). Bold check payments represent "pass through" Bold Italicized check payments represent "capital expenses" 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
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681345	12/20/2019	6,284.51
PSOMAS	WIP- CNG Station Construction Mgt	681231	12/06/2019	6,171.02
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	681244	12/12/2019	5,765.91
IMPERIAL IRRIGATION DIST	Utilities	681428	12/27/2019	5,481.29
DECALS BY DESIGN, INC.	WIP- Replacement & Expansion of Support Vehicles	681355	12/20/2019	5,308.60
PATRICK M. BRASSIL	Hydrogen Reformer Maints & Monitoring	681296	12/12/2019	5,120.00
TWO KNIGHTS INSURANCE SERVICES	Consulting Services	681236	12/06/2019	4,650.00
DESERT CITY CAB	Taxi Voucher Program	681419	12/27/2019	4,374.15
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	681347	12/20/2019	4,272.70
GRAVES & KING LLP	Insurance Loss	681367	12/20/2019	4,243.58
NFI PARTS	Repair Parts-Fuel Cell	681245	12/12/2019	4,168.18
HOME DEPOT CREDIT SERVICES	Facility Maintenance	681272	12/12/2019	4,019.14
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	681408	12/27/2019	3,991.08
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681233	12/06/2019	3,875.90
PRUDENTIAL OVERALL SUPPLY	Uniforms	681300	12/12/2019	3,846.25
SC FUELS	Lubricants Oil	681450	12/27/2019	3,841.19
TPX COMMUNICATIONS	Telephone Service	681315	12/12/2019	3,751.91
WESTGATE CENTER FOR LEADERSHIP	Travel-Meeting/Seminars	681394	12/20/2019	3,735.00
SOCALGAS	Utilities	681309	12/12/2019	3,637.39
TIME WARNER CABLE	Utilities	681312	12/12/2019	3,493.28
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Advertising	681222	12/06/2019	3,240.85
ALPHA MEDIA LLC	Advertising	681403	12/27/2019	3,223.00
US BANK VOYAGER FLEET SYSTEMS	Fuel for Support Vehicles	681316	12/12/2019	3,127.30
ACQUAEMP	Temporary Help	681214	12/06/2019	3,045.90
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681410	12/27/2019	3,023.07
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681326	12/16/2019	2,943.23
CUMMINS SALES AND SERVICE	Inventory Repair Parts	681353	12/20/2019	2,703.52
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681446	12/27/2019	2,606.36
AMETZA ARIZONA, LLC.	Lubricants Oil	681216	12/06/2019	2,523.48
MUNICIPAL RESOURCE GROUP LLC	Consulting Services	681285	12/12/2019	2,472.50
NAPA AUTO PARTS	Inventory Repair Parts	681376	12/20/2019	2,393.64
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681305	12/12/2019	2,370.50
OPW FUELING COMPONENTS	Inventory Repair Parts SunFuels	681440	12/27/2019	2,115.86
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	681456	12/27/2019	2,052.03
ANTHONY CARTER	Consulting Services	681248	12/12/2019	1,976.00
AVAIL TECHNOLOGIES	Computer Network Software Agreement	681344	12/20/2019	1,960.00
CALSTART, INC.	Membership & Subscription	681255	12/12/2019	1,950.00
VERIZON WIRELESS	Wireless Telephone Service	681240	12/06/2019	1,931.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681218	12/06/2019	1,898.67

**SunLine Transit Agency
Checks \$1,000 and Over
December 2019**

NOTE: 1). Bold check payments represent "pass through" Bold Italicized check payments represent "capital expenses" 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
MILE3 WEB DEVELOPMENT	Contract Services	681437	12/27/2019	1,851.24
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	681317	12/12/2019	1,804.24
<i>TRI-STATE MATERIALS, INC.</i>	<i>WIP- South Retention Beautification Phase 1</i>	<i>681238</i>	<i>12/06/2019</i>	<i>1,736.29</i>
ACCOUNTEMPS	Temporary Help	681338	12/20/2019	1,716.00
CLEAN ENERGY	Inventory Repair Parts SunFuels	681220	12/06/2019	1,655.90
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681219	12/06/2019	1,624.29
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	681436	12/27/2019	1,598.55
CREATIVE BUS SALES, INC,	Inventory Repair Parts	681351	12/20/2019	1,530.60
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	681292	12/12/2019	1,526.72
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	681266	12/12/2019	1,520.08
THE LEARNING & PERFORMANCE IMPROVEMENT	Consulting Services	681278	12/12/2019	1,495.20
COMPLETE COACH WORKS	Outside Repair-Fixed Route	681414	12/27/2019	1,455.00
MIKE HAYES	Reimbursement Expenses	681242	12/06/2019	1,437.88
DESERT URGENT CARE	Medical Exams	681429	12/27/2019	1,410.00
ALPHA MEDIA LLC	Advertising	681215	12/06/2019	1,360.00
ATWORK FRANCHISE, INC.	Temporary Help	681362	12/20/2019	1,276.58
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681406	12/27/2019	1,255.85
IMPERIAL IRRIGATION DIST	Utilities	681368	12/20/2019	1,208.60
S & A SYSTEMS, INC.	Annual Serv Jan-Dec2020 (Fleet Watch Town Center /Hann)	681389	12/20/2019	1,200.00
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	681430	12/27/2019	1,199.65
ROBERT HALF TECHNOLOGY	Temporary Help	681303	12/12/2019	1,180.00
ROBERT HALF TECHNOLOGY	Temporary Help	681387	12/20/2019	1,180.00
ATWORK FRANCHISE, INC.	Temporary Help	681267	12/12/2019	1,146.10
AMETZA ARIZONA, LLC.	Lubricants Oil	681405	12/27/2019	1,135.56
OFFICETEAM	Temporary Help	681384	12/20/2019	1,068.56
TOTALFUNDS	Postage Supplies	681323	12/12/2019	1,063.72
CALACT	Membership & Subscription	681254	12/12/2019	1,055.00
ACCOUNTEMPS	Temporary Help	681398	12/27/2019	1,029.60
OFFICE DEPOT	Office Supplies	681287	12/12/2019	1,017.13
360 BUSINESS CONSULTING	Webhosting Services	681243	12/12/2019	1,000.00
Total Checks Over \$1,000	\$2,774,333.04			
Total Checks Under \$1,000	\$43,607.45			
Total Checks	\$2,817,940.49			

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for December 2019

Summary:

The attached report summarizes the Agency's credit card expenses for December 2019 with a statement closing date of January 3, 2020.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 1/03/20

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 12/2/2019	12/4/2019	uniQue bite eatery	uniQue bite eatery Catering Order; December Meeting - Board of Directors		\$332.78
2 12/6/2019	12/8/2019	Courtyard by Marriott	Lodging for 3 Nights; APTA Mid-Year Safety Seminar - Vanessa Mora, Deputy Chief Safety Officer		\$696.12
3 12/11/2019	12/12/2019	LAX Airport Lot P 6	Airport parking for 7 days (LAX); CTE Transit Vehicle Innovation Deployment Centers Meeting - Lauren Skiver, CEO/General Manager		\$280.00
4 12/29/2019	12/31/2019	Expedia	Roundtrip flight from LAX to ORD on American Airlines; CTE Transit Vehicle Innovation Deployment Centers Meeting - Lauren Skiver, CEO/General Manager		\$587.60

Credits and Charges: \$0.00 \$1,896.50

Total: \$1,896.50

SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	01/03/20
Next Statement Date	02/03/20

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

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

Monthly Spending Limit*	\$40,000
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*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$1,896.50
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$1,896.50

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
12/02	12/04	2432303AH2MA37RZ8	UNIQUE BITE EATERY INDIO CA		332.78
12/06	12/08	2469216AL2XHDTBDW	COURTYARD BY MARRIOTT SEATTLE WA		696.12
12/11	12/12	2475542AT7MBK3XKV	LAX AIRPORT LOT P 6 LOS ANGELES CA		280.00
12/29	12/31	2443106BQA16SQSWM	AMERICAN AIR0017486674671FORT WORTH TX		587.60
		01/05/20	SKIVER/LAURA LEE		
		1 AA M	LOS ANGELES CHICAGO		
		2 AA S	CHICAGO LOS ANGELES		
		11617270	EXPEDIA.COM TRAVEL		
01/03	01/03	000000000000COMPC	TOTAL PURCHASES	\$1,896.50	
			TOTAL	\$1,896.50	

All transactions detailed above have been billed to the company control account.

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.

See reverse side for important information.



The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	



Print address or phone changes: _____

 Work () _____

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

SUNLINE TRANSIT
 LAURA SKIVER
 32505 HARRY OLIVER TRL 21102
 THOUSAND PALMS CA 92276-3501 6312

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**

Important Payment Information:

Payments made at a Wells Fargo branch. You may use cash or checks when making payments at a Wells Fargo branch.

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 payment by mail or payments made at a Wells Fargo branch. Payments that are received at the designated payment processing address (printed on each statement) by 5:00 p.m. on any business day will be credited as of the day of receipt. Payments received after 5:00 p.m. or on non-business days may be credited as of the next business day.

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.

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for December 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. Most of 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. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of December 31, 2019, the organization's revenues net of subsidies are \$4,259 over budget or 0.2% over the YTD budget. Expenditures are \$2,344,411 under budget or 11.5% below the YTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
December 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	207,699	223,972	(16,273)	1,404,379	1,399,825	4,554	49.8%
Other Revenue	1,773,184	172,741	147,765	24,975	886,297	886,592	(295)	50.0%
Total Operating Revenue	4,572,833	380,439	371,737	8,702	2,290,675	2,286,417	4,259	49.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,276,452	801,654	856,371	54,718	4,853,233	5,138,226	284,993	52.8%
Operator & Mechanic Overtime	1,071,700	63,710	89,308	25,598	644,418	535,850	(108,568)	39.9%
Administration Salaries & Wages	6,311,657	417,181	525,971	108,791	2,735,010	3,155,829	420,818	56.7%
Administration Overtime	79,284	3,525	6,607	3,082	32,714	39,642	6,928	58.7%
Fringe Benefits	10,763,317	921,359	896,943	(24,416)	4,408,170	5,381,659	973,489	59.0%
Communications	226,000	19,301	18,833	(467)	116,136	113,000	(3,136)	48.6%
Legal Services	525,000	22,020	43,750	21,730	85,322	262,500	177,178	83.7%
Computer/Network Software Agreement	626,053	36,349	52,171	15,822	264,540	313,027	48,487	57.7%
Uniforms	118,706	4,868	9,892	5,024	38,687	59,353	20,666	67.4%
Contracted Services	480,193	32,588	40,016	7,428	228,297	240,097	11,800	52.5%
Equipment Repairs	11,750	781	979	198	4,042	5,875	1,833	65.6%
Security Services	117,337	6,324	9,778	3,454	39,233	58,669	19,436	66.6%
Fuel - CNG	1,551,295	108,814	129,275	20,461	701,410	775,648	74,237	54.8%
Fuel - Hydrogen	350,000	89,283	29,167	(60,117)	230,739	175,000	(55,739)	34.1%
Tires	291,800	15,601	24,317	8,715	95,748	145,900	50,152	67.2%
Office Supplies	75,028	2,131	6,252	4,121	27,244	37,514	10,270	63.7%
Travel/Training	142,475	10,600	11,873	1,273	56,555	71,238	14,682	60.3%
Repair Parts	1,407,128	117,095	117,261	166	733,937	703,564	(30,373)	47.8%
Facility Maintenance	45,750	1,234	3,813	2,579	20,179	22,875	2,696	55.9%
Electricity - CNG & Hydrogen	283,000	87,467	23,583	(63,884)	151,482	141,500	(9,982)	46.5%
Natural Gas	1,335,000	93,411	111,250	17,839	592,534	667,500	74,966	55.6%
Water and Gas	6,500	415	542	127	1,864	3,250	1,386	71.3%
Insurance Losses	1,312,523	74,955	109,377	34,422	811,845	656,262	(155,583)	38.1%
Insurance Premium - Property	18,626	1,517	1,552	35	9,101	9,313	212	51.1%
Repair Claims	53,488	28	4,457	4,429	705	26,744	26,039	98.7%
Fuel Taxes	116,500	9,413	9,708	296	38,393	58,250	19,857	67.0%
Other Expenses	5,014,370	302,185	417,864	115,679	2,010,837	2,507,185	496,348	59.9%
Self Consumed Fuel	(1,770,782)	(198,081)	(147,565)	(50,516)	(856,713)	(885,391)	28,678	51.6%
Total Operating Expenses (Before Depreciation)	40,840,150	3,045,727	3,403,346	357,618	18,075,664	20,420,075	2,344,411	55.7%
Operating Expenses in Excess of Operating Revenue		\$ (2,665,288)			\$ (15,784,989)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	531,042	602,169	71,128	3,145,058	3,613,015	467,957	56.5%
State - LTF, LCTOP	21,191,641	1,557,376	1,765,970	208,595	9,223,451	10,595,821	1,372,370	56.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	576,871	654,137	77,266	3,416,480	3,924,823	508,343	56.5%
Total Subsidies	36,267,317	2,665,288	3,022,276	356,988	15,784,989	18,133,659	2,348,670	56.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
December 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,502,410	2,207,429	2,375,201	167,772	12,673,546	14,251,205	1,577,659	55.5%
Services	4,140,151	218,126	345,013	126,886	1,447,828	2,070,076	622,247	65.0%
Fuels & Lubricants	2,140,724	210,095	178,394	(31,701)	1,013,897	1,070,362	56,465	52.6%
Tires	291,800	15,601	24,317	8,715	95,748	145,900	50,152	67.2%
Materials and Supplies	1,778,028	136,089	148,169	12,080	887,786	889,014	1,228	50.1%
Utilities	1,902,500	210,918	158,542	(52,377)	893,701	951,250	57,549	53.0%
Casualty & Liability	2,155,119	143,648	179,593	35,945	1,229,454	1,077,560	(151,894)	43.0%
Taxes and Fees	116,500	9,413	9,708	296	38,393	58,250	19,857	67.0%
Miscellaneous Expenses	1,583,700	92,489	131,975	39,486	652,024	791,850	139,826	58.8%
Self Consumed Fuel	(1,770,782)	(198,081)	(147,565)	(50,516)	(856,713)	(885,391)	28,678	51.6%
Total Operating Expenses (Before Depreciation)	40,840,150	3,045,727	3,403,346	357,618	18,075,664	20,420,075	2,344,411	55.7%
Revenues:								
Passenger Revenue	2,799,649	207,699	223,972	(16,273)	1,404,379	1,399,825	4,554	49.8%
Other Revenue	1,773,184	172,741	147,765	24,975	886,297	886,592	(295)	50.0%
Total Operating Revenue	4,572,833	380,439	371,737	8,702	2,290,675	2,286,417	4,259	49.9%
Net Operating Gain (Loss)		\$ (2,665,288)			\$ (15,784,989)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	531,042	602,169	71,128	3,145,058	3,613,015	467,957	56.5%
State - LTF, SGR, LCTOP	21,191,641	1,557,376	1,765,970	208,595	9,223,451	10,595,821	1,372,370	56.5%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	576,871	654,137	77,266	3,416,480	3,924,823	508,343	56.5%
Total Subsidies	36,267,317	2,665,288	3,022,276	356,988	15,784,989	18,133,659	2,348,670	56.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- For December ridership is at 0.5% above FY19 YTD totals.
- Total system ridership is 5,087 trips above FY19 YTD amounts.

Ridership				
	FY19-Dec	FY20-Dec	Variance	%Δ
Fixed Route	323,562	321,860	(1,702)	-0.5%
Paratransit	11,717	12,055	338	2.9%
SolVan	1,750	1,322	(428)	-24.5%
System Total	337,029	335,237	(1,792)	-0.5%

Ridership				
	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	1,967,113	1,976,494	9,381	0.5%
Paratransit	77,776	77,119	(657)	-0.8%
SolVan	11,612	7,975	(3,637)	-31.3%
System Total	2,056,501	2,061,588	5,087	0.2%

Other Revenue - Unfavorable

- The unfavorable balance is mainly attributed to lower emission credit revenue.
- Emissions credit revenue has a negative variance due to a decrease in the number of emission credits generated and sold.

Operator & Mechanic Salaries & Wages - 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.

Operator & Mechanic Overtime - Unfavorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

December			
	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 43,674.97	\$ 12,158.36
Paratransit	\$ 22,500.00	\$ 14,213.29	\$ 8,286.71
Mechanics	\$ 10,000.00	\$ 3,983.89	\$ 6,016.11
Stops and Zones	\$ 641.66	\$ 1,198.97	\$ (557.31)

YTD-December			
	YTD Budget	YTD OT Expense	Variance
Fixed Route	\$ 335,000.00	\$ 452,046.90	\$ (117,046.90)
Paratransit	\$ 135,000.00	\$ 127,026.06	\$ 7,973.94
Mechanics	\$ 60,000.00	\$ 59,125.97	\$ 874.03
Stops and Zones	\$ 3,850.00	\$ 4,875.55	\$ (1,025.55)

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, ZEB Project Administrator).

Administration Overtime - Favorable

- Administrative overtime is within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., unemployment taxes, sick sell backs, 457 match contribution, health plan increase).

Communications - Unfavorable

- The unfavorable variance is due to a former telephone service contract. The new contract and upgrade was implemented 10/01/19 and a new billing rate established.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

- Equipment repair cost 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 46,391 GGE's below FY19 YTD amounts. The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Dec FY19	108,310				
Dec FY20	102,248	(6,062)	2,753	-5.60%	2.77%
Nov FY20	99,495				
YTD Dec FY19	725,807				
YTD Dec FY20	679,416	(46,391)		-6.39%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The expenses will continue to be monitored and a budget adjustment will be executed to cover the actual cost of hydrogen fuel.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

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

Repair Parts - Unfavorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In December, fixed route had costs of \$78,022 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In December, paratransit had expenses of \$14,984 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In December, support vehicle repair parts had a cost of \$1,901 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The utility bills will continue to be monitored and a budget adjustment will be executed to cover the actual cost for power.

Natural Gas - Favorable

- In December, there was an increase of 4,720 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has decreased 16,200 GGE's below FY19 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August 2018, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Dec FY19	8,539				
Dec FY20	28,923	20,384	4,720	238.72%	19.50%
Nov FY20	24,203				
YTD Dec FY19	128,373				
YTD Dec FY20	112,174	(16,200)		-12.62%	

Water and Gas - Favorable

- Water and gas utility expenses are within an acceptable range of the budgeted amount.
- Gas expenditures follow a seasonal pattern. Expenses are higher during the winter months.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- 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 losses can vary widely from month to month.

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.
- The savings in repair claim expenses are attributed to collisions 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 \$31,505 below FY19 YTD amounts.
- For December, sales have increased by \$11,852 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Dec FY19	\$ 22,939				
Dec FY20	\$ 77,955	\$ 55,016	\$ 11,852	239.83%	17.93%
Nov FY20	\$ 66,104				
YTD Dec FY19	\$ 333,521				
YTD Dec FY20	\$ 302,016	\$ (31,505)		-9.45%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self Consumed Fuel - Favorable

- The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency to better meet the needs of the Coachella Valley residents.

Mileage

	Dec FY19	Dec FY20	Variance	%Δ
Fixed Route	305,423	312,775	7,352	2.4%
Paratransit	90,693	95,616	4,923	5.4%
System Total	396,116	408,391	12,276	3.1%

Mileage YTD-December

	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	1,870,648	1,902,159	31,511	1.7%
Paratransit	609,439	603,897	(5,542)	-0.9%
System Total	2,480,087	2,506,056	25,969	1.0%

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for January 2020

Summary:

In accordance with chapter 2, section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts signed in excess of \$25,000 and less than \$100,000. This ensures the Board is aware of the obligations entered under the CEO/General Manager's authority.

- For the month of January 2020, there were three (3) contracts executed between \$25,000 and \$100,000:

VENDOR	PURPOSE
Yellow Cab Company of the Desert	Microtransit Pilot Program
Plaza Towing	Towing Services
Municipal Resource Group	Human Resource Consultation

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000

January 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Yellow Cab Company of the Desert	Microtransit Pilot Program	Pilot program for demand transportation model using smartphone or dispatch based requests to summon transportation vehicles. Program will reduce operating cost for the Agency while improving rider experience by minimizing rider's trip and wait time.	FY20 Operating Budget	\$ 312,500.00	\$ 65,000.00	Executed Agreement
Plaza Towing	Towing Services	Towing services for the Agency.	FY20 Operating Budget	\$ 30,000.00	\$ 30,000.00	Executed Agreement
Municipal Resource Group	Human Resource Consultation	Provide support to the Chief of Human Relations. Assisting with competency development, Human Resources best practices and implementation of HR improvements, as well as provide professional HR advisory services.	FY20 Operating Budget	\$ 90,000.00	\$ 36,723.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Union

	Actual	Range
Equities	65.20%	35 – 75%
Fixed Income	33.88%	25 – 64%
Cash & Equivalent	0.92%	0 – 10%

Non-Union

	Actual	Range
Equities	65.31%	35 – 75%
Fixed Income	33.86%	25 – 64%
Cash & Equivalent	0.83%	0 – 10%

- For the month of December, the market value of assets increased by \$656,977 and \$651,769 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
November 2019	\$30,130,015	\$30,431,876
December 2019	\$30,786,992	\$31,083,645
Increase (Decrease)	\$656,977	\$651,769

Recommendation:

Receive and file.

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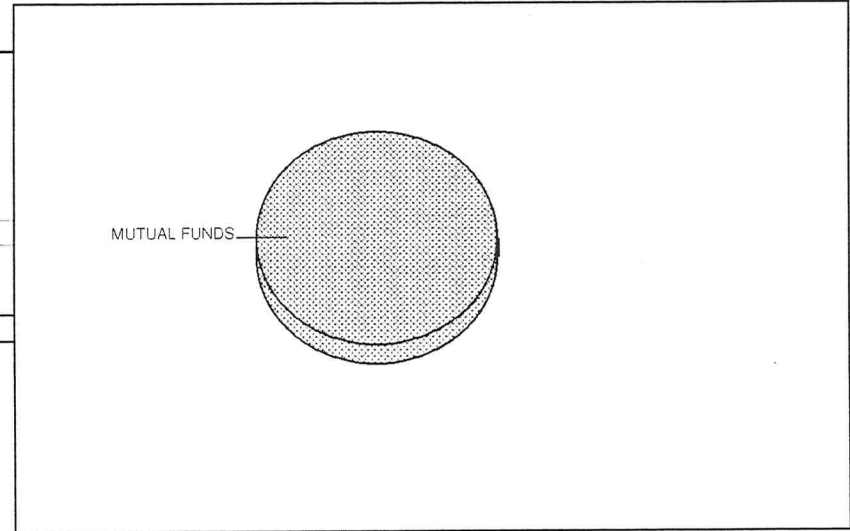
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 31
 Period from December 1, 2019 to December 31, 2019

ASSET SUMMARY

ASSETS	12/31/2019 MARKET	12/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	282,520.90	282,520.90	0.92
Mutual Funds-Equity	20,072,516.34	17,230,124.37	65.20
Mutual Funds-Fixed Income	10,431,524.47	10,263,252.67	33.88
Total Assets	30,786,561.71	27,775,897.94	100.00
Accrued Income	430.38	430.38	0.00
Grand Total	30,786,992.09	27,776,328.32	100.00

Estimated Annual Income 731,925.64



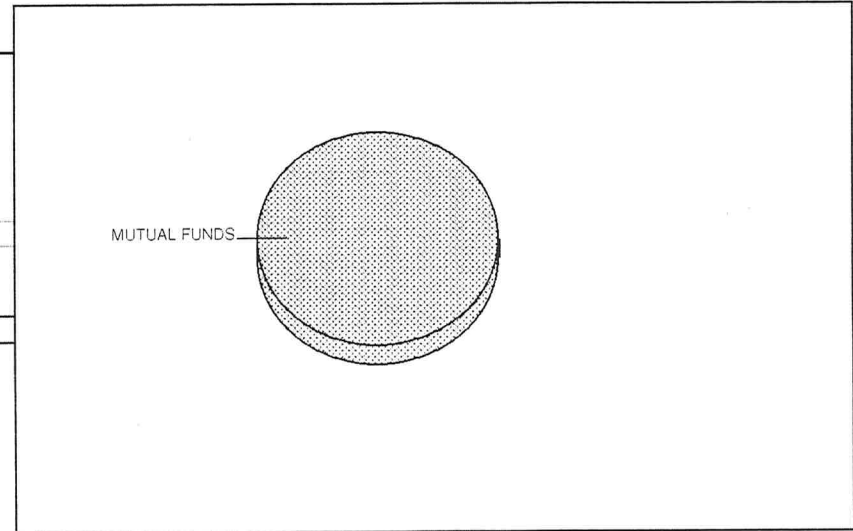
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

ASSETS	12/31/2019 MARKET	12/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	258,631.70	258,631.70	0.83
Mutual Funds-Equity	20,300,313.04	17,431,248.65	65.31
Mutual Funds-Fixed Income	10,524,300.51	10,357,000.83	33.86
Total Assets	31,083,245.25	28,046,881.18	100.00
Accrued Income	399.34	399.34	0.00
Grand Total	31,083,644.59	28,047,280.52	100.00

Estimated Annual Income 738,827.20



ASSET SUMMARY MESSAGES

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for January 2020

Summary:

	Monthly Ridership		Variance	
	Jan 2019	Jan 2020	Net	Percent
Fixed Route	337,743	353,471	15,728	4.7%
SolVan*	2,094	1,403	(691)	-33.0%
SunDial	13,585	12,849	(736)	-5.4%
System Total	353,422	367,723	14,301	4.0%

* The SolVan month over month ridership for January declined by 691 (33%) passengers due to two (2) out of the eight (8) vanpools shifting to another vanpool group not affiliated with SunLine's SolVan program.

The year-to-date system ridership shows a 19,388 (0.8%) increase compared to the previous fiscal year.

Year-to-date Ridership	
	Jan 2020
Fiscal Year 2019	2,409,923
Fiscal Year 2020	2,429,311
Ridership Increase	19,388

Recommendation:

Receive and file.



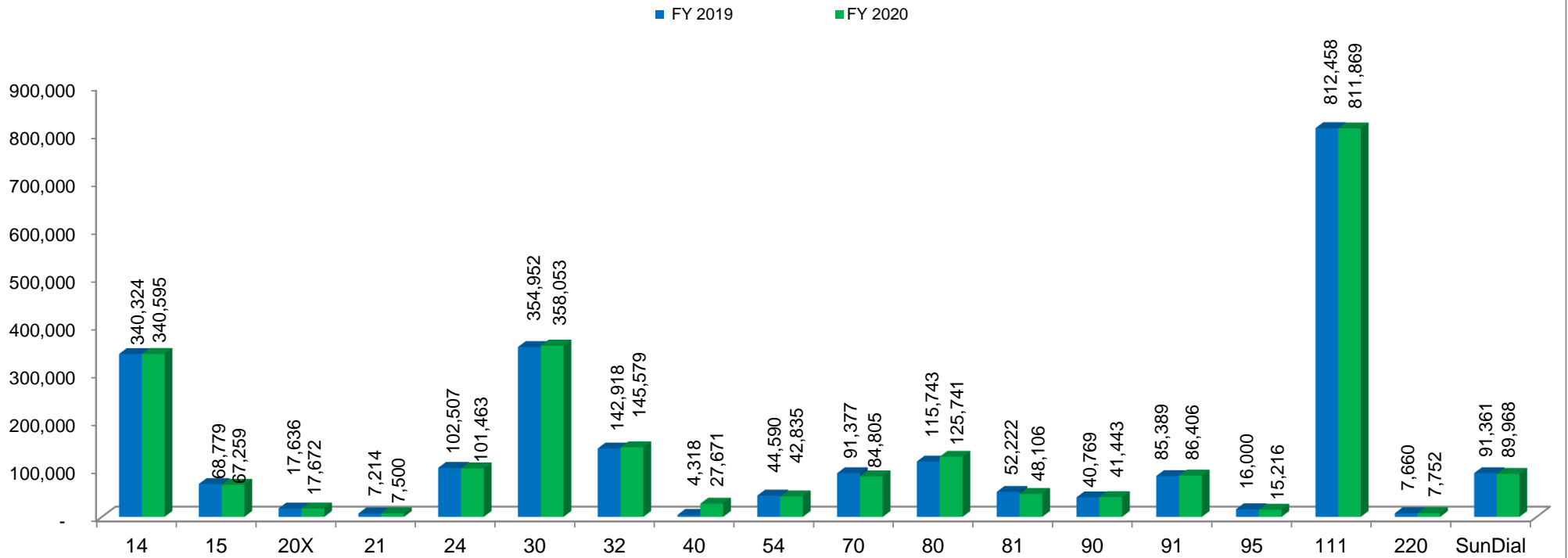
SunLine Transit Agency Monthly Ridership Report January 2020

		FY 2020 & 2019												
		Jan 2020	Jan 2019	Dec 2019	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Route	Fixed Route Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	49,994	48,128	46,834	1,866	3.9%	340,595	340,324	271	0.1%	1,698	11,447	403	2,754
15	DHS	9,941	10,070	9,454	(129)	-1.3%	67,259	68,779	(1,520)	-2.2%	170	1,202	194	1,120
20X	DHS/PD	2,815	2,340	2,209	475	20.3%	17,672	17,636	36	0.2%	60	395	4	29
21	PD	1,156	1,166	986	(10)	-0.9%	7,500	7,214	286	4.0%	52	212	10	81
24	PS	14,699	14,572	14,402	127	0.9%	101,463	102,507	(1,044)	-1.0%	609	3,604	200	1,170
30	CC/PS	52,467	49,469	48,502	2,998	6.1%	358,053	354,952	3,101	0.9%	1,792	12,806	405	3,199
32	PD/RM/TP/CC/PS	21,779	20,611	20,721	1,168	5.7%	145,579	142,918	2,661	1.9%	1,067	6,383	162	1,258
40	PS/BUZZ	5,831	4,318	3,495	1,513	25.9%	27,671	4,318	23,353	84.4%	-	-	-	-
54	Indio/LQ/IW/PD	6,089	6,625	5,447	(536)	-8.8%	42,835	44,590	(1,755)	-3.9%	255	1,426	41	304
70	LQ/BD	14,525	14,486	12,099	39	0.3%	84,805	91,377	(6,572)	-7.2%	695	3,845	56	245
80	Indio	19,122	17,314	18,581	1,808	9.5%	125,741	115,743	9,998	8.6%	266	2,249	191	1,522
81	Indio	7,053	7,255	6,439	(202)	-2.9%	48,106	52,222	(4,116)	-7.9%	50	494	23	188
90	Coachella/Indio	5,407	5,893	5,086	(486)	-9.0%	41,443	40,769	674	1.7%	87	609	68	625
91	I/Cch/Th/Mec/Oas	14,079	13,144	11,478	935	6.6%	86,406	85,389	1,017	1.2%	185	1,429	59	358
95	I/Cch/Th/Mec/NS	2,110	2,278	1,868	(168)	-8.0%	15,216	16,000	(784)	-4.9%	69	280	10	74
111	PS to Indio	125,338	118,989	113,147	6,349	5.1%	811,869	812,458	(589)	-0.1%	5,035	33,073	1,016	7,001
220	PD to Riverside	1,066	1,085	1,112	(19)	-1.8%	7,752	7,660	92	1.2%	46	261	6	79
Fixed Route Total		353,471	337,743	321,860	15,728	4.7%	2,329,965	2,304,856	25,109	1.1%	12,136	79,715	2,848	20,007
SolVan		1,403	2,094	1,322	(691)	-33.0%	9,378	13,706	(4,328)	-31.6%				
Demand Response														
SunDial		12,849	13,585	12,055	(736)	-5.4%	89,968	91,361	(1,393)	-1.5%				
System Total		367,723	353,422	335,237	14,301	4.0%	2,429,311	2,409,923	19,388	0.8%				
		Jan-20	Jan-19	Dec-19										
Weekdays:		* 22	* 23	* 21										
Saturdays:		4	4	4										
Sundays:		5	4	5										
Total Days:		31	31	30										

*COD Haul Pass Ridership was 16,305 from 1,185 unique riders. Mobile Ticketing Ridership was 16,101 from 602 unique riders.

SunLine Transit Agency
 Monthly Ridership Report
 January - 2020

Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for January 2020

Summary:

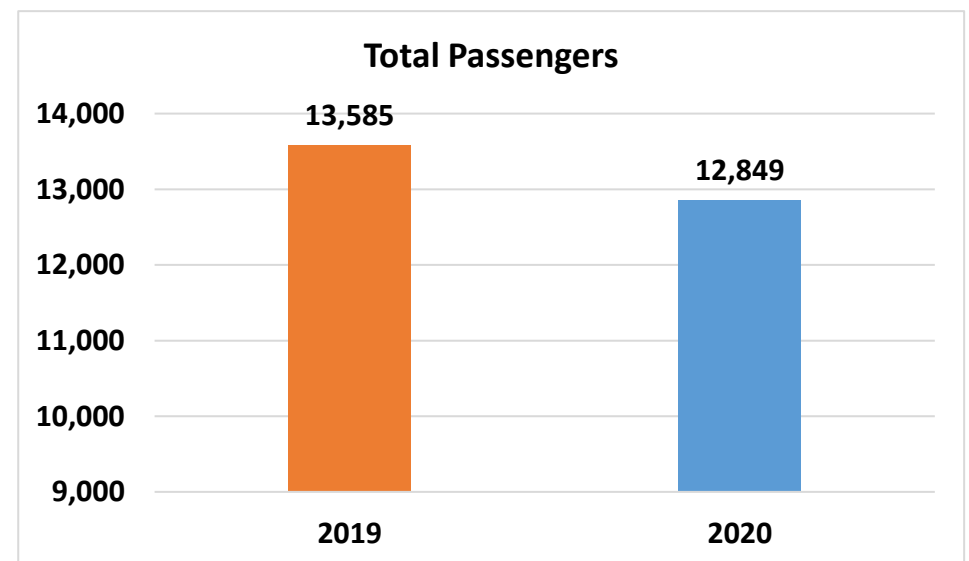
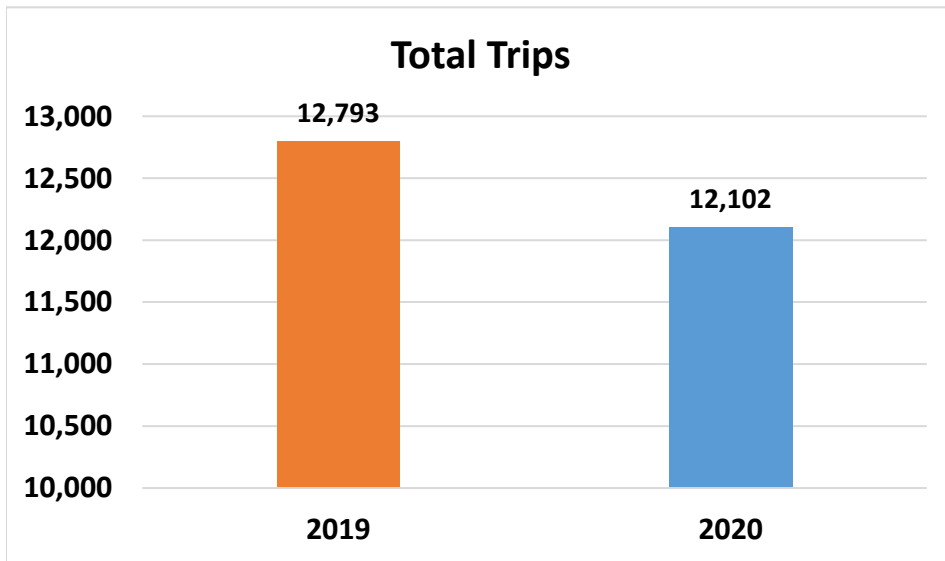
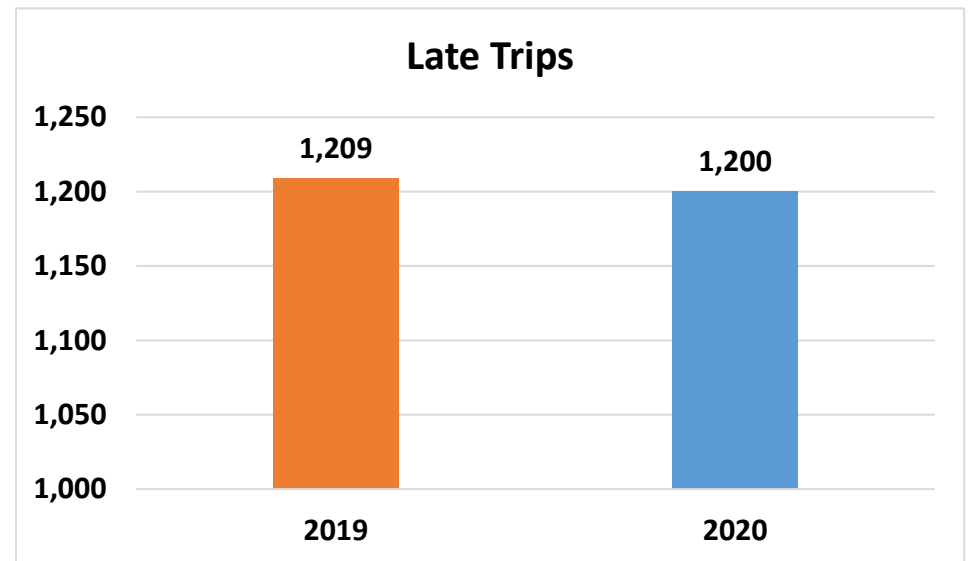
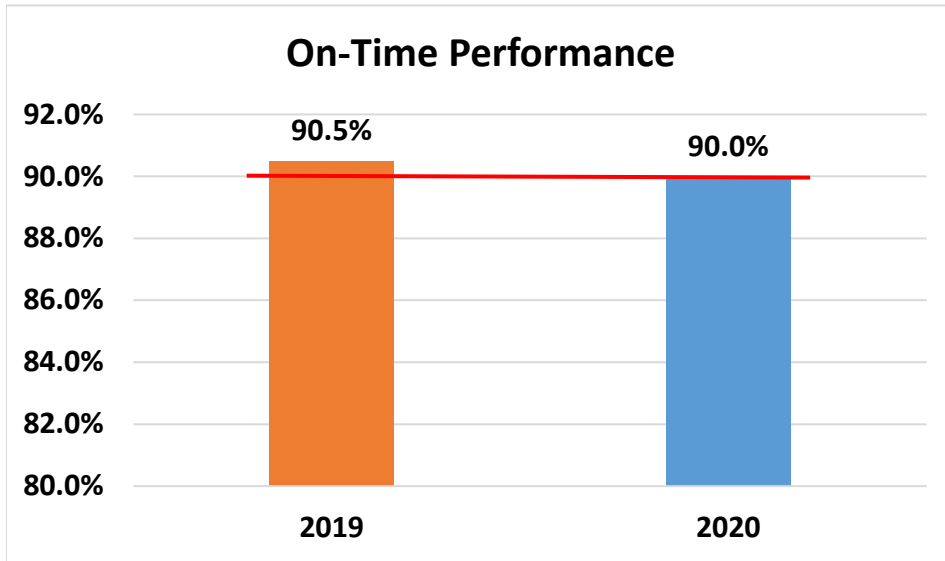
The attached report summarizes SunDial's operation for January 2020. This report identifies that the on-time performance for January has met the Agency's internal 90.0% goal. There was a 5.4% decrease in total trips as well as a 5.4% decrease in total passengers. There were no preventable accidents for the month. Road supervision continues to focus on ride along evaluations, onboard inspections and safety evaluations.

Recommendation:

Receive and file.

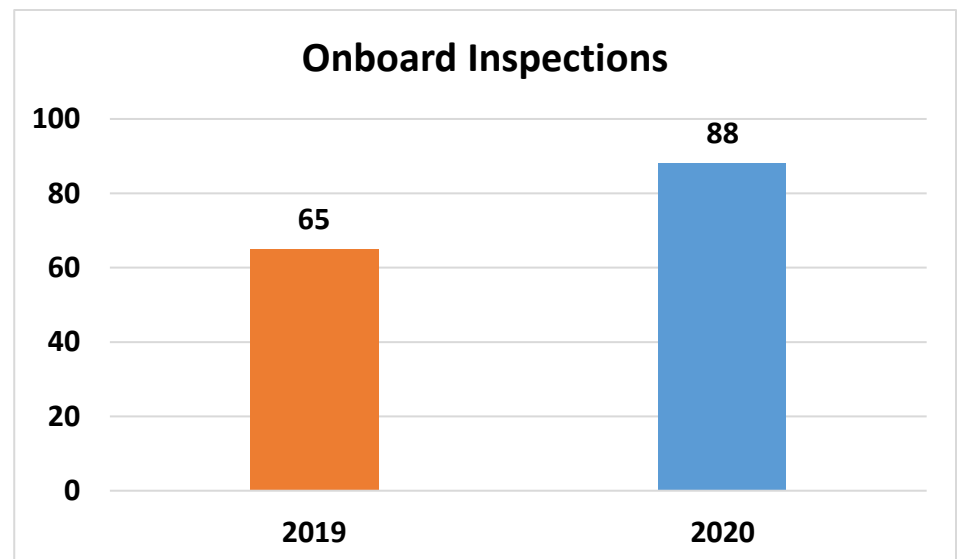
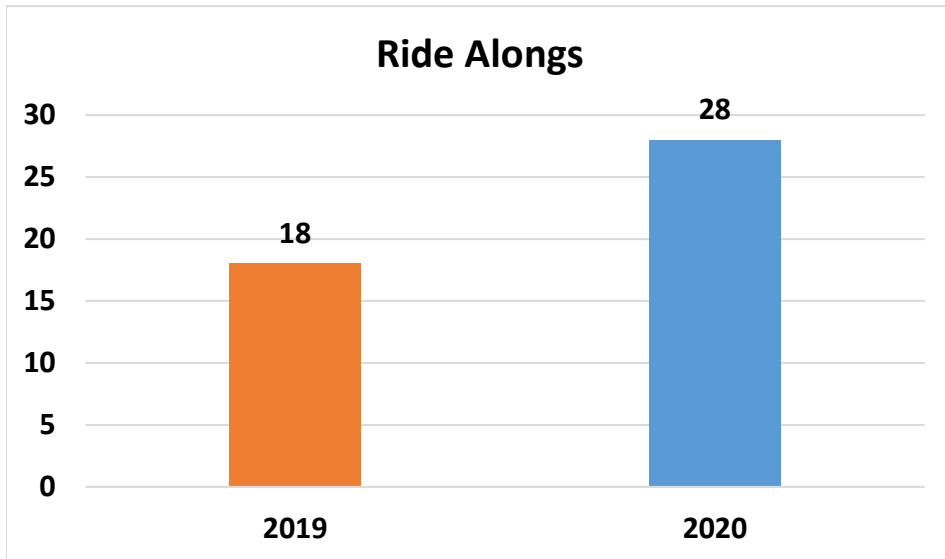
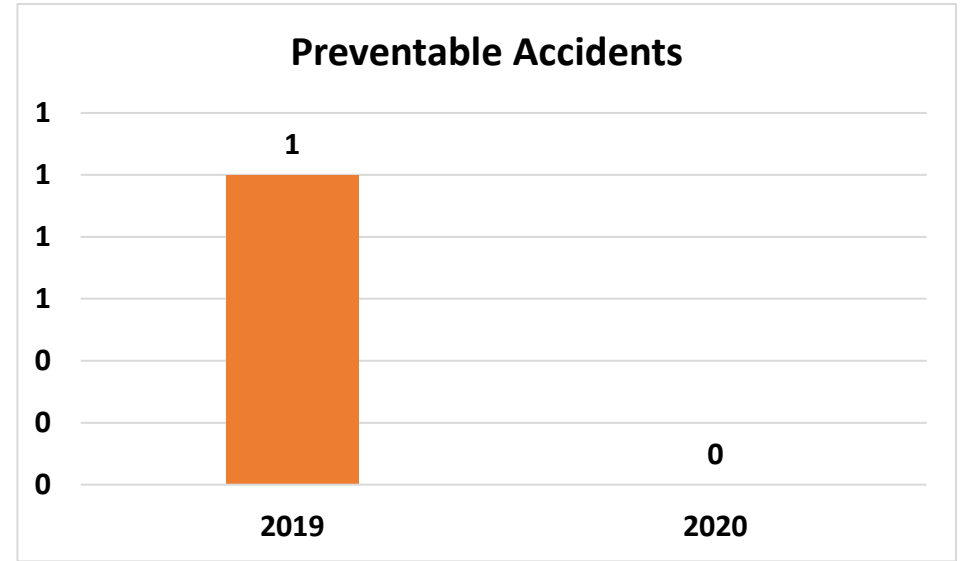
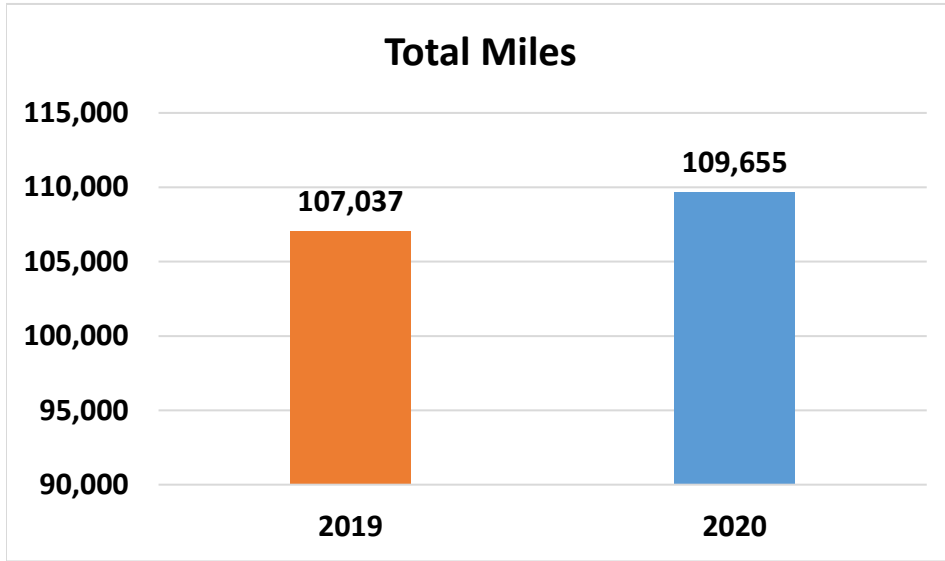
SunDial Operational Notes

JANUARY 2019/2020



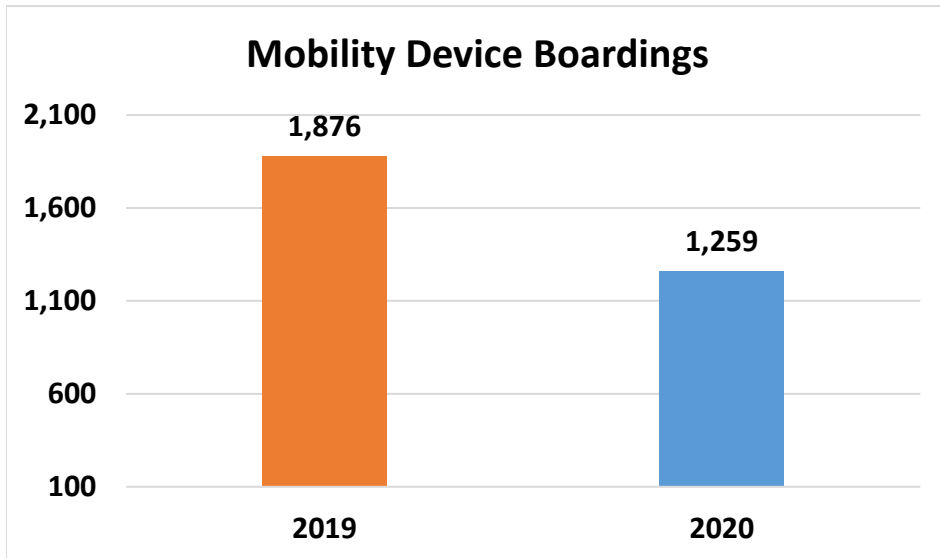
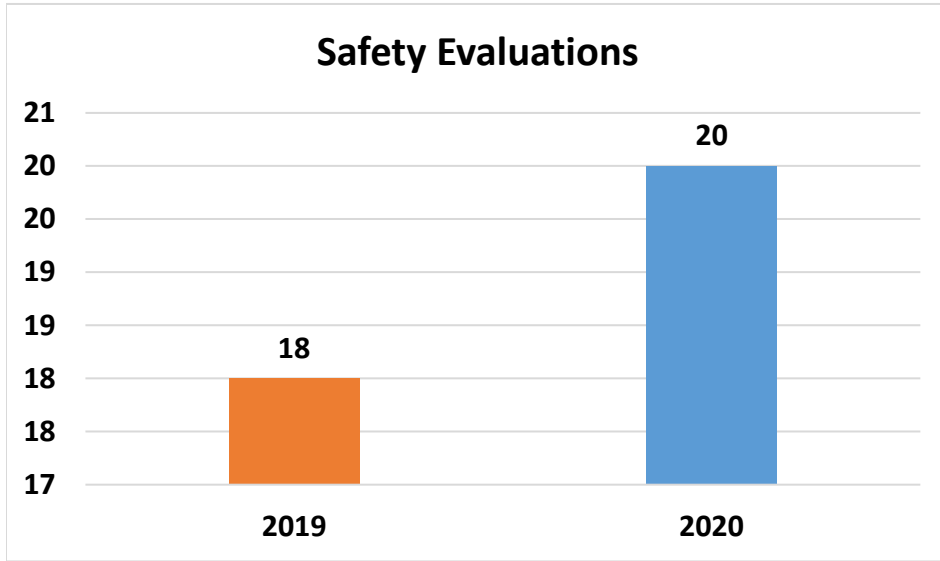
SunDial Operational Notes

JANUARY 2019/2020



SunDial Operational Notes

JANUARY 2019/2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: February 26, 2020
TO: Finance/Audit Committee
Board of Directors
RE: Metrics for January 2020

RECEIVE & FILE

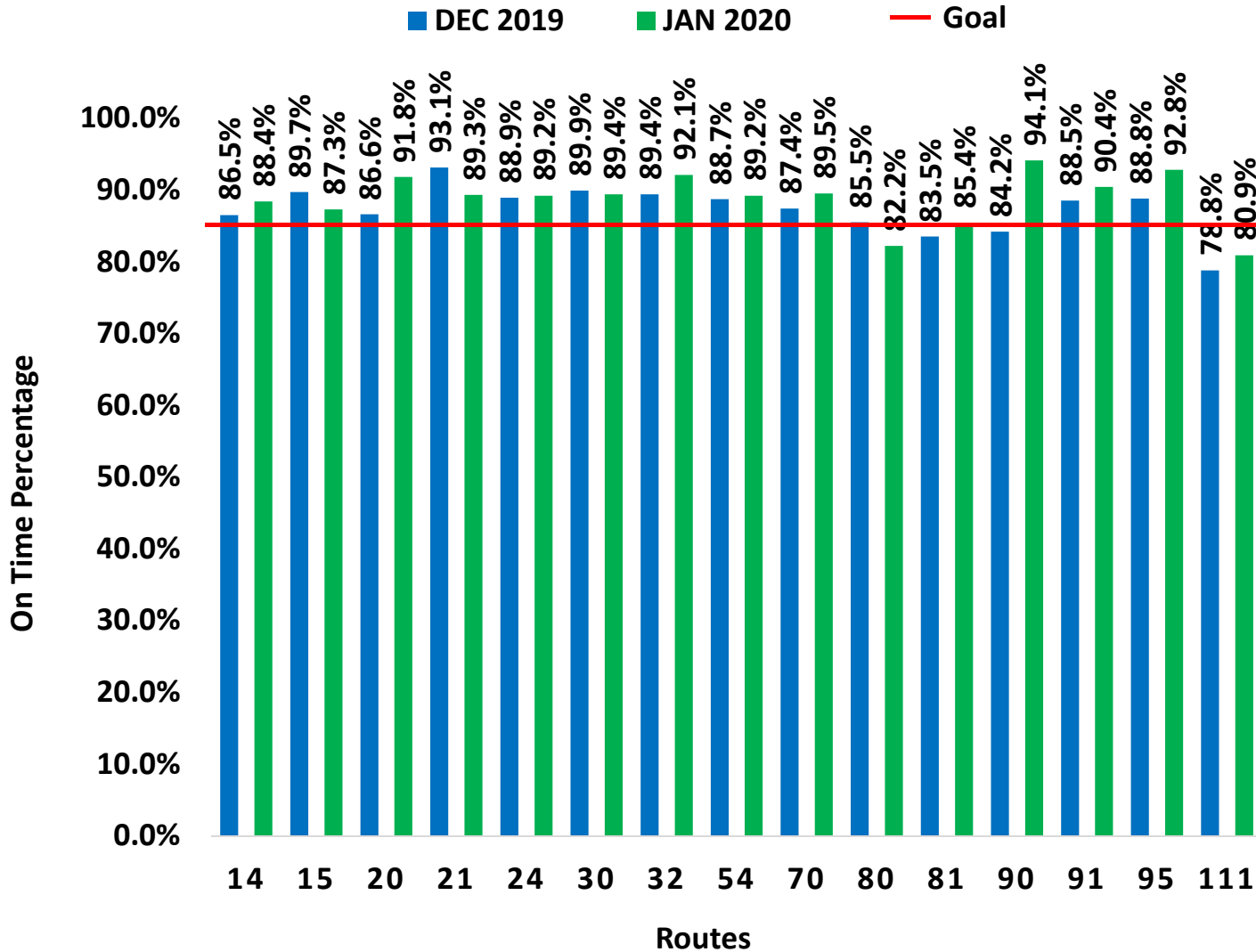
Summary:

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

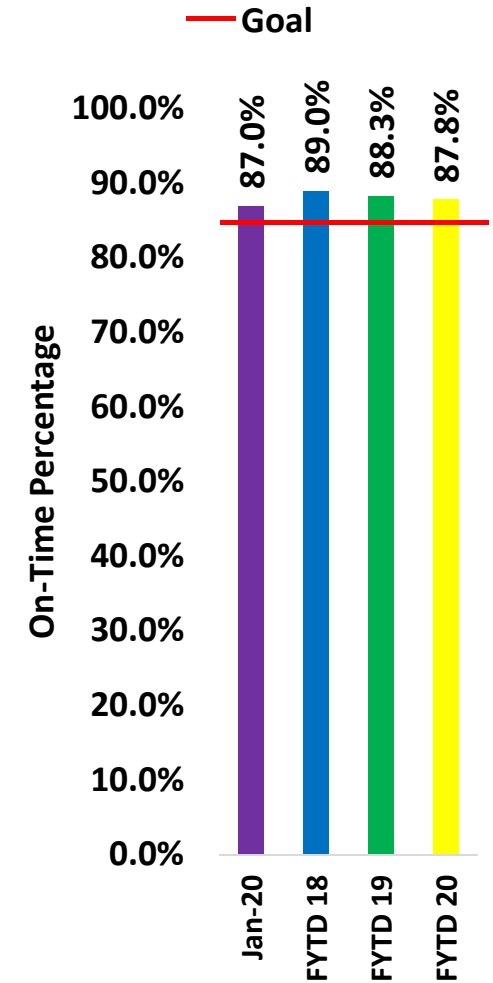
Recommendation:

Receive and file.

On-Time Performance Percent by Route

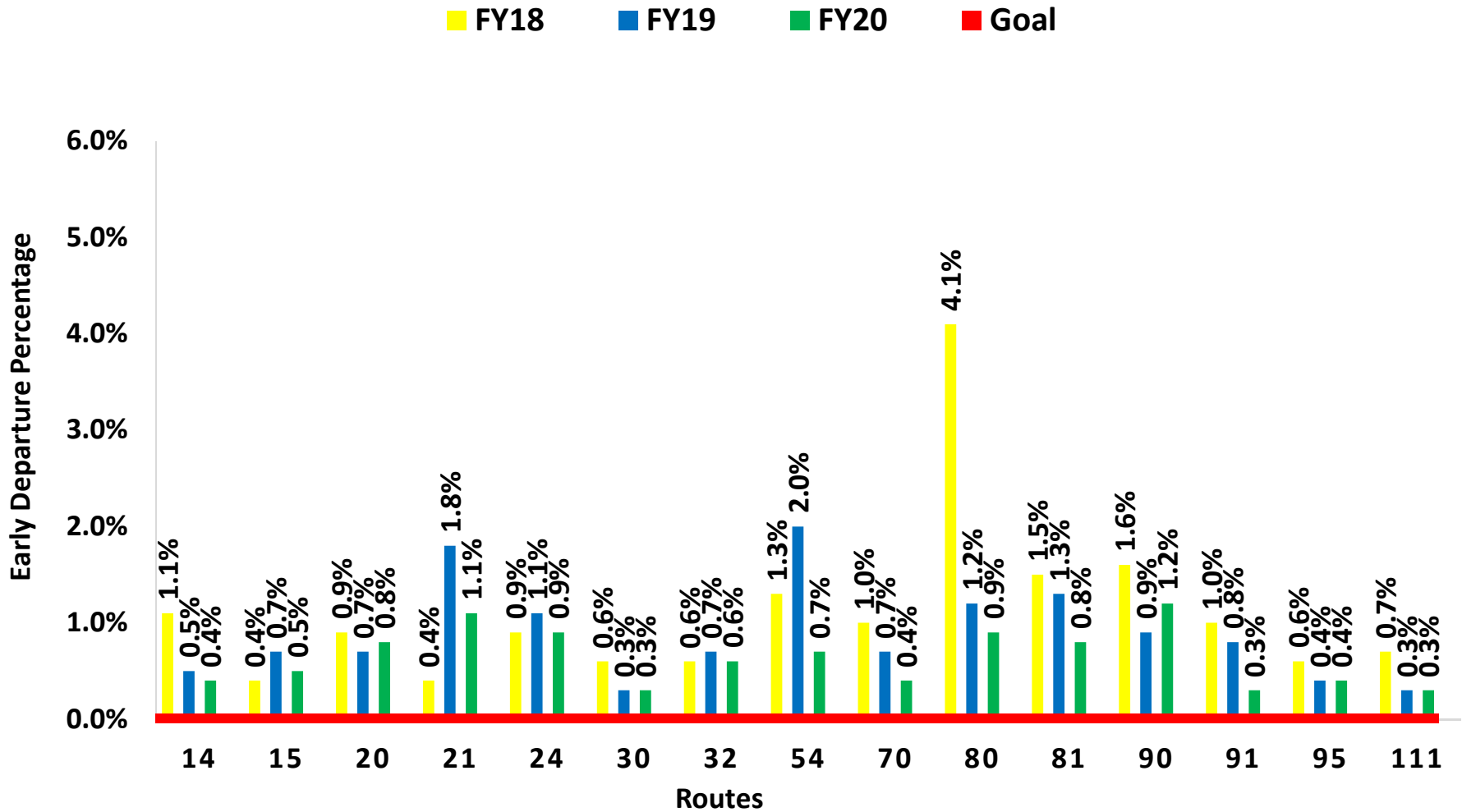


On Time Performance System Wide



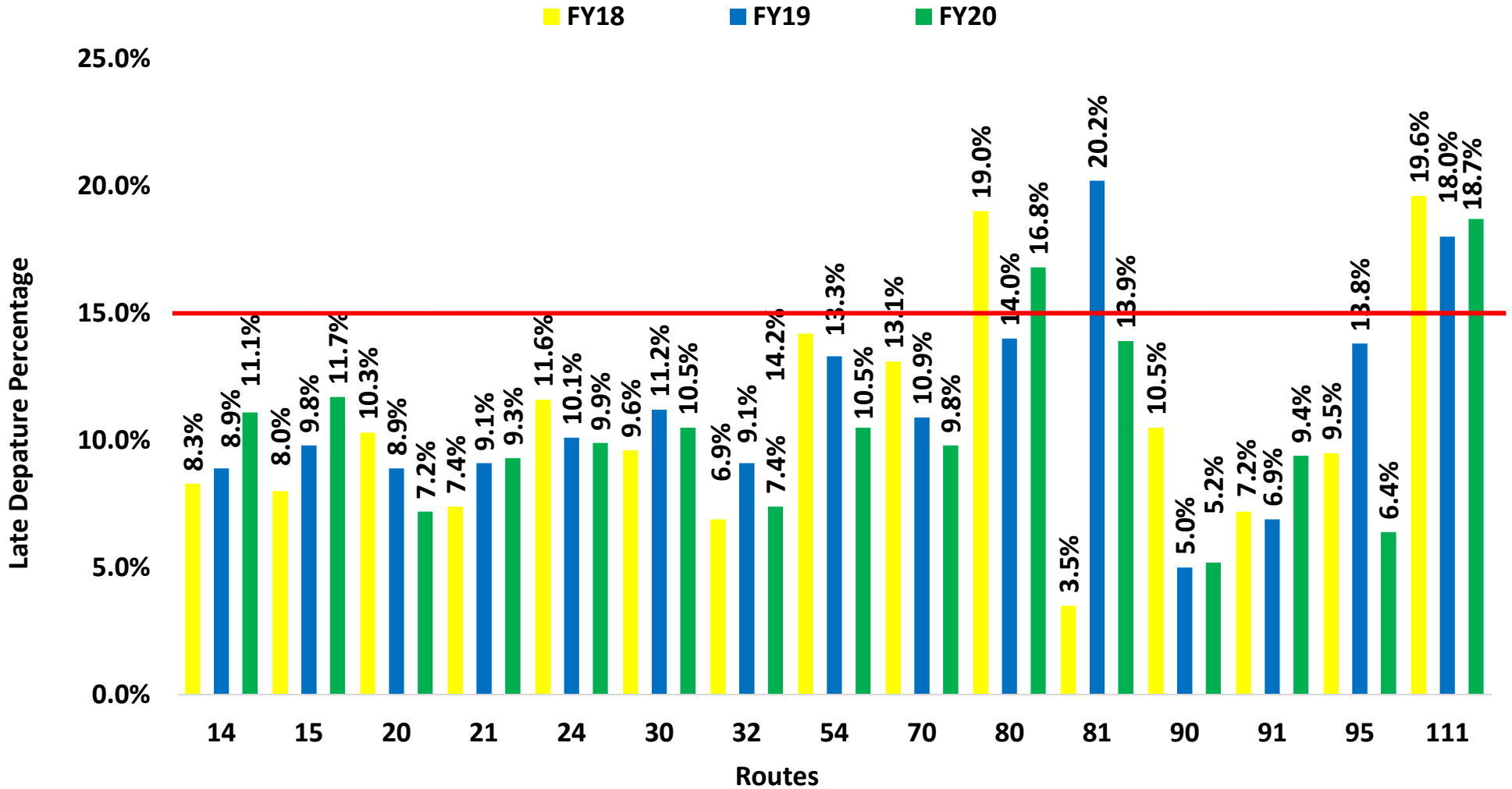
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.
 Goal: Minimum target for On-Time performance is 85%.
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

Early Departures by Route FYTD



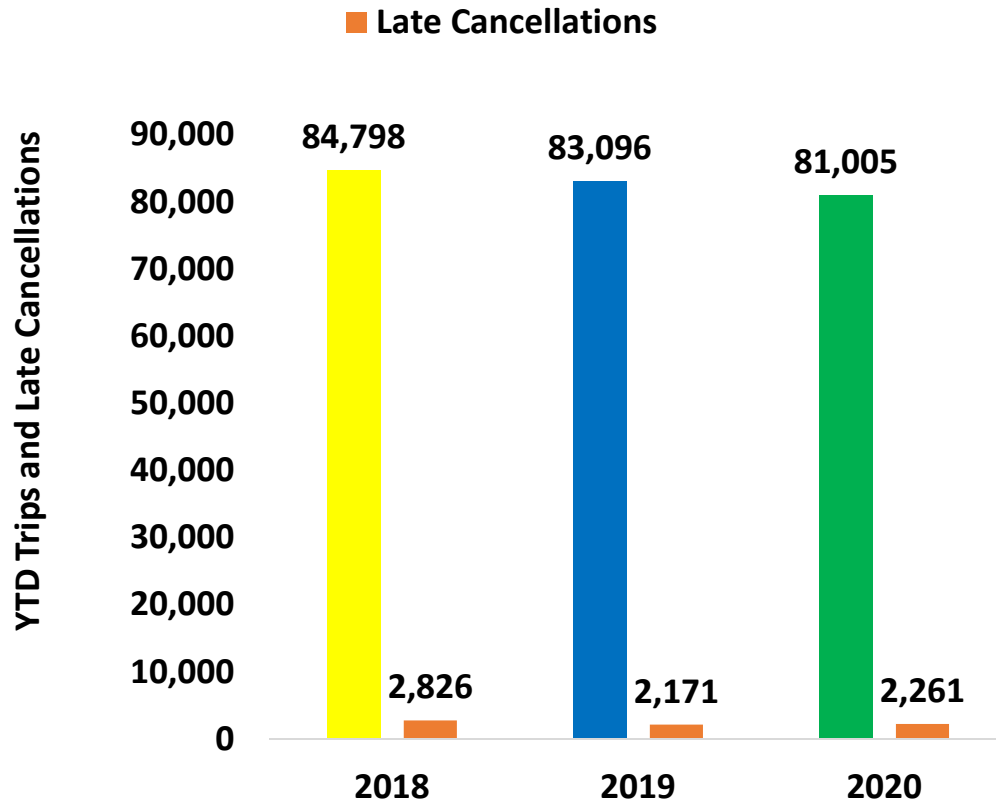
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route January

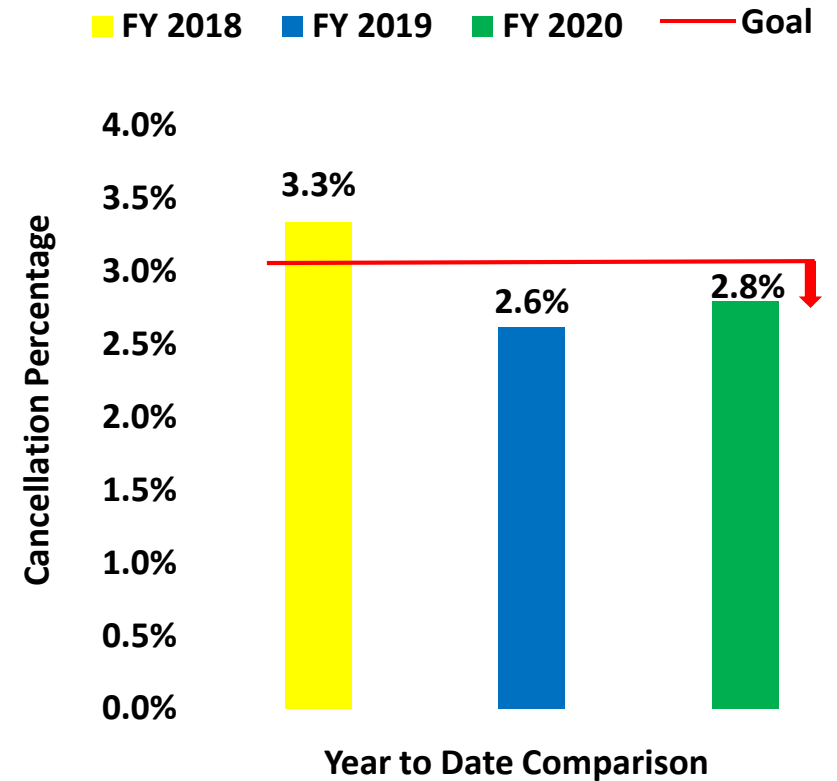


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

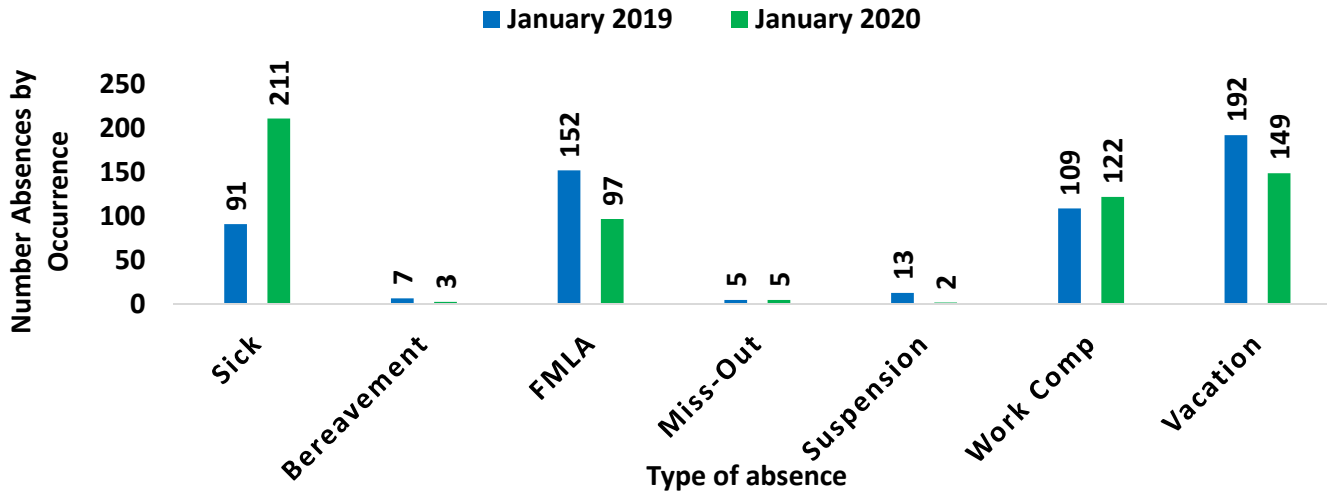


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

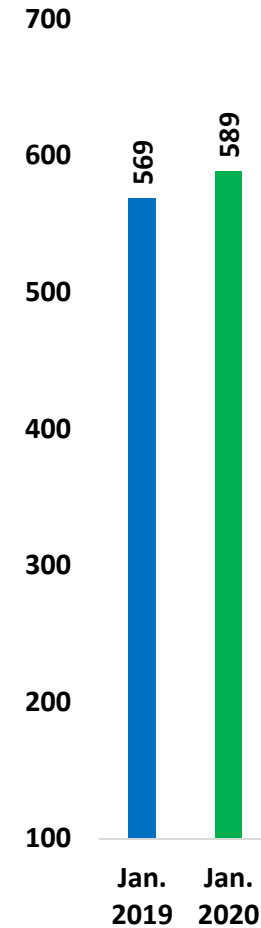
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

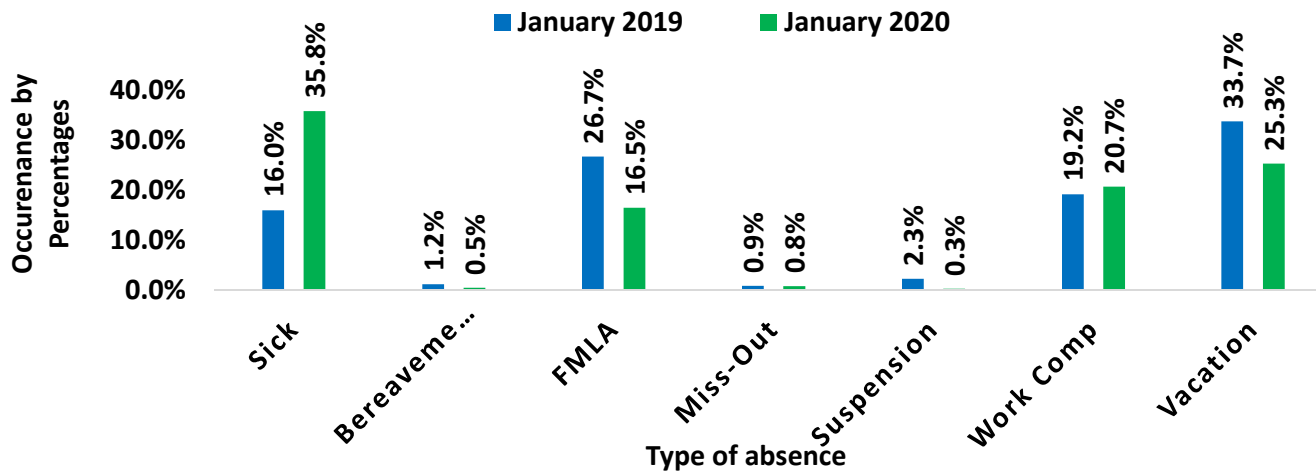
Driver Absence Occurrences



Total Absence Occurrences



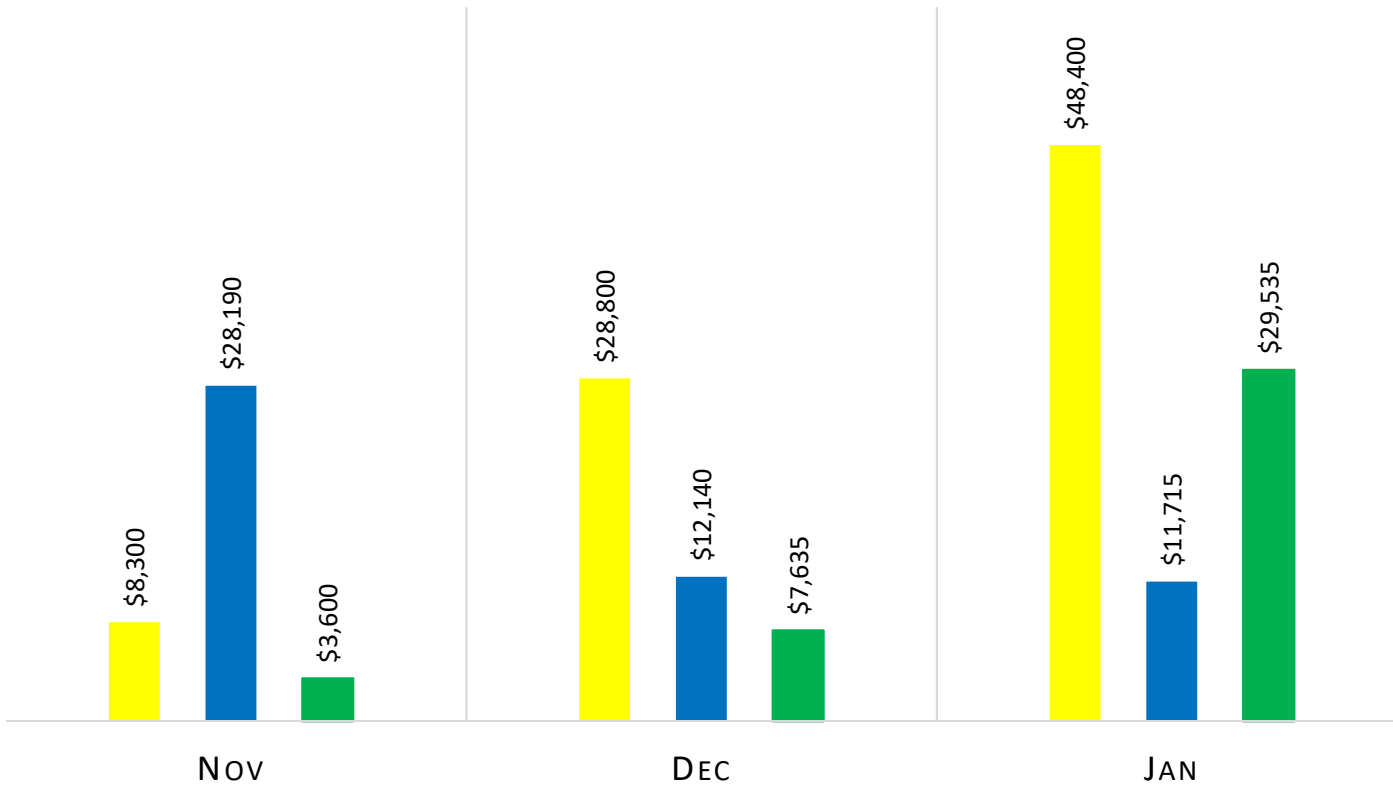
Driver Absence Occurrences by Percentages



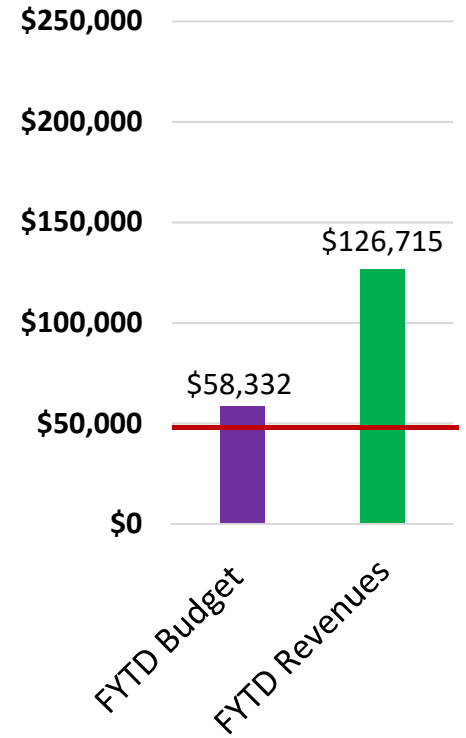
Goal: Reduce by 2% from previous year - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

Advertising Revenue - FYTD20

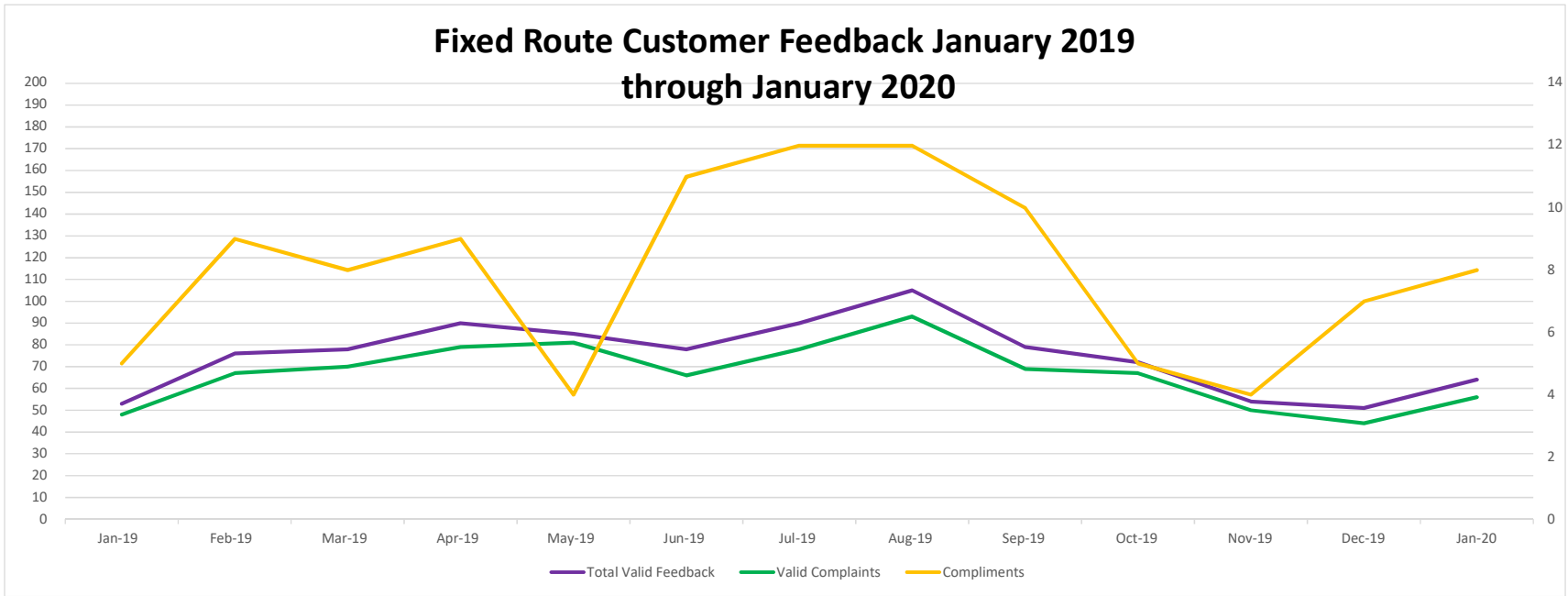
FY18 FY19 FY20



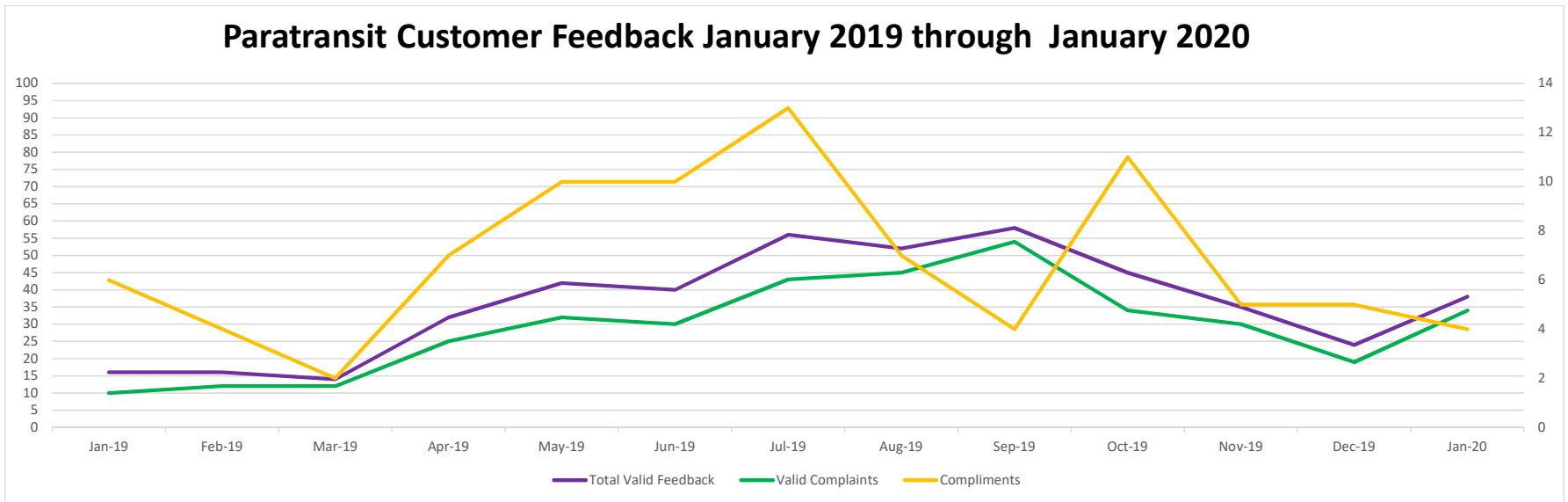
FYTD Budget vs FYTD Agency Revenue - January 2020



Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

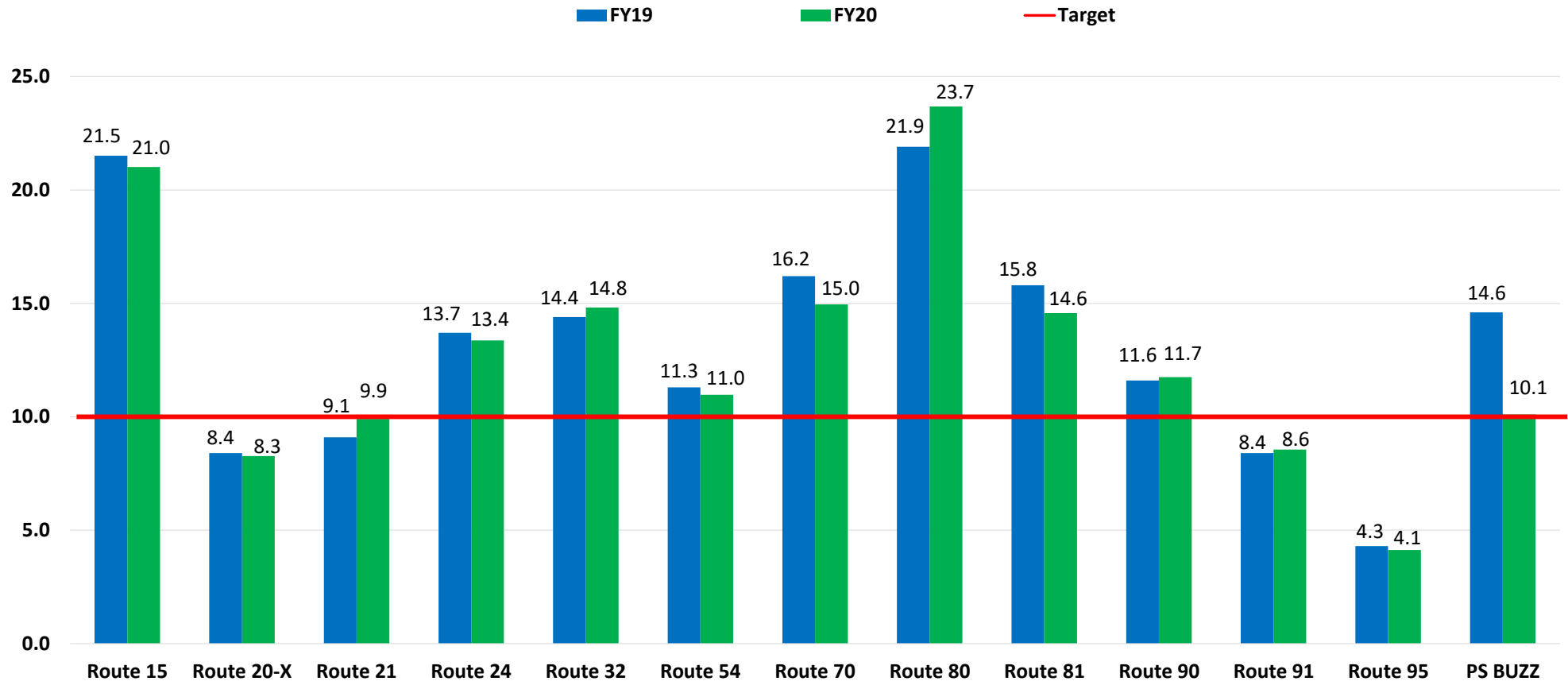


Valid fixed route feedback comprised of compliments and complaints for January 2020



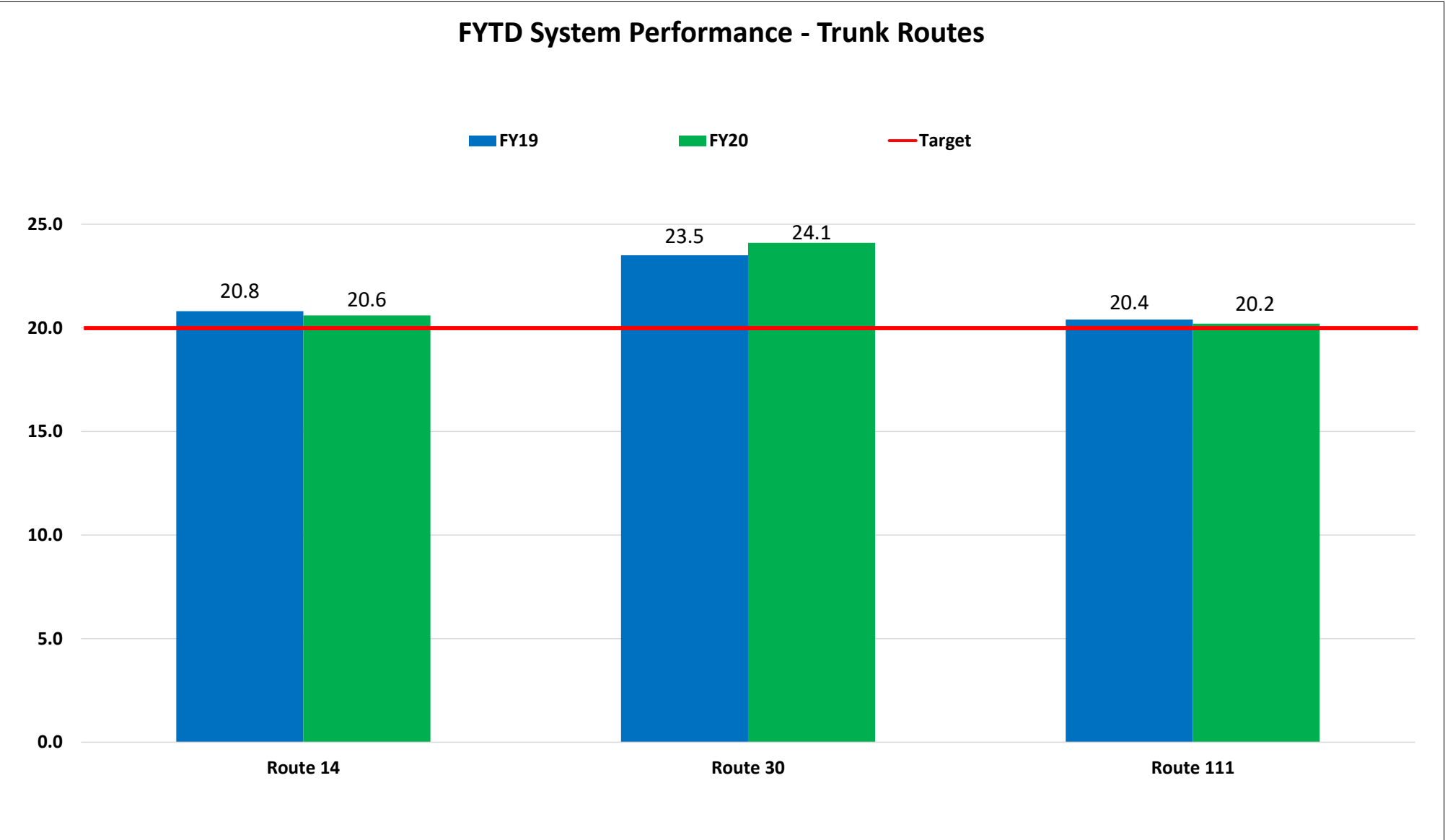
Valid paratransit feedback comprised of compliments and complaints for January 2020

FYTD System Performance - Local Routes



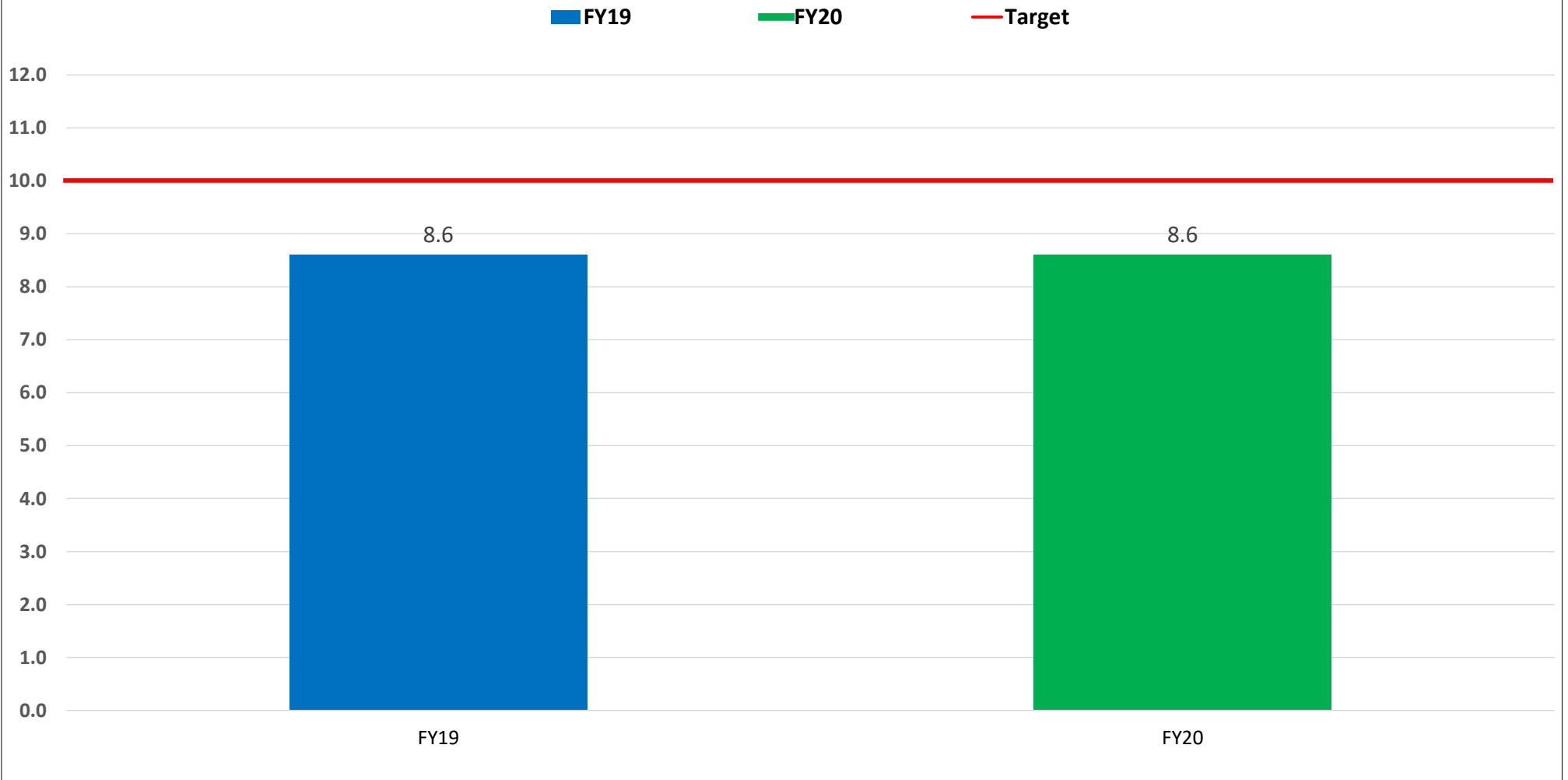
The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

FYTD System Performance - Trunk Routes



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 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

FYTD System Performance - Regional Service Commuter Link 220



The chart above represents the system performance target for regional service on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for regional service is 10 PPRT. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613).

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for January 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date January 2020.

Recommendation:

Receive and file.

FY 19/20	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						10	5
Palm Desert	X		X	X		X	X						10	5
Palm Springs			X	X		X							10	3
Cathedral City	X		X	X		X	X						10	5
Rancho Mirage	X		X	X			X						10	4
Indian Wells	X		X	X		X	X						10	5
La Quinta	X		X	X		X	X						10	5
Indio	X		X	X		X	X						10	5
Coachella			X	X									10	2
County of Riverside	X			X		X	X						10	4

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Lauren Skiver, CEO/General Manager

RE: APTA 2020 International Study Mission & June Board of Directors Meeting

Recommendation

Recommend that the Board of Directors approve the travel of the CEO/General Manager on the APTA 2020 International Study Mission to Europe and subsequently change the June Board of Directors meeting to Monday, June 15, 2020.

Background

The American Public Transportation Association (APTA) annually hosts an International Study Mission, wherein transit professionals must apply to participate. The Study Missions are designed for both private and public sector, senior level members, to travel to certain regions of the globe to focus on a particular subject relevant to the transit industry.

The goal of the program is to offer opportunities overseas to increase awareness of best practices, new technologies, and lessons learned from other countries.

This year's Study Mission trip is planned for June 21-27, 2020 with a topic of "Upscaling Bus Electrification: The Road to a Zero-Emission Fleet" and will take place in Amsterdam, Cologne, and Paris.

The 2020 program is designed to give participants in-depth insights into:

- How to approach transitioning from small-scale pilots to a large electric bus fleet;
- What is required in terms of organizational management, operations, maintenance, training, route structures, depot design, the charging infrastructure, the relationship with utilities, funding and financing models and;
- The latest operating concepts and technological developments in electric vehicle technology, including batteries and alternative options such as hydrogen fuel cells.

The application was accepted by APTA for the Agency's CEO/General Manager, Lauren Skiver, to be a 2020 participant. In addition, Ms. Skiver has been offered the role of lead presenter to present the landscape of zero emission bus developments in the U.S. at each meeting.

As such, Board of Directors approval is requested for the trip and the subsequent need to move the regularly scheduled June Board of Directors meeting. The regularly scheduled meeting date is Wednesday, June 24, 2020, which is the fifth Wednesday of the month due to the California League of Cities Conference scheduled in Monterey, CA on the fourth Wednesday. The proposed new meeting date for the Board of Directors is Monday, June 15, 2020.

Financial Impact

The fiscal impact of this trip is approximately \$6,000.00 to be paid out of the FY20 operating budget for travel and training.

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Formal Selection of Pension Committee Members

Recommendation

Recommend that the Board of Directors approve the following nominations for Pension Committee members:

1. Non-Union Pension Plan:
 - a. Chief Financial Officer
 - b. Chief of Human Relations
 - c. Chief Safety Officer
 - d. Performance/Projects Manager
 - e. Transportation Services Coordinator

2. Union Pension Plan:
 - a. Chief Financial Officer
 - b. Chief Transportation Officer

Background

SunLine Transit Agency has two distinct self-administered pension plans for its union and non-union employees. The pension plans each have a plan document providing guidance on retirement benefits and administration of the plan assets. Under both plan documents, the Board of Directors has the sole authority to appoint members to the pension committees. Under the non-union plan, the Board must appoint at least three (3) committee members. Under the union plan, the committee must be comprised of two (2) members appointed by the Board of Directors, two (2) members appointed by the union, and the fifth member must be selected by the four (4) appointed committee members.

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Legal Services Request for Proposals

Recommendation

Recommend that the Board of Directors:

1. Allow the Agency to begin the solicitation regarding legal services for SunLine Transit Agency; and
2. Approve an Ad Hoc Committee which would be involved in the solicitation process.

Background

In 2015, SunLine Transit Agency released a request for proposal (RFP) solicitation and worked with the Ad Hoc Committee to narrow proposers to three (3) firms. The top three (3) firms were then interviewed by the full Board of Directors during closed session. After the interviews and negotiations with the top firm, SunLine Transit Agency entered into an agreement with Burke, Williams and Sorenson, LLP (BWS) in September of 2015. The current agreement with BWS will end on September 3, 2020.

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE:	February 26, 2020	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Rudy Le Flore, Chief Project Consultant	
RE:	Hydrogen Electrolyzer Project Management Services	

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute an agreement with Zen and the Art of Clean Energy Solutions Inc., (Zen) to continue project management services on the hydrogen electrolyzer project in an amount not-to-exceed \$120,060, subject to review and approval by SunLine's general counsel.

Background

SunLine competed and won a grant with the California Air Resources Board (CARB) for a hydrogen electrolyzer and five (5) fuel cell electric vehicles in the amount of \$12,586,791. SunLine will be one of only a few transit agencies in the nation utilizing this new fuel cell bus platform.

On March 22, 2017, the SunLine Board of Directors approved a contract with Zen to manage this project. Subsequently, the project term has been extended and the grant agreement was modified by CARB to run through calendar year 2020. SunLine staff has negotiated with CARB to allow funds to be used to fund the extended term covered by this separate agreement. This new agreement with Zen will match the term extension of the CARB grant agreement.

Zen performs quarterly reporting, engineering technical project oversight, financial monitoring and commissioning support. This agreement also includes mandatory reporting to CARB.

Financial Impact

The financial impact of \$120,060 will be expensed from the California Air Resources Board Grant G14-LCTI-11 Amendment 3.

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

RE: Amending Bylaws for Board Committees & Adding CVAG as Ex-Officio Member

Recommendation

Recommend that the Board of Directors:

1. Adopt Resolution No. 0775 amending Section 8.1 of the SunLine Transit Agency and SunLine Services Group bylaws; and
2. Approve the addition of the Coachella Valley Association of Governments (CVAG) as an ex-officio member to the Strategic Planning & Operational Committee.

Background

The SunLine Transit Agency and SunLine Services Group bylaws, last updated by the Board of Directors in July 2015, outlines the rules of procedure that govern the conduct of the meetings and any of its other functions and activities.

Following discussion at the January 22, 2020 Board Operations Committee meeting, staff and general counsel worked on a proposed amendment to Section 8.1 Board Committee Bylaws. The entire text for Section 8.1 is provided below for reference with the proposed changes notated in italicized and underlined text:

8. BOARD COMMITTEE BYLAWS

- 8.1 The Board shall establish Committees to study and make recommendations to the Board as a whole. Each Committee may select such methods for study of the matters under its jurisdiction as it determines appropriate. The members of each Committee and each Committee's Chairperson shall be appointed by the Board of Directors.

Commencing at the regular meeting in June, and annually thereafter, the Board of Directors shall make appointments to the established Committees. All appointments shall be made in the name of the member jurisdiction (i.e., "the member from Palm Springs"). All Committee memberships shall be held by Board members in their representative

capacity, unless otherwise designated by the Board, such that if the Board member no longer serves as the representative from his or her jurisdiction, his or her successor on the Board will succeed to the Committee membership.

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.

Minutes of the established Committee meetings need not be taken on a regular basis, but shall be taken if any Committee member so requests at least one business day prior to the meeting.

The established Committees shall have the authority to make recommendations to the Board on matters within their established scopes of responsibility. Each Committee may select such methods for study of the matters under its jurisdiction as it deems appropriate. Notwithstanding any policy to the contrary, the established Committees shall not have final approval authority over any matter of SunLine business, with the exception of the election of the Committee's officers.

Notwithstanding foregoing, the Board may, upon majority vote of its members, add the Executive Director of the Coachella Valley Association of Governments (including his or her designee) as a non-voting, ex-officio member of the Board's Strategic Planning & Operational Committee.

This proposed change stems from work over the last year between SunLine Transit Agency and CVAG, as SunLine seeks opportunities to cooperate and collaborate more on regional issues.

SunLine Transit Agency's CEO/General Manager, Lauren Skiver, currently serves as an ex-officio member (non-voting) on the Transportation Committee. To create a parallel structure, CVAG's Executive Committee approved a motion requesting that CVAG be added to SunLine's Strategic Planning & Operational Committee as an ex-officio member (non-voting).

Resolution No. 0775, as a joint resolution providing bylaws for both sets of Board of Directors, requires approval by the SunLine Transit Agency and SunLine Services Group Board of Directors.

Financial Impact

There is no financial impact.

SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP

RESOLUTION NO. 0775

A JOINT RESOLUTION AMENDING SECTION 8.1 OF THE BYLAWS FOR BOARD COMMITTEES

WHEREAS, Section 19-A-2 of the SunLine Joint Powers Transportation Agency Agreement (the "Agreement") requires that the Board of Directors adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities, and regulations pertaining thereto; and

WHEREAS, the Board of Directors last updated the Rules of Procedure for Board Meetings and Committee Bylaws on July 29, 2015 through the approval of Resolution No. 0747; and

WHEREAS, the Board of Directors wishes to amend Section 8.1 "Board Committee Bylaws" to include additional language pertaining to ex-officio membership;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Sunline Transit Agency and SunLine Services Group, that the Rules of Procedure for Board Meetings and Committee Bylaws is amended to include the following clause at the end of Section 8.1:

Notwithstanding foregoing, the Board may, upon majority vote of its members, add the Executive Director of the Coachella Valley Association of Governments (including his or her designee) as a non-voting, ex-officio member of the Board's Strategic Planning & Operational Committee.

ADOPTED THIS ____ DAY OF February, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

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 and the SunLine Services Group, 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:

SSG Board of Directors

STA Board of Directors

AYES:

AYES:

NOES:

NOES:

ABSENT:

ABSENT:

ABSTAIN:

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 Services Group

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Board of Directors

FROM: Tiffany Moore, ADA Eligibility/Compliance Specialist

RE: Approval of New ACCESS Advisory Committee Member

Recommendation

Recommend that the Board of Directors approve the addition of two (2) new members 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 January 14, 2020 ACCESS Advisory Committee meeting, currently seated members approved two (2) new members as presented to the Committee by the Membership Subcommittee.

The Access Advisory Committee bylaws 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 seats and there are currently four (4) vacancies.

The recommended new members are:

Rebecca Rodea
SunLine Transit Rider/Advocate

Collen Evans
SunLine Transit Rider/Advocate

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE: February 26, 2020 **INFORMATION**

TO: Strategic Planning Committee
Board of Directors

FROM: Jeff Guidry, Operations System Specialist

RE: FY18/19 Annual Service Standards Performance Report

Background

Per SunLine Transit Agency's Service Standards Policy No. B-190613, attached is the annual Service Standards Performance Report. Overall, the metric results remain positive. Some areas for improvement are targeted for changes in Fiscal Year 2020 and will also be considered in developing the budget and Short Range Transit Plan.

The annual summary results include standard design, performance, and quality metrics for SunLine's services for FY18/19. The Service Standards Policy and metrics are intended to:

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

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

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

SunLine is proud to present several key highlights from this year's report:

- System ridership has increased 2.3% over last fiscal year
- On-time performance for FY18/19 exceeded the service standard goal at 87.4%
- Paratransit has met and exceeded all major service standard goals for FY18/19



SERVICE PERFORMANCE REPORT FISCAL YEAR 2018/19

In June 2019, the Board of Directors approved the revised SunLine Transit Agency (SunLine) Service Standards Policy to provide the agency staff direction in the planning, operation, and management of transit service in the Coachella Valley.

This report is the annual summary of results for service standards design, performance, and quality metrics for service in Fiscal Year (FY) 2018/2019. The service standards policy and metrics are intended to:

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

Some areas for improvement are targeted for changes in FY 2020 and will also be considered in developing the budget and Short-Range Transit Plan (SRTP) for FY 2020/2021.

Service Design

SunLine operated 16 fixed routes in the Coachella Valley during FY 2018/19, as well as one Regional Service 220 route that operated between Palm Desert and Riverside.

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

Table 1 - Summary of Fixed Route Transit Services as of June 2019

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

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

Service Frequency and Service Span Standards

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

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

Listed below are the minimum service frequencies and spans:

Table 2 - Service Frequency

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

Current Performance FY 2018/19

Table 3 - Service Frequencies as of June 2019

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

Table 4 - Service Spans as of June 2019

Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
14	4:53 A.M.	11:20 P.M.	5:48 A.M.	10:41 P.M.
15	4:54 A.M.	8:49 P.M.	6:49 A.M.	7:44 P.M.
20	6:32 A.M.	7:55 P.M.	-	-
21	11:00 A.M.	3:50 P.M.	-	-
24	6:10 A.M.	8:25 P.M.	6:18 A.M.	7:38 P.M.
30	5:40 A.M.	10:44 P.M.	6:15 A.M.	9:41 P.M.
32	5:05 A.M.	10:40 P.M.	6:54 A.M.	10:48 P.M.
54	5:55 A.M.	7:55 P.M.	-	-
70	5:15 A.M.	8:45 P.M.	5:15 A.M.	9:28 P.M.
80	6:00 A.M.	8:45 P.M.	6:00 A.M.	8:45 P.M.
81	5:25 A.M.	8:15 P.M.	5:25 A.M.	8:15 P.M.
90	5:00 A.M.	9:52 P.M.	5:00 A.M.	8:52 P.M.
91	4:48 A.M.	10:20 P.M.	5:30 A.M.	10:40 P.M.
95	4:15 A.M.	10:00 P.M.	4:15 A.M.	10:00 P.M.
111	5:00 A.M.	11:05 P.M.	5:30 A.M.	11:05 P.M.
BUZZ	12:00 P.M.	10:10 P.M.	12:00 P.M.	10:10 P.M.
220	5:45 A.M.	9:31 P.M.	-	-

Frequencies and span of service were provided in connection with the Service Standards Policy. SunLine’s goal is to increase frequencies in future service changes that get customers to their destinations more quickly with more one seat rides, meaning less transfers to buses for the customer. The first phase for changes is expected to be implemented in September 2020.

System Ridership

Ridership system-wide in FY 2018/19 for SunBus, SunDial and SolVan was a total of 4,217,807 boardings, an increase of 2.3% compared to FY 2017/18:

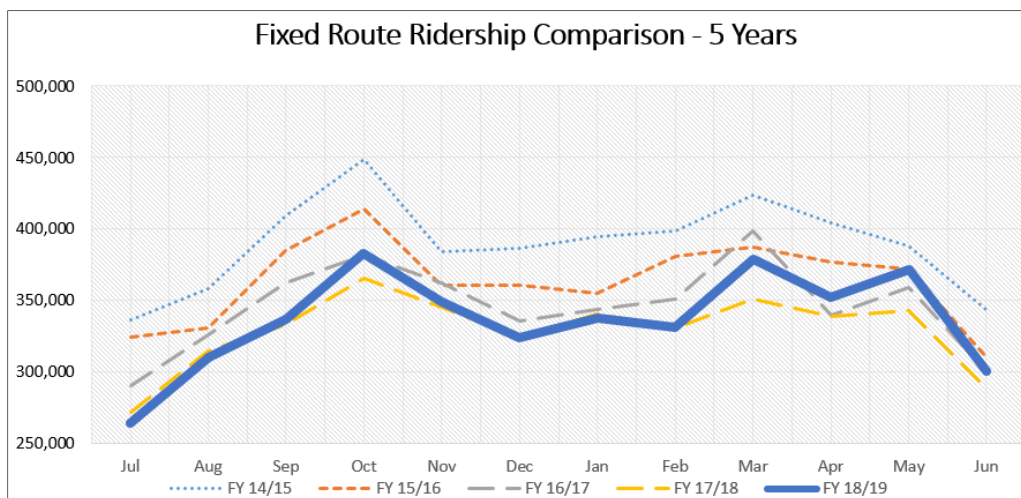
- SunBus ridership totaled 4,039,450 an increase of 92,427 rides (2.3%), in comparison to FY 2017/18
- SunDial ridership totaled 155,332 a decrease of 960 rides (-0.6%), in comparison to FY 2017/18
- SolVan ridership totaled 23,025 an increase of 3,801 rides (19.8%), in comparison to FY 2017/18

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

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

Additionally, SunLine now offers free rides to Cal State San Bernardino (CSUSB) students through the Haul Pass program. Future route changes include realignment to the Regional Link 220 in May 2020 and will be subsidized by CSUSB. Programs such as these along with service changes that include increased frequencies and one seat rides, will continue to increase ridership.

Figure 1 - 5 Year Ridership Comparison



Service Productivity and Effectiveness

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

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

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

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

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

Current Performance FY 2018/19

Figure 2 - Local Routes Average PPRH

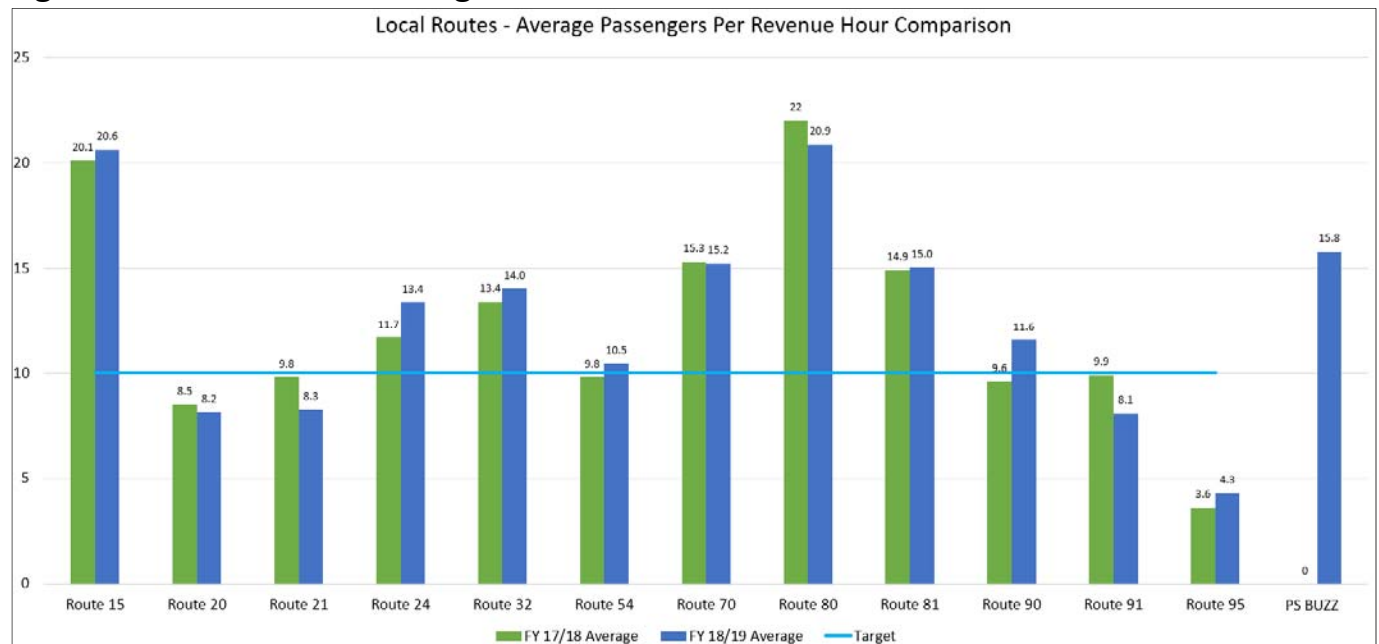


Figure 2 indicates that 9 out of 13 local routes are meeting their performance standards:

- Route 20, 21, 91 and 95 as of June 2019, fail to meet the target of 10 PPRH.

Action will be taken and will be reflected in the FY 2020/21 SRTP to reduce the span of service for these lines, realign service, as well as improve the service frequencies to increase ridership.

Figure 3 - Trunk Routes Average PPRH

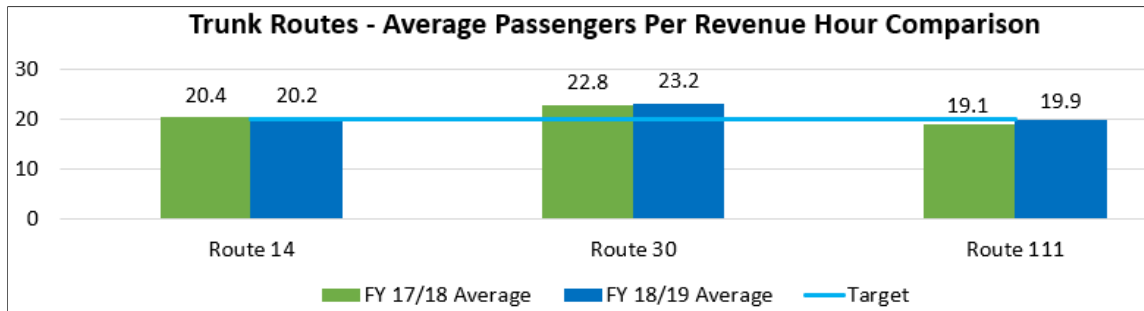
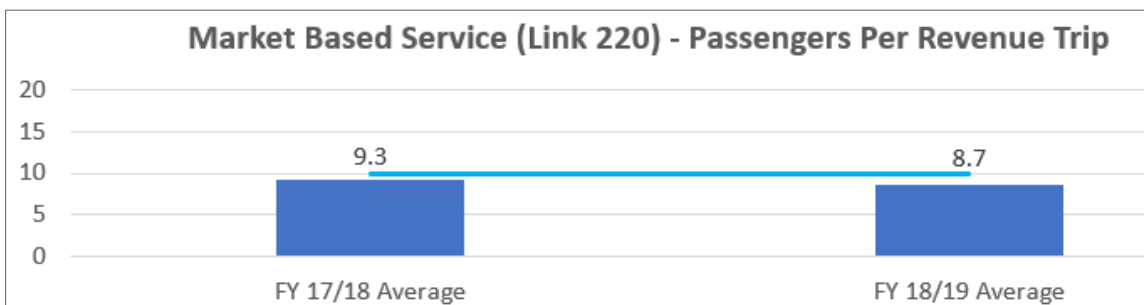


Figure 3 indicates that 2 out of 3 trunk routes are meeting their performance standards:

- Route 111 as of June 2019 has an average PPRH of 19.9. In recent months the PPRH is reflective of an increase that is trending above the PPRH standard.

Action will be taken and will be reflected in the FY 2020/21 SRTP to realign service, as well as improve the service frequencies to increase ridership for trunk routes.

Figure 4 - Market Based Service Average PPRT



Link 220, a market based service, has failed to meet the target of 10 PPRT as indicated in Figure 4. Action will be taken and will be reflected in the FY 2020/21 SRTP.

Service Quality Standards

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

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

Each suggested metric is discussed in more detail below.

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

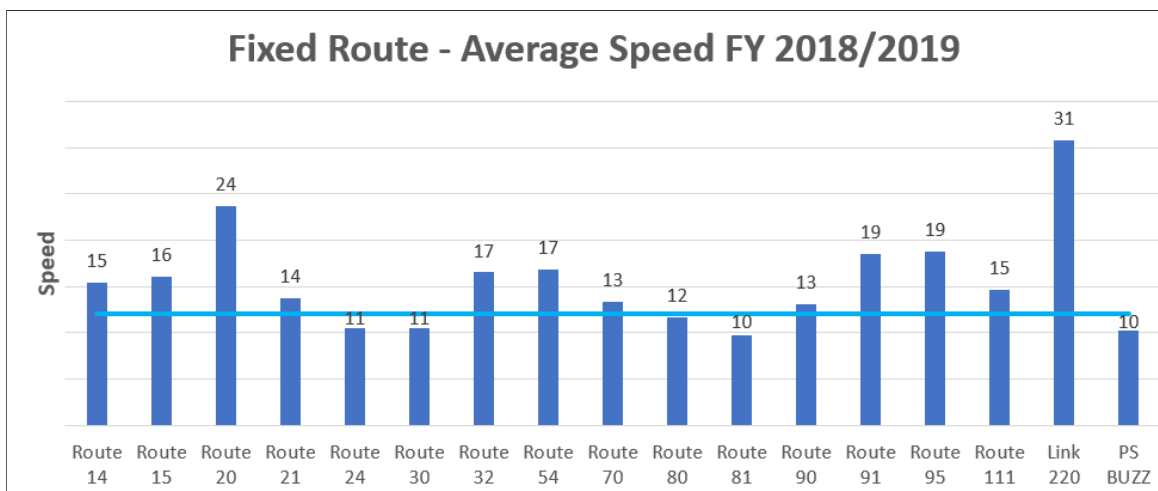
The target performance scheduled speed is 12.5 MPH for SunLine’s transit system as shown below.

Table 5 - Service Scheduled Speed Standard FY 2018/19

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

The system is currently operating at an average of 16 MPH, above the target, for scheduled speed.

Figure 4 - Fixed Route Averaged Speed FY 2018/19



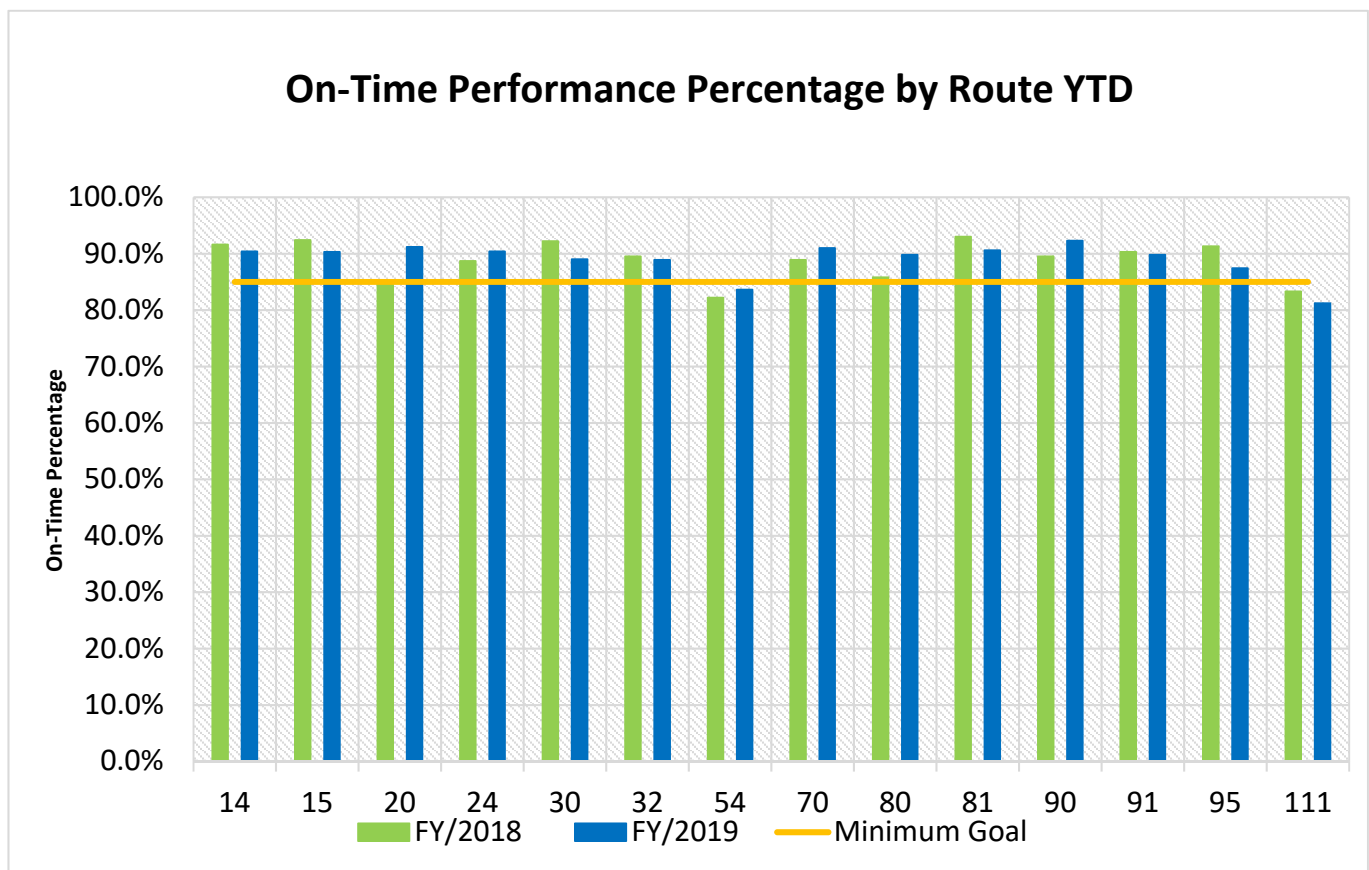
On-Time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to five minutes late. In order for SunLine to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. CommuterLink Route 220 service between Palm Desert and Riverside operated generally along I-10 and state route 60 are excluded from on-time performance calculations and reporting due to unpredictable running time variability. However, staff does monitor the on-time performance of this service to manage and improve the service. On-time performance standards for fixed routes are at a target of 85%.

Table 6 - On-Time Performance Standard FY 2018/19

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

SunLine’s system-wide on-time performance is at 87.4% which exceeds the goal for FY 2018/19. Routes 54 and 111 operated below minimum on-time performance standards captured in Figure 5 below. The on-time performance impacts are attributed to road construction and repair projects.

Figure 5 - On-Time Performance By Route FY 2018/19



Percent Service Completed: Percentage of service completed is a new metric established as of September 2017. Initial intention was to report percentage of trips completed, however, due to limitations in our Avail ITS system we are reporting percentage of revenue mileage completed for FY18/19. This was calculated by comparing revenue miles completed vs. revenue miles scheduled after removing detours.

This KPI measures service reliability as defined by the percentage of miles completed daily. There are three components necessary to successfully complete scheduled service:

- Daily availability of operators and fleet vehicles to meet service demands
- Miles between service interruptions

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

Table 7 - Service Completed Standard FY 2018/19

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

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

Table 8 - Miles Between Service Interruptions Standard FY 2018/19

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

The standard of 5,000 miles was exceeded throughout the review period. Miles between Service Interruptions for FY 2018/19 are noted in Table 9 below.

Table 9 - Miles Between Service Interruptions Standard FY 2018/19

FY 2018/19	Fixed Route Miles between Service Interruptions
July	5,242
August	6,365
September	5,300
October	8,614
November	8,292
December	5,898
January	8,700
February	11,048
March	9,052
April	9,269
May	9,885
June	5,520

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

Table 10 - Load Standards FY 2018/19

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

Load Standards is a new metric established as of September 2017. We are currently working with our ITS provider to develop a tracking / reporting method for future use.

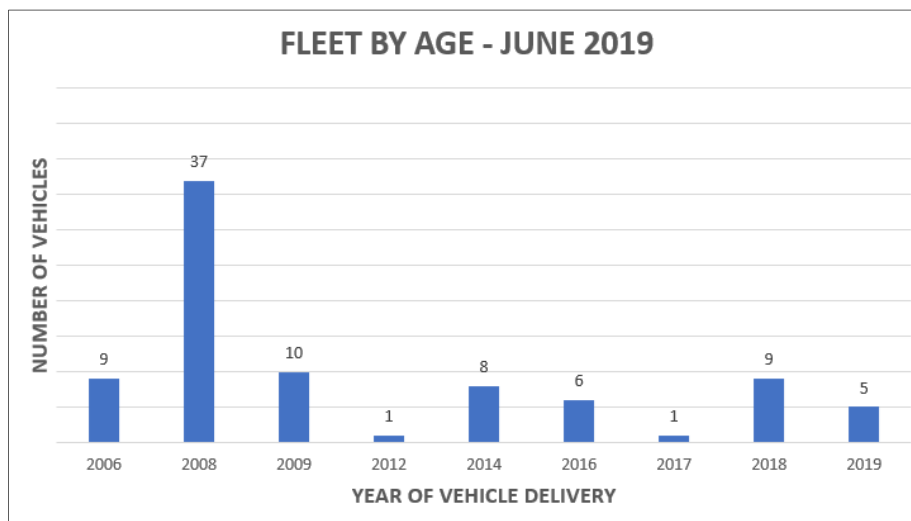
Average Fleet Age: The age of the vehicle fleet affects performance and reliability of transit services and attraction of customers. Adhering to the average fleet age requirement will ensure a consistently safe, reliable, and comfortable passenger experience.

Table 11 - Average Fleet Age Standard FY 2018/19

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

The system-wide average fleet age is 10.4 years. SunLine continues to replace buses in the fleet that have met their useful life. Figure 6 below shows the fleet age as of June 2019.

Figure 6 - Fleet Age as of June 2019



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

Table 12 - Bus Deployment Standard FY 2018/19

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

SunLine will review the Bus Deployment Policy every two years beginning in 2018, and make necessary adjustments as the fleet is updated to ensure compliance with the Title VI requirements. At which time, future reporting for this KPI will be presented in the FY 2019/20 annual report.

Warrants Standards

The Warrants Standards provide guidelines for the introduction of new services. It is a tool for judging when new service or service extensions are appropriate. A new fixed route or route extension could be introduced when ridership forecasts based on population, school enrollment, or job density are sufficient to achieve minimum passengers per revenue hour standards by service type. Future reporting for this KPI will be presented in the FY 2019/20 annual report.

Paratransit Service Standards (SunDial)

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

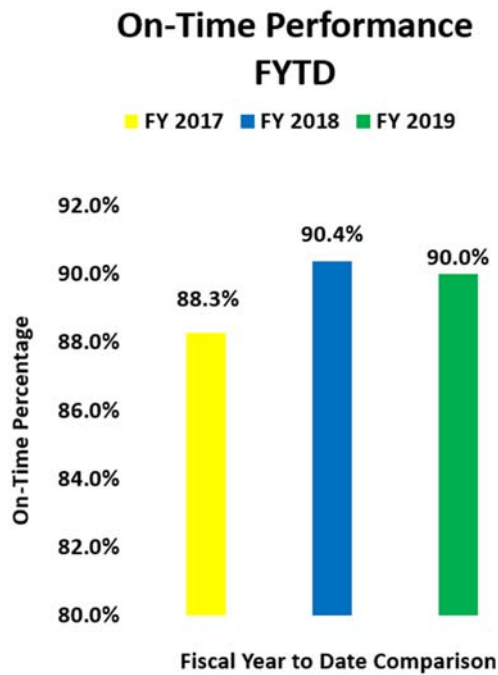
- Eligibility
 - Any person with a disability who is unable to board, ride, or disembark from an accessible vehicle without the assistance of another person
 - Any person with a disability who has a specific impairment related condition that prevents the person from traveling to or from a boarding/disembarking location
 - Certification based on individuals functional ability to ride the fixed route system
 - Visitors qualified elsewhere in the USA may use SunDial ADA for up to 21 days per year and must then qualify locally
 - Maximum 21-day response to application and an appeals process exists
 - There is no limit to the number of trips a person can make. Reservations can be made up to 7 days in advance
 - A no show policy exists for passengers who do not appear for their rides, with possible exclusion from SunDial service for a period of time in extreme cases

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

- Access
 - The agency must serve any origin and destination request that are both within 0.75 miles of a fixed route corridor (excluding Commuter bus service) at the times and days of service when the fixed route is operating. Next day service via reservation during regular business hours must be provided
 - The reservations call center accepts client reservations seven days per week between 8:00 a.m. and 5:00 p.m. for next day services

- Travel Time
 - Trip pick up time must be scheduled within one hour of the requested departure time. Trip length should be not more than twice the time it would take to make the same trip by fixed-route (maximum 120 min)
- On-time performance
 - Trip pick up should consistently occur within 30 minute window from the scheduled pick up time
 - On-time performance is in accordance with FTA Circular 4710.1 to perform equivalent to SunLine’s fixed route service. Paratransit continues to meet and exceed this goal

Figure 7 – SunDial On-Time Performance as of June 2019



- Capacity
 - Subscription service is provided as a proportion of our total complementary paratransit service as long as it does not interfere with our capacity for demand trips
 - No more than 50% of the number of trips can be subscription. Going above this level causes a problem for non-subscription riders
 - Staff ensures subscription trips are balanced with non-subscription trips to ensure adequate levels of service are provided on a daily basis

- Fares
 - Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip
 - No fare is to be charged to personal care attendants where they are required
 - Companions pay the same ADA fare
 - SunDial fares are based on the distance the individual travels. Travel within one city is \$1.50 per trip; travel within multiple cities is \$2.00 per trip.