



SunLine Transit Agency
December 4, 2019
12:00 p.m.

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

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

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

ITEM

RECOMMENDATION

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PRESENTATIONS**

a) **2019 Innovation Award**

(Staff: Lauren Skiver, CEO/General Manager)

4. **FINALIZATION OF AGENDA**

5. **APPROVAL OF MINUTES –
OCTOBER 23, 2019 BOARD MEETING**

APPROVE
(PAGE 4-6)

6. **PUBLIC COMMENTS**

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

<u>ITEM</u>	<u>RECOMMENDATION</u>
7. BOARD MEMBER COMMENTS	RECEIVE COMMENTS
8. CONSENT CALENDAR	RECEIVE & FILE
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.	
8a) Checks \$1,000 and Over Report for September 2019	(PAGE 7-11)
8b) Credit Card Statement for September & October 2019	(PAGE 12-19)
8c) Monthly Budget Variance Report for September 2019	(PAGE 20-26)
8d) Contracts Signed in Excess of \$25,000 October 2019	(PAGE 27-28)
8e) Union & Non-Union Pension Investment Asset Summary September & October 2019	(PAGE 29-34)
8f) Ridership Report for October 2019	(PAGE 35-37)
8g) SunDial Operational Notes for October 2019	(PAGE 38-41)
8h) Metrics for October 2019	(PAGE 42-50)
8i) Board Member Attendance for October 2019	(PAGE 51-52)
8j) Quarterly Performance Summary for Q3 of Calendar Year 2019	(PAGE 53-57)
9. PURCHASE OF FOUR (4) EXPANSION FIXED ROUTE BUSES (Robert Radi, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer-Maintenance)	APPROVE (PAGE 58)
10. PURCHASE OF PARATRANSIT VEHICLES (Robert Radi, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer-Maintenance)	APPROVE (PAGE 59)
11. FISCAL YEAR 2019 AUDIT REPORTS (Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Deputy Chief Financial Officer)	INFORMATION (PAGE 60)
12. GENERAL COUNSEL	
13. CEO/GENERAL MANAGER'S REPORT	
14. CLOSED SESSION	
a) CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LIABILITY CLAIM Pursuant to Government Code Section 54956.95 Marisela Parra De La Torre Perez v. SunLine Transit Agency	

ITEM

RECOMMENDATION

- b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Pursuant to Government Code Section 54956.9(d)(2))
One matter: Significant exposure to litigation

- 15. NEXT MEETING DATE**
January 22, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

- 16. ADJOURN**

MINUTES

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

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:04 p.m. on Wednesday, October 23, 2019 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276

1. CALL TO ORDER

The meeting was called to order at 12:04 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
Lupe Ramos Amith, SunLine Agency Board Member, City of Indio
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent:

None.

3. PRESENTATIONS

a) Federal Transit Administration Triennial Review Overview

A brief presentation was made by Vanessa Mora and Rudy Le Flore.

4. FINALIZATION OF AGENDA

General Counsel, Eric Vail, informed the Board of Directors that staff and counsel have agreed that an emergency item is recommended as an addition to the agenda. The item, Resolution No. 0774 to Apply for Volkswagen Environmental Mitigation Trust Funds Grant Funding, was a grant opportunity released following the posting and distribution of the Board agenda and action couldn't wait because the funding is available on a first come, first serve basis. SunLine Transit Agency Board Member Peabody moved to approve the addition of the emergency item to the agenda. The motion was seconded by SunLine Transit Agency Board Member Hobart. The item was added by a unanimous vote of 10 yes; 0 no; 0 abstain. Clerk of the Board added the item to the agenda as Item No. 11.

5. APPROVAL OF MINUTES – SEPTEMBER 25, 2019 BOARD MEETING

SunLine Transit Agency Board Member Perez moved to approve the minutes of the September 25, 2019 Board meeting. The motion was seconded by SunLine Transit Agency Board Vice-Chair Radi. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

6. PUBLIC COMMENTS

Public Comments were made by:

Amy Stuart

Patrick Prescott

7. BOARD MEMBER COMMENTS

Board Member Comments were made by:

V. Manuel Perez, County of Riverside

8. CONSENT CALENDAR

- 8a) Checks \$1,000 and Over Report for August 2019
- 8b) Credit Card Statement for August 2019
- 8c) Monthly Budget Variance Report for August 2019
- 8d) Contracts Signed in Excess of \$25,000 September 2019
- 8e) Union & Non-Union Pension Investment Asset Summary September 2019
- 8f) Quarterly Capital Project Update for 3rd Quarter 2019
- 8g) Ridership Report for September 2019
- 8h) SunDial Operational Notes for September 2019
- 8i) Metrics for September 2019
- 8j) Board Member Attendance for September 2019

SunLine Transit Agency Board Vice-Chair Radi moved to approve the consent calendar. The motion was seconded by SunLine Transit Agency Board Member Peabody. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

9. TITLE VI PROGRAM UPDATE

Compliance/Eligibility Officer, Tamara Miles, provided a brief report on this item. SunLine Transit Agency Board Member Ramos Amith moved to approve the Title VI Program Update following its approval at the Board Operations Committee meeting. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

10. APPROVAL OF BOARD MEETING DATES FOR CALENDAR YEAR 2020

SunLine Transit Agency Board Member Peabody moved to approve the Board Meeting Dates for Calendar Year 2020. The motion was seconded by SunLine Transit Agency Board Member Gregory. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. RESOLUTION NO. 0774 TO APPLY FOR VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS GRANT FUNDING

Finance/Audit Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve Resolution No. 0774 to Apply for Volkswagen Mitigation Trust Fund Grant Funding. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

12. FY19 ANNUAL FINANCIAL AND SINGLE AUDIT REPORT DELAYS

A brief overview of the information item was provided by SunLine Transit Agency Board Chairperson Kelly.

13. GENERAL COUNSEL

General counsel gave a brief report to the Board regarding AB 1486.

14. CEO/GENERAL MANAGER'S REPORT

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

15. CLOSED SESSION

- a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code section 54956.9(d)(1)
Gerald Hebb v. SunLine Transit Agency
Case Number: Riverside Superior Court Case No. PSC 1802972

No reportable action was taken.

16. NEXT MEETING DATE

December 4, 2019
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

17. ADJOURN

The meeting was adjourned at 12:37 p.m.

Sincerely,
Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 4, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of September, the largest payment issued was to GP Strategies for progress payment for the construction of CNG Fueling Station.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
September 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
GP STRATEGIES	WIP- CNG Fueling Station	680362	09/13/2019	1,248,240.34
PERMA - INSURANCE	General Liability & Workers Comp Premium	680388	09/13/2019	158,132.68
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>680319</u>	<u>09/09/2019</u>	<u>101,637.61</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>680484</u>	<u>09/20/2019</u>	<u>100,718.92</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	680505	09/26/2019	55,472.60
AVAIL TECHNOLOGIES	ITS Service Upgrade 3G to 4G	680490	09/26/2019	40,708.20
PRAXAIR, INC.	H2 Gas Deliveries	680535	09/26/2019	38,618.07
VALLEY OFFICE EQUIPMENT, INC.	WIP-Information Technology Projects	680407	09/13/2019	35,434.67
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>680574</u>	<u>09/30/2019</u>	<u>33,788.72</u>
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	680475	09/20/2019	27,499.47
WSP USA INC.	TDM & Vanpool Program	680413	09/13/2019	24,589.79
MICHELIN NORTH AMERICA, INC.	Tires and Tire Services	680527	09/26/2019	23,213.75
CUMMINS SALES AND SERVICE	Inventory Repair Parts	680349	09/13/2019	23,100.82
MICHELIN NORTH AMERICA, INC.	Tires and Tire Services	680375	09/13/2019	22,915.22
IMPERIAL IRRIGATION DIST	Utilities Electrical H2/Main - TP	680449	09/20/2019	22,130.57
PSOMAS	WIP- CNG Station Construction Mgt	680391	09/13/2019	19,338.49
MUNICIPAL RESOURCE GROUP LLC	HR Consulting	680378	09/13/2019	17,467.75
JACKSON LEWIS P.C.	Insurance Loss	680520	09/26/2019	16,829.83
NFI PARTS	Inventory Repair Parts	680541	09/26/2019	14,046.55
GRANITE CONSTRUCTION COMPANY	WIP-Utility Infrastructure Upgrades	680364	09/13/2019	13,469.10
BURKE, WILLIAMS & SORENSEN, LLP	Legal Labor Counsel	680492	09/26/2019	12,676.52
THE LEFLORE GROUP LLC	Consulting Services	680393	09/13/2019	12,670.69
GENFARE	Bus Passes	680565	09/30/2019	12,359.86
GRAVES & KING LLP	Insurance Loss	680447	09/20/2019	11,929.55
ZEN AND THE ART OF CLEAN ENERGY	VW Mitigation Fund	680578	09/30/2019	11,638.73
YELLOW CAB OF THE DESERT	Taxi Voucher Program	680554	09/26/2019	11,262.33
ANTHONY CARTER	Consulting Services	680334	09/13/2019	11,200.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	680406	09/13/2019	10,982.75
BRIGHT MOMENTS	H.R. Consulting Services	680507	09/26/2019	10,935.00
DECALS BY DESIGN, INC.	Inventory Repair Parts	680351	09/13/2019	10,618.32
MURCHISON & CUMMING, LLP	Insurance Loss	680379	09/13/2019	10,172.71
PERMA - INSURANCE	Insurance Loss	680570	09/30/2019	10,000.00
TK SERVICES, INC.	Inventory Repair Parts	680404	09/13/2019	9,728.37
VERIZON WIRELESS	Wireless Telephone Service	680325	09/09/2019	9,514.52
NFI PARTS	Inventory Repair Parts	680401	09/13/2019	9,504.71
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	680392	09/13/2019	8,509.70
ATWORK FRANCHISE, INC.	Temporary Help	680283	09/09/2019	8,239.63
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	680385	09/13/2019	8,205.28

**SunLine Transit Agency
Checks \$1,000 and Over
September 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
CLEAN ENERGY	Pumps Down CNG Fuel for Buses/Vehicles	680495	09/26/2019	7,655.85
NFI PARTS	Inventory Repair Parts	680477	09/20/2019	7,522.96
ENGINEERING PROCUREMENT &	WIP- Refurbished Hydrogen Fueling Station	680354	09/13/2019	7,382.36
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services- Indio	680453	09/20/2019	7,240.00
TPX COMMUNICATIONS	Telephone Service	680545	09/26/2019	6,988.75
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	680330	09/13/2019	6,893.76
AMALGAMATED TRANSIT UNION	Union Dues	680416	09/20/2019	6,658.94
HD INDUSTRIES	Inventory Repair Parts	680448	09/20/2019	6,598.23
JESSE FRESCAS JR.	Consulting Services	680521	09/26/2019	6,560.00
ANDREA CARTER & ASSOCIATES	Marketing Services	680557	09/30/2019	6,550.00
HDR ENGINEERING, INC.	WIP-Transit Redesign & Network Analysis	680288	09/09/2019	6,160.00
IMPERIAL IRRIGATION DIST	CNG - Indio	680517	09/26/2019	6,145.20
AMALGAMATED TRANSIT UNION	Union Dues	680258	09/09/2019	6,082.28
TRUCK GEARS, INC.	Rear diff rebuild Veh 605 PD 02	680483	09/20/2019	5,974.20
GRAINGER	Electrical Expenses	680566	09/30/2019	5,772.74
HD INDUSTRIES	Inventory Repair Parts	680287	09/09/2019	5,711.08
CUMMINS SALES AND SERVICE	Inventory Repair Parts	680430	09/20/2019	5,419.90
NAPA AUTO PARTS	Inventory Repair Parts	680457	09/20/2019	5,390.21
CPAC INC.COM	WIP- Information Technology Projects	680346	09/13/2019	5,337.01
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	680359	09/13/2019	4,977.05
ANDREA CARTER & ASSOCIATES	Marketing Services	680260	09/09/2019	4,900.00
JUAN ANTONIO MEZA	Tree trimming at D/1 outside property	680523	09/26/2019	4,900.00
MANTICORE ADVOCACY, LLC	Center of Excellence	680567	09/30/2019	4,845.00
CUMMINS SALES AND SERVICE	Inventory Repair Parts	680275	09/09/2019	4,806.12
SC FUELS	Lubricants Oil	680469	09/20/2019	4,655.62
PATRICK M. BRASSIL	Hydrogen Reformer Maints & Monitoring	680463	09/20/2019	4,640.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	680340	09/13/2019	4,466.37
IMPERIAL IRRIGATION DIST	Utilities - TP	680368	09/13/2019	4,320.13
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	680269	09/09/2019	4,206.40
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	680394	09/13/2019	4,156.87
ATWORK FRANCHISE, INC.	Temporary Help	680564	09/30/2019	4,003.00
WESTGATE CENTER FOR LEADERSHIP	Employee Develop Program (Public Transportation Overview)	680411	09/13/2019	4,000.00
SC FUELS	Lubricants Oil	680395	09/13/2019	3,985.43
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	680504	09/26/2019	3,890.20
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	680420	09/20/2019	3,868.88
HOME DEPOT CREDIT SERVICES	Facilities Maintenance	680513	09/26/2019	3,808.64
PRUDENTIAL OVERALL SUPPLY	Uniforms	680572	09/30/2019	3,504.47
SOCALGAS	Utilities	680473	09/20/2019	3,472.91
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	680538	09/26/2019	3,456.62

**SunLine Transit Agency
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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
VALLEY SANITARY DISTRICT	Annual Sewer Service Permit	680487	09/20/2019	3,443.00
SC FUELS	Lubricants Oil	680308	09/09/2019	3,333.63
OPENAPPS, INC.	Emergency CNG repairs	680462	09/20/2019	3,282.89
DESERT CITY CAB	Taxi Voucher Program	680501	09/26/2019	3,265.90
TIME WARNER CABLE	Utilities	680479	09/20/2019	3,184.45
<i>URRUTIA MARKS ARCHITECTS</i>	<i>Indio Facility improvements A & E</i>	<i>680569</i>	<i>09/30/2019</i>	<i>3,028.63</i>
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Oct 2019</u>	<u>680571</u>	<u>09/30/2019</u>	<u>2,960.10</u>
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	680324	09/09/2019	2,889.68
NORTON MEDICAL INDUSTRIES	Medical Exams	680380	09/13/2019	2,743.30
<i>DESERT PARADISE CONSTRUCTION, LLC</i>	<i>WIP-Admin Bldg. Phase 2 Solar Carport</i>	<i>680503</i>	<i>09/26/2019</i>	<i>2,700.00</i>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	680300	09/09/2019	2,697.82
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	680306	09/09/2019	2,617.42
<i>SOUTHWEST PLUMBING, INC.</i>	<i>WIP-Hydrogen Station</i>	<i>680398</i>	<i>09/13/2019</i>	<i>2,615.00</i>
BASIN VALVE COMPANY-SIGNAL HILL	Repair Parts Hydrogen	680418	09/20/2019	2,509.27
PLAZA TOWING, INC.	Towing Service	680390	09/13/2019	2,300.00
AVAIL TECHNOLOGIES	Inventory Repair Parts	680263	09/09/2019	2,287.56
OPENAPPS, INC.	Contract Service	680299	09/09/2019	2,255.40
BROADLUX, INC.	Contract Service	680265	09/09/2019	2,160.00
CLAIREMONT EQUIPMENT	Rental equip to fix D/1 water leak.	680423	09/20/2019	2,151.48
TK SERVICES, INC.	Repair Parts Fixed Route	680480	09/20/2019	2,104.28
CREATIVE BUS SALES, INC,	Inventory Repair Parts	680428	09/20/2019	2,059.23
NFI PARTS	Inventory Repair Parts	680313	09/09/2019	2,020.98
AMERICAN SEATING COMPANY	Inventory Repair Parts	680417	09/20/2019	1,973.33
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	680267	09/09/2019	1,948.05
<i>HEPTAGON SEVEN CONSULTING, INC.</i>	<i>Yard Repaving Engineering Services</i>	<i>680366</i>	<i>09/13/2019</i>	<i>1,935.30</i>
GRAINGER	Stops N Zones Supplies	680363	09/13/2019	1,856.59
CREATIVE BUS SALES, INC,	Inventory Repair Parts	680347	09/13/2019	1,832.88
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	680338	09/13/2019	1,804.35
TK SERVICES, INC.	Repair Parts Support Vehicles	680543	09/26/2019	1,740.64
FIESTA FORD, INC.	Tires for Support Vehicles	680440	09/20/2019	1,704.26
GRAINGER	Shop Supplies	680511	09/26/2019	1,697.17
ACCONTEMPS	Temporary Help	680489	09/26/2019	1,651.65
CUMMINS SALES AND SERVICE	Outside Repairs Fixed Route	680498	09/26/2019	1,607.19
SMARTDRIVE SYSTEMS, INC.	Sept 2019 Cell Spare & Measured Safety	680471	09/20/2019	1,580.00
VERIZON WIRELESS	Wireless Telephone Service	680408	09/13/2019	1,578.26
GENFARE	Inventory Repair Parts	680510	09/26/2019	1,576.16
TK SERVICES, INC.	Repair Parts Fixed Route	680315	09/09/2019	1,564.11
GENFARE	Bus Passes	680285	09/09/2019	1,534.25
LUIS GARCIA	Reimburse Emp to Payout Emp# 7180 for PR ck	680373	09/13/2019	1,444.08

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

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AIR & LUBE SYSTEMS INC	Bus lift repairs	680331	09/13/2019	1,372.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	680421	09/20/2019	1,321.91
AUGER CONSULTING GROUP LLC	Project Management Services	680525	09/26/2019	1,320.00
<i>PSOMAS</i>	<i>WIP- CNG Station Construction Mgt</i>	<i>680303</i>	<i>09/09/2019</i>	<i>1,315.81</i>
C V WATER DISTRICT	Utilities	680425	09/20/2019	1,275.79
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	680337	09/13/2019	1,266.51
<i>URRUTIA MARKS ARCHITECTS</i>	<i>Indio Facility improvements A & E</i>	<i>680293</i>	<i>09/09/2019</i>	<i>1,258.63</i>
<i>CLAIREMONT EQUIPMENT</i>	<i>WIP- South Retention Beautification Phase 1</i>	<i>680494</i>	<i>09/26/2019</i>	<i>1,233.06</i>
OFFICE DEPOT	Office Supplies	680296	09/09/2019	1,214.73
CONTROLLED MOTION SOLUTIONS, INC.	Inventory Repair Parts	680345	09/13/2019	1,211.74
ACCONTEMPS	Temporary Help	680329	09/13/2019	1,201.20
PAUL ASSOCIATES	Office Supplies	680386	09/13/2019	1,199.71
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	680450	09/20/2019	1,199.57
AGILITY FUEL SYSTEMS	Inventory Repair Parts	680439	09/20/2019	1,188.66
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	680277	09/09/2019	1,186.02
TOXGUARD FLUID	Freon & Coolant	680318	09/09/2019	1,109.53
HOMETOWN MANUFACTURING	Inventory Repair Parts	680434	09/20/2019	1,042.75
CREATIVE BUS SALES, INC,	Inventory Repair Parts	680497	09/26/2019	1,036.57
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	680540	09/26/2019	1,016.82
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	680311	09/09/2019	1,008.03
SCR TTC	Annual Membership	680470	09/20/2019	1,000.00
360 BUSINESS CONSULTING	Webhosting Services	680556	09/30/2019	1,000.00
TOTALFUNDS	Postage Supplies	680405	09/13/2019	1,000.00
Total Checks Over \$1,000	\$2,588,971.51			
Total Checks Under \$1,000	\$56,206.56			
Total Checks	\$2,645,178.07			

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 4, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for September 2019

Summary:

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

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/03/19

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	9/4/2019	9/4/2019	DropBox	Dropbox Annual Membership Renewal; Performance Department		\$1,848.00
2	9/4/2019	9/4/2019	Juan Pollo Restaurants	Juan Pollo Catering Order; T-Now Meeting-Planning Department		\$188.56
3	9/5/2019	9/5/2019	Palm Springs Airport	Airport parking for 2 days (Palm Springs Airport); APTA Board Chair Selection-Lauren Skiver, CEO/General Manager		\$40.00
4	9/5/2019	9/5/2019	United Airlines	Change Fee; APTA Board Chair Selection-Lauren Skiver, CEO/General Manager		\$43.00
5	9/5/2019	9/5/2019	United Airlines	Change Fee; APTA Board Chair Selection-Lauren Skiver, CEO/General Manager		\$200.00
6	9/6/2019	9/6/2019	Residence Inn	Lodging for 2 Nights; ZEBRA OEM Roundtable-Tommy Edwards, Chief Performance Officer		\$277.10
7	9/6/2019	9/6/2019	Residence Inn	Lodging for 2 Nights; ZEBRA OEM Roundtable-Jenny Bellinger, Performance Project Assistant		\$277.10
8	9/9/2019	9/9/2019	Firehouse Subs	Fire House Subs Catering Order; Service extension / 700 bar station meeting with Nel and ZEN		\$89.42
9	9/11/2019	9/11/2019	Southwest Airlines	Roundtrip flight from ONT to OAK on Southwest Airlines; 2019 International Zero Emissions Bus Conference-Tommy Edwards, Chief Performance Officer		\$266.96
10	9/12/2019	9/12/2019	Southwest Airlines	Southwest Airlines EarlyBird check in fee; 2019 International Zero Emissions Bus Conference-Lauren Skiver, CEO/General Manager		\$15.00
11	9/12/2019	9/12/2019	Southwest Airlines	Roundtrip flight from ONT to SFO on Southwest Airlines; 2019 International Zero Emissions Bus Conference-Lauren Skiver, CEO/General Manager		\$274.96
12	9/12/2019	9/12/2019	Southwest Airlines	Southwest Airlines EarlyBird check in fee; 2019 International Zero Emissions Bus Conference-Lauren Skiver, CEO/General Manager		\$15.00
13	9/12/2019	9/12/2019	Southwest Airlines	Southwest Airlines EarlyBird check in fee; 2019 International Zero Emissions Bus Conference-Tommy Edwards, Chief Performance Officer		\$15.00
14	9/12/2019	9/12/2019	Southwest Airlines	Southwest Airlines EarlyBird check in fee; 2019 International Zero Emissions Bus Conference-Tommy Edwards, Chief Performance Officer		\$15.00
15	9/12/2019	9/12/2019	Southwest Airlines	Southwest Airlines EarlyBird check in fee; 2019 International Zero Emissions Bus Conference-Jenny Bellinger, Performance Project Assistant		\$15.00
16	9/12/2019	9/12/2019	Southwest Airlines	Southwest Airlines EarlyBird check in fee; 2019 International Zero Emissions Bus Conference-Jenny Bellinger, Performance Project Assistant		\$15.00
17	9/12/2019	9/12/2019	Southwest Airlines	Roundtrip flight from ONT to SFO on Southwest Airlines; 2019 International Zero Emissions Bus Conference -Tommy Edwards, Chief Performance Officer		\$274.96
18	9/12/2019	9/12/2019	Southwest Airlines	Roundtrip flight from ONT to SFO on Southwest Airlines; 2019 International Zero Emissions Bus Conference -Jenny Bellinger, Performance Project Assistant		\$274.96

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
19	9/12/2019	9/12/2019	Southwest Airlines	Roundtrip flight from ONT to OAK on Southwest Airlines; 2019 International Zero Emissions Bus Conference-Tommy Edwards, Chief Performance Officer (Credits)	\$266.96	
20	9/18/2019	9/18/2019	Expedia	Alaska Airlines flight from DCA to LAX; FTA Roundtable-Lauren Skiver, CEO/General Manager <i>(flight subsequently changed - credits for future travel)</i>		\$379.30
21	9/18/2019	9/18/2019	Expedia	Alaska Airlines flight from LAX to DCA; FTA Roundtable-Lauren Skiver, CEO/General Manager <i>(flight subsequently changed - credits for future travel)</i>		\$148.30
22	9/18/2019	9/18/2019	Expedia	Expedia Booking Fee; FTA Roundtable-Lauren Skiver, CEO/General Manager		\$4.64
23	9/18/2019	9/18/2019	Expedia	Lodging for 3 Nights; FTA Roundtable-Lauren Skiver, CEO/General Manager <i>(expense reimbursed by NTI)</i>		\$1,077.07
24	9/20/2019	9/20/2019	APTA	Remaining Balance for Conference Registration; APTA's 2019 TRANSform Conference- Lauren Skiver, CEO/General Manager		\$165.00
25	9/20/2019	9/20/2019	APTA	Remaining Balance for Conference Registration; APTA's 2019 TRANSform Conference- Tommy Edwards, Chief Performance Officer		\$435.00
26	9/23/2019	9/23/2019	Southwest Airlines	Roundtrip flight from ONT to SJC on Southwest Airlines; West Coast Center of Excellence Training-Tommy Edwards, Chief Performance Officer		\$266.96
27	9/23/2019	9/23/2019	Southwest Airlines	Roundtrip flight from ONT to SJC on Southwest Airlines; West Coast Center of Excellence Training-Mary Johnson, Project Manager Assistant		\$266.96
28	9/24/2019	9/24/2019	American Airlines	American Airlines flight from PSP to DCA; FTA Roundtable-Lauren Skiver, CEO/General Manager <i>(expense reimbursed by NTI)</i>		\$902.99
29	9/24/2019	9/24/2019	American Airlines	American Airlines Main Cabin Extra; flight from PSP to DCA on American Airlines -Lauren Skiver, CEO/General Manager		\$180.02
30	9/25/2019	9/25/2019	American Airlines	Roundtrip flight from ONT to LGA on American Airlines; APTA's 2019 TRANSform Conference-Tommy Edwards, Chief Performance Officer		\$530.10
31	9/25/2019	9/25/2019	American Airlines	American Airlines Main Cabin Extra; Roundtrip flight from ONT to LGA on American Airlines - Tommy Edwards, Chief Performance Officer		\$33.50
32	9/26/2019	9/26/2019	Le Meridien	Lodging for 2 Nights; 2019 International Zero Emissions Bus Conference -Lauren Skiver, CEO/General Manager		\$882.31
33	9/26/2019	9/26/2019	Le Meridien	Lodging for 2 Nights; 2019 International Zero Emissions Bus Conference-Tommy Edwards, Chief Performance Officer		\$882.99
34	9/26/2019	9/26/2019	Le Meridien	Lodging for 2 Nights; 2019 International Zero Emissions Bus Conference-Jenny Bellinger, Performance Project Assistant		\$976.19
35	9/27/2019	9/27/2019	Palliser Hotel	Lodging for 5 Nights; International Association of Transportation Regulators Training-Michal Brock, Taxi Administrator		\$1,534.00
36	9/27/2019	9/27/2019	National Car Rental	Car Rental for 2 Days; 2019 International Zero Emissions Bus Conference-Lauren Skiver, CEO/General Manager		\$468.99
37	9/27/2019	9/27/2019	ONT Airport Parking Lot	Airport parking for 3 days (Ontario Airport); International ZE Bus Conference-Lauren Skiver, CEO/General Manager		\$81.00
38	9/27/2019	9/27/2019	Luna Grill	Luna Grill catering order; September Board of Directors Meeting		\$392.32

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
39	9/30/2019	9/30/2019	Expedia	American Airlines flight from LGA to SMF; NorCal Clean Fleet Technology Conference & Expo-Lauren Skiver, CEO/General Manager		\$170.50
40	9/30/2019	9/30/2019	American Airlines	American Airlines flight from SMF to LAX; NorCal Clean Fleet Technology Conference & Expo-Lauren Skiver, CEO/General Manager (<i>flight subsequently changed - credits for future travel</i>)		\$172.30
41	9/30/2019	9/30/2019	American Airlines	American Airlines flight from LAX to JFK ; APTA's 2019 TRANSform Conference-Lauren Skiver, CEO/General Manager (<i>flight subsequently changed - credits for future travel</i>)		\$248.30
42	9/30/2019	9/30/2019	American Airlines	American Airlines Main Cabin Extra; flight from LAX to JFK on American Airlines -Lauren Skiver, CEO/General Manager		\$33.19
43	9/30/2019	9/30/2019	Expedia	Lodging for 2 Nights; NorCal Clean Fleet Technology Conference & Expo-Lauren Skiver, CEO/General Manager		\$431.53
44	9/30/2019	9/30/2019	Expedia	Car Rental for 2 Days; NorCal Clean Fleet Technology Conference & Expo-Lauren Skiver, CEO/General Manager		\$138.72
45	10/1/2019	10/1/2019	GoDaddy.com	GoDaddy; 2-year SSL certificate for email and websites		\$739.98
46	10/2/2019	10/2/2019	Panera Bread	Panera Bread Catering Order; HDR meeting-Planning Department, Operations Department and HDR		\$151.83
Credits and Charges:					\$266.96	\$15,839.01
Total:					\$15,572.05	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	10/03/19
Days in Billing Cycle	30
Next Statement Date	11/03/19

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

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

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

Credit Line	\$40,000
Available Credit	\$23,098

Payment Information

New Balance	\$15,839.01
Current Payment Due (Minimum Payment)	\$792.00
Current Payment Due Date	10/28/19

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

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

Account Summary

Previous Balance		\$3,627.94
Credits	-	\$266.96
Payments	-	\$3,360.98
Purchases & Other Charges	+	\$15,839.01
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$15,839.01

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$155.72
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$205.72
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$575.66

Cash Back Notice

Your next cash back reward is scheduled for 12/2019.

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

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$15,839.01
Total Amount Due (Minimum Payment)	\$792.00
Current Payment Due Date	10/28/19

Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
61679
MSP 319

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.



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	13.240%	.03627%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.990%	.07120%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$15,839.01 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 10/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$15,572.05

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
09/27	09/27	F3268008E00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$3,360.98-	3,360.98	

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In **0263**

09/04	09/04	24692167P2XLBA67M	DROPBOX*WMBJCNMK4FJC DROPBOX.COM CA		1,848.00
09/04	09/04	24755427R4E0EPP64	JUAN POLLO BEAUMONT 951-7698570 CA		188.56
09/05	09/05	24431067RBM6D8XPB	PALM SPRINGS AIRPORT PALM SPRINGS CA		40.00
09/05	09/05	24692167T2XMGVHFW	UNITED 0162471153142800-932-2732 TX SKIVER/LAURALEE		43.00
		09/05/19	1 UA H DENVER PALM SPRINGS		
09/05	09/05	24692167T2XMH3A2E	UNITED 0161532911181800-932-2732 TX		200.00
09/06	09/06	24692167T2XNMMXAV	RESIDENCE INNS LONG BE LONG BEACH CA		277.10
09/06	09/06	24692167T2XNMMXB3	RESIDENCE INNS LONG BE LONG BEACH CA		277.10
09/09	09/09	24137467XEJ69FH68	FIREHOUSE SUBS #1287 PALM DESERT CA		89.42
09/11	09/11	24692167Z2XF92JL9	SOUTHWES 5262119161077800-435-9792 TX EDWARDS/TOMMY		266.96
		09/25/19	1 WN J ONTARIO OAKLAND		
			2 WN S OAKLAND ONTARIO		
09/12	09/12	2469216802Y1RE0AT	SWA*EARLYBRD5269849992427800-435-9792 TX		15.00
09/12	09/12	2469216802Y1RE0A7	SOUTHWES 5262119676085800-435-9792 TX EDWARDS/TOMMY DALE		274.96
		09/25/19	1 WN E ONTARIO SAN FRANCISCO		
			2 WN T SAN FRANCISCO ONTARIO		
09/12	09/12	2469216802Y1RE0BH	SWA*EARLYBRD5269849992430800-435-9792 TX		15.00
09/12	09/12	2469216802Y1RE0BT	SWA*EARLYBRD5269849992431800-435-9792 TX		15.00
09/12	09/12	2469216802Y1RE0B1	SWA*EARLYBRD5269849992428800-435-9792 TX		15.00
09/12	09/12	2469216802Y1RE0B9	SWA*EARLYBRD5269849992429800-435-9792 TX		15.00
09/12	09/12	2469216802Y1RE0QA	SWA*EARLYBRD5269849992432800-435-9792 TX		15.00
09/12	09/12	2469216802Y1RE09P	SOUTHWES 5262119676083800-435-9792 TX BELLINGER/JENNIFER M		274.96
		09/25/19	1 WN E ONTARIO SAN FRANCISCO		
			2 WN T SAN FRANCISCO ONTARIO		
09/12	09/12	2469216802Y1RE09Z	SOUTHWES 5262119676084800-435-9792 TX SKIVER/LAURA LEE		274.96
		09/25/19	1 WN E ONTARIO SAN FRANCISCO		
			2 WN T SAN FRANCISCO ONTARIO		
09/12	09/12	7469216802Y1RMJZN	SOUTHWES 5262119161077800-435-9792 TX	266.96	
09/18	09/18	2443106869M3DNJWE	ALASKA AIR 0277423663106 SEATTLE WA SKIVER/LAURA LEE		379.30
		10/11/19	1 AS H WASHINGTON LOS ANGELES		
		11617270	EXPEDIA.COM TRAVEL		

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
09/18	09/18	2443106889M3DNKKW 10/08/19 1 AS R 11617270	ALASKA AIR 0277423691424 SEATTLE WA SKIVER/LAURA LEE LOS ANGELES WASHINGTON EXPEDIA.COM TRAVEL		148.30
09/18	09/18	244450088HEW8BDDJ	EXPEDIA 7476004776739 EXPEDIA.COM NV		4.64
09/18	09/18	244450088HEW8BD86	EXPEDIA 7476001317156 EXPEDIA.COM NV		1,077.07
09/20	09/20	246392389S66DR6VW	APTA 202-4964800 DC		165.00
09/20	09/20	246392389S66DR6WE	APTA 202-4964800 DC		435.00
09/23	09/23	246921688B2XNPXNYT 10/06/19 1 WN S 2 WN J	SOUTHWES 5262123319222800-435-9792 TX JOHNSON/MARY ASHLEY ONTARIO SAN JOSE SAN JOSE ONTARIO		266.96
09/23	09/23	246921688B2XNPXNZ1 10/06/19 1 WN S 2 WN J	SOUTHWES 5262123319223800-435-9792 TX EDWARDS/TOMMY DALE ONTARIO SAN JOSE SAN JOSE ONTARIO		266.96
09/24	09/24	24431068QWESNQS13 10/08/19 1 AA G 2 AA G 3 AA G 4 AA V	AMERICAN AIR0012379690070 FORT WORTH TX SKIVER/LAURA PALM SPRINGS FORT WORTH FORT WORTH WASHINGTON WASHINGTON CHICAGO CHICAGO PALM SPRINGS		902.99
09/24	09/24	24431068QWESPJNBS 09/24/19 1 AA Y	AMERICAN AIR0010656922690 FORT WORTH TX SKIVER/LAURA RVU FEE		180.02
09/25	09/25	24431068DWESNFFYK 10/12/19 1 AA G 2 AA G 3 AA L 4 AA L	AMERICAN AIR0012379951528 FORT WORTH TX EDWARDS/TOMMY ONTARIO FORT WORTH FORT WORTH NEW YORK NEW YORK FORT WORTH FORT WORTH ONTARIO		530.10
09/25	09/25	24431068DWESPLBHE 09/25/19 1 AA Y	AMERICAN AIR0010657005731 FORT WORTH TX EDWARDS/TOMMY RVU FEE		33.50
09/26	09/26	24755428D7LLVFGHLH	LE MERIDIEN SAN FRANCISCO SAN FRANCISCO CA		882.31
09/26	09/26	24755428D7LLVFGHLT	LE MERIDIEN SAN FRANCISCO415-2962900 CA		882.99
09/26	09/26	24755428D7LLVFGM1	LE MERIDIEN SAN FRANCISCO415-2962900 CA		976.19
09/27	09/27	74064498FPVVHAKK8 09/27 09/27	PALLISER HOTEL CALGARY CD CA DOLLAR --- 2026.46 X 0.75698508		1,534.00
09/27	09/27	24164078E1R1ETZJX	NATIONAL CAR RENTAL SAN FRANCISCO CA		468.99
09/27	09/27	24323038F05JZSE8N	ONT AIRPT PRKING LOT 4 ONTARIO CA		81.00
09/27	09/27	24431068EL4F6LG5V	LUNA GRILL 046 PALM DESERT CA		392.32
09/30	09/30	24431068JA16SD7NJ 10/16/19 1 AA N 2 AA N 11578626	AMERICAN AIR0017425255990 FORT WORTH TX SKIVER/LAURA LEE NEW YORK CHARLOTTE CHARLOTTE SACRAMENTO EXPEDIA.COM		170.50
09/30	09/30	24431068JWESNQPVF 10/18/19 1 AA G	AMERICAN AIR0012380846897 FORT WORTH TX SKIVER/LAURA SACRAMENTO LOS ANGELES		172.30
09/30	09/30	24431068JWESN4N3J 10/11/19 1 AA G	AMERICAN AIR0012380839568 FORT WORTH TX SKIVER/LAURA LOS ANGELES NEW YORK		248.30
09/30	09/30	24431068JWESPHH5M 09/30/19 1 AA Y	AMERICAN AIR0010657305087 FORT WORTH TX SKIVER/LAURA RVU FEE		33.19
09/30	09/30	24445008JHEWRLQ74	EXPEDIA 7480310241943 EXPEDIA.COM NV		431.53
09/30	09/30	24445008JHEWRLQ9D	EXPEDIA 7480312927657 EXPEDIA.COM NV		138.72
10/01	10/01	24905418J2AXPKLSR	DNH*GODADDY.COM 480-5058855 AZ		739.98
10/02	10/02	24231688K2DKYYBFJ	PANERA BREAD #601771 PALM DESERT CA		151.83
			TOTAL \$15,572.05		

Wells Fargo News

Remember there are no foreign transaction fees when you make international purchases or travel outside of the U.S. With your Wells Fargo Business Elite Card, you can take your business anywhere around the world and have the confidence you'll get:

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

"No foreign transaction fees" applies to business credit cards issued by Wells Fargo and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wellsfargo.com.

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 4, 2019 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for September 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 September 30, 2019, the organization's revenues net of subsidies are \$20,198 under budget or 1.9% under the YTD budget. Expenditures are \$1,036,236 under budget or 10.1% below the YTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
September 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	229,782	223,972	5,810	671,533	643,919	27,613	76.0%
Other Revenue	1,773,184	125,287	147,765	(22,478)	395,485	443,296	(47,812)	77.7%
Total Operating Revenue	4,572,833	355,069	381,069	(26,000)	1,067,017	1,143,208	(76,191)	76.7%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,276,452	787,340	856,371	69,031	2,367,865	2,569,113	201,248	77.0%
Operator & Mechanic Overtime	1,071,700	137,601	89,308	(48,293)	403,618	267,925	(135,693)	62.3%
Administration Salaries & Wages	6,320,690	444,132	526,724	82,593	1,418,892	1,580,173	161,280	77.6%
Administration Overtime	79,284	6,016	6,607	591	14,063	19,821	5,758	82.3%
Fringe Benefits	10,775,692	630,167	897,974	267,807	2,165,213	2,693,923	528,710	79.9%
Communications	226,000	21,095	18,833	(2,261)	60,133	56,500	(3,633)	73.4%
Legal Services	525,000	20,897	43,750	22,853	35,252	131,250	95,998	93.3%
Computer/Network Software Agreement	626,053	64,829	52,171	(12,658)	130,024	156,513	26,489	79.2%
Uniforms	118,706	10,656	9,892	(764)	20,091	29,677	9,585	83.1%
Contracted Services	462,568	42,158	38,547	(3,611)	120,572	115,642	(4,930)	73.9%
Equipment Repairs	11,750	352	979	627	3,221	2,938	(284)	72.6%
Security Services	117,337	6,285	9,778	3,493	20,197	29,334	9,137	82.8%
Fuel - CNG	1,601,295	122,208	133,441	11,234	368,293	400,324	32,031	77.0%
Fuel - Hydrogen	350,000	71,874	29,167	(42,707)	104,274	87,500	(16,774)	70.2%
Tires	291,800	12,595	24,317	11,722	48,803	72,950	24,147	83.3%
Office Supplies	75,028	4,323	6,252	1,929	16,671	18,757	2,086	77.8%
Travel/Training	150,100	6,345	12,508	6,163	13,753	37,525	23,772	90.8%
Repair Parts	1,407,128	69,350	117,261	47,911	368,608	351,782	(16,826)	73.8%
Facility Maintenance	45,750	7,295	3,813	(3,483)	12,370	11,438	(933)	73.0%
Electricity - CNG & Hydrogen	283,000	12,858	23,583	10,725	39,589	70,750	31,161	86.0%
Natural Gas	1,345,000	89,671	112,083	22,412	290,888	336,250	45,362	78.4%
Water and Gas	6,500	328	542	213	903	1,625	722	86.1%
Insurance Losses	1,312,523	299,229	109,377	(189,852)	539,221	328,131	(211,090)	58.9%
Insurance Premium - Property	18,626	1,517	1,552	35	4,551	4,657	106	75.6%
Repair Claims	100,000	0	8,333	8,333	0	25,000	25,000	100.0%
Fuel Taxes	116,500	4,951	9,708	4,757	17,424	29,125	11,701	85.0%
Other Expenses	4,896,450	381,130	408,038	26,907	996,113	1,224,113	227,999	79.7%
Self Consumed Fuel	(1,770,782)	(128,270)	(147,565)	19,295	(406,800)	(442,696)	35,895	77.0%
Total Operating Expenses (Before Depreciation)	40,840,150	3,126,931	3,403,346	276,415	9,173,802	10,210,038	1,036,236	77.5%
Operating Expenses in Excess of Operating Revenue		\$ (2,771,862)			\$ (8,106,785)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	552,276	602,169	49,893	1,615,225	1,806,508	191,283	77.6%
State - LTF, LCTOP	21,191,641	1,619,648	1,765,970	146,322	4,736,939	5,297,910	560,971	77.6%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	599,938	654,137	54,199	1,754,621	1,962,412	207,791	77.6%
Total Subsidies	36,267,317	2,771,862	3,022,276	250,414	8,106,785	9,066,829	960,044	77.6%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
September 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	28,523,818	2,005,255	2,376,985	371,729	6,369,651	7,130,955	761,304	77.7%
Services	4,139,526	302,910	344,961	42,051	711,025	1,034,882	323,857	82.8%
Fuels & Lubricants	2,140,724	206,805	178,394	(28,412)	513,247	535,181	21,934	76.0%
Tires	291,800	12,595	24,317	11,722	48,803	72,950	24,147	83.3%
Materials and Supplies	1,778,028	104,255	148,169	43,914	457,999	444,507	(13,492)	74.2%
Utilities	1,912,500	126,001	159,375	33,374	404,711	478,125	73,414	78.8%
Casualty & Liability	2,201,631	368,128	183,469	(184,659)	749,892	550,408	(199,485)	65.9%
Taxes and Fees	116,500	4,951	9,708	4,757	17,424	29,125	11,701	85.0%
Miscellaneous Expenses	1,506,405	124,301	125,534	1,233	307,850	376,601	68,751	79.6%
Self Consumed Fuel	(1,770,782)	(128,270)	(147,565)	19,295	(406,800)	(442,696)	35,895	77.0%
Total Operating Expenses (Before Depreciation)	40,840,150	3,126,931	3,403,346	276,415	9,173,802	10,210,038	1,036,236	77.5%
Revenues:								
Passenger Revenue	2,799,649	229,782	223,972	5,810	671,533	643,919	27,613	76.0%
Other Revenue	1,773,184	125,287	147,765	(22,478)	395,485	443,296	(47,812)	77.7%
Total Operating Revenue	4,572,833	355,069	381,069	(26,000)	1,067,017	1,143,208	(76,191)	76.7%
Net Operating Gain (Loss)		\$ (2,771,862)			\$ (8,106,785)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	552,276	602,169	49,893	1,615,225	1,806,508	191,283	77.6%
State - LTF, SGR, LCTOP	21,191,641	1,619,648	1,765,970	146,322	4,736,939	5,297,910	560,971	77.6%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	599,938	654,137	54,199	1,754,621	1,962,412	207,791	77.6%
Total Subsidies	36,267,317	2,771,862	3,022,276	250,414	8,106,785	9,066,829	960,044	77.6%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- The ridership demand follows a seasonal pattern. Ridership is higher October through April.
- For September ridership is at 1.9% above FY19 YTD totals.
- Total system ridership is 18,242 trips above FY19 YTD amounts.

Ridership				
	FY19-Sep	FY20-Sep	Variance	%Δ
Fixed Route	337,164	338,300	1,136	0.34%
Paratransit	12,530	12,873	343	2.7%
SolVan	1,872	1,304	(568)	-30.3%
System Total	351,566	352,477	911	0.3%

Ridership				
	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	911,482	931,307	19,825	2.2%
Paratransit	38,631	38,842	211	0.5%
SolVan	5,846	4,052	(1,794)	-30.7%
System Total	955,959	974,201	18,242	1.9%

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 credits 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, 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.

September			
	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 94,016.19	\$ (38,182.86)
Paratransit	\$ 22,500.00	\$ 26,526.22	\$ (4,026.22)
Mechanics	\$ 10,000.00	\$ 15,057.83	\$ (5,057.83)
Stops and Zones	\$ 641.66	\$ 1,714.41	\$ (1,072.75)

YTD-September			
	YTD Budget	YTD OT Expense	Variance
Fixed Route	\$ 167,500.00	\$ 289,531.75	\$ (122,031.75)
Paratransit	\$ 67,500.00	\$ 72,584.83	\$ (5,084.83)
Mechanics	\$ 30,000.00	\$ 37,546.81	\$ (7,546.81)
Stops and Zones	\$ 1,925.00	\$ 3,658.65	\$ (1,733.65)

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

- 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

- In September 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.
- In July an annual expense for a service fee for a real time cellular sign was paid.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage, the amount spent differs 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 - Unfavorable

- The unfavorable variance is attributed to emergency repair services in August for the CNG station. Additionally, there were seven (6) towing services charged, and semiannual A/C inspection and repair fee.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on a need basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Unfavorable

- The unfavorable variance is due to repairs and maintenance to the shop bus lift incurred in August.
- 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 19,344 GGE's below FY19 YTD amounts.
The lower internal consumption is primarily attributed the hydrogen station being down earlier in the year. Fuel had to be purchased from an outside vendor and therefore lowered inhouse production.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Sep FY19	126,473				
Sep FY20	118,442	(8,031)	(1,467)	-6.35%	-1.22%
Aug FY20	119,909				
YTD Sep FY19	381,417				
YTD Sep FY20	362,073	(19,344)		-5.07%	

Fuel - Hydrogen - Unfavorable

- The unfavorable variance is due to hydrogen fuel that had to be purchased through an outside vendor when the hydrogen station was down for repairs.

Tires - Favorable

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

Office Supplies - Favorable

Travel/Training - Favorable

Repair Parts - Unfavorable

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Facility Maintenance - Favorable

Electricity - CNG & Hydrogen - Favorable

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Natural Gas - Favorable

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Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
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Water and Gas - Favorable

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Insurance Losses - Unfavorable

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Insurance Premium - Property - Favorable

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Repair Claims - Favorable

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Fuel Taxes - Favorable

- Outside fueling sales are currently \$155,421 below FY19 YTD amounts.
- For September, sales have decreased by \$1,257 from the previous month.
- The favorable variance in fuel taxes is due to lower fuel sales and internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Sep FY19	\$ 22,930				
Sep FY20	\$ 33,837	\$ 10,907	\$ (1,257)	47.57%	-3.58%
Aug FY20	\$ 35,095				
YTD Sep FY19	\$ 257,473				
YTD Sep FY20	\$ 112,960	\$ (144,514)		-56.13%	

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

	Sep FY19	Sep FY20	Variance	%Δ
Fixed Route	303,270	312,019	8,749	2.9%
Paratransit	95,939	101,212	5,273	5.5%
System Total	399,209	413,231	14,022	3.5%

Mileage YTD-September

	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	936,917	955,453	18,536	2.0%
Paratransit	293,927	303,108	9,181	3.1%
System Total	1,230,844	1,258,561	27,717	2.3%

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 4, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000.

- For the month of October 2019, there were two (2) contracts executed, and one (1) purchase order executed:

VENDOR	PURPOSE
Manticore Advocacy, LLC	Legislative Services
VPLS Solutions	Storage Modernization
The Learning & Performance Improvement Group, LLC	Public Transportation Agency Safety Plan

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

October 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Manticore Advocacy	Legislative Services	FY20 Operating Budget	FY20 Operating Budget	\$ 42,000.00	\$ 42,000.00	Executed Agreement
VPLS Solutions	Storage Modernization	Replace original storage area network with a larger unit to run all 12 Host Servers in the Private Cloud Infrastructure.	SRTP 2017 SRTP 2018	\$ 89,451.00	\$ 89,999.98	Executed Purchase Order
The Learning & Performance Improvement Group, LLC	Public Transportation Agency Safety Plan	Consulting services with The Learning & Performance Improvement Group, LLC to assist with the rewrite of the SunLine System Safety plan to comply with FTA regulations.	FY20 Operating Budget	\$ 50,000.00	\$ 36,000.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 4, 2019 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Union

	Actual	Range
Equities	63.23%	35 – 75%
Fixed Income	35.91%	25 – 64%
Cash & Equivalent	0.86%	0 – 10%

Non-Union

	Actual	Range
Equities	63.15%	35 – 75%
Fixed Income	35.97%	25 – 64%
Cash & Equivalent	0.88%	0 – 10%

- For the month of September, the market value of assets increased by \$368,595 and \$327,006 for the Union and Non-Union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
August 2019	\$28,678,565	\$29,042,456
September 2019	\$29,047,160	\$29,369,462
Increase (Decrease)	\$368,595	\$327,006

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

Union

	Actual	Range
Equities	63.74%	35 – 75%
Fixed Income	35.47%	25 – 64%
Cash & Equivalent	0.79%	0 – 10%

Non-Union

	Actual	Range
Equities	63.69%	35 – 75%
Fixed Income	35.55%	25 – 64%
Cash & Equivalent	0.76%	0 – 10%

- For the month of October, the market value of assets increased by \$432,670 and \$422,103 for the Union and Non-Union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
September 2019	\$29,047,160	\$29,369,462
October 2019	\$29,479,830	\$29,791,565
Increase (Decrease)	\$432,670	\$422,103

Recommendation:

Receive and file.

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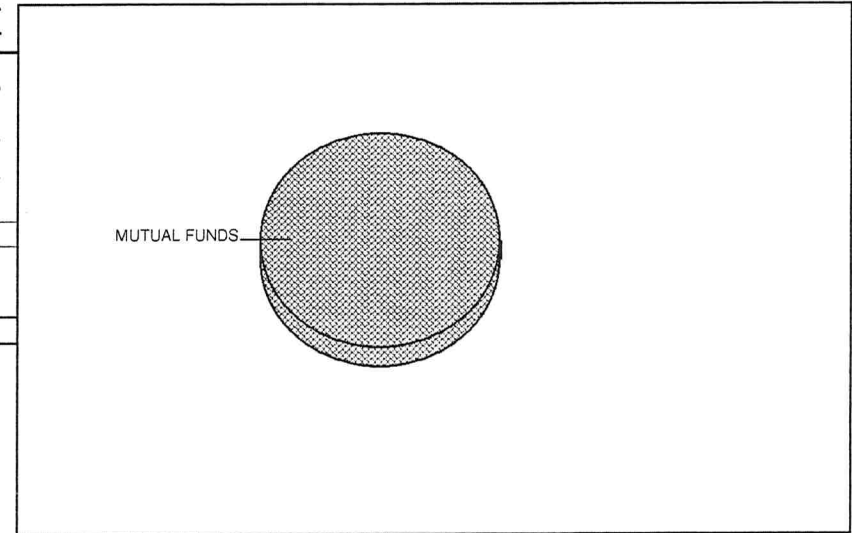
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 21
 Period from October 1, 2019 to October 31, 2019

ASSET SUMMARY

ASSETS	10/31/2019 MARKET	10/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	231,811.99	231,811.99	0.79
Mutual Funds-Equity	18,790,307.07	16,766,646.52	63.74
Mutual Funds-Fixed Income	10,457,380.36	10,119,469.36	35.47
Total Assets	29,479,499.42	27,117,927.87	100.00
Accrued Income	330.35	330.35	0.00
Grand Total	29,479,829.77	27,118,258.22	100.00

Estimated Annual Income 678,693.15



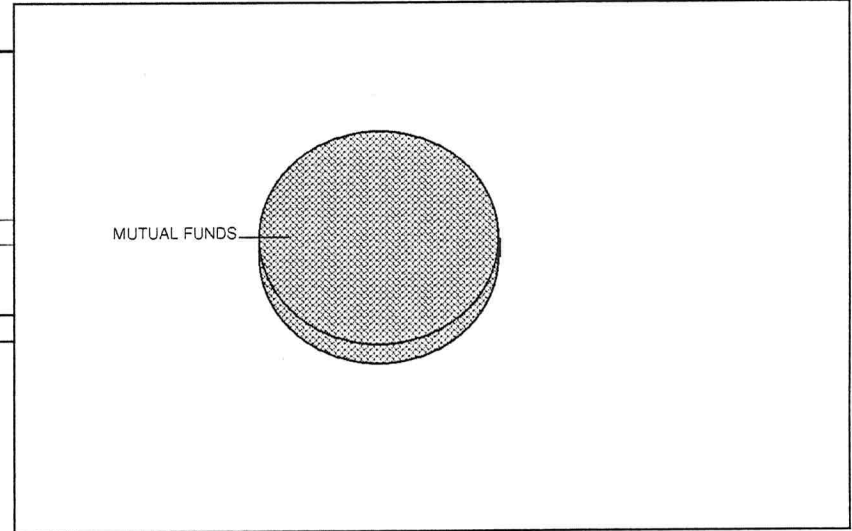
ASSET SUMMARY MESSAGES

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	10/31/2019 MARKET	10/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	225,520.09	225,520.09	0.76
Mutual Funds-Equity	18,975,870.60	16,933,397.36	63.69
Mutual Funds-Fixed Income	10,589,851.48	10,250,237.03	35.55
Total Assets	29,791,242.17	27,409,154.48	100.00
Accrued Income	322.96	322.96	0.00
Grand Total	29,791,565.13	27,409,477.44	100.00

Estimated Annual Income 686,197.32

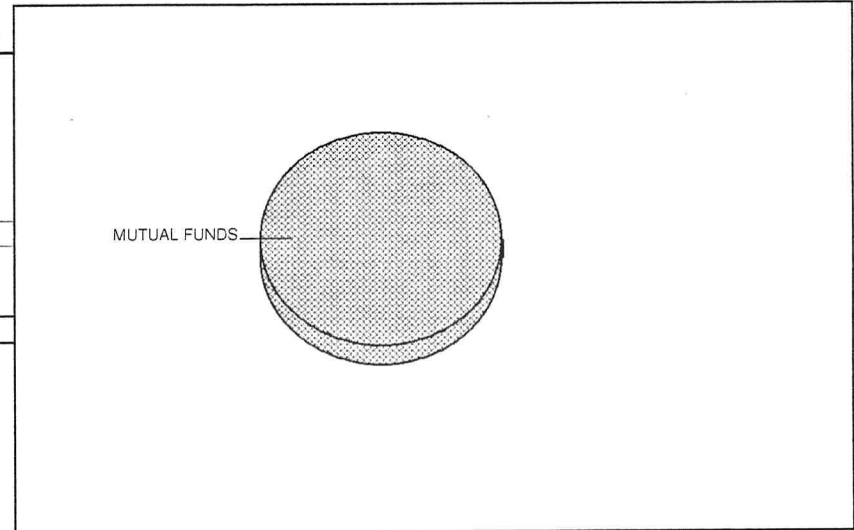


ASSET SUMMARY MESSAGES

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	09/30/2019 MARKET	09/30/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	249,695.82	249,695.82	0.86
Mutual Funds-Equity	18,366,522.40	16,766,646.52	63.23
Mutual Funds-Fixed Income	10,430,676.21	10,097,512.57	35.91
Total Assets	29,046,894.43	27,113,854.91	100.00
Accrued Income	265.37	265.37	0.00
Grand Total	29,047,159.80	27,114,120.28	100.00
Estimated Annual Income	680,054.29		

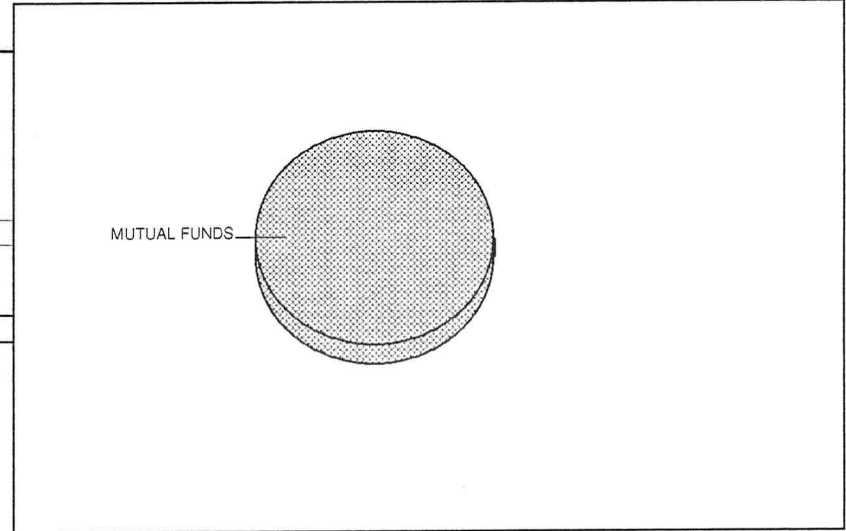


ASSET SUMMARY MESSAGES

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	09/30/2019 MARKET	09/30/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	258,521.35	258,521.35	0.88
Mutual Funds-Equity	18,547,879.01	16,933,397.36	63.15
Mutual Funds-Fixed Income	10,562,807.37	10,228,002.74	35.97
Total Assets	29,369,207.73	27,419,921.45	100.00
Accrued Income	254.48	254.48	0.00
Grand Total	29,369,462.21	27,420,175.93	100.00
Estimated Annual Income	687,800.19		



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: December 4, 2019

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for October 2019

Summary:

System-wide ridership in October 2019 increased 0.1% versus October of 2018.

Monthly Ridership		
	October -18	October -19
Fixed Route	382,722	384,795
SolVan	2,218	1,369
SunDial	14,579	13,924
System Total	399,519	400,088

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

YTD Ridership	
	October
Fiscal Year 2019	1,355,478
Fiscal Year 2020	1,374,289
Ridership Increase	18,811

Recommendation

Receive and file.



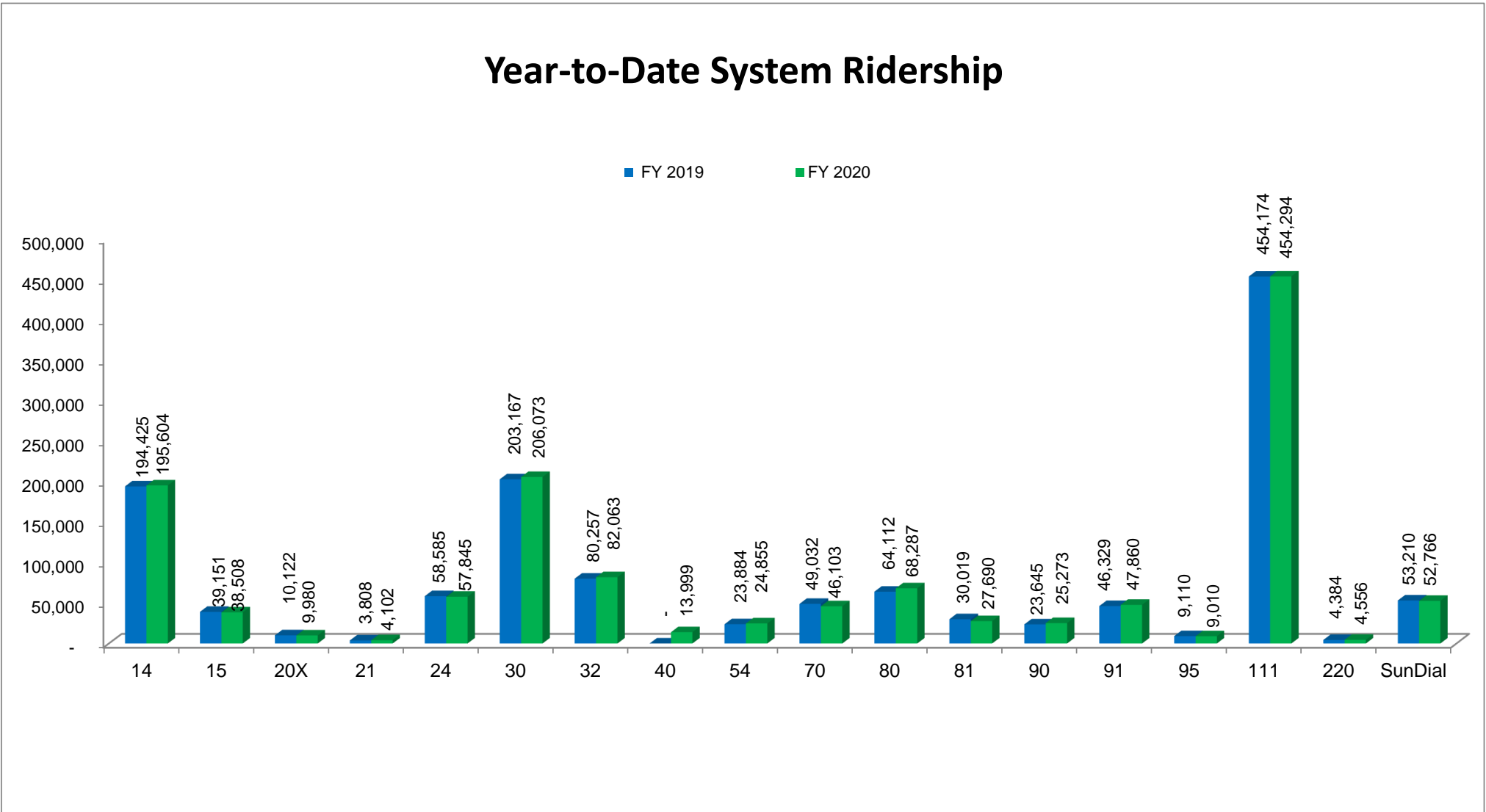
SunLine Transit Agency Monthly Ridership Report October 2019

		FY 2020 & 2019												
		Oct 2019	Oct 2018	Sep 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	53,684	55,525	49,494	(1,841)	-3.3%	195,604	194,425	1,179	0.6%	1,727	6,419	396	1,560
15	DHS	11,263	11,504	10,308	(241)	-2.1%	38,508	39,151	(643)	-1.6%	171	712	126	581
20X	DHS/PD	3,440	3,481	2,924	(41)	-1.2%	9,980	10,122	(142)	-1.4%	52	236	2	18
21	PD	1,646	1,532	1,141	114	7.4%	4,102	3,808	294	7.7%	47	112	17	49
24	PS	17,103	17,101	14,954	2	0.0%	57,845	58,585	(740)	-1.3%	521	1,895	121	609
30	CC/PS	58,119	57,982	50,892	137	0.2%	206,073	203,167	2,906	1.4%	1,973	7,371	514	1,787
32	PD/RM/TP/CC/PS	23,869	24,081	20,998	(212)	-0.9%	82,063	80,257	1,806	2.3%	918	3,512	203	771
40	PS/BUZZ	4,809	-	2,640	4,809	100.0%	13,999	-	13,999	100.0%	-	-	-	-
54	Indio/LQ/IW/PD	8,692	9,142	7,652	(450)	-5.2%	24,855	23,884	971	4.1%	224	794	35	163
70	LQ/BD	15,168	16,497	13,178	(1,329)	-8.8%	46,103	49,032	(2,929)	-6.0%	539	1,967	37	139
80	Indio	22,890	20,551	19,082	2,339	10.2%	68,287	64,112	4,175	6.5%	289	1,498	291	919
81	Indio	9,444	9,730	8,454	(286)	-3.0%	27,690	30,019	(2,329)	-7.8%	55	338	30	127
90	Coachella/Indio	6,647	6,465	6,306	182	2.7%	25,273	23,645	1,628	6.9%	115	368	90	406
91	I/Cch/Th/Mec/Oas	14,442	14,766	13,560	(324)	-2.2%	47,860	46,329	1,531	3.3%	234	882	56	228
95	I/Cch/Th/Mec/NS	2,330	2,429	2,183	(99)	-4.2%	9,010	9,110	(100)	-1.1%	20	117	2	53
111	PS to Indio	129,980	130,708	113,535	(728)	-0.6%	454,294	454,174	120	0.0%	4,875	18,859	1,060	4,045
220	PD to Riverside	1,269	1,228	999	41	3.2%	4,556	4,384	172	3.9%	31	137	10	57
Fixed Route Total		384,795	382,722	338,300	2,073	0.5%	1,316,102	1,294,204	21,898	1.7%	11,791	45,217	2,990	11,512
SolVan		1,369	2,218	1,304	(849)	-38.3%	5,421	8,064	(2,643)	-32.8%				
Demand Response														
SunDial		13,924	14,579	12,873	(655)	-4.5%	52,766	53,210	(444)	-0.8%				
System Total		400,088	399,519	352,477	569	0.1%	1,374,289	1,355,478	18,811	1.4%				
		Oct-19	Oct-18	Sep-19										
Weekdays:		23	23	20										
Saturdays:		4	4	4										
Sundays:		4	4	* 6										
Total Days:		31	31	30										

*Haul Pass Ridership was 32,141 from 1,554 unique riders. Mobile Ticketing Ridership was 14,039 from 462 unique riders.

SunLine Transit Agency
 Monthly Ridership Report
 October - 2019

Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: December 4, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for October 2019

Summary:

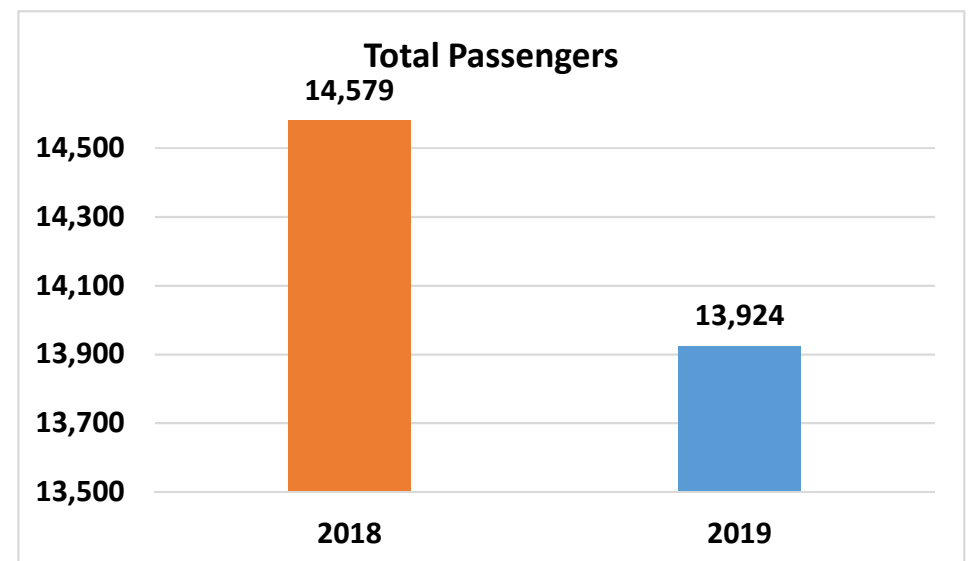
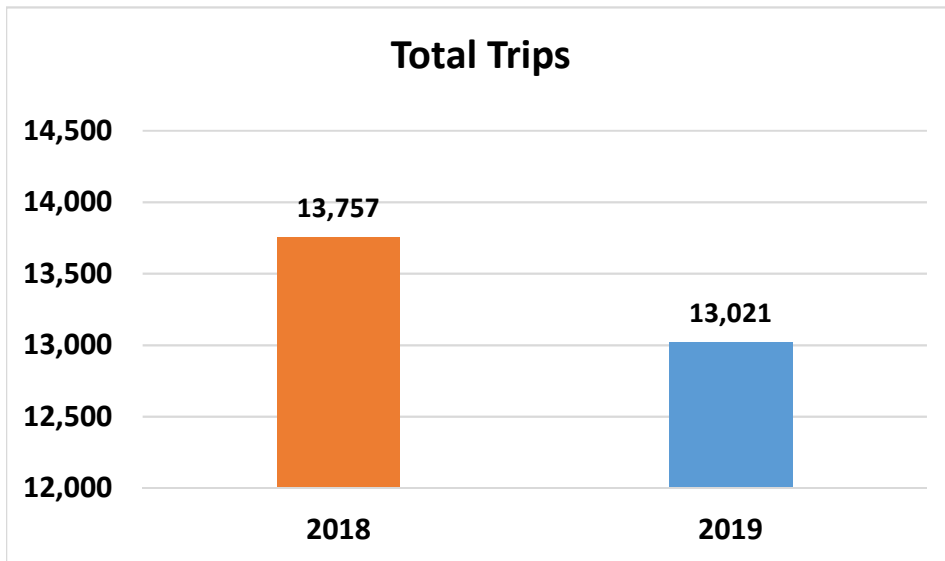
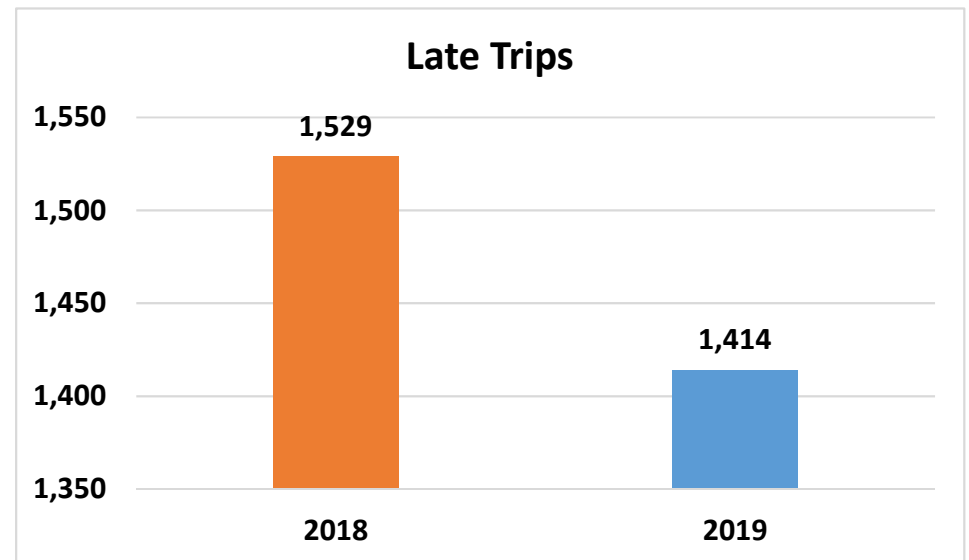
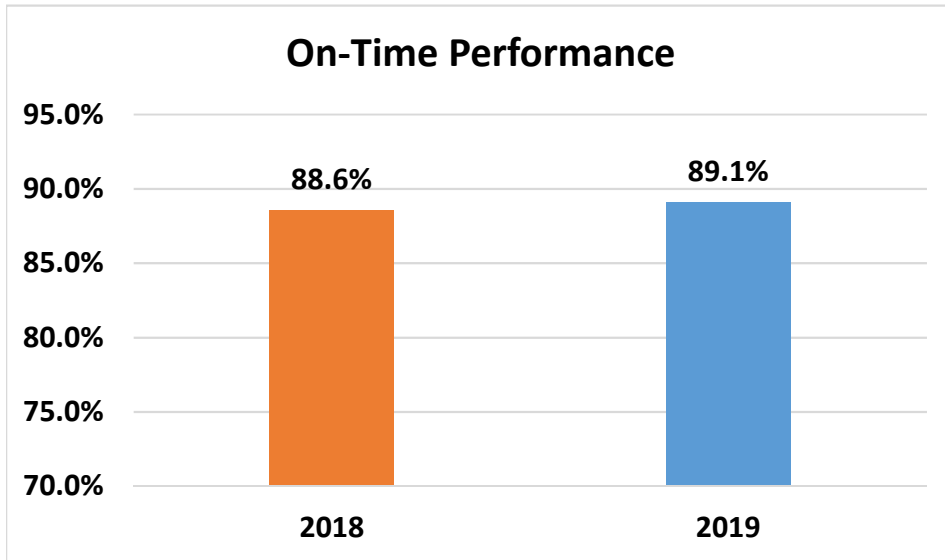
The attached report summarizes SunDial's operation for October 2019. This report identifies that the on time performance is 0.9% under the Agency's internal 90.0% service standard, however still within the standards noted within the F.T.A Circular under 7.4.2 Service Characteristics for Equivalency. There was a 7.5% decrease in late cancellations as well as a 5.3% decrease in total trips and a 4.4% decrease in total passengers. Road supervision continues to focus on ride along evaluations, onboard inspections and safety evaluations.

Recommendation:

Receive and file.

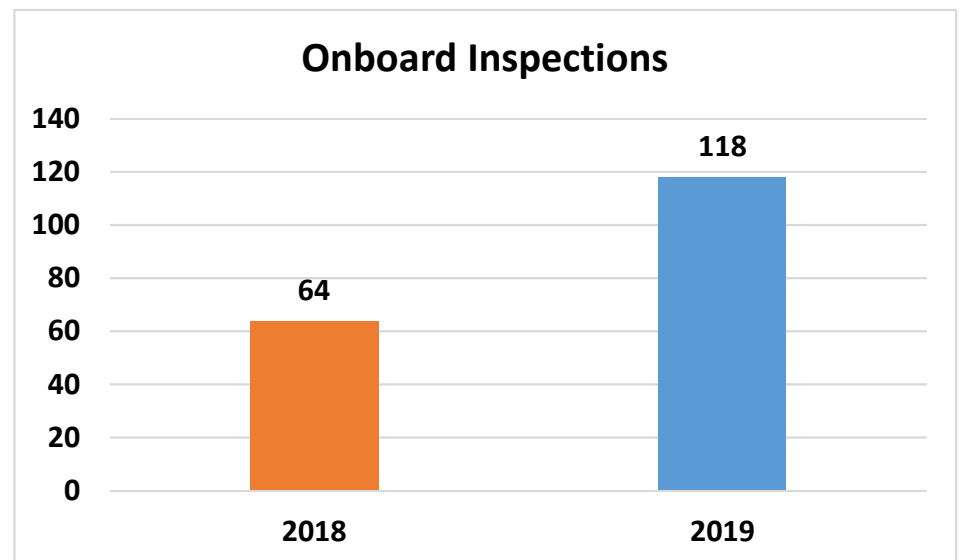
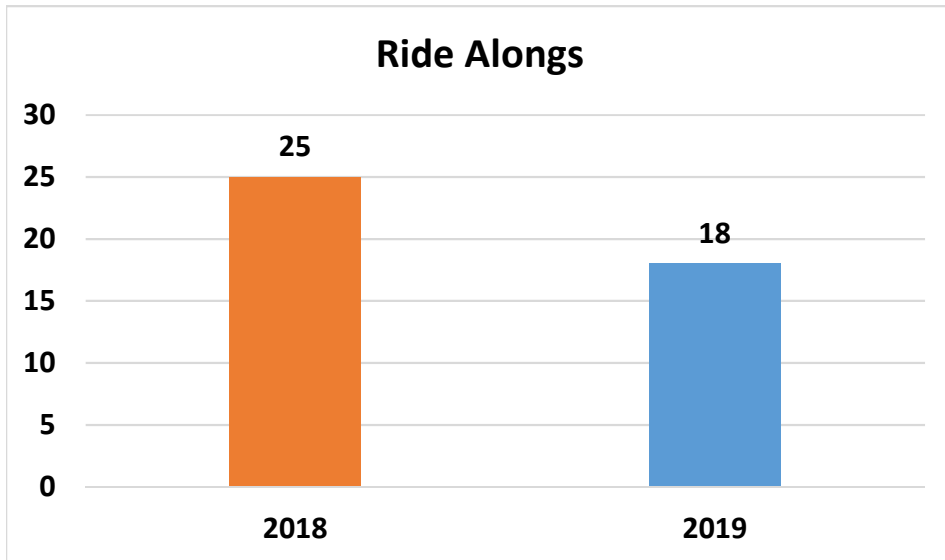
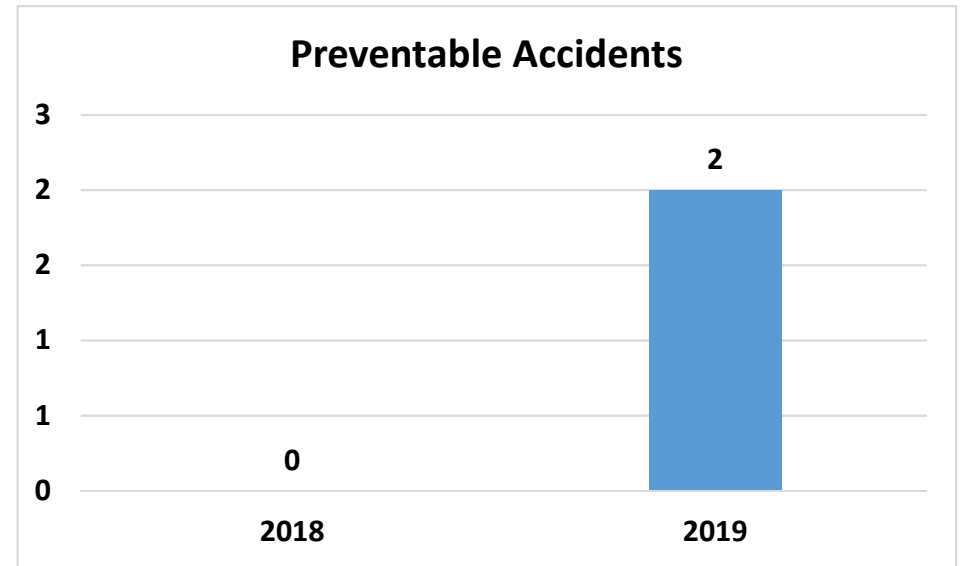
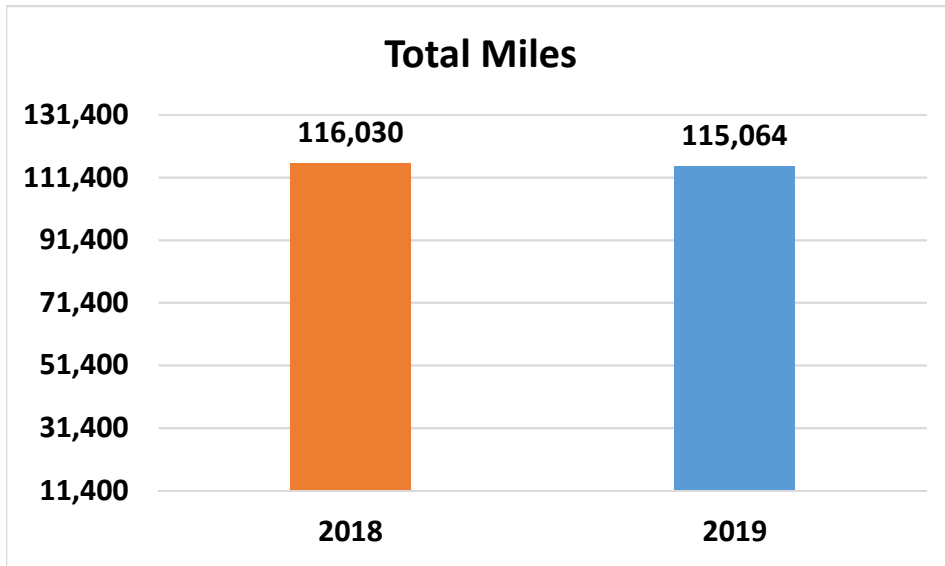
SunDial Operational Notes

OCTOBER 2018/2019



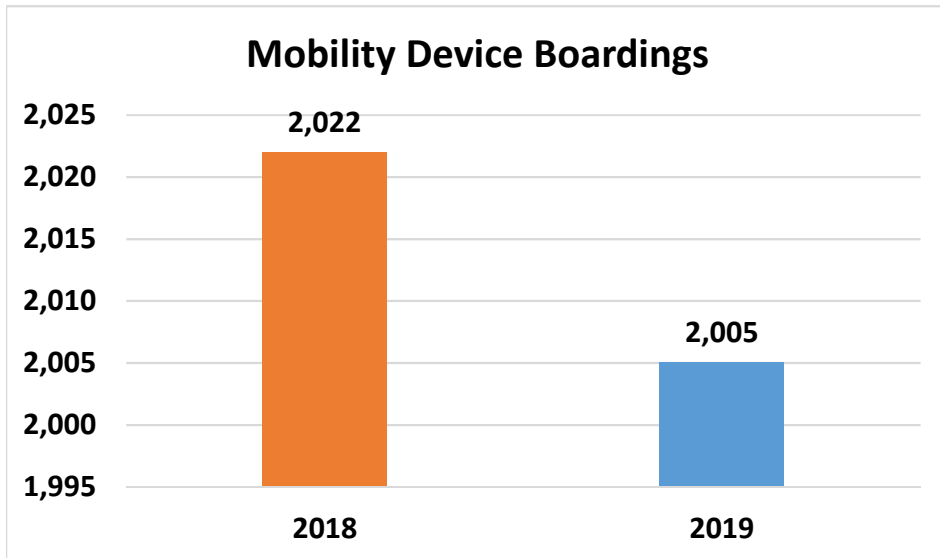
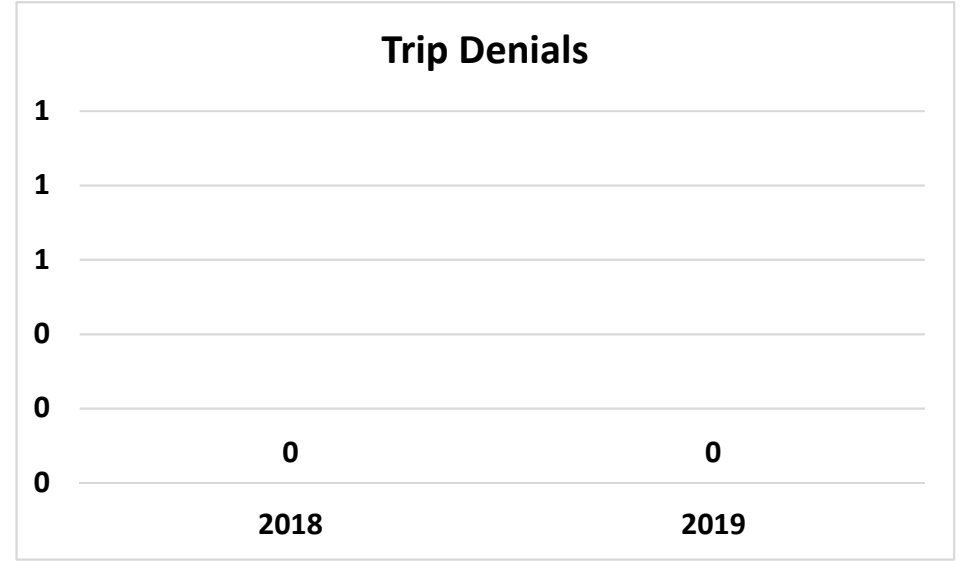
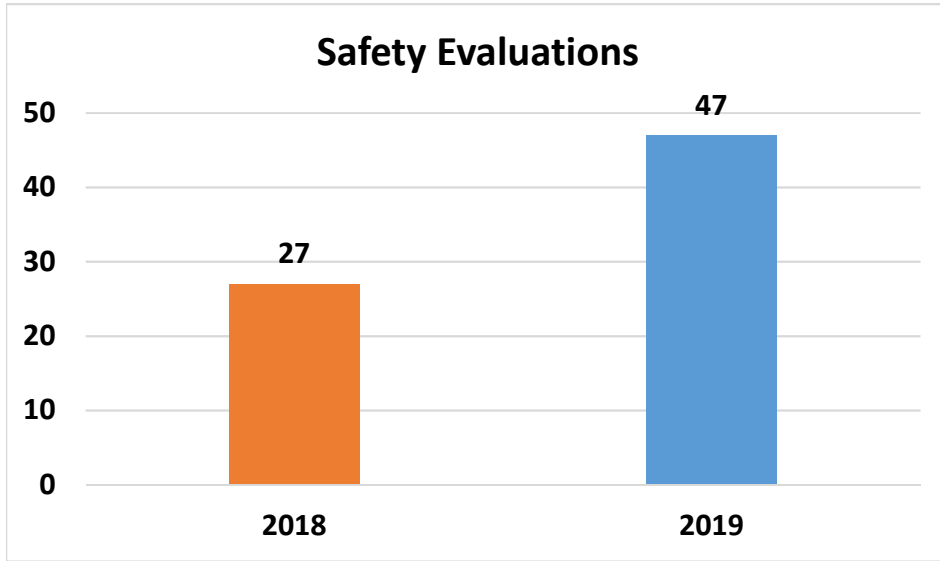
SunDial Operational Notes

OCTOBER 2018/2019



SunDial Operational Notes

OCTOBER 2018/2019



SunLine Transit Agency
CONSENT CALENDAR

DATE: December 4, 2019
TO: Finance/Audit Committee
Board of Directors
RE: Metrics for November 2019

RECEIVE & FILE

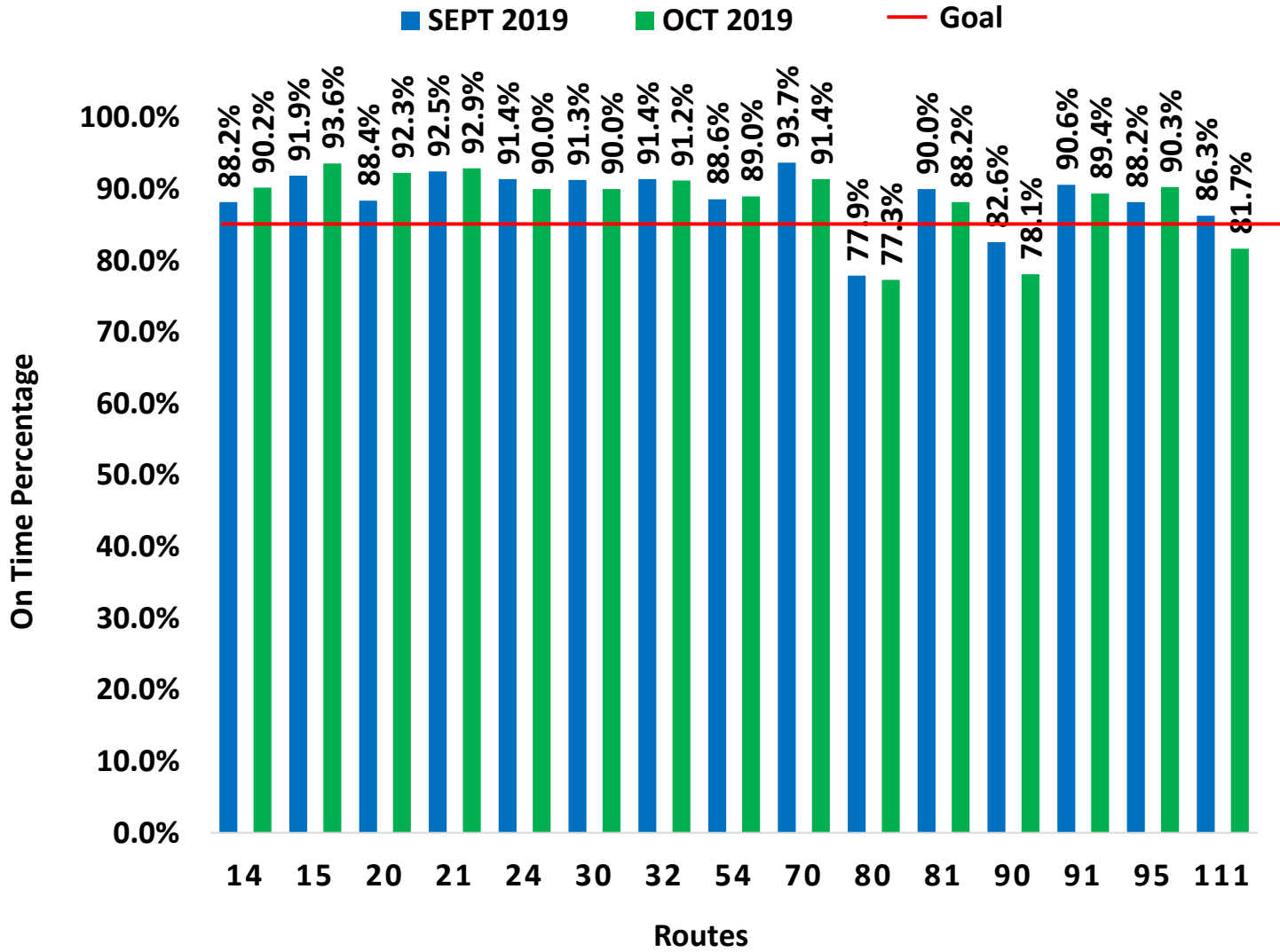
Summary:

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.

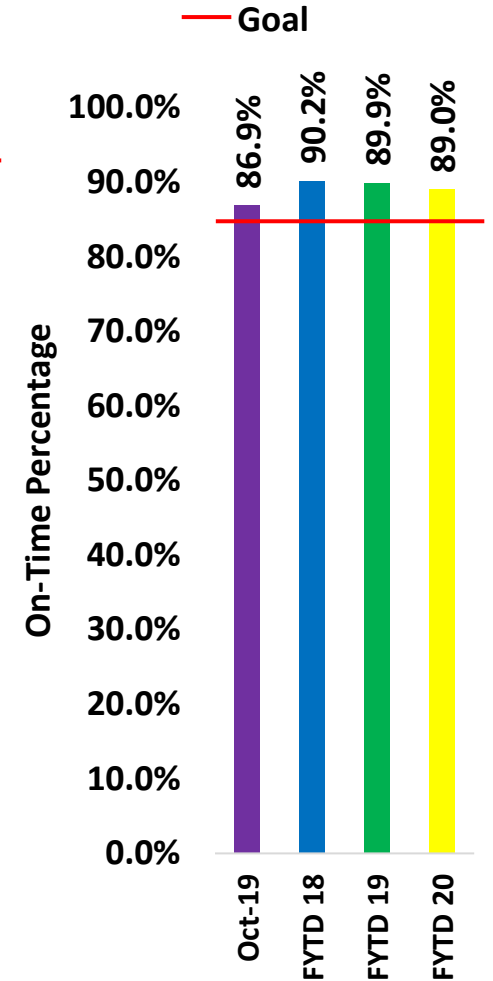
Recommendation:

Receive and file.

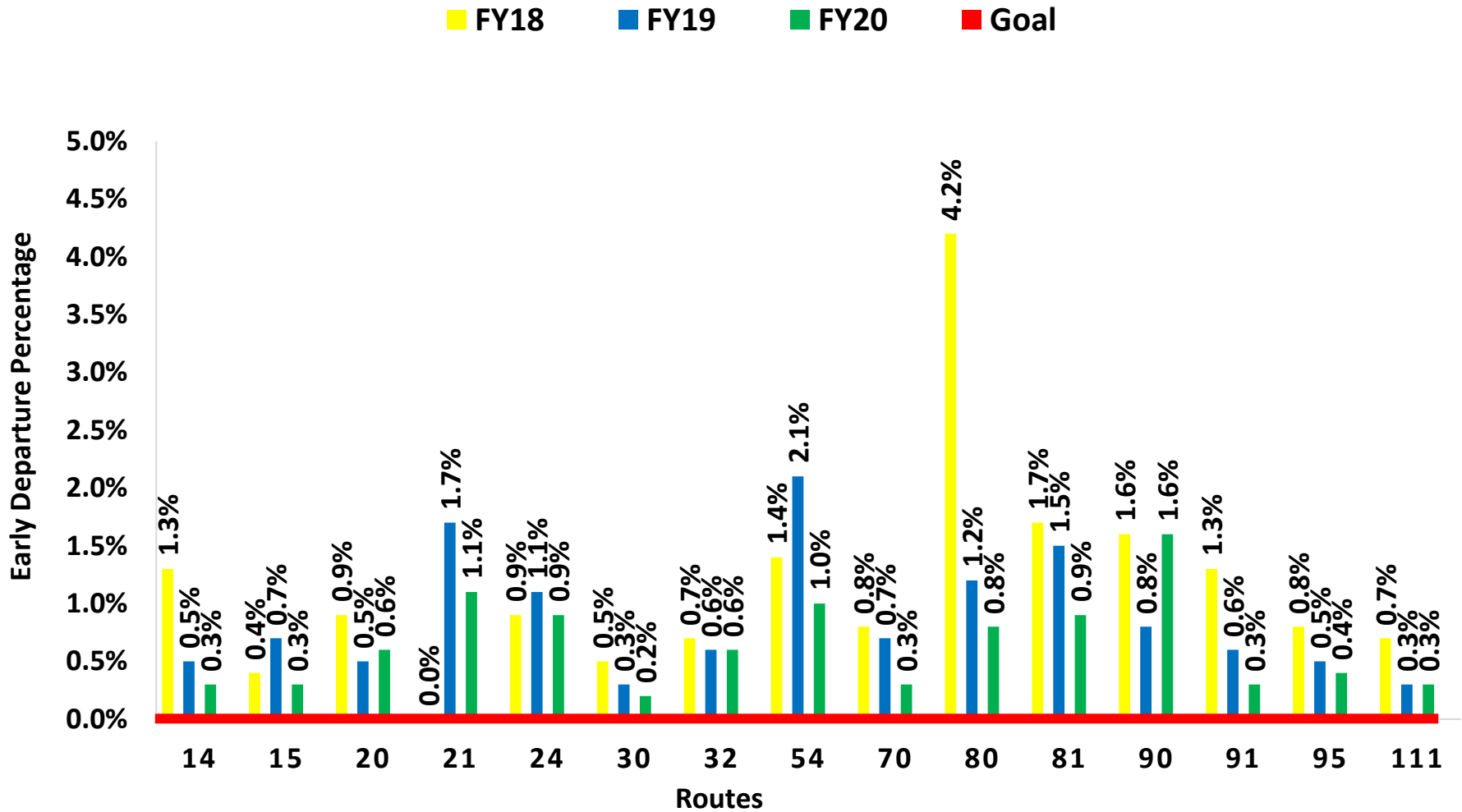
On-Time Performance Percent by Route



On Time Performance System Wide

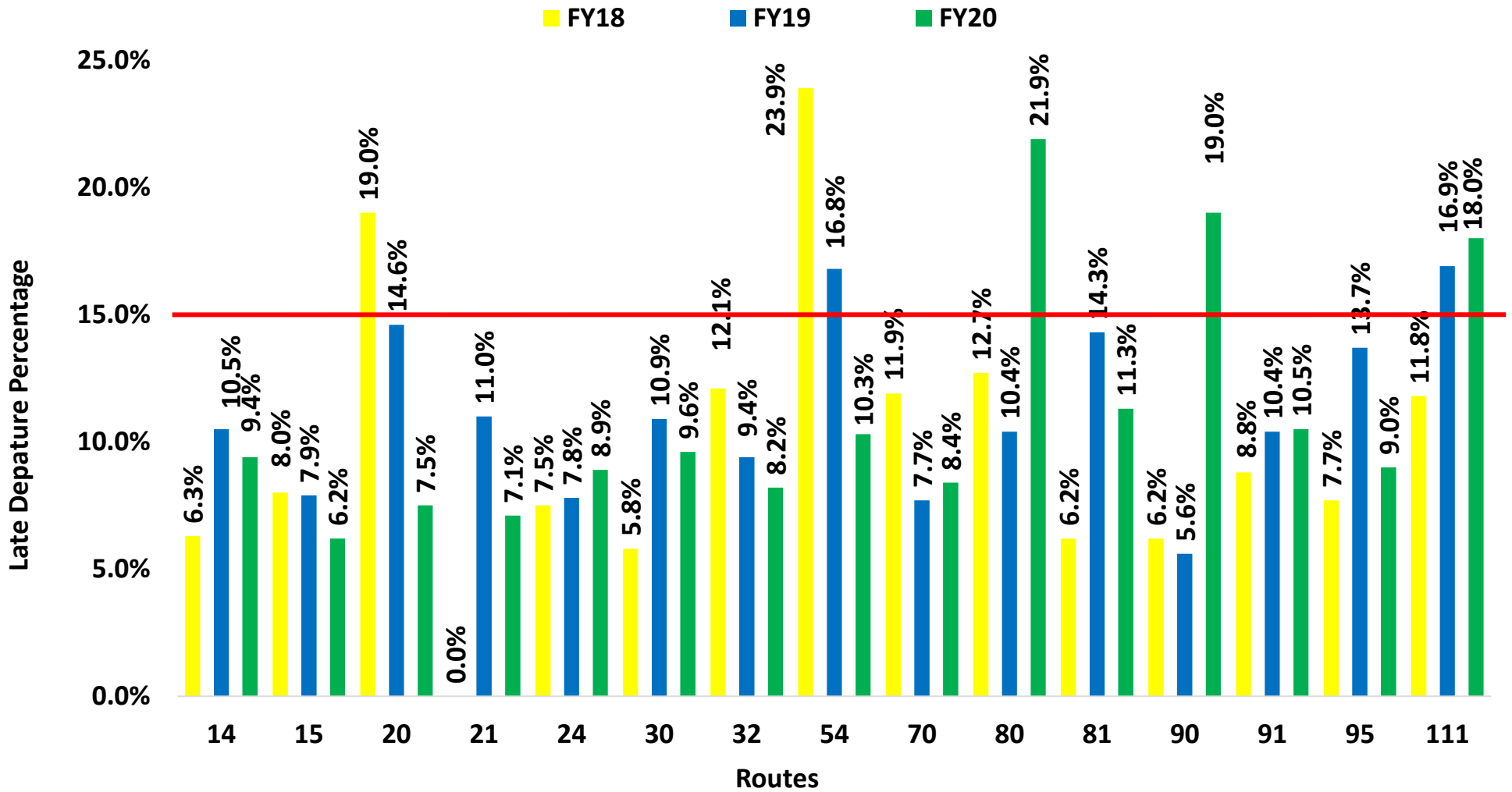


Early Departures by Route FYTD



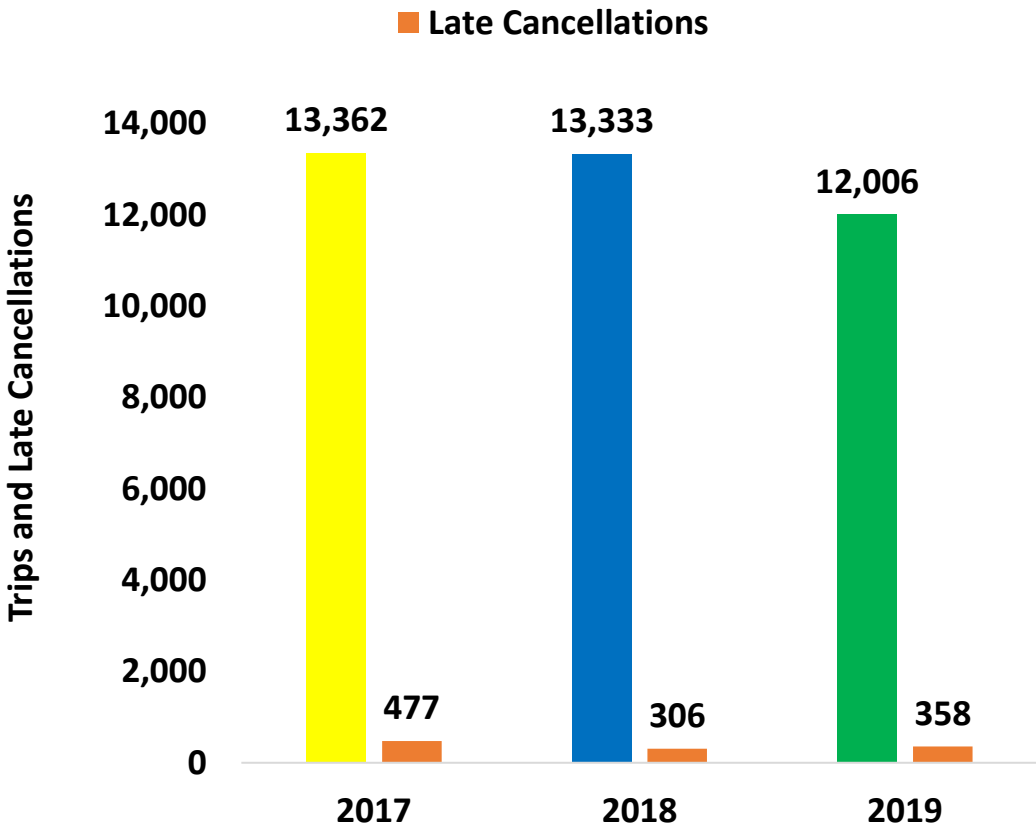
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route October

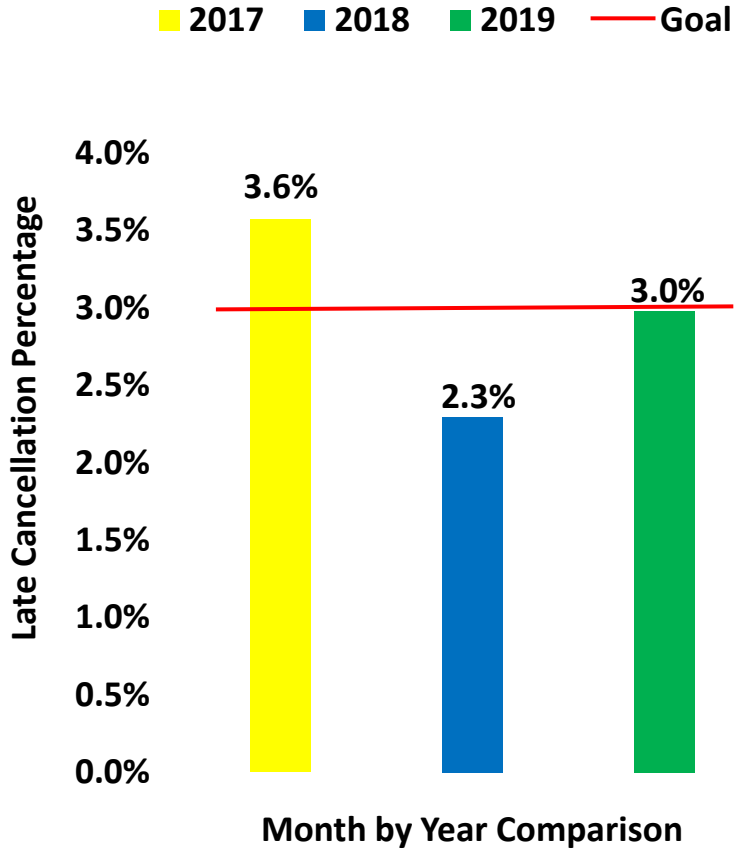


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs. Late Cancellations October



Late Cancellation Percentage

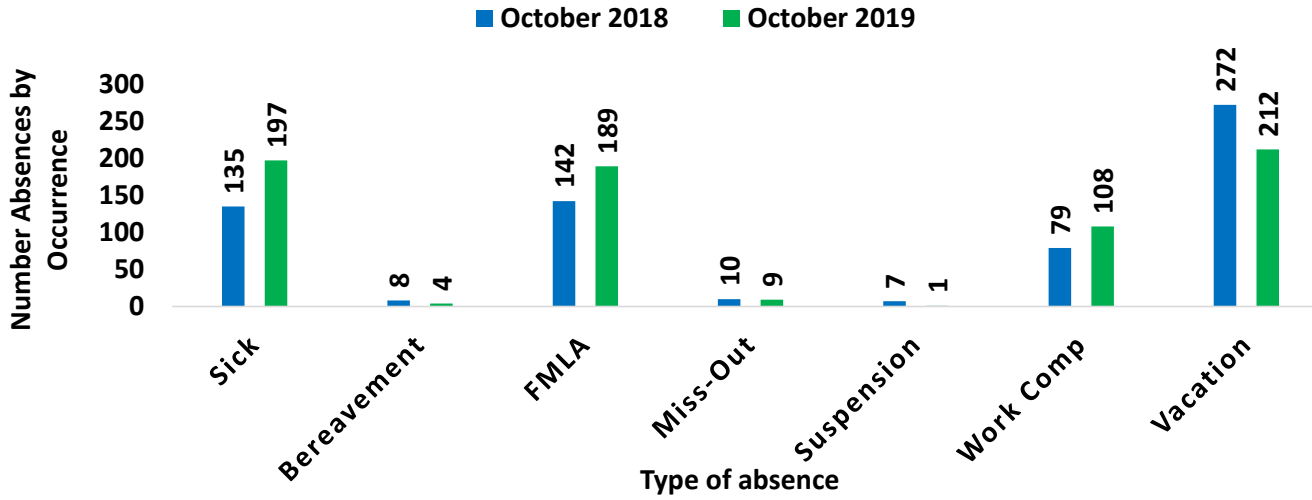


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

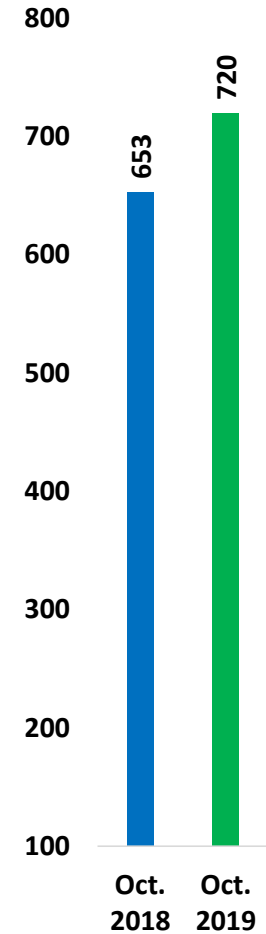
Late Cancellation: A trip for which an ADA client does not cancel 2 hours or more before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

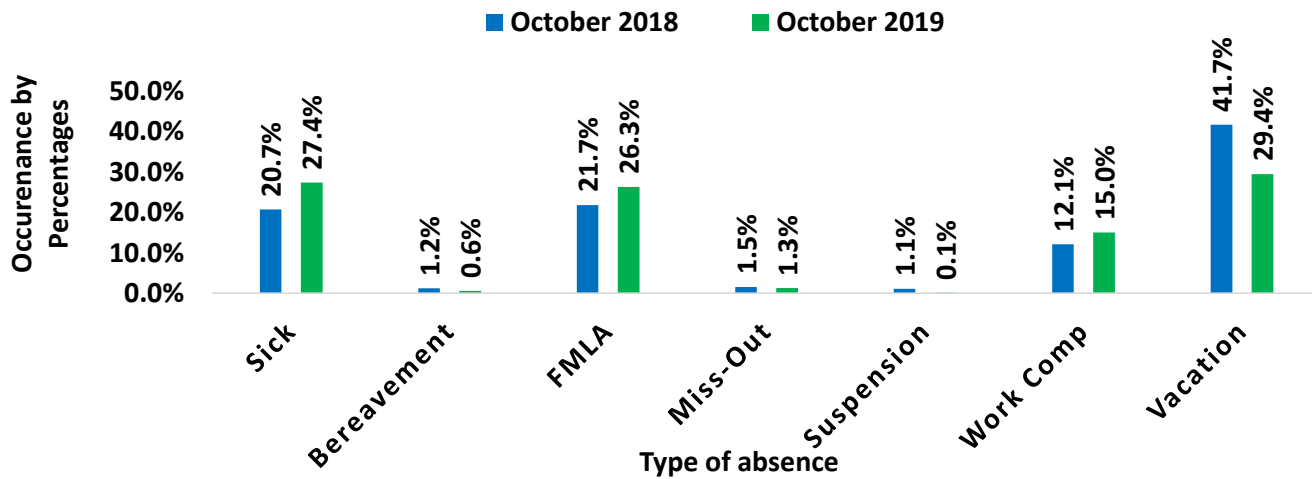
Driver Absence Occurrences



Total Absence Occurrences

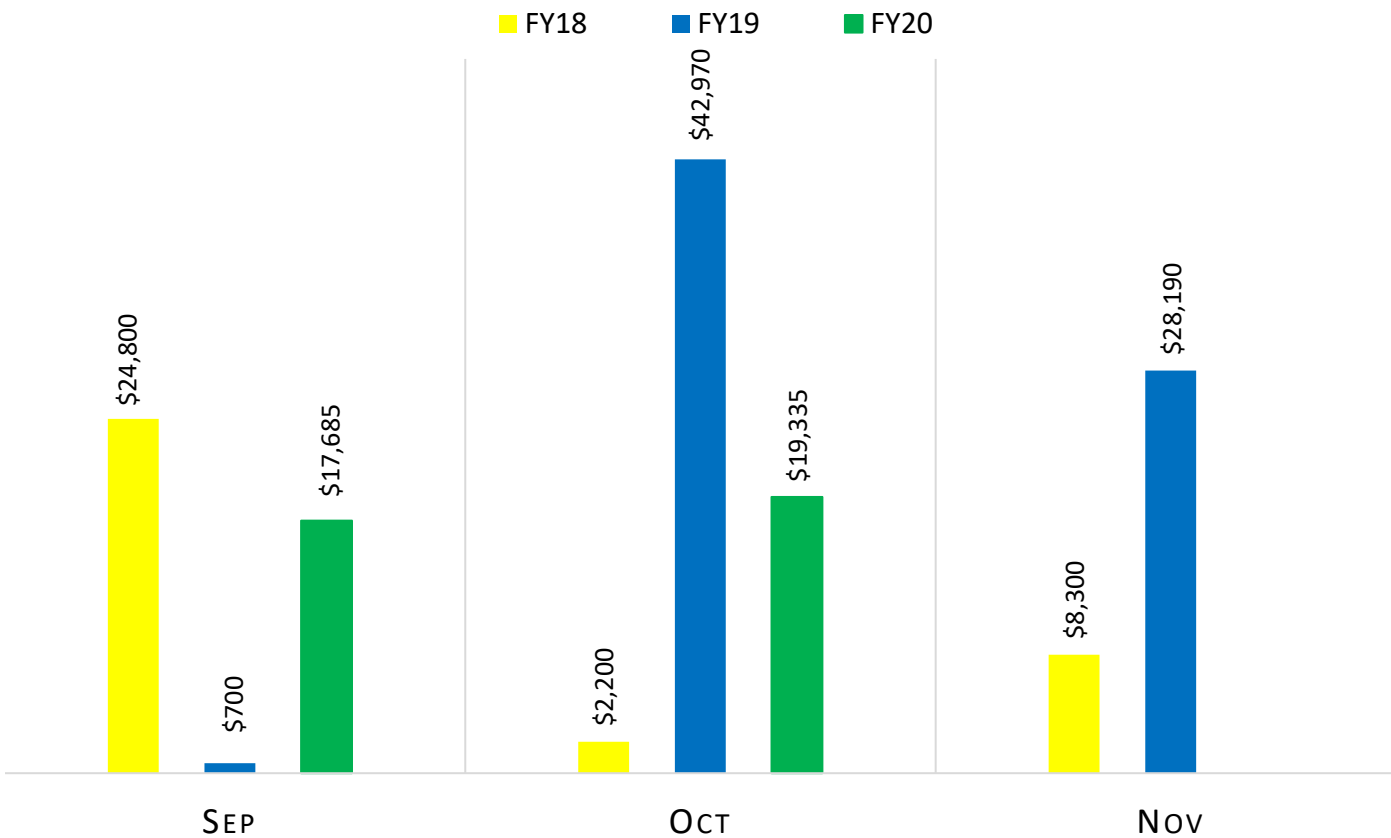


Driver Absence Occurrences by Percentages

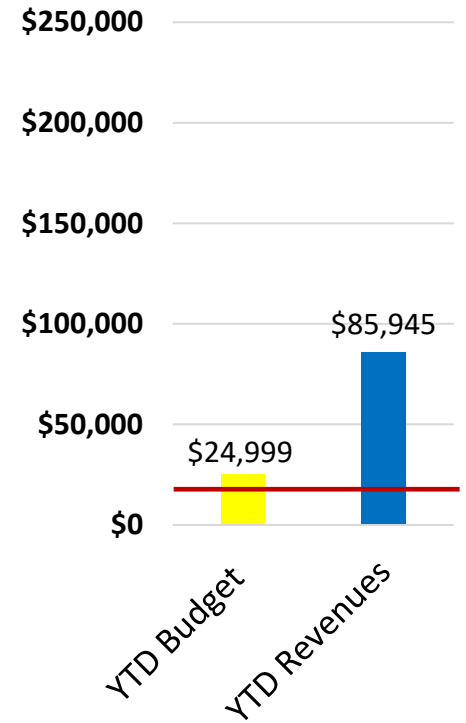


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Advertising Revenue - FYTD20

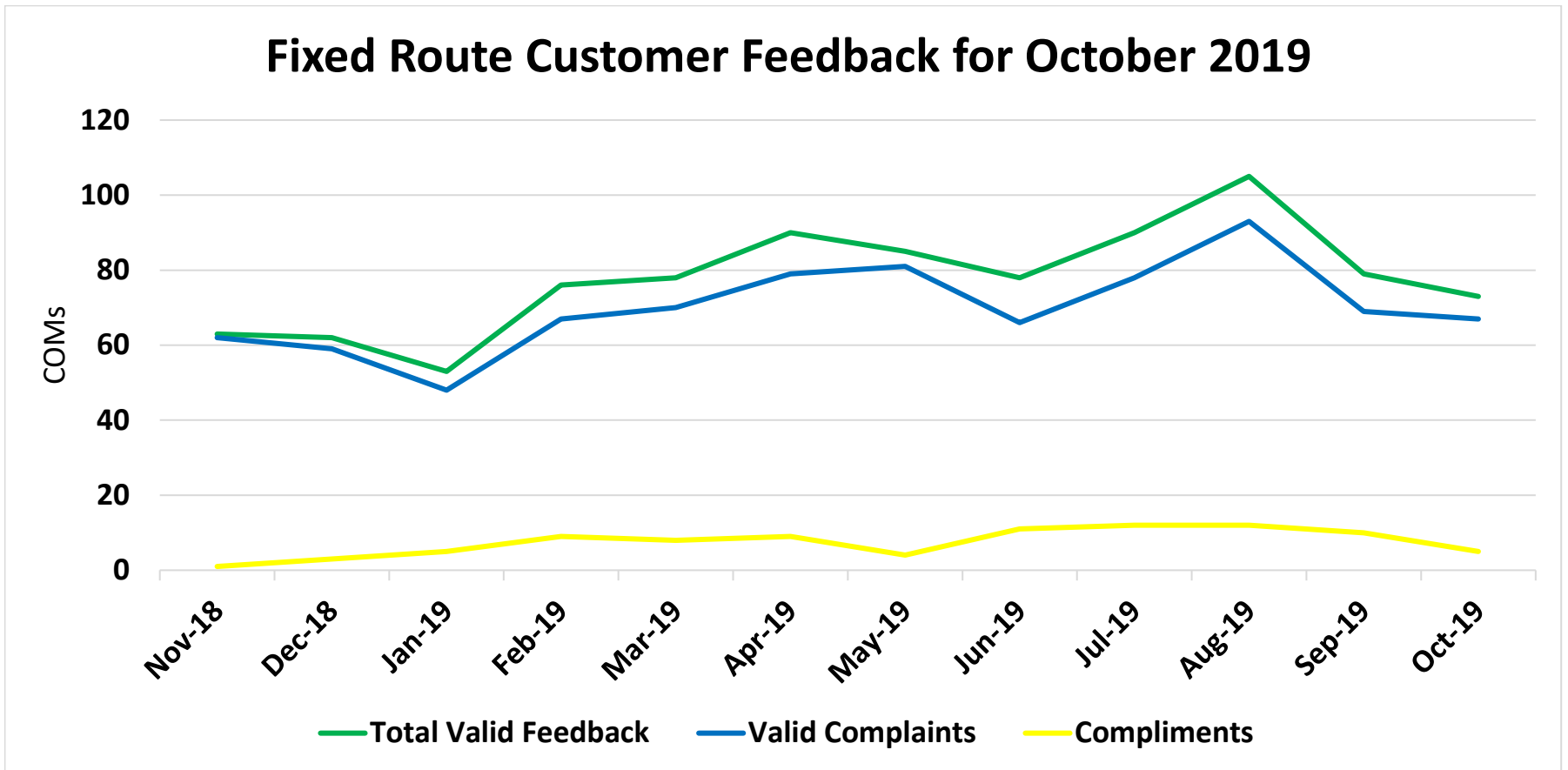


YTD Budget vs YTD Agency Revenue - October FY20



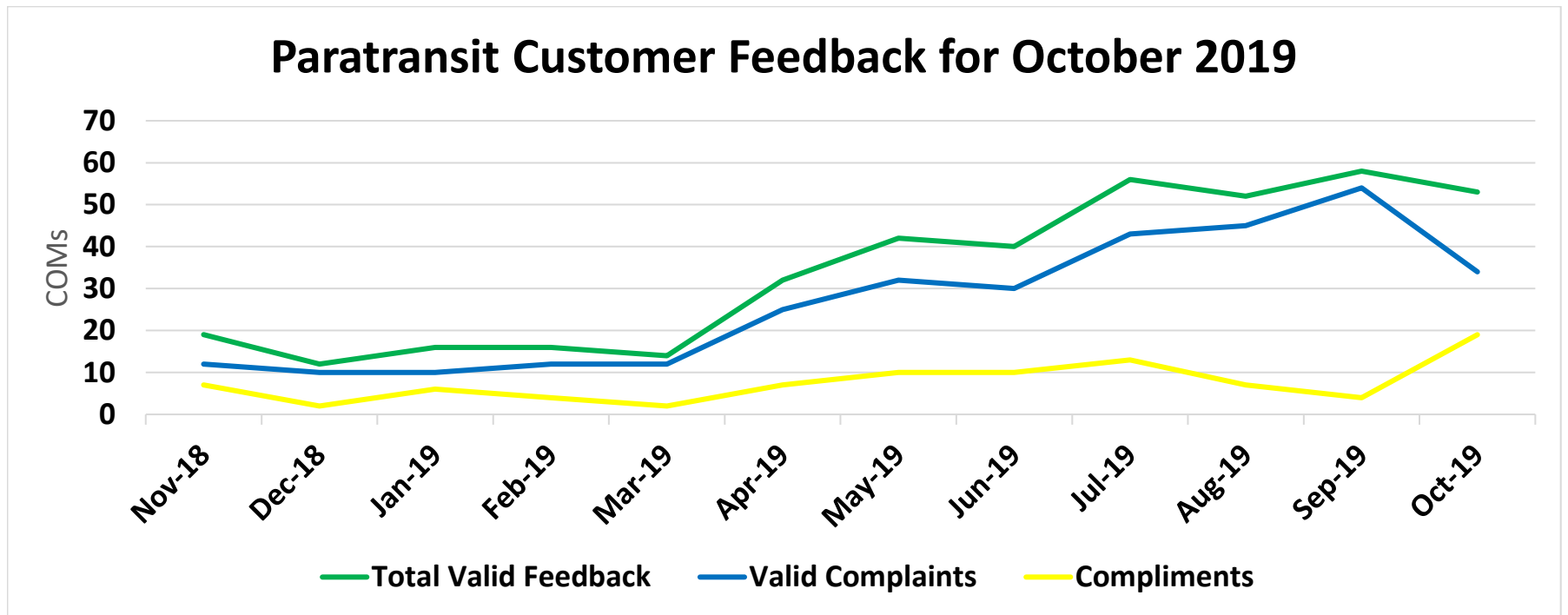
Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

Fixed Route Customer Feedback for October 2019



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

Paratransit Customer Feedback for October 2019



Valid paratransit feedback comprised of compliments and complaints for October 2019

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 4, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for October 2019

Summary:

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

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

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 4, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q3 of Calendar Year 2019

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the third quarter of calendar year 2019. The report shows market value, asset allocation percentage and performance compared to benchmarks.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	29,368,847	100.00	0.84	13.95	4.01	N/A	N/A	6.88	07/01/2017
<i>Blended Benchmark</i>			1.64	15.61	6.31	N/A	N/A	8.57	07/01/2017
<i>PFM Blended Benchmark</i>			1.02	13.83	5.36	N/A	N/A	6.85	07/01/2017
Equities	18,547,879	63.15	-0.19	16.69	0.55	N/A	N/A	8.05	07/01/2017
<i>Russell 3000 Index</i>			1.16	20.09	2.92	12.83	10.44	11.03	07/01/2017
<i>PFM Blended Equity Benchmark</i>			0.13	17.06	1.50	10.59	7.82	6.07	01/01/2001
Vanguard Total Stock Index	9,526,809	32.44	1.09	20.00	2.89	12.81	10.42	11.02	07/01/2017
<i>Russell 3000 Index</i>			1.16	20.09	2.92	12.83	10.44	11.03	07/01/2017
Jensen Quality Growth Fund	1,036,626	3.53	1.76	19.46	7.47	15.24	13.55	4.37	04/01/2019
<i>S&P 500</i>			1.70	20.55	4.25	13.39	10.84	6.08	04/01/2019
iShares Core S&P Mid Cap ETF	930,402	3.17	-0.09	17.83	-2.55	9.32	8.82	2.94	04/01/2019
<i>S&P MidCap 400</i>			-0.09	17.87	-2.49	9.38	8.88	2.96	04/01/2019
iShares Core S&P Small-Cap ETF	549,862	1.87	-0.20	13.45	-9.35	9.32	9.87	1.55	05/01/2018
<i>S&P SmallCap 600</i>			-0.20	13.46	-9.34	9.33	9.89	1.55	05/01/2018
Vanguard Total International Stock	2,041,959	6.95	-1.60	11.46	-1.56	6.06	3.16	2.62	07/01/2017
Vanguard International Value	1,323,444	4.51	-1.25	10.69	-2.60	6.18	2.22	2.59	07/01/2017
J. O. Hambro International Select	1,647,612	5.61	-3.96	10.65	-3.31	5.35	4.85	5.03	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-1.80	11.56	-1.23	6.33	2.90	2.93	07/01/2017
Invesco Oppenheimer Int'l Small-Mid Company	834,439	2.84	-2.87	15.56	-3.98	11.16	10.91	7.87	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-1.19	10.28	-5.63	4.64	3.98	1.22	07/01/2017
Hartford Schrodgers Emerging Markets Equity	656,726	2.24	-2.68	9.94	0.23	7.58	N/A	-6.28	03/01/2018
<i>MSCI EM (net)</i>			-4.25	5.90	-2.02	5.97	2.33	-8.06	03/01/2018

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



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	10,562,192	35.96	2.06	9.50	10.06	N/A	N/A	4.56	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.27	8.52	10.30	2.92	3.38	4.28	07/01/2017
Baird Core Plus	3,171,856	10.80	2.32	9.53	10.53	3.64	3.97	4.63	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.27	8.52	10.30	2.92	3.38	4.28	07/01/2017
DoubleLine Core Fixed Income	3,109,217	10.59	1.48	7.65	8.29	3.22	3.63	3.64	09/01/2017
Prudential Total Return Bond Fund	3,173,107	10.80	2.68	10.74	12.25	4.44	4.66	5.09	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.27	8.52	10.30	2.92	3.38	3.96	09/01/2017
Vanguard Interm-Term Invest. Grade	2,319	0.01	1.87	9.70	10.90	3.29	3.93	4.51	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			2.47	12.57	13.12	4.21	4.70	5.53	07/01/2017
iShares Intermediate-Term Corporate Bond ETF	1,105,693	3.76	2.55	12.90	13.23	4.46	4.04	-0.49	09/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			2.56	12.86	13.27	4.40	4.86	-0.49	09/01/2019
Cash & Equivalent	258,776	0.88	0.52	1.66	2.20	N/A	N/A	1.70	07/01/2017
First American Prime Obligation - Z	258,776	0.88	0.55	1.81	2.39	1.62	1.02	1.94	07/01/2017

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



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	29,046,484	100.00	0.85	13.94	4.02	N/A	N/A	6.90	07/01/2017
<i>Blended Benchmark</i>			1.64	15.61	6.31	N/A	N/A	8.57	07/01/2017
<i>PFM Blended Benchmark</i>			1.02	13.83	5.36	N/A	N/A	6.85	07/01/2017
Equities	18,366,522	63.23	-0.19	16.70	0.55	N/A	N/A	8.12	07/01/2017
<i>Russell 3000 Index</i>			1.16	20.09	2.92	12.83	10.44	11.03	07/01/2017
<i>PFM Blended Equity Benchmark</i>			0.13	17.06	1.50	10.59	7.82	8.19	07/01/2017
Vanguard Total Stock Index	9,464,247	32.58	1.09	20.00	2.89	12.81	10.42	11.02	07/01/2017
<i>Russell 3000 Index</i>			1.16	20.09	2.92	12.83	10.44	11.03	07/01/2017
Jensen Quality Growth Fund	1,021,393	3.52	1.76	19.46	7.47	15.24	13.55	4.37	04/01/2019
<i>S&P 500</i>			1.70	20.55	4.25	13.39	10.84	6.08	04/01/2019
iShares Core S&P Mid Cap ETF	916,876	3.16	-0.09	17.83	-2.55	9.32	8.82	2.94	04/01/2019
<i>S&P MidCap 400</i>			-0.09	17.87	-2.49	9.38	8.88	2.96	04/01/2019
iShares Core S&P Small-Cap ETF	538,497	1.85	-0.20	13.45	-9.35	9.32	9.87	1.55	05/01/2018
<i>S&P SmallCap 600</i>			-0.20	13.46	-9.34	9.33	9.89	1.55	05/01/2018
Vanguard Total International Stock	2,016,570	6.94	-1.60	11.46	-1.56	6.06	3.16	2.62	07/01/2017
Vanguard International Value	1,307,688	4.50	-1.25	10.69	-2.60	6.18	2.22	2.59	07/01/2017
J. O. Hambro International Select	1,626,872	5.60	-3.96	10.65	-3.31	5.35	4.85	5.03	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-1.80	11.56	-1.23	6.33	2.90	2.93	07/01/2017
Invesco Oppenheimer Int'l Small-Mid Company	824,876	2.84	-2.87	15.56	-3.98	11.16	10.91	7.87	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			-1.19	10.28	-5.63	4.64	3.98	1.22	07/01/2017
Hartford Schrodgers Emerging Markets Equity	649,503	2.24	-2.68	9.94	0.23	7.58	N/A	-6.28	03/01/2018
<i>MSCI EM (net)</i>			-4.25	5.90	-2.02	5.97	2.33	-8.06	03/01/2018

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



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	10,430,001	35.91	2.06	9.50	10.06	N/A	N/A	4.56	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.27	8.52	10.30	2.92	3.38	4.28	07/01/2017
Baird Core Plus	3,131,696	10.78	2.32	9.53	10.53	3.64	3.97	4.63	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.27	8.52	10.30	2.92	3.38	4.28	07/01/2017
DoubleLine Core Fixed Income	3,070,908	10.57	1.48	7.65	8.29	3.22	3.63	3.64	09/01/2017
Prudential Total Return Bond Fund	3,133,373	10.79	2.68	10.74	12.25	4.44	4.66	5.09	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.27	8.52	10.30	2.92	3.38	3.96	09/01/2017
Vanguard Interm-Term Invest. Grade	2,290	0.01	1.87	9.70	10.90	3.29	3.93	4.51	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			2.47	12.57	13.12	4.21	4.70	5.53	07/01/2017
iShares Intermediate-Term Corporate Bond ETF	1,091,734	3.76	2.55	12.90	13.23	4.46	4.04	-0.49	09/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			2.56	12.86	13.27	4.40	4.86	-0.49	09/01/2019
Cash Equivalent	249,961	0.86	0.52	1.66	2.20	N/A	N/A	1.70	07/01/2017
First American Prime Obligation - Z	249,961	0.86	0.55	1.81	2.39	1.62	1.02	1.94	07/01/2017

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



SunLine Transit Agency

DATE:	December 4, 2019	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Demetrius Genera, Deputy Chief Operating Officer-Maintenance	
RE:	Purchase of Four (4) Expansion Fixed Route Buses	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with New Flyer of America, Inc. to purchase four (4) expansion 40-foot low floor Compressed Natural Gas (CNG) buses. Total cost of the contract will not exceed \$2,724,189, including tax. If approved, the contract will be executed once the Affordable Housing and Sustainable Communities Program (AHSC) standard agreement is completed.

Background

SunLine, along with the City of Coachella and Chelsea Investment Corporation, successfully applied for funding through the Affordable Housing and Sustainable Communities Program (AHSC). This project will significantly improve the regional transportation landscape of the Coachella Valley by building a bus hub and procuring four (4) buses and forty vanpools to help eliminate over 41.6 million auto vehicle miles traveled by residents and workers. As a co-applicant SunLine is responsible for the procurement of four (4) CNG buses.

SunLine will use an existing cooperative purchase agreement to procure the four (4) CNG buses. In 2015, OmniTrans completed a solicitation that included SunLine Transit Agency for the procurement of 40-foot low floor CNG buses, which granted SunLine the ability to purchase up to 24 buses. The contract was awarded to New Flyer of America, Inc. for heavy duty Xcelsior buses. In July 2019, SunLine purchased six (6) of the available options under this solicitation. If approved, this purchase would utilize four (4) of the remaining 12 options.

Financial Impact

The financial impact of \$2,724,189 will utilize the Downtown Coachella Net Zero Affordable Housing and Transportation Collaboration Sustainable Transportation Infrastructure (STI) funds from the State of California.

SunLine Transit Agency

DATE: December 4, 2019 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Demetrius Genera, Deputy Chief Operating Officer-Maintenance

RE: Purchase of Paratransit Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Creative Bus Sales Inc. (CBS) for 15 paratransit vehicles. Total cost not to exceed \$2,369,890, including taxes.

Background

SunDial is an origin-to-destination advanced reservation transportation service for persons with disabilities. SunDial's paratransit fleet currently consists of 39 Ford Cut-A-Way CNG powered vehicles. The Agency has vehicles that have reached the end of their useful life.

The ARBOC Spirit of Freedom paratransit bus was selected because they are comparable with the current SunDial paratransit fleet. CBS is an authorized dealer for ARBOC Specialty Vehicles and were awarded the contract under the Department of Enterprise Services ("Master Contract") through the State of Washington.

The Master Contract gives smaller agencies the ability to purchase a variety of different vehicle options at very competitive pricing. Access to purchase from this agreement is limited to publicly funded agencies, city transit systems and non-profit organizations that provide governmental services. The Master Contract meets all of the FTA's requirements governing third party contracting. Vehicle assembly and delivery schedule is expected to be 120 days from award of contract.

Financial Impact

The financial impact of \$2,369,890 was budgeted in the FY17 through FY20 SRTPs, utilizing Federal Transit Administration 5307 & State Funds will be used to pay for these vehicles.

SunLine Transit Agency

DATE: December 4, 2019 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Deputy Chief Financial Officer

RE: Fiscal Year 2019 Audit Reports

Background

SunLine Transit Agency is required to complete annual financial and single audits in accordance with its Joint Powers Agreement, as well as with State and Federal requirements. Beginning in FY 2019, SunLine awarded a contract to conduct these required audits to a new firm, Eide Bailly, LLP. In October, staff submitted an information item to the Board of Directors, informing them that the audit was not yet complete, based on additional requirements that the auditors had to meet, and that it would be presented to the Board for approval in December. In previous years, the audit was completed and submitted to the Board for approval at the October meeting. The audit team was aware of the timeline for the Board report and the deadline at the end of December for filing the report to the State Controller, and assured staff that they could meet the timelines.

Unfortunately, staff has not experienced appropriate levels of communication and timeliness expected from our audit firm, and learned last week, when the final report was due, that the analysis was not complete and the report is not ready for submittal to the Board. We have expressed our concern and displeasure to the managing partner of the firm and are actively working with them to ensure that the report is completed in the next few weeks so that it can be submitted to the Board in January.

Because the report was not completed in a timely manner, staff has requested an extension from the State Controller to move the due date for the financial audit from December 31, 2019 to February 28, 2020. The deadline for the Federal single audit is March 31, 2020 and does not require an extension.